

**U. S. Department of Energy
Oak Ridge Office
Office of Environmental Management
Procedure**

EM SharePoint Procedure

**EM-1.2
Revision 0**

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ACRONYMS

CM	Configuration Management
DOE	Department of Energy
EM	Environmental Management
ORO	Oak Ridge Office
PC&A	Project Controls and Administration Division

1.0 PURPOSE

The purpose of the Oak Ridge Office (ORO) Office of Environmental Management (EM) SharePoint website procedure is to establish a baseline that will define the minimum application of configuration controls that will be used for each element type. In addition, this procedure establishes guidance for devices that either will not or cannot conform to the ORO baseline Configuration Management (CM) baselines.

2.0 SCOPE

This procedure covers configuration management for the EM SharePoint website, which consist of change control, monitoring and access restrictions.

3.0 REFERENCES

Cyber Security Configuration Management Procedure (DOE-ORO-CSP006)

4.0 ROLES AND RESPONSIBILITY

4.1 Information Resource Management Division

- 4.1.1 Validation of configuration baselines for each type of device
- 4.1.2 Review of scans and other available information to ensure that configuration guidelines are being maintained on the network
- 4.1.3 Mediation of any request for exemption from the configuration policies

4.2 Information Technology Support Services (ITSS) Contractor

- 4.2.1 Development of processes to ensure each device on the network is configured, maintained and operated within ORO configuration guidelines
- 4.2.2 Removal of any system that fails to conform with the rules
- 4.2.3 Deployment and support of their systems with the appropriate configurations

4.3 EM Project Controls and Administration (PC&A)

- 4.3.1 Administrator of the EM SharePoint website

- 4.3.2 Ensure that information is within the set ORO configuration guidelines
- 4.3.3 Provides all updates to the website to represent the most current EM information
- 4.3.4 Distribution of users rights for the website

5.0 MANAGEMENT COMMITMENT

The DOE ORO management ensures that all DOE ORO information systems comply with the Configuration Management requirement set forth in the Configuration Management DOE-STD 1073-2003, the NIST 800-53, the DOE Standard Guide for Operational Configuration Management Program PT.1 & 2 DOE-STD-1073-93 and the Configuration Management Guidance DOE-CIO-Guidance0CS-8.

6.0 COMPLIANCE

CM-1 Configuration Management Policy and Procedures – The DOE ORO operates under procedures and work plans to facilitate the implementation of configuration management for the information systems policies and procedures.

CM-2 Baseline Configuration Management – The DOE ORO has developed configuration baselines for each device, Operating Systems or other element to ensure each device is operating in a manner to protect the information system.

CM-3 Configuration Change Control – The DOE ORO has developed a configuration change control process that documents and controls all changes to the information system.

CM-4 Monitoring Configuration Changes – Configuration changes made to the DOE ORO information system require authorization. A security assessment is required for all changes to determine the effects of the change. A system has been developed to rapidly identify when a system configuration has been changed and to return that system to the approved baseline configuration.

CM-5 Access Restrictions for Change – Individual access privileges are authorized by IRMD. Changes made to the DOE ORO information system are restricted to administrators of the information system only; the individual responsible for the change will be listed on the System Change Request.

CM-6 Configuration Settings – The DOE ORO has established mandatory configuration setting for information technology products employed within the information system. Only authorized individuals obtain access to information system components for purpose of initiating changes, including upgrades, and

modifications.

CM-7 Least Functionality - Configuration Settings and Least Functionality Settings for the IS are defined in the DOE XP SP2 ORO Standard Configuration and complies with the CIS Level One benchmarks and NIST standards.

CM-8 Information System Component Inventory - The ITSS contractor plans for managing IT hardware equipment at the DOE ORO is in concert of duties described as receiving, accountability systems tracking, warehousing, distribution, excessing, and reporting.