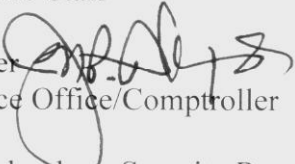




NOV 14 2008

MEMORANDUM TO: All Finance Office Staff

FROM: Jon P. Alexander 
Director, Finance Office/Comptroller

SUBJECT: Information Technology Security Removable Devices and Media
Policy Memorandum 09-01

Background: The OMB previously issued guidance to agencies regarding the protection of sensitive agency information. This guidance directs agencies to conduct reviews of how information is handled. It is essential to review existing requirements to ensure information is handled in a manner that maximizes both privacy and security.

Purpose: The purpose of this memorandum is to remind you of the security and privacy requirements when collecting, processing, storing, and transmitting financial and personal information when using removable devices and portable media (e.g., flash drive, memory key, thumb drive, floppy disk, CD, DVD, etc.).

Policy: It is against NOAA and DoC policy to store Personally Identifiable Information (PII) on removable devices and/or media. In addition, NOAA data shall not be stored or transported on your personally-owned removable devices or media. When using NOAA-owned media/devices you must comply with all Department and NOAA policies and procedures as follows:

- All devices and media used to store or transport NOAA data / work must be used for official use only.
- Do not use portable devices or media to extract, transfer and/or store PII under any circumstances.
- Do not use inappropriately to bypass security measures enforced by the Department and NOAA.
- Control access to portable devices (e.g., flash drive, memory key, thumb drive, laptop computer, PDA, etc.) at all times.
- Use devices that support FIPS 140-2 encryption for both transmission and storage of data, and be NIST certified. This reduces the risk for exposing unauthorized disclosure of non public information.
- Protect devices from data loss, tampering, and malware infection at all times.
- Report the loss and theft of devices immediately to your supervisor.
- Secure media (e.g., floppy disk, CD, DVD, etc.) by using NOAA-approved software that supports advanced 128- and 256-bit AES encryption with password protection. This helps prevent unauthorized disclosure of the contents.
- Label all portable devices and media and store securely.
- Erase data no longer used or needed.
- Store data on the network drive whenever possible.



It is your responsibility to apply adequate data security safeguards to better protect NOAA data for safeguarding the day-to-day collection, storage, and use of NOAA data from inappropriate disclosure and unauthorized access.

PII/Privacy Act data types identified in CBS include, but are not limited to:

- SSN (also FEIN, EIN, TIN, Tax Payer ID)
- Individual name (used as employee, vendor, taxpayer, card holder, user, etc.)
- Employee number
- Birth date, mother's maiden name
- Part of address or customer contact
- Bank ABA and routing number, bank account, EFT account
- Any of the above when combined with name and/or number/ID

The following Business Identifiable Information (BII) and/or PII data found in CBS are considered BII or PII and are prohibited from storage on removable devices and media:

- Within the Core Financial System or CBS:
 - Employee Records
 - Labor
 - Purchase Card related purchase and account data
 - Customer Records
 - Data Warehouse data that contains procurement, budget, labor, employee, vendor, travel plans, any and all bank account or tax payer related data
 - Accounts Payable PII or BII data (purchase orders, vendor invoices, vendor management of individuals)
- Interfaces:
 - NFC Labor System
 - CSTARs Procurement System
 - AP Standard Interface
 - ASAP
 - IRS related interfaces and other Feeders
- Source Code

For additional DOC guidance and resources on safeguarding PII and protection of sensitive agency information, please visit:

http://ocio.os.doc.gov/ITPolicyandPrograms/IT_Privacy/index.htm

To review the IT Security Awareness Course training, education and awareness material provided annually by the NOAA IT Security Office, please visit:

<http://noaa.learnsecuritywith.us/access/login.asp>

Please email or call Sylvia Spinelli if you have any questions and thank you for your continued cooperation.

Sylvia.Spinelli@noaa.gov or (301-427-1009)