



Department of Energy

Washington, DC 20585

APR 30 2007

MEMORANDUM FOR DEPARTMENTAL EMPLOYEES

FROM:

INGRID KOLB
DIRECTOR OF MANAGEMENT

for TOM PYKE
CHIEF INFORMATION OFFICER

SUBJECT: CONTROL OF SENSITIVE PROPERTY & INFORMATION

As a result of a series of incidents that have occurred over the last year, there is increasing concern that the Department's interests relative to sensitive property and information are not being adequately protected. In addition to steps already taken to address these concerns, we want to remind employees that you have a duty to safeguard government property and must, without exception, report to your management all incidents of lost, missing or stolen property as required by DOE Order 580.1. This is particularly important for sensitive property such as information technology (IT) equipment with memory capability, such as laptop computers and blackberrys.

In addition, the Chief Information Officer has issued direction regarding the protection of Personally Identifiable Information (PII). Each of you are reminded to follow this guidance and remain diligent in protecting PII and other sensitive information in and around your workplace. This is particularly important for employees who must travel with mobile IT assets.

You will be hearing more about this subject from your respective program management very soon. An Acquisition Letter will be issued to DOE and NNSA contracting officers regarding addressing this subject with the Department's contractors. In the meantime, we want to emphasize that the accountability and control of sensitive property and information is a top priority for the Department and that every employee has a responsibility to fully comply with written directives and guidance that have been issued on this subject.

