



Natural Resources Conservation Service  
760 South Broadway  
Salina, Kansas 67401-4604

Phone: 785-823-4500  
FAX: 785-823-4540  
www.ks.nrcs.usda.gov

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February 8, 2012

## **KANSAS BULLETIN NO. KS270-12-1**

### **SUBJECT: IRM–Annual Security Reviews**

**Action required by:** March 8, 2012 (Field Offices)  
March 15, 2012 (Area Offices)

**Purpose.** Reminder on annual security reviews

**Expiration Date.** September 30, 2013

The National Information Resources Management (IRM) Manual requires offices to perform an annual security review to evaluate physical security, operating procedures, and personnel practices. The annual reviews are to be completed annually per the National IRM Manual, Section 502.23 Annual Security Review. The [Annual IT Security Review and Risk Assessment template](#) is on the Kansas Natural Resources Conservation Service Intranet page under “Plans and Guides.”

All offices will complete the annual security review by March 8, 2012. Assistant state conservationists for field operations and the plant materials center manager will certify to the Kansas Security Coordinator, James J. Krueger, by close of business March 15, 2012, that the annual security review has been completed in accordance with policy for all offices in their respective areas.

Additional security information can be located under the Management tab at my.NRCS.

**Contact:** Jim Krueger, Assistant State Conservationist, at 785-823-4508.

*(signed)*

ERIC B. BANKS  
State Conservationist

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