

May. 3. 2007 3:07PM

No. 1664 P. 1

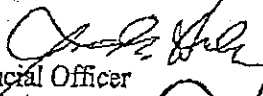


DA 07-216
FC: 9600 - Policy
OACM -
Approved 5/2/07

United States
Department of
Agriculture

MEMORANDUM FOR BOYD RUTHERFORD, ASSISTANT SECRETARY FOR
ADMINISTRATION

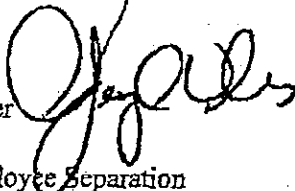
Office of the Chief
Financial Officer

FROM: Patricia E. Healy 
Deputy Chief Financial Officer

APR 27 2007

1400 Independence
Avenue, SW

Washington, DC
20250

Jerry Williams 
Deputy Chief Information Officer

APR 27 2007

SUBJECT: Policies and Procedures for Employee Separation

In the first quarter of this fiscal year, we established and serve as co-chairs of an Executive Steering Committee (ESC) to address the Information Technology (IT) Weaknesses in the Department. This ESC is a subgroup of the larger effort to address Department-wide internal control weaknesses and compliance with OMB Circular A-123. The ESC was tasked to address the IT material weaknesses identified in recent Office of Inspector General audits and the FY 2006 Federal Information Security Management Act and Office of Management and Budget Circular A-123 reviews. We have reviewed and analyzed the Department's information technology internal control weaknesses and are working with Departmental offices and the agencies to take corrective actions to remediate existing weaknesses by the end of the third quarter of this fiscal year. The ESC has determined that several of the weaknesses result from the inconsistent or lack of Department-wide policies and use of standard procedures.

In our review of logical and physical access controls for automated information systems, it came to the ESC's attention that we have a weakness in the area of employee separation. We have been unable to locate or identify Department-wide policies or standard procedures for employee separation. This weakness results in security and financial risk to the Department. It is necessary to have standard policies and procedures for employee separation to ensure that separating employees have Department-wide: returned all government assets that have access to USDA systems (personal computers, laptops, Blackberries, etc.); had logon access to USDA and other government systems and applications terminated; returned keys, badges or other physical access devices; and paid all money owed to the government prior to their departure.

If there are Department-wide policies and procedures governing employee separation, we would appreciate it if you could provide these to us as soon as possible, but no later than May 11, 2007, so we can include them in the FY-2007 A-123 review process. Copies should be sent to Annie Walker-Bradley in the Office of the Chief Financial Officer.

Thank you for your assistance with this request. If you require further information, please let us know. Patricia Healy can be reached at 202-720-0727; Jerry Williams can be reached at 202-720-8833.

Attachment 1

Report of Lost/Stolen Equipment Incident to Cyber Security

General Information

Item	Description
Date and time Incident was called in to SNCC:	
Approximate date and time of the incident including the Time Zone:	
Name and Email Address of the person who is reporting this incident to SNCC :	
Telephone number of the person who is reporting this incident:	
What USDA Agency does the person work for who lost the equipment?	
Did the computer contain Personal Identity Information, proprietary, financial, or Privacy Act data?	<input type="checkbox"/> Yes (Contact CS by telephone immediately) <input type="checkbox"/> No (Send email to cyber.incidents@usda.gov) <input type="checkbox"/> Unknown (Contact CS by telephone immediately)
Was the hardware using encryption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Address where the Incident occurred:	[City & State]
SNCC tracking number:	
Name of SNCC reporting person:	
How did you notify Cyber Security?	<input type="checkbox"/> sent email to cyber.incidents@usda.gov <input type="checkbox"/> Called 1-866-905-6890 <input type="checkbox"/> Called Gail Phillips at 816-516-3864 816-914-0312 (personal cell) <input type="checkbox"/> Called Bryce Eckland at 913-438-1047 (home) 913-861-2448 (personal cell) 202-320-0115 (work cell)
Type and Number of Equipment lost?	