



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

JUL 16 2012

Department of the Interior Property Policy Release (DIPPR) 2010-01, Amendment 2

Subject: **Classification of Desktop and Laptop Computers as System-Controlled Property**

References: Federal Information Security Management Act of 2002; and
Interior Property Management Directives (IPMD) Section 114-60.100,
Personal Property Administration

1. Purpose:

The purpose of this amended DIPPR is to expand the definition of ‘system-controlled’ personal property to include notebooks and tablets in addition to desktop and laptop computers. This amended DIPPR supersedes DIPPR 2010-01, Amendment 1, issued on August 16, 2011.

2. Effective Date:

Upon signature.

3. Expiration Date:

No expiration unless cancelled or superseded.

4. Background and Explanation:

The Federal Information Security Management Act of 2002 was enacted to provide a comprehensive framework for ensuring the effectiveness of security controls over information and information systems to prevent unauthorized access, use, disclosure, disruption, modification, or destruction of data; and to ensure the integrity, confidentiality, and availability of such information. The Department of the Interior has implemented policy that provides for an IT security program that must include, at a minimum, adequate and appropriate levels of protection for all IT resources within the organization, including hardware.

5. Action Required:

All DOI bureaus and offices should treat all desktop and laptop computers, notebooks and tablets as 'system-controlled' personal property as defined by IPMD Section 114-60.100 regardless of the acquisition method, cost, or disposition. All system-controlled personal property such as computers must be tagged, recorded and tracked in an official personal property management system. Incidents involving potential loss, theft or damage to these types of computers must be immediately reported to the DOI Computer Incident Response Center (DOI-CIRC). Incidents should be reported to the DOI-CIRC through bureau and office Help Desks and Bureau Computer Incident Response Centers/Teams or other appropriate processes and procedures established within each bureau and office. Bureaus and offices should revise their individual property management directives to reflect this issuance.

6. Additional Information:

Questions regarding this amended DIPPR should be directed to Albert Green, Office of Acquisition and Property Management, at (202) 254-5556, or by e-mail at Albert.Green@ios.doi.gov.



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