

REMOVEABLE STORAGE MEDIA

1. **REASON FOR ISSUE:** To establish policy for The Department of Veterans Affairs (VA) removable storage media.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** To implement information security requirements relating to removable storage media.
3. **RESPONSIBLE OFFICE:** The Office of Information and Technology (OI&T), 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the material contained in this directive.
4. **RELATED HANDBOOK:** None.
5. **RESCISSION:** None.

Certified By:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS**

Robert T. Howard
Assistant Secretary for
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Distribution: Electronic

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1. PURPOSE AND SCOPE

a. This directive establishes Department of Veterans Affairs (VA) policy towards the uncontrolled use of all removable storage media, especially Universal Serial Bus (USB) devices, throughout the Department. The provisions of this directive are applicable VA-wide.

b. Information contained on such devices can be easily compromised if the device does not have adequate protective features. In addition, removable storage media, such as USB thumb drives, MP3 PLAYERS (e.g., iPods and Zunes, and external hard

exists. This must be approved by the individual's supervisor and must be provided by the local OI&T senior representative.

- e. The procurement will be accomplished under the dire

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personnel information; financial, budgetary, research, quality assurance, confidential commercial, critical infrastructure, investigatory, and law enforcement information; information that is confidential and privileged in litigation such as information protected by the deliberative process privilege, attorney work-product privilege, and the attorney-client privilege; and other information which, if released, could result in violation of law or harm or unfairness to any indivi