

Anti-Virus Policy

Approved By: \\S\ James Palmer CSC Loss Prevention Director 31 December 2011 Date	PCI Policy # 1800 Version # 2.0 Effective Date: 31 December 2011
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1.0 Purpose:

The purpose is to implement policies and procedures to ensure that anti-virus software is used on all of the Coast Guard Morale, Well-Being and Recreation Program (MWR) systems which are commonly affected by viruses in order to protect systems from malicious software.

2.0 Compliance:

PCI DSS Requirement 5

3.0 Scope:

This policy applies to all MWR Program employees, contractors, consultants, temps, and other workers (called "users") who utilize MWR Program-provided IT resources described herein in their assigned job responsibilities. Further, the policy applies to all systems, network, and applications that process, store or transmit sensitive information.

4.0 Policy:

Anti-Virus Software Rules

Anti-virus software will be deployed on all systems commonly affected by viruses.

All anti-virus programs used will be capable of detecting, removing, and protecting against other forms of malicious software, including spyware and adware.

All anti-virus mechanisms used will be kept current, actively running, and will be capable of generating audit logs. Master installations will have automatic updates and periodic scans enabled.

Audit logs will be generated and reviewed daily. All logs will be retained for one year from the date of generation. Logs kept electronically will be stored so that the last three months' logs can be immediately restored for analysis.

5.0 Responsibility:

The MWR Director/Officer is responsible for leading compliance activities that bring the Coast Guard – MWR into compliance with the PCI Data Security Standards and other applicable regulations, most notably Commandant Instruction 5260.5, Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII).

6.0 PCI Templates:

None

7.0 Definitions:

Definitions for technical terms can be found in Appendix A of your MWR PCI Compliance Workbook.

8.0 Policy History:

Initial effective date: 07/01/1999

Revision One: 12/31/2011