MEMORANDUM FOR: All NOAA Employees

FROM: John Villemarette

SUBJECT: Laptop Encryption and PII Update

Date: December 21, 2006

The prevention of the loss or theft of portable media and information is of vital importance to the protection of our security and mission. On November 6, 2006 the Deputy Under Secretary of Commerce issued a memorandum prohibiting the storage of Personally Identifiable Information (PII) on all portable devices and removable media including Laptops, PDAs, and thumb drives or memory sticks. The memorandum is available at: http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/prod01_002739.pdf.

Your Line Office Chief Information Officers (CIOs) and their staffs are working to encrypt all PDAs by January 17, 2007, using the new DOC encryption standard. As required for other computing devices, PDAs will also be password protected. By June 2007, all laptops will also be encrypted using the new encryption standard. Your active participation in this effort is necessary to secure NOAA's information assets.

These actions in 2007 are additional but necessary to ensure the security of NOAA data. The Line Office CIOs and Information Technology Security Officers will coordinate the implementation of the new encryption standard and are available to answer any questions. The NOAA CIO office appreciates your cooperation in implementing these new actions.