

THE SECURITY BUZZ

The Office of Security at the National Processing Center Newsletter

September 2007 / Issue 3

AROUND NPC

Protecting IRS Tax Data
New Licence Plates
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What is your responsibility towards protecting IRS Tax Data?

IRS data are confidential under Title 26, USC. Disclosure is prohibited. Severe penalties apply. IRS data may be used only for purposes authorized by the Internal Revenue Code. It is your responsibility to protect the data: Use tax data as authorized, but only for job-related purposes. Casual browsing is illegal. Label all confidential tax data. Secure the area at all times, making sure to lock the door if you are the last to leave. Store confidential tax data in a locked cabinet when not in use. Ensure that listings and computer screens with confidential data are never visible to visitors or other non-authorized users. Dispose of all tax data properly.

Have you got new license plates recently?

Indiana and Kentucky have come out with new license plates this year, allowing you the choice of a new plate or just getting new stickers for your current plate. If you have changed plates, no matter what state you live in, please call x3595, email NPC Security Office, or stop in the Customer Security Services Office (CSSO) Building 66, Room 110 and report your new license number and any other changes you have.

Where is the Lost & Found?

The Security Operations Center, Building 66, Room 102 is the only location of the NPC Lost & Found. Branches are requested not to keep found items, but to turn them in immediately to the Security Operations Center (66/102) or the nearest SecTek Officer. If you have lost anything, please call x3238 for inquiries.

Government Keys: What you should know.

Branch Chiefs or Supervisors must request keys for employees. If you have or are getting a key, you should keep it in a safe place locked up or on your person. You should not loan or give your key to anyone else. If you have any keys you no longer need, come to the Customer Security Services Office in Building 66, Room 110 and check them in with our staff. Also, if your key is badly worn or won't work well, call or stop in at our office.

Overtime Notification, who, what, when, where, why?

If you have overtime to report, who do you send it to? On email to NPC Overtime Notification. This address assures Security is aware of your overtime, maintenance will have lights and air/heat on. **What or When** constitutes overtime? Overtime is anytime outside of normal operating hours 7:00 am - 5:00 pm. Please state **Who** is working (if just a couple of employees or contractors, give names otherwise just the number of workers). **Where** is the overtime going to be worked, building/bay/room/outside location. **Why** is overtime being worked.

"BUZZ"



PARKING

Parking Rules & Regulations, where can I find them?

Go to our Intranet website listed below and look under "Parking." That will give you the latest Rules & Regulations for parking at the National Processing Center. Remember to be careful when driving or walking through the lots, for your safety and that of others.

OSY WEBSITE

How do you get to the OSY website?

Go to our Internet Explorer website: <http://cww.npc.census.gov/osy/>.

NEXT ISSUE

What can you look forward to in the next issue?

Information on Camera Passes, Visitor and Contractor information and more.

CONTACT INFO

If you have questions or suggestions, who do you contact?

Please contact Debra Rochner, Assistant Regional Security Officer on x3818 or email at: Debra.Kay.Rochner@Census.Gov.