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KANSAS BULLETIN NO. KS270-13-1

SUBJECT: IRM–Annual Security Reviews

Action required by: February 15, 2013 (Field Offices)
February 22, 2013 (Area Offices)

Purpose. Annual security reviews reminder

Expiration Date. September 30, 2013

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

The Security Planning section of the template addresses service center server backups and storage of backup media at an off-site location. Offices that have received a Dell T610 server no longer perform tape backups; backups occur over the network using "Commvault." The following locations can answer "N/A" to questions regarding server backups and backup media: Anthony, Ashland, Dighton, Dodge City, Emporia, Garden City, Hays Service Center, Iola, Manhattan Service Center, McPherson, Oberlin, Oskaloosa, Ottawa, NRCS State Office, Seneca, Smith Center, South Hutchinson, Ulysses, and Washington.

All offices will complete the annual security review by February 15, 2013. Assistant state conservationists for field operations and the plant materials center manager will certify to the acting Kansas Security Coordinator, Jeffrey L. Gross, by close of business February 22, 2013, that the annual security review has been completed in accordance with policy for all offices in their respective area.

In addition to completing the 2013 USDA Information Security Awareness Training in AgLearn, all employees and affiliates should review and adhere to policies in the National Information Security Handbook, Part 602, Internet Usage and E-mail Guidelines (attached).

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

Contact: Jeffrey L. Gross, Assistant State Conservationist, at 785-823-4550.

(signed)

ERIC B. BANKS
State Conservationist

Attachment

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