



United States  
Department of  
Agriculture

Office of the Chief  
Financial Officer

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TO: Agency Administrators  
Staff Office Directors  
Agency Deputy Administrators for Management  
Agency Chief Information Officers  
Agency Chief Financial Officers

FROM: Boyd K. Rutherford  
Assistant Secretary for Administration

AUG 08 2007

Charles R. Christopherson, Jr.  
Chief Financial Officer  
Chief Information Officer

AUG - 8 2007

SUBJECT: Inventory of Equipment

On June 15, 2007, agencies received a memorandum from members of the Personally Identifiable Information (PII) Team regarding the implementation of new regulations and procedures for the protection of PII. The PII Team has created a taskforce to improve the Department's ability to protect this critical information.

Given the high risk associated with the loss of Sensitive But Unclassified (SBU) information and PII via laptop computers, the PII Taskforce has been charged with identifying the full inventory of USDA laptops, including information about each laptop and the owner and location of the laptop. This information will enable the Taskforce to verify that all laptops are loaded with whole disk encryption software within 90 days of the encryption product award. Agencies not meeting this requirement will need to provide justification to the Department's Chief Information Officer (CIO).

The procedures for collecting this inventory are threefold. Phase I requires agencies to provide an inventory of all laptops by **August 31, 2007**. The overall inventory request will include:

- Make and model of the system (mandatory)
- Serial number of the system (mandatory)
- Laptop user/owner
- Location of the laptop
  - City
  - State
  - Zip code

However, only make, model and serial number are mandatory for the inventory in Phase I. It is the desire of the PII Taskforce to collect all data elements, but we

understand the issues some agencies face collecting this information in a very short timeframe. Agencies must provide at least the make, model and serial number to allow the PII Team to verify that all known laptops receive whole disk encryption or that a justification has been submitted. However, when possible, the PII Taskforce strongly encourages all agencies to collect all information in Phase I as it will be required during Phase II. See Attachment 1 for reporting template. Submit the Phase I inventory information to Michael R. Johnson, Office of Procurement and Property Management (OPPM), Property Management Division. Mike can be reached at [Michaelr.johnson@usda.gov](mailto:Michaelr.johnson@usda.gov) or by phone at 202-720-9779.

During the deployment of the encryption software, agencies will be required to implement Phase II, and collect and provide to the PII Taskforce all data elements, including computer user/owner, location, make, model and serial number for each laptop and, in addition, all desktops. This updated inventory will include existing computers as well as newly purchased or deployed computers. The updated inventory must be provided to the PII Taskforce within 2 weeks after whole disk encryption has been installed.

Given that agency personnel and equipment changes occur on a frequent basis, agencies will be required to submit an updated inventory every 6 months until Phase III is implemented. The inventory must be certified complete and accurate by the Agency CIO, the Deputy Administrator for Management, and the Agency Administrator. Please use Attachment 2 "Inventory Certification Form."

In Phase III, a department-wide inventory system will be developed to centrally track inventory on a real-time basis. This inventory system will be used by all agencies to track laptops, desktop computers, and mobile devices. Departmental Administration (DA) will select and implement an automated tool for all agencies to populate and maintain on an ongoing basis. Information collected from Phase II of this project will be loaded into the new Inventory System and will serve as the baseline for the product when it is implemented.

Agencies will be required to populate and update the inventory system as laptop, desktop, and mobile device assignments change, and be certified by the Agency Administrator on an annual basis to the Department's CIO who serves as the Department's Chief Privacy.

If you have any questions, please contact Michael Johnson, OPPM, on 202-720-9779 for personal property related issues or Clif Gonzales, OCIO, on 202-720-9018 for IT related issues.

Attachments

cc: Subcabinet Officials

**PHASE II  
LAPTOPS/DESKTOPS/MOBILE DEVICES  
INVENTORY CERTIFICATION**

**This certifies that the attached Phase II inventory is complete and accurate and full disk encryption has been installed.**

**Agency name:** \_\_\_\_\_

\_\_\_\_\_  
**Chief Information Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Deputy Administrator for Management**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Date**

