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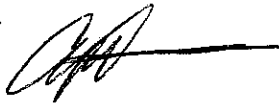
United States  
Department of  
Agriculture

Office of the Chief  
Information Officer

1400 Independence  
Avenue SW

Washington, DC  
20250

TO: Agency Heads

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

SUBJECT: Survey of Access to and Storage of Computer-Accessible Sensitive and Personally Identifiable Information

The Privacy Act mandates that all federal agencies establish and implement strict controls for Personally Identifiable Information (PII) they have about employees, customers, and other individuals. Agencies also need to protect sensitive information from unauthorized disclosure. We cannot be certain that we are meeting these requirements until we identify every system that contains sensitive information and PII, and ensure that the proper controls are in place to secure and manage access to the data. This memorandum is to alert you that we are initiating a survey to determine the Department of Agriculture's (USDA) current state relative to these controls and to request your support in responding to the survey.

The scope of this survey is limited to sensitive information and PII that is maintained on USDA information technology (IT) systems, whether centralized or local; it does not include storage of and access to information that is maintained on paper. The survey will be conducted using an online data collection tool. We will pre-populate the survey using data that was recorded into WorkLenz for the fiscal years 2008/2009 IT investment cycle and provided in response to the recent Mission Critical Information Technology survey.

Agencies are responsible for:

- Verifying that the information is correct.
- Making any necessary changes.
- Providing the additional data requested.

This survey was introduced and discussed at the IT Leadership meeting on Tuesday, November 13, 2007. Customized, pre-populated surveys will be available online by Friday, December 14, 2007. **The fully completed surveys must be submitted by your agency no later than Friday, January 11, 2008 with the exception of the two questions in the survey that request the names of persons who have access to the applicable application. Answers to these two questions are to be submitted separately, no later than Friday, February 8, 2008**

Agency Chief Information Officers must identify a lead person who will enter the information into the survey for each application so that my staff can provide access to the online survey tool. Please send the name, phone number, and email address of this lead person to [carol.vannatta@ftc.usda.gov](mailto:carol.vannatta@ftc.usda.gov) by December 19, 2007.

Agency Heads

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Please contact Chris Niedermayer, Associate Chief Information Officer, Information and Technology Management, at (202) 690-2118 or Owen Unangst, Identity and Access Management Program Manager, at (970) 295-5538 if you have any questions about the survey. Your support for this effort will be appreciated.

cc: Agency CIOs  
Agency DAMs