




**The Deputy Secretary of Energy**  
Washington, DC 20585

January 22, 2013

**MEMORANDUM FOR HEADS OF ALL DEPARTMENTAL ELEMENTS**

**FROM:** DANIEL B. PONEMAN   
**SUBJECT:** Designation of Senior Agency Official for Privacy Policy

In 2011, responsibility for the DOE Privacy Program was transferred from the Office of Management to the Office of the Chief Information Officer. To maintain appropriate oversight and accountability for this program I am designating the DOE Chief Information Officer (CIO) as the Senior Agency Official for Privacy Policy (SAOP). This action is consistent with Office of Management and Budget guidance in Memorandum M-05-08, dated February 11, 2005.

As the SAOP, the DOE CIO will be responsible for the following:

1. Policy issues on privacy matters at a national and agency level;
2. Maintain agency policy and evaluate legislative, regulatory, and other policy proposals with information privacy implications;
3. Implementation of information privacy protection, including compliance with Federal laws, regulations, and policies that relate to information privacy and the Privacy Act;
4. Periodic reviews to identify agency deficiencies, weaknesses, or risks related to information privacy and identification of corrective actions;
5. Maintenance of department-wide information privacy processes and procedures;
6. Provision of privacy training and education programs to include privacy laws, regulations, policies, and procedures governing the handling of personal information;
7. Privacy Impact Assessments for new or significantly changed information systems; and
8. Reporting on Departmental privacy matters as part of the Federal Information Security Management Act report to OMB.

Additional information on the Departmental Privacy Program can be obtained by contacting the Office of the Chief Information Officer at (202) 586-0166.

