

**Department of  
Veterans Affairs**

# Memorandum

Date: February 12, 2007

From: Secretary (00)

Subj: Office of Information Technology (IT) Oversight and Compliance, Office of the Assistant Secretary for Information and Technology (WebCIMS 373517)

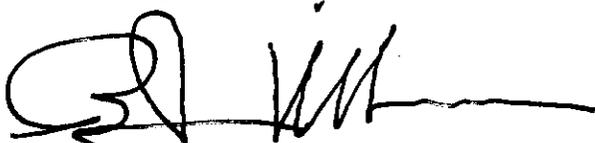
To: Under Secretaries, Assistant Secretaries and Other Key Officials

1. As part of the Office of Information and Technology (IT) realignment, several IT compliance programs have been consolidated under one organization, the Office of IT Oversight and Compliance. Under the leadership of Mr. Arnie Claudio, this organization is designed to strengthen VA's records management, privacy and IT security programs, and practices through comprehensive program inspections.

2. This office will conduct inspections nationwide, to measure how well VA's facilities comply with legislative, federal government oversight, and VA policies, procedures, and practices as they relate to data management and control, data records management, privacy, and IT security programs. Because of the volume of sensitive information received, processed, and disseminated throughout the Department, these inspections will help VA to maintain strong protection for the information for which VA is responsible. The major objectives of these inspections are to: determine the adequacy of internal controls; validate compliance with laws, policies, and directives; ensure proper safeguards are maintained; and recommend corrective actions where necessary. The results will be reported directly to the facility leadership and VA CIO. Where failures or inadequate compliance have been identified through these inspections, the VA CIO will report the results to the Deputy Secretary. Also, the Office of IT Oversight and Compliance will be the first responders to facilities where IT security incidents occur requiring the immediate review of records management, privacy and cyber security business practices.

3. The goal of the IT Oversight and Compliance Office is to inspect every VA facility for IT compliance. In addition to a scheduled inspection, I have directed the Assistant Secretary for IT to periodically perform unannounced field on-site inspections and to begin such inspections immediately.

4. I expect full cooperation from all VA leadership as we increase and enhance our efforts to protect sensitive information. This is of the highest priority.



R. James Nicholson