



**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

1400 Independence
Avenue SW

Washington, DC
20250

TO: Agency Chief Information Officers

FROM: *Just for* Lynn Allen
Associate Chief Information Officer
Cyber Security

NOV 21 2007

SUBJECT: Agency Points of Contacts for Incident Response

To resolve incidents timely and effectively, all USDA agencies must submit a current electronic list of agency incident contacts to the Office of Cyber Security (CS) by November 30, 2007. This list will include the agency Chief Information Officer (CIO), Deputy CIO, Information System Security Program Manager (ISSPM) and the Deputy ISSPM. Specifics are email address, work number, and after hours number.

The ISSPM is responsible for the overall management and resolution of all suspected incidents in agencies and staff offices, and the point of contact for escalated security incidents is the agency CIO. This contact information should be sent to communication@cyber.usda.gov using WinZip. Additionally, agencies must notify OCIO CS of any changes to your listing immediately.

If you have any questions regarding this memorandum, please contact me at 202-690-0048.