



Work Instruction No: WI-613

Instruction for
Protecting Government Defense
Controlled Unclassified Information (CUI) &
Covered Defense Information (CDI)

Signature:  Date: 5/29/2018
Approved by: Diana Gennotti
(Process Owner) Contracts Administrator &
Export Compliance Officer


Signature:  Date: 5/29/2018
Approved By: Richard McAllister
Quality Manager

Signature:  Date: 5/29/2018
Approved By: Robert Atkisson:
Director of Plant Operations

THIS WORK INSTRUCTION CONTAINS PROPRIETARY INFORMATION OF AMETEK SCP, Inc AND IS NOT INTENDED FOR DISTRIBUTION TO PARTIES OUTSIDE OF AMETEK SCP. DUPLICATION, USE, OR DISCLOSURE, IN PART OR IN WHOLE IS STRICTLY PROHIBITED WITHOUT THE EXPRESS WRITTEN CONSENT OF AN AUTHORIZED REPRESENTATIVE.

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Table of Contents

Revisions..... 2

1.0 Scope: 3
 2.0 Applicable Documents: 3
 3.0 Definitions: 3
 4.0 Purpose: 3
 5.0 Instructions for Controlling CUI/CDI: 4
 6.0 Instructions for controlling "Clean Desk" Requirements.....5

Appendix I Sales Control of CUI/CDI.....6
 Appendix II Sales Control of CUI/CDI.....7
 Appendix III Purchasing Control of CUI/CDI.....8
 Appendix IV Eng, QA, Ops Control of CUI/CDI.....9

AMENDMENT RECORD: Revision History can be found on last page of Document

AMENDMENT RECORD

Rev.	Date	Description of Change	Approvals
-	5/29/2018	Initial Issue	DG RM RA

1.0 Scope:

- 1.1 This Work Instruction is developed to define the controls over Government Defense Controlled Un-Classified Information (CUI) and Government Covered Defense Information (CDI) distribution as well as general internal controls for “Clean Desks” ensuring that all sensitive information/documents are removed from the user’s workspace and locked away when the items are not in use.

2.0 Applicable Documents:

- 2.1 DFAR Clause 252.204-7012
- 2.2 NIST Special Publication 800-171
- 2.3 AMETEK (Corporate Policy) Information System Plan (ISSP)
- 2.4 AMETEK SCP Facility Technology Control Plan (TCP)
- 2.5 AMETEK SCP Facility Badge Authorization Access Inst.
- 2.6 AMETEK SCP Form #1006 Unclassified Document Receipt
- 2.7 AMETEK SCP Form #1001 Supplier Doc Control Survey

3.0 Definitions:

- 3.1 CUI: Controlled Un-Classified Information
- 3.2 CDI: Covered Defense Information
- 3.3 CIO: Covered Information Officer
- 3.4 NIST: National Institute of Standards and Technology
- 3.5 DFAR: Defense Federal Acquisition Regulation
- 3.6 Sensitive Information: Is defined as Information whereby the loss, misuse, or unauthorized access or modification could adversely affect the Company, the National interest or the performance of Federal programs

4.0 Purpose:

- 4.1 Information technology is fragile and susceptible to a wide range of threats including: Natural Disasters, Structural Failures, Cyber-attacks and Human errors. The purpose of this Instruction is to define the process for protecting and distributing Government Controlled Unclassified Information (CUI) and Government Covered Defense Information (CDI) at AMETEK SCP.
- 4.2 The purpose of this Instruction is also to establish the minimum requirements for defining “Clean Desk” protocols

whereby sensitive information including Intellectual property, customer proprietary information (particularly drawings and data containing CUI/CDI content) and company proprietary information, is secured in work areas and protected from visibility. A Clean Desk program is not only for purposes of NIST 800-171 compliance, but also defines AMETEK SCP's best practices as a top strategy utilized when trying to reduce the risk of security breaches in the workplace.

4.3 This Instruction applies to all AMETEK SCP, Inc. employees.

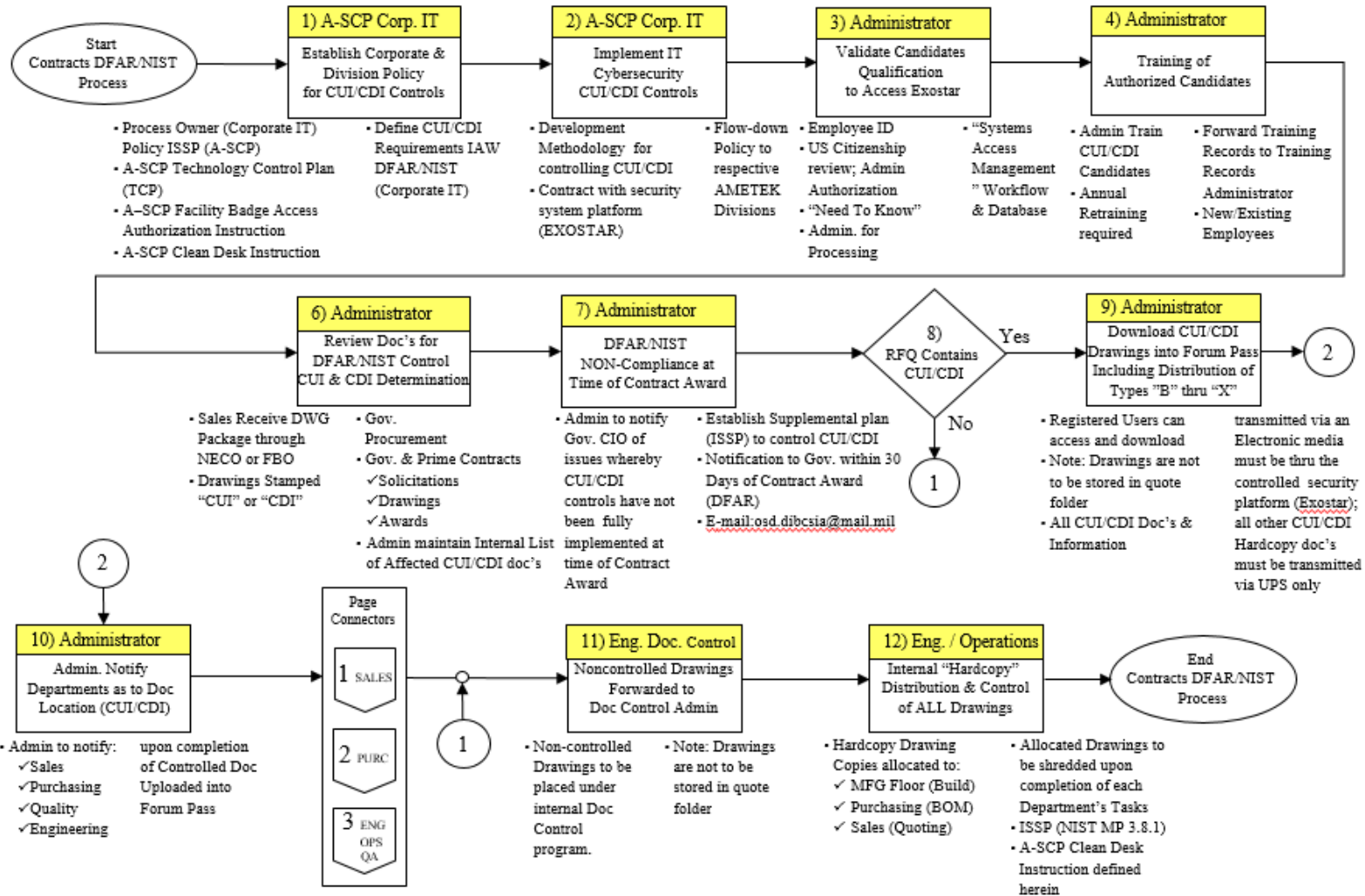
5.0 Instructions Controlling Storage and Distribution of CUI/CDI Documents:

- 5.1 See Appendix 1 for Contracts DFAR/NIST Internal Processing Instructions for Federal Controlled Unclassified Information (CUI) and Covered Defense Information (CDI).
- 5.2 See Appendix 2 for Sales DFAR/NIST Internal Processing Instructions for Federal Controlled Unclassified Information (CUI) and Covered Defense Information (CDI).
- 5.3 See Appendix 3 for Purchasing DFAR/NIST Internal Processing Instructions for Federal Controlled Unclassified Information (CUI) and Covered Defense Information (CDI).
- 5.4 See Appendix 4 for Engineering – Op's - Quality DFAR/NIST Internal Processing Instructions for Federal Controlled Unclassified Information (CUI) and Covered Defense Information (CDI).

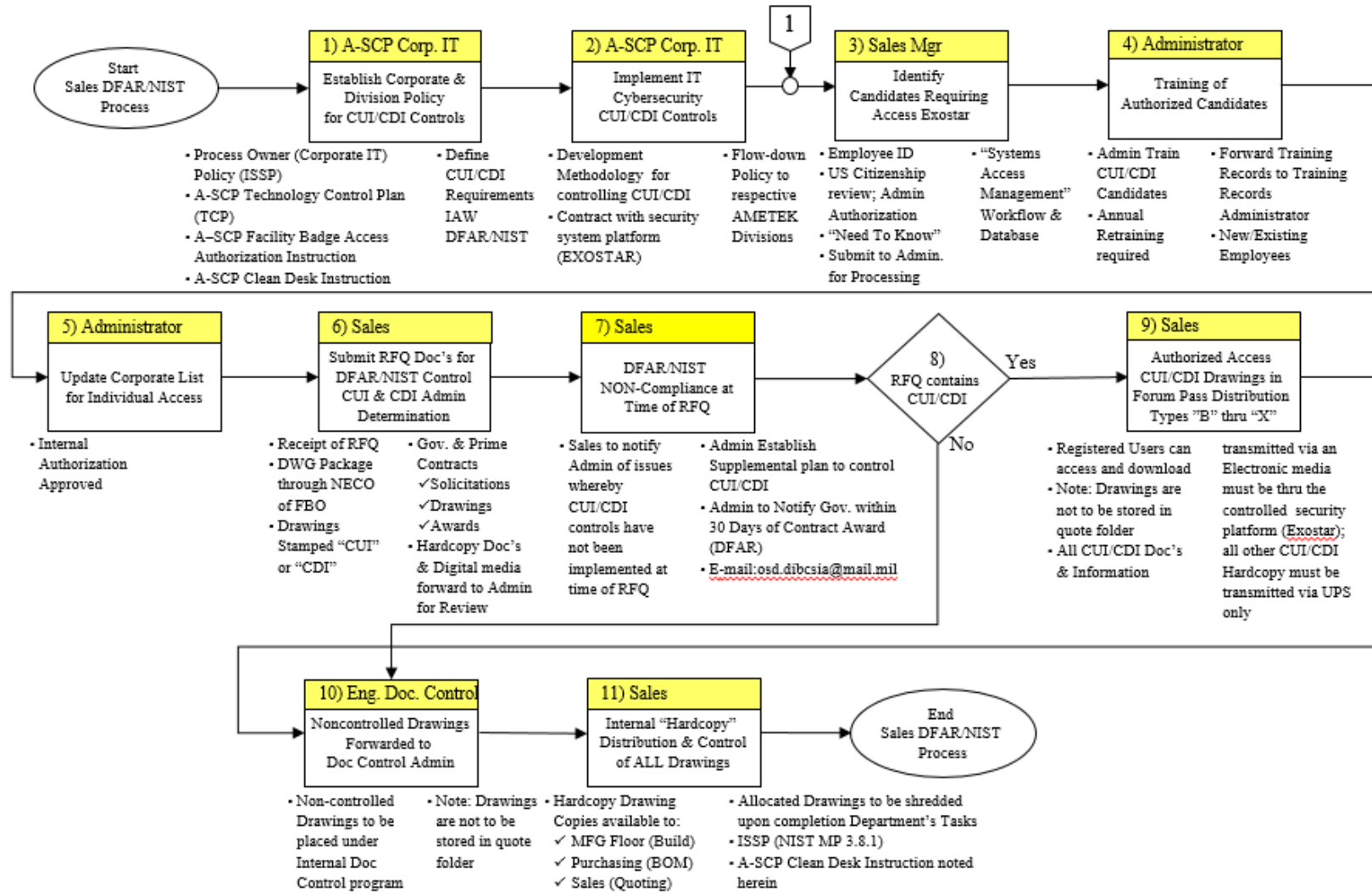
6.0 Instructions for controlling “Clean Desk” requirements for Internal Storage and Handling of Company and Government Sensitive information:

- 6.1 Employees are required to ensure that all sensitive information in hardcopy or electronic form (i.e. CDROM, DVD or USB Drives) is secure in their work area at the end of the day or when away from their workspace for an extended period.
- 6.2 Computer workstations must be locked when workspace is unoccupied.
- 6.3 Any sensitive information must be removed from the desk or covered at the end of the day when user is away from their workspace for an extended period.
- 6.4 File cabinets containing sensitive information must be kept closed when not in use or when not attended. This could include Export Control, NO-FORN and controlled government drawings.
- 6.5 Keys used for access to sensitive information must not be left at an unattended desk.
- 6.6 Passwords may not be left on sticky notes posted on or under a computer written down in an accessible location.
- 6.7 When disposing sensitive information, document(s) should be shredded or placed in a disposal bin for shredding.
- 6.8 All printers and fax machines should be cleared of papers as soon as they are printed to help ensure that sensitive documents are not left in printer trays.

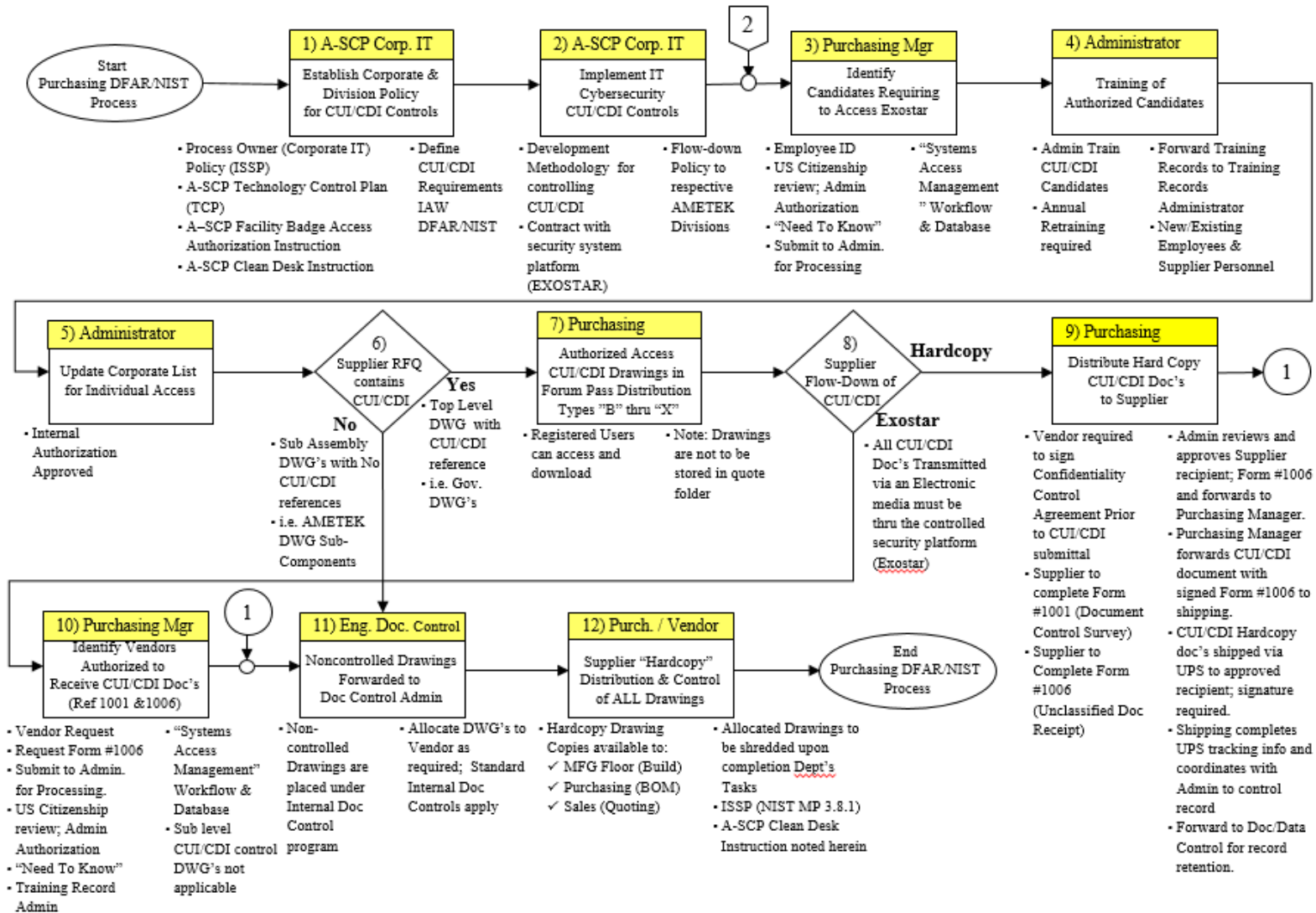
Appendix 1: Contracts DFAR/NIST Internal CUI/CDI Processing Workflow Instruction.



Appendix 2: Sales DFAR/NIST Internal CUI/CDI Workflow Processing Workflow Instruction.



Appendix 3: Purchasing DFAR/NIST Internal CUI/CDI Workflow Processing Instruction.



Appendix 4: Eng. - Op's - QA DFAR/NIST Internal CUI/CDI Workflow Processing Instructions

