

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
DIRECTOR OF THE NATIONAL COUNTERINTELLIGENCE AND SECURITY CENTER
WASHINGTON, DC 20511

NCSC-274-15

MEMORANDUM FOR: Distribution

SUBJECT: Guidance Regarding the Compromise of Personally Identifiable Information

The Office of Personnel Management (OPM) databases that hold personally identifiable information (PII) on a large number of current and former government employees, as well as some private sector employees, have been compromised in recent months. The United States Government continues to investigate the scope and effect of this compromise, including identifying the individuals impacted and the data that has been exposed. In addition, efforts are underway to determine how to notify the affected individuals and identify the services to provide to them.

As the investigation continues, it is important to take steps now to mitigate potential risks. Data breaches involving PII can result in a broad range of risks to individuals, including the potential for identity theft and increased targeting of individuals with knowledge of internal government information and business processes.

In response, my office, the National Counterintelligence and Security Center (NCSC), has initiated efforts to rapidly provide guidance and information useful for the safety and protection of your workforce and their families.

Accompanying this memorandum is a brochure that your organization can use as a template to help educate employees and provide resources to share with their families and associates, as appropriate. This brochure includes information and instructions on:

- How personal information may be used by foreign intelligence services, extremists, criminals, and hackers (“bad actors”);
- Actions to limit the risk of exploitation; and
- Warning signs that an individual or organization may be targeted by bad actors.

The brochure is provided to assist in raising the awareness of your employees to any such possibility; it is **not** intended to serve as notice to employees or otherwise indicate that any adverse effects from data compromises have been observed or reported (as noted earlier, the investigation remains ongoing). The brochure was coordinated with experts across the government, and we have provided it as a PDF and as an editable Microsoft Word™ file. In whatever format you choose to distribute the information, I ask that you include your organization’s specific instructions to employees for reporting incidents or suspicious activity. These and other resources for countering foreign intelligence and security threats will be posted on the NCSC.gov website. Separately, I will also be sending a personal letter for all U.S.

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Government employees, through your organizations, in accordance with my responsibility as the National Counterintelligence Executive, to provide counterintelligence information regarding the threat associated with these data breaches.

I remain committed to ensuring all affected employees are well informed regarding the threats and how to best manage the risks associated with these breaches. We continue to work diligently with OPM, the Department of Homeland Security, the Federal Bureau of Investigation, and other departments and agencies to minimize the effects of these incidents and better defend against future attempts to compromise Americans' personal information.

In the meantime, I urge you to educate your workforce and ask them to also inform their families and associates on the risks, methods and indicators of exploitation, and protection measures. It is our collective response that helps ensure the safety of our employees, protection of our organizations, and the security and prosperity of our Nation.

Please email DNI-NCSC-Assistance@dni.gov if you have any questions or need additional assistance.



William R. Evanina

7/1/15

Date

Attachment:

1. Brochure - Your Personal Information – Protecting It From Exploitation

SUBJECT: Guidance Regarding the Compromise of Personally Identifiable Information

Distribution:

Secretary of Agriculture
Secretary of Commerce
Secretary of Defense
Secretary of Education
Secretary of Energy
Secretary of Health and Human Services
Secretary of Homeland Security
Secretary of Housing and Urban Development
Secretary of the Interior
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Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, United States Air Force
Director of Intelligence, Headquarters, United States Marine Corps
Assistant Commandant for Intelligence and Criminal Investigations, United States Coast Guard
Director, United States Secret Service
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Secretary of the Army
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Commandant of the Marine Corps
Chief, National Guard Bureau
Director, Defense Information Systems Agency
Chairman, Joint Chiefs of Staff
Director, Defense Logistics Agency
Director, Missile Defense Agency
Director, Defense Threat Reduction Agency

SUBJECT: Guidance Regarding the Compromise of Personally Identifiable Information

Distribution (cont.):

Inspector General, Department of Defense
Director, Defense Security Service
Director, Defense Advanced Research Projects Activity
Director, Defense Contract Audit Agency
Director, Defense Finance and Accounting Services
Director, Bureau of Alcohol, Tobacco, Firearms and Explosives
Director, Broadcasting Board of Governors
Administrator, Drug Enforcement Administration
Administrator, Environmental Protection Agency
Administrator, Equal Employment Opportunity Commission
Chairman, Federal Reserve Board
Chairman, Federal Communications Commission
Chairman, Federal Maritime Commission
Chairman, Federal Trade Commission
Administrator, General Services Administration
Director, Information Security Oversight Office
Chairman, International Trade Commission
Director, Office of Management and Budget
Administrator, National Aeronautics and Space Administration
Archivist, National Archives and Records Administration
Director, National Science Foundation
Commissioner, Nuclear Regulatory Commission
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Director, U.S. Peace Corps
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Chief Postal Inspector, U.S. Postal Inspection Service
Chair, Securities and Exchange Commission
Director, Office of Science and Technology Policy
Director, Selective Service System
Administrator, Small Business Administration
Commissioner, Social Security Administration
Administrator, United States Agency for International Development
Commissioner, United States Customs and Border Protection
U.S Trade Representative
Director, White House Office of the National Drug Control Policy
Office of Board of Governors
United States Postal Service