



United States Department of the Interior

OFFICE OF THE SECRETARY
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Memorandum

To: Assistant Secretaries

Through: Pamela K. Haze *Pamela Haze*
Acting Assistant Secretary for Policy, Management and Budget

From: Sanjeev (Sonny) Bhagowalia *S. Bhagowalia*
Chief Information Officer

Subject: Release of Fiscal Year 2009 Records Management and Orientation to the Privacy Act Computer-Based Training (CBT)

The purpose of this memorandum is to announce the release of the 2009 Computer-Based Training (CBT) modules on "Records Management" and "Orientation to the Privacy Act." The Office of the Chief Information Officer (OCIO) developed these standard Department-wide courses, that are now available through the Department's enterprise-wide learning management system DOI LEARN.

Records Management and Privacy Act training is required by Federal statute and Departmental regulation identified in Attachment I. The training courses are meant to assist Department of the Interior (DOI) bureaus and offices in meeting their statutory and regulatory requirement to train employees, contractors, partners and volunteers, within their oversight, on the requirements of the Records Management and Privacy Act.

Completion of both CBT modules can be accomplished in one hour or less. Additionally, users have the option of taking each training module in parts; completing the module over several sessions. Users will receive a separate certificate for each CBT module after obtaining a passing score.

These CBT modules utilize the same software used for the Federal Information Systems Security Awareness Training. The same minimum workstation configuration is required for these new CBT modules. The login page for DOI LEARN has a link to a "browser settings document" which can be used to ensure the proper computer settings.

DOI LEARN Points of Contact (POC) for each bureau (see Attachment II) will establish internal due dates to ensure that the bureau employees, contractors, partners and volunteers complete the Records Management and Privacy Act training. The bureau POC has established procedures to provide login credentials and instructions for those new to DOI LEARN. New Interior employees are automatically added to DOI LEARN through updates and Departmental personnel systems. This usually takes between two

and four weeks. The bureau POC have established separate procedures to create accounts for contractors, partners, and volunteers who have not already been provided access to accounts in DOI LEARN.

Systems at some locations may not be adequate to handle the training online. The POC will coordinate with the bureau IT staff to provide CD-ROM or paper versions of the courses to employees and other new staff experiencing difficulties or without Internet access.

As a result of the requirements in Attachment I, managers are urged to ensure that all employees, contractors, partners, and volunteers who have access to Department of the Interior records complete Records Management and Privacy Act training.

Nearly every DOI office and bureau recorded over 95% completion with last year's Records Management and Privacy Act CBT modules. We urge each DOI office and bureau to reach over 95% compliance by the end of FY 2009. Additionally, throughout the year, new employees, contractors, partners, and volunteers **must** complete the training within 60 days of reporting for duty.

If there are any Privacy Act questions concerning this memorandum, please contact the Departmental Privacy Act Officer, Pamala Quallich at 202-208-3909 or Sid Sharma at 202-219-0963. If there are any Records Management questions concerning this memorandum, please contact the Departmental Records Officer, Ed McCeney at 202-208-3321. Staff may also contact their Bureau DOI LEARN POC.

Attachment I – Background on Training Requirements

Attachment II – Bureau DOI LEARN Points of Contact

cc: Heads of Bureaus and Offices
Bureau and Office Chief Information Officers
Bureau and Office Records Managers
Bureau and Office Privacy Officers
Bureau and Office Contracting Officers

Background on Training Requirements

The Federal Records Act (FRA) and Code of Federal Regulations requires that agencies: “ensure that adequate training is provided to all agency personnel on policies, responsibilities and techniques for the implementation of recordkeeping requirements and the distinction between records and non-record materials, regardless of media, including those materials created by individuals using computers to send or receive electronic mail” (36 CFR §1222); and “Remind all employees annually of the agency’s recordkeeping policies and of the sanctions provided for the unlawful removal or destruction of Federal records” (36 CFR §1222, 18 USC §2071).

The Privacy Act of 1974 requires that agencies: “establish rules of conduct for persons involved in the design, development, operation, or maintenance of any Privacy Act system of records, or maintaining any record, and instruct each such person with respect to such rules and the requirements of this section, including any other rules and procedures adopted pursuant to this section and the penalties for noncompliance” (5 USC §552a(e)(9)).

According to Departmental Privacy Act regulations, “bureaus responsible for a [Privacy Act] system of records shall be responsible for assuring that employees with access to the system are made aware of the requirements of this section and of 5 USC §552a(i)(1)...” (43 CFR §2.52(d)).

Contractors managing Privacy Act systems of records are also required to comply with Privacy Act requirements. Section 5 USC §552a(m) of the Privacy Act states that when an agency provides, by a contract, for the operation by or on behalf of the agency of a system of records to accomplish an agency function, the agency shall, consistent with its authority, cause the requirements of this section to be applied to such system. For purposes of subsection (i) of this section any such contractor and any employee of such contractor, if such contract is agreed to on or after the effective date of this section, shall be considered to be an employee of an agency.

Federal Acquisition Regulations (FAR) (FAR 24.103.3) require that contracting officers, among other things, make available, in accordance with agency procedures, agency rules and regulations implementing the Privacy Act.

Bureau DOI LEARN Points of Contact
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