



POLICY FLASH 2006-46

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DATE: August 16, 2006

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: **Contractor Protection of Personally Identifiable Information (PII)**

SUMMARY: This Flash transmits information provided by the Department's Chief Information Office (CIO) regarding the DOE contractor safeguard of government personally identifiable information, whether at or away from a government facility.

Background:

Recent breaches in the security of personal information in the custody of federal government entities have resulted in the promulgation of guidance from the Office of Management and Budget (OMB) and the DOE CIO.

What is the purpose of this initiative?

The purpose of this initiative is to apply protections offered by physical security controls when information is removed or accessed from outside of a DOE agency location. As a result, recent OMB and CIO guidance (listed below) concerning this subject is provided to ensure that all appropriate DOE contractors handling such information are made aware of its requirements. This guidance is part of an aggressive DOE-wide implementation of the Cyber Security Revitalization Plan and is intended to implement the protection mechanisms of PII on all Federal information systems. To ensure consistent DOE-wide execution, OMB has requested that the Inspector General (IG) review the implementation safeguards identified in its M-06-16 memorandum consistent with DOE cyber security compliance monitoring activities. Additionally, the CIO has provided a "working" list of

examples of what is and is not PII for the purpose of implementing cyber security guidance. Please find the following at <http://cio.doe.gov/Cybersec/index.html>:

1. DOE CIO Memorandum dated July 25, 2006, "Transmittal of Recent OMB Memoranda on Protecting Personally Identifiable Information" with attachments:
 - a. OMB Memorandum M-06-16 dated June 23, 2006, "Protection of Sensitive Agency Information"
 - b. OMB Memorandum M-06-19 dated July 12, 2006, "Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments"
2. DOE CIO Memorandum dated July 20, 2006, "Transmittal of Department of Energy Chief Information Officer Guidance – Protection of Personally Identifiable Information" with attached DOE CIO Guidance CS-38.
3. DOE Working Examples of Personally Identifiable Information dated August 9, 2006.

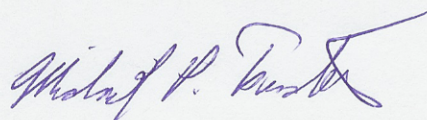
How will this affect work processes?

Contracting Officer's should inform and ensure contractors understand that under FAR 52.224-2, Privacy Act, protecting PII on laptops and removable storage media, whether in a government facility or accessed remotely, must be consistent with current DOE policy. Additional guidance may also be forthcoming.

Additional information regarding DOE's PII Cyber Security initiative may be obtained from William Huntman, OCIO. He can be reached on (202) 586-4775 or e-mail at William.Huntman@hq.doe.gov.

This Flash may be viewed at <http://professionals.pr.doe.gov>.

Questions concerning this Policy Flash should be directed to Denise P. Wright at (202) 287-1340 or Denise.Wright@hq.doe.gov.



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