



**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

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Washington, DC
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TO: Robert E. Suda
Associate Chief Information Officer
Integration and Operations

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

SUBJECT: Reporting of USDA Security Incidents

NOV - 8 2007

Effective immediately, all USDA permanent, temporary and contractor employees are to report lost and stolen equipment, PII and possible PII security incidents to the USDA Security Incidents Hotline (formerly the hotline for reporting Lost or Stolen Equipment) at 1-888-926-2373. All references to this hotline will be updated in all USDA security incident and response policy and procedures.

If you have any questions regarding this memorandum, please contact the Security Compliance Division, at 202-720-2362, or e-mail at cyber.incidents@usda.gov.