



**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

1400 Independence
Avenue SW

Washington, DC
20250

TO: Agency Chief Information Officers

FROM: Lynn Allen *LA*
Associate Chief Information Officer
Cyber Security

SUBJECT: Management of Privacy Act Data

DEC 10 2007

To ensure that the Department is able to identify Internet Protocol (IP) addresses associated with Privacy Act data in the IP address database, all Chief Information Officers (CIO) must immediately identify those systems that store or process Privacy Act data and the IP address associated with those systems. The CIO must provide Cyber Security (CS) by email at cyber.communication@usda.gov in Excel format (template attached), with these IP addresses, the name and physical location of the system, the type of Privacy Act data stored, and a contact name and phone number of the person responsible for the security over that system. This must be completed no later than December 31, 2007.

CS will then update the IP address database.

If you have any questions, please contact Kelvin Fairfax at (202) 720-2362 or by email at kelvin.fairfax@usda.gov.