

United States Department of Agriculture



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

November 29, 2006

INDIANA BULLETIN NO. 440-7-1

SUBJECT: PGM – Encryption of Laptop Computers Using Customer Service Toolkit

Purpose: To identify and encrypt all NRCS laptop computers using Customer Service Toolkit to meet Privacy Act guidelines.

Expiration Date: September 30, 2007

Action Required by December 15, 2006

National Bulletin 440-7-3 (PGM – Encryption of Laptop Computers Using Customer Service Toolkit) is requiring that all Indiana Toolkit users be added to a “Toolkit User Group.” This is due to the recent USDA encryption policy, and the expected impact to the Customer Service Toolkit SP3 check-in and check-out process.

In order to prepare for population of this user group, Indiana needs to review and update the list of active Toolkit users. Attached is a spreadsheet with a list of active Toolkit users in Indiana (received as an attachment to National Bulletin 440-7-3).

The data are preliminarily grouped by NRCS Area. But, with the recent changes in staffing, please review the entire list, and make any necessary changes. For names that should be removed from Indiana’s list, please highlight the data in blue. DO NOT remove any names from the list; this will be done at the State Office. If an active user is not on the list, please add them and include their information.

Please return the reviewed spreadsheet to Bruce Milligan, State Toolkit Coordinator. Direct all questions related to this bulletin to Bruce Milligan, State Toolkit Coordinator, at (317) 290-3200 ext. 347.

/s/

JANE E. HARDISTY
State Conservationist

Attachment

DIST: Kimberly Neumann, Area Conservationist – NE, NRCS, Fort Wayne, IN
Dan Hovland, Area Conservationist – SW, NRCS, Vincennes, IN
Becky Ross, Area Conservationist – NW, NRCS, Lafayette, IN
Teresah Caire, Area Conservationist – SE, NRCS, North Vernon, IN
Shannon Zezula, State Resource Conservationist, NRCS, Indianapolis, IN
Bruce Milligan, Resource Conservationist, NRCS, Indianapolis, IN