

**MINERALS MANAGEMENT SERVICE
INTERIM POLICY DOCUMENT**

Effective Date: July 10, 2007

IPD No.: 07-04

Series: Administrative

Title: Information Technology (IT) Security Bulletins

Originating Office: Information Management Division, Administration and Budget

1. Purpose.

A. The purpose of this IPD is to establish and provide an issuing authority for an MMS Information Technology (IT) Security Bulletin system.

B. It establishes policy, responsibilities, and procedures for developing, coordinating, approving, and issuing IT Security Bulletins.

2. Objective. To establish a means to facilitate the development, approval, and distribution of security information, guidance, and policy within MMS in circumstances where the MMS directives system is considered inappropriate.

3. Authorities.

A. Departmental Manual (DM) 375 DM 19, Information Resources Management.

B. Minerals Management Service Manual (MMSM) 375.19, Information Resources Management Program.

4. Scope. This policy applies to all MMS employees, contractors, vendors and agents.

5. Policy.

A. It is the policy of MMS to implement and maintain Bulletins for adequately protecting information and IT systems in compliance with the Departmental IT Security regulations.

B. In circumstances where the directives system is not appropriate, it is the MMS policy to use this IPD for establishing Bulletins. It is not to circumvent the policy channels, but is intended to distribute information that is needed quickly.

C. The Bulletins carries the same enforceability and effectiveness as issuances under the MMS directives systems.

6. Responsibilities.

- A. The CIO or deputy CIO/ or as delegated, is responsible for signing Bulletins.
- B. The Bureau Information Technology Security Manager (BITSM) is responsible for managing the Bulletins' process to include reviewing and coordinating all Bulletins and forwarding them through the appropriate approval process.

7. Procedures.

- A. The Bulletins are designed to distribute information bureau-wide, as requirements, guidelines, or standards.
- B. The Bulletins may be developed by any CIMO member, and where appropriate, they will be coordinated among the IT community.
- C. Once prepared, Bulletins will be forwarded to the BITSM for review, coordinating, approval processing, numbering, dating, and distribution.
- D. An office preparing Bulletins must use the attached cover sheet for the first page and blank pages thereafter.

8. Cancellation. This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded with another IPD.

**Associate Director for
Administration and Budget**

Attachment



Minerals Management Service Information Technology Security Bulletin 200x-XX

(Title)

1.0 Purpose

2.0 Objective

3.0 Scope

4.0 Requirements

5.0 Responsibilities

6.0 Definitions

Term

Definition