

# Government Agency Classified Workstation Checklist

## Physical Security

- ☐ Workstation is located in a secure, controlled access area
- ☐ All ports and removable media devices are controlled/disabled as required
- ☐ No unauthorized electronic devices present nearby

## System Security

- ☐ Antivirus and endpoint protection are installed and updated
- ☐ System is running latest security patches
- ☐ Hard disk encryption is enabled if required

## User Access

- ☐ User account has least privilege necessary
- ☐ Multi-factor authentication enforced
- ☐ No shared accounts used

## Operational Security

- ☐ All sensitive information is secured when unattended
- ☐ Screen lock enabled after inactivity
- ☐ No unauthorized software installed

## Audit and Compliance

- ☐ System logs are regularly reviewed
- ☐ Checklist verified by supervisor

## Additional Notes