



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 28, 2009

IOWA INSTRUCTION 270-383 - MINIMUM SAFEGUARDS FOR PROTECTING PERSONNALLY IDENTIFIABLE INFORMATION

383.0 PURPOSE

This Iowa Instruction provides the authorization of the minimum standards for protecting and preventing the loss or unauthorized access to electronic and paper based Personally Identifiable Information (PII).

383.1 SCOPE

These instructions will be followed by all Iowa NRCS employees, contractors, and partners.

383.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed by <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

383.3 EXHIBITS

See the enclosure.

/s/Richard Sims
State Conservationist

Enclosure

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1. PURPOSE:

This Iowa Instruction provides the authorization of the minimum standards for protecting and preventing the loss or unauthorized access to electronic and paper based Personally Identifiable Information (PII).

2. BACKGROUND

On October 16, 2009, a memorandum was emailed establishing Department wide policy on minimum safeguards for protecting personally identifiable information (PII). This policy was written to be in accordance with OMB guidance contained in M-06-15, "Safeguarding Personally Identifiable Information" and M-06-16, "Protection of Sensitive Agency Information."

Within the USDA memo it states "USDA employees and contractors are not authorized to remove PII or other sensitive data from the workplace without prior written authorization of the unit's manager or other authorized senior agency official."

USDA computers, blackberries, and other portable media (such as CDs, DVDs, backup tapes, external hard drives, USB jump drives, etc.) along with paper based materials falls under the electronic and physical movement of PII data. Within the state of Iowa, there are several NRCS employees that need to have their laptop, blackberry, and/or computer training labs and other portable media along with paper based material with them during the evening if traveling, providing training outside their normal duty station, or having access to files and/or documents at home. The Iowa NRCS employees, contractors, and partners that are affected by these restrictions, but not limited to, include State Office employees, area office staffs, field office staff and the field offices that are in management units.

3. EXPLANATION

With this Iowa Instruction, I am giving the authorization for all NRCS employees the ability to remove PII or other sensitive data from the workplace to conduct NRCS workload. Also included are IDALS-DSC, Pheasants Forever, IDNR, The Nature Conservancy, and soil and water conservation district employees only when we have these individuals physically located in a field or area office and providing technical assistance/financial assistance as identified in an agreement or MOU. ACES employees will fall under this authorization.

Approved By:

Date: November 3, 2009

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