Wireless Scan Gun Tracking Process
2/24/2009

The System Security Plan (SSP) for the re-engineered Interagency Cache Business System (ICBS) describes the management, operational and technical security controls required by a number of laws and policies. These include policies developed under the auspices of the Federal Information Processing Standards (FIPS), National Institute of Standards and Technology (NIST), USDA and the Forest Service.

Based on the ICBS SSP, supporting documentation, and an extensive security certification and accreditation process, the Forest Service issued its Authority to Operate (ATO) the ICBS system on February 13, 2009. Our authority to use ICBS requires us to follow the "controls" specified in the SSP.

The SSP "Media Access" control states:
- "The organization restricts access to information system media to authorized individuals."
- "This control also applies to portable and mobile computing and communications devices with information storage capability."
- "**Each cache maintains a check-in and check-out process for all wireless components.**"

In order to comply with this requirement, each cache should have a designated individual (e.g. cache manager, assistant cache manager, materials handler leader, etc.) who oversees a process for authorized users to sign in and sign out the wireless scanning devices. This requirement can be satisfied by simply requiring all users to fill out a check-in/check-out sheet located near the scan gun charging station(s) in the cache.

Although the ICBS scanning devices have multiple layers of security, and can only be used in conjunction with secure wireless local area networks (WLANs) in each cache, a check-in/check-out process will make it easier for the responsible manager/leader to discover misplaced/missing devices as soon as possible.

Attached is a suggested template for a check-in/check-out form.

_____Cache Scan Gun Check-in/Check-out Sheet

Device Number	Checked Out To	Checked Out		Checked In	
		Date	Time	Date	Time