



**Department of Energy**  
Washington, DC 20585

July 28, 2010

MEMORANDUM FOR MATTHEW S. MCCORMICK  
MANAGER  
RICHLAND OPERATIONS OFFICE

FROM: INÉS R. TRIAY *Inés Triay*  
ASSISTANT SECRETARY FOR  
ENVIRONMENTAL MANAGEMENT

SUBJECT: Additional Notification Concerning Loss of Personally  
Identifiable Information from Departmental Systems

The purpose of this memorandum is to ensure that current managers are informed of the Department's direction for the reporting of loss or breach of Personally Identifiable Information (PII).

Attached is a Memorandum dated March 23, 2009, signed by Ingrid Kolb, Director, Office of Management Senior Agency Official Review for Privacy. As the memo states, Departmental statistics demonstrate an increase in the number of PII breaches. In fiscal year 2009 the Department reported 190 breaches for the year. As of June 2010, 9 months into the reporting year, the Department has reported 121 breaches of PII data. Therefore it is necessary that Environmental Management Headquarters and Field Office managers ensure that federal and contractor employees are trained and aware of the Department's direction concerning the handling of PII and reporting of PII incidents.

Incidents involving the loss or breach of PII must be reported to the Department of Energy-Cyber Incident Response Capability (DOE-CIRC) within 45 minutes of detection whether confirmed or not. After initial reporting, updates should be submitted, as warranted, until the report is closed. DOE Order 206.1, Department of Energy Privacy Program and the Under Secretary's Program Cyber Security Plan, dated October 29, 2008, document the Department's policy and procedures for reporting incidents and the safe handling of PII.

Two previous memorandums relative to security incidents and the loss of PII are also attached:

Memorandum from Clay Sell, dated September 29, 2006, subject  
"Appropriate Notifications for the Secretary and Deputy Secretary of  
Cyber Intrusions and Other Types of Security Incidents"



Memorandum from Claudia Cross and Michael Kane, dated September 29, 2006, subject, "Notifying Employees and Others Affected by Loss of Personally Identifiable Information from Departmental Systems"

In addition to the reporting requirements outlined in these memoranda related to the DOE-CIRC and the Office of the Secretary and Deputy Secretary notifications, I am requesting that you also provide a concurrent notification to the Principal Deputy Assistant Secretary and me within the timeframe outlined. I consider the protection of our employees' PII one of my highest priorities.

If you have any questions, please contact Jeanne Beard, Director, Office of Corporate Information Technology, EM-72, at (202) 586-0200 or [Jeanne.Beard@hq.doe.gov](mailto:Jeanne.Beard@hq.doe.gov)

**Attachments**

cc: Jeanne M. Beard, EM-72  
Stanley P. Wujcik, EM-72  
Tim Harms, EM-4.1  
Wayne Whitley, EM-4.1