



**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

**1400 Independence
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**Washington, DC
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MEMORANDUM FOR ALL USDA EMPLOYEES AND CONTRACTORS

FROM: David M. Combs
USDA Chief Information Officer

David M. Combs MAY 4 2007

SUBJECT: Hotline for Reporting Lost or Stolen Information Technology
Equipment

USDA has a hotline number for reporting lost or stolen government-issued information technology equipment such as personal computers, personal digital assistants, cell-phones and removable media. Effective Monday, May, 7, 2007, this toll-free number is available to all employees, contractors, and business partners. Timely reporting and swift action, in many cases, can minimize the harm caused.

When calling, be prepared to answer the questions who, what, when, and where. Also, you will be asked what type of information was stored on the equipment and specifically whether PII was involved.

Toll Free lost and stolen equipment hotline: 1-888-926-2373