

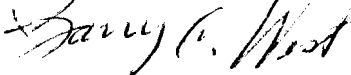


UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer

Washington, DC 20230

DEC 12 2006

MEMORANDUM FOR: All Commerce Chief Information Officers

FROM: Barry C. West 

SUBJECT: Safeguarding Personally Identifiable Information (PII)

The Department continues to update and enhance policies and procedures in response to recent mandates from the Office of Management and Budget (OMB). In light of the requirements provided in OMB Memorandum 06-16, *Protection of Sensitive Agency Information*, departmental policy was recently issued concerning media and laptop usage.

A policy memorandum was issued from Dr. Sampson on November 6, 2006, regarding the safeguarding of personally identifiable information. Specifically, external and removable devices/media must no longer be used to store PII and laptops not encrypted with FIPS 140-2 compliant full-disk encryption must no longer be used to store PII. This policy/guidance is effective immediately. In the event that this prohibition imposes an immediate and significant hardship on existing business processes, a waiver request can be submitted to the Department CIO for approval.

The waiver request shall include language that addresses the urgent and compelling need for the waiver, dates for the waiver, an explanation of the problem/issue preventing compliance, interim processes that will be used to mitigate the risk, and a Plan of Action and Milestone (POA&M) which will be used to bring the situation into compliance.

We are also requesting that each operating unit CIO submit an implementation plan to the DOC Chief Information Security Officer, Nancy DeFrancesco (NDeFrancesco@doc.gov) within 30 days of the date of this memo. The implementation plan should briefly address the process and actions underway for meeting the requirements in Dr. Sampson's November 6th Memorandum. If you have any questions, please contact Ms. DeFrancesco at (202) 482-3490.