



U.S. Department of Justice

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MEMORANDUM FOR ALL DEPARTMENT OF JUSTICE EMPLOYEES

FROM: Vance E. Hitch
Chief Information Officer *Vance E. Hitch*

SUBJECT: Protection of Department Sensitive Information on
Laptop and Mobile Computing Devices

The Department of Justice maintains a significant amount of sensitive information, including Personally Identifiable Information (PII), on its computer systems. The purpose of this memorandum is to remind Department personnel of their responsibility to protect Department information on laptops and other mobile computing devices and on removable media. This memorandum also reminds personnel of their responsibility to report the loss of sensitive data.

- All Department laptop computers and mobile computing devices processing sensitive information must employ Department approved encryption using Federal Information Processing Standard FIPS 140-2 (as amended) compliant software.
- All Department removable media which contains sensitive information and is being transported outside of the Department's secured, physical perimeter should employ Department approved encryption using Federal Information Processing Standard FIPS 140-2 (as amended) compliant software and remain in the personal custody of the individual when outside of Departmental facilities.
- All incidents involving known loss of PII must be reported within one hour of discovery or detection to the DOJCERT at (866) 874-2378. Any loss of any data storage devices, such as laptop computers, flash drives, disks, and tapes, must be reported within the same one hour time frame.

If you have any questions or require additional information, please contact Kevin Deeley, Deputy Director of the Information Technology Security Staff on (202) 353-2421 or <mailto:kevin.deeley@usdoj.gov>.