



The Deputy Secretary of Energy  
Washington, DC 20585

April 17, 2013

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS AND  
SENIOR PROCUREMENT EXECUTIVES

FROM: DANIEL B. PONEMAN 

SUBJECT: Management and Security of Personally Identifiable  
Information

The Department will effectively manage and secure its collections of Personally Identifiable Information (PII), and protect this information in accordance with sound, mission-centric, risk management principles.

Accordingly, I am directing the Chief Information Officer (CIO), also acting in the dual role as the Senior Agency Official for Privacy, to conduct a review of paper-based and electronic collections of PII held by Department of Energy Federal offices and applicable DOE contractors, and make recommendations to:

- Reduce our PII holdings to the minimum necessary for mission success;
- Develop specific categories of PII so that appropriate risk-based security controls can be built;
- Implement cost-effective, risk-based PII protection improvements;
- Implement tools for the automated detection and prevention of the loss of electronic PII; and
- Improve employee training and awareness.

I expect this review to identify best practices for consideration and dissemination, as well as validate or recommend updating the Department's policies and procedures on collecting, retaining, storing, and transmitting PII (including record retention requirements).

The CIO will establish an Integrated Project Team that will consist of relevant expertise from across the Department, including representation from our Management and Operating contractors. An interim report will be completed within 120 days of the date of this memorandum, with a full report due by September 30, 2013. The interim report may include any urgent budgetary recommendations for consideration in the Department's FY 2015 submission to the Office of Management and Budget.



Additionally, the Department's Senior Procurement Executives will instruct DOE and NNSA contracting officers to contact applicable Management and Operating contractors (those DOE contractors who use or maintain PII and have the Contractor Requirements Document [CRD] from DOE O 206.1 incorporated into their contract) and request their assistance by (1) conducting similar reviews of their own PII holdings that meet the five requirements above, and (2) affirming to the respective contracting officer (with a copy to the CIO) that PII under their purview is managed according to applicable laws, regulations, and policies, and within an effective risk management framework, no later than September 30, 2013. To request assistance from DOE contractors that use or maintain PII but do not have the CRD from DOE O 206.1 incorporated into the contract, DOE officials should work with the contracting officer for the contract to make the request to contractors.

I look forward to the results of this review and strengthening the protection we place on the privacy of our employees and the citizens we serve.