

U.S. Department of Labor

Office of the Assistant Secretary
for Administration and Management
Washington, D.C. 20210



MAR - 7 2012

Reply to the Attention of:

MEMORANDUM FOR ELLIOT P. LEWIS

Assistant Inspector General for Audit

A handwritten signature in black ink, appearing to read "E. Hugler", written over the typed name and title.

FROM:

EDWARD C. HUGLER
Deputy Assistant Secretary for
Administration and Management

SUBJECT:

Alert Memorandum: DOL Needs to Immediately Take Corrective
Action to Safeguard Information Technology Equipment
Report Number 23-12-005-07-001

This responds to the above-described report, dated March 1, 2012. To allow the Department to more completely respond to the issues brought forward in the report, we request that the Office of Inspector General provide specific information on the Information Technology (IT) equipment that were found to contained information on the hard drives and which equipment contained active Random Access Memory (RAM), including equipment barcode number and whether the equipment originated with the Information Technology Center (ITC) or Employment and Training Administration.

As part of the Department's ongoing efforts to ensure protection of data, a Memorandum of Understanding (MOU) with Federal Prison Industries, Inc., (UNICOR) has been completed and signed that requires that "UNICOR will provide 'Total Destruction' of all hard drive retention items pertaining to the customer's excess donated equipment..."

Nevertheless, the Department recognizes the need for safeguarding data contained on DOL IT equipment during the transfer process to UNICOR. Accordingly, the Department is taking the following corrective actions:

- 1) Temporarily stopped all outgoing shipments of IT equipment for disposal;
- 2) The ITC has made personnel changes to address media sanitization;
- 3) The Business Operations Center (BOC) has re-instructed personnel on procedures for movement of IT equipment to ensure accountability of such equipment; and
- 4) ITC is converting the IT equipment disposal forms, DL 1-55A (interim) and Interim Shipping Manifest, to electronic forms that will allow data to be typed in the forms.

Upon completion of these corrective actions, the Department will resume equipment disposal. To facilitate OIG's audit, we will notify you when we have equipment staged for shipment to UNICOR. If you have any questions or require additional information, please have your staff contact Phil Puckett, Director, Office of Administrative Services, Business Operations Center, at Puckett.Philip@dol.gov or 202-693-6650.

cc: T. Michael Kerr, Chief Information Officer
Al Stewart, Procurement Executive
Thomas Wiesner, Deputy Chief Information Officer