



United States Department of the Interior

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20240

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Memorandum

To: Bureau and Office Chief Information Officers
Bureau and Office Privacy Officers
Chief Financial Officer
Solicitor
Inspector General
Chief Information Security Officer
Legislative Affairs Officer

From: Michael J. Howell
Chief Information Officer and
Senior Agency Official for Privacy

Subject: Departmental Privacy Loss Mitigation Strategy

This Strategy incorporates the Office of Management and Budget (OMB) recommendations and guidelines for safeguarding personally identifiable information (PII), reducing incidents of breach and establishing a breach notification policy.¹ As noted in the Strategy, the Department of the Interior formed a Departmental Identity Theft Task Force (ITTF) with a standing team of senior officials as members that meet on an ad hoc basis to develop Departmental policy, revise this Strategy as necessary, address Department level breaches of PII and monitor Bureau and Office compliance with OMB guidelines related to PII. Bureaus and Offices should form their own Identity Theft Task Forces (BITTFs) to address breach incidents and to assist with safeguarding PII, by October 12, 2007. Bureaus and Offices are encouraged to adopt this strategy to the extent practicable and only augment it to meet their specific situations and needs.

Copies of the Strategy and Charter will be sent to those bureaus and offices that do not have internet access. Please contact Miriam Lam at (202) 208-3588 or by email at Miriam_Lam@ios.doi.gov if you have questions.

Attachments:
Privacy Loss Mitigation Strategy
Departmental Identity Theft Task Force Charter

¹ See "Safeguarding Against and Responding to the Breach of Personally Identifiable Information," (OMB Memorandum M-07-16) issued May 22, 2007 at <http://www.whitehouse.gov/omb/memoranda/fy2007/m07-16.pdf>.