

## Fermilab GCSC Role and Responsibilities (cont)

### FNAL Security Coordination duties:

- Communicate awareness of computing risks to users and management. This awareness is to facilitate access to policies and procedures provided by the CSExec, FCSC, Fermilab Computer Security Team, FCIRT and supplemented by the Division/Section/Experiment specific plans, policies and procedures.
- Ensure alerts pertaining to both actual and possible computer security incidents (both automated and user initiated) within their Division/Section/Experiment are responded to. These responses may come directly from the associated GCSC or delegated to the local administrator(s) or end user. Automated email message alerts sent which require attention include (but are not limited to) automated email messages noting violations of the FNAL Computing Policies, missing critical patch notifications and alerts of outbound host or port scanning.
- Communicate the computer security incident reporting procedures through the appropriate defined channels and to provide updates of incidents occurring within their Division/Section/Experiment to their Division or Section Head or Spokesperson.
- Submit requests for Policy exemptions as defined by the Policy Exemption process for the affected policy
- Submit requests for Service exemptions as defined by the Service Exemption process for the affected service
- Communicate Critical Patch mandates and report any exceptions in their Division/Section/Experiment that cannot meet the terms of the mandate along with the reasons and remediation plans
- Acknowledge submitted Risk Assessments
- Submit Effort Reporting for both GCSC tasks for the month and System Administration efforts to attend to critical patching and policy violation efforts (when the effort reporting system is available)

### FCIRT related duties:

- Assist FCIRT (Fermilab Computer Incident Response Team) in locating both the responsible persons and equipment involved in a computer security incident.
- Carry out triage and forensics (with approval from Division/Section Head or Spokesperson) as delegated by the FCIRT Head or FCIRT member coordinating the computer security incident.
- Assess potential risks of their Division, Section or Experiment during any given computer security incident.
- Assist in the communication of violations to computer security policy to line management, Division or Section Heads and Spokespersons where applicable.

Please sign below to indicate you have read and understand the responsibilities defined for the role of Fermilab GCSC and return it to Joe Klemencic, mailstop 369.

02596  
Fermilab ID

Allen Femi  
GCSC (or deputy) Signature

1/31/07  
Date

5710  
Fermilab ID

[Signature] (G. Bock for J. Strait)  
Division/Section/Spokesperson Signature

1/31/07  
Date