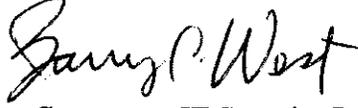




**UNITED STATES DEPARTMENT OF COMMERCE**  
**Office of the Chief Information Officer**  
Washington, D.C. 20230

**FEB 06 2007**

MEMORANDUM FOR: All Commerce Chief Information Officers

FROM: Barry C. West 

SUBJECT: Policy Update to Commerce IT Security Program Policy Concerning Use of Two-Factor Authentication and Data Extract Logging

The Office of Management and Budget (OMB) 06-16 Memorandum dated June 23, 2006, recommends departments implement several security measures to help in the protection of sensitive agency information. Specifically OMB recommends departments log computer-readable data extracts from databases holding sensitive information and verify that each extract has been erased within a 90 day period. In light of these recommendations the Department has identified a need to enhance its policy and procedures with regard to the Department of Commerce (DOC) IT Security Program Policy and Minimum Implementation Standards

The enclosed revision adds sections 13.2.5, 13.2.6, Appendix D sections 3.2.12 and 3.2.13 and revises 17.18 of the June 30, 2005, *IT Security Program Policy and Minimum Implementation Standards* to reflect the recommendations of the DOC OMB Memorandum 06-16 technical task force.

The Commerce CIO has determined that this revised policy and accompanying procedure shall be effective immediately. In the event that this prohibition will impose an immediate and significant hardship on the existing business processes of the Department, a waiver to the policy can be submitted to the Department CIO. Each operating unit CIO must submit an implementation plan to the DOC Director IT Security, Infrastructure and Technology, Bill Lay, (wlay@doc.gov) within 30 days of the date of this memo. If you have any questions, please contact Bill at (202) 482-4708.

Enclosure