

Employees of the DOE and its contractors located at the Oak Ridge Office (ORO) Federal Building (FB) Complex must report any loss/stolen/damage/destruction of IT equipment to the Information Resources Management Division (IRMD) Property Manager. High rate/amount of loss (excluding natural disasters), theft of Government property, or any IT equipment containing any data or information should also be reported in the same manner to the ORO Property Manager. However, IT equipment containing Personally Identifiable Information (PII) must be reported within 30 minutes upon discovery of the loss of IT equipment. An ORO Loss/Damage/Destruction Report (OR F580.1 - Rev. 10/06) will be utilized to document the occurrence. The Property Manager will report as appropriate to the Office of Security and Emergency Management. If after hours the report must be filed with Oak Ridge Operations Center (OROC) at 576-1005 as soon as possible.

**References:**

DOE O 221.1- Reporting Fraud, Waste, and Abuse to the Office of Inspector General, dated March 22, 2001.

DOE M 470.4-7 - Safeguards and Security Program References, dated August 26, 2005 – Section N – Incidents of Security Concern.

DOE O 580.1 – Department of Energy Personal Property Management Program, dated December 7, 2005.

Memorandum for Heads of Department Elements, Dated September 29, 2006

From: Claudia Cross, Deputy Chief Human Capital Officer/ Director, Office of Human Capital Management.

Michael C. Kane, Associated Administrator for Management and Administration National Nuclear Security Administration.

Subject: Notifying Employees and Others Affected by Loss of Personally Identifiable Information from Departmental Systems.

**Definition:**

PII: Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.