



IMPORTANT SECURITY REMINDERS

- Always wear your badge while inside the building. When you leave the building, remove your badge and do not display it while off site.
- Do not leave your Common Access Card (CAC) unattended, always keep it with you. If you lose your CAC, consequences include:
 - Explaining to your mentor or a senior leader at the facility the circumstances surrounding the loss,
 - Obtaining a letter from him/her,
 - Reporting the loss to the police, and
 - Obtaining a police report to take with you (in addition to the signed letter from a senior leader) to the badge issuing office to get another CAC.
- Memorize your CAC pin and always remove your CAC when you leave your computer.
- Do not allow anyone to come through the door after you have opened it using your proximity badge
 - If you see someone enter without using their badge, ask to see their badge. If they do not have one, escort them immediately to the reception area.
- Excuse yourself from meetings above your clearance level.
- Audio or video recording as well as photography inside a DoD building without PRIOR authorization is strictly prohibited.
 - While in the building, disable Bluetooth on any personal electronic devices.

- Do not bring personal flash drives into the building. Use of flash drives in most DoD computers is prohibited.
- Remember rules for appropriate use of government computers. See your signed:
 - DoD User Agreement (Consent to Monitor)
 - HPCMP User Agreement