

# Sample: Work Assignment Memo for 60 Day Follow-Up

[OFFICE]/[WRITER'S INITIALS]/[LOG #]  
FCU or FISCO [CHARTER #]-[SE and DISTRICT]

SENT BY E-MAIL

**TO:** Supervisory Examiner [Name]  
**FROM:** Director of Supervision [Name]  
**SUBJ:** [CU Name] – Unauthorized Access to Member Information Follow-up Assessment  
**DATE:** [Date]

## **Response Required: [Date]**

DOS recently forwarded you and District Examiner (DE) [Name] copies of the email dated [Date], notifying DOS of an incident of unauthorized access to member information. Specifically, [Brief description of the incident].

Please review the reported instance of unauthorized access to member information, as required by the NSPM chapter on Unauthorized Access to Member Information. Also, please determine whether a designated IS&T SME or RISO should provide assistance in evaluating the incident and response, and coordinate participation as necessary. If warranted, coordinate your review with the appropriate SSA as well. The credit union has been informed that NCUA staff will contact them if additional information is needed for our review.

In completing your review, please consider:

- Whether the source of the compromise has been determined;
- Control weaknesses that contributed to the unauthorized access;
- Corrective actions the credit union has taken or plans to take; and
- The potential for other member accounts or information to be affected.

Please note your response should include a Regional Summary outlining your review, findings, and any recommendations for further action. At your option, you may also draft a response letter to the officials and include that with your response. Otherwise, DOS will draft a letter based on your reported results. Templates are embedded below for your reference.

To facilitate your review, I am copying EX [Name] on this memo. I would appreciate your response by the above due date.

If you have any questions, please contact Supervision Analyst [Name] at [phone number]

Attachments

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[attach Template Regional Summary]

[attach Sample Closing Letter]

cc:     ARD-P  
          SE  
          EX

[Filepath]