

**From:** Bowman, Randal  
**To:** [Marcia Cash](#)  
**Subject:** Fwd: DOI Learn Training Resources  
**Date:** Friday, May 26, 2017 7:07:03 AM

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Marcia, could you forward or discuss with Dr. Shulman, if you didn't have a similar discussion yesterday. I will do the training at 10 from my office, as Jennifer is teleworking today, and will stress to Shulman then that it is important that I be access the system over the weekend, if not today, with the word association grouping entered, so I can see what % of the comments they actually capture. Working with the initial download will be OK, although the full Bears Ears bucket would be better.

----- Forwarded message -----

**From:** **Barnett, Teri** <[teri\\_barnett@ios.doi.gov](mailto:teri_barnett@ios.doi.gov)>  
**Date:** Thu, May 25, 2017 at 5:45 PM  
**Subject:** Re: DOI Learn Training Resources  
**To:** "Bowman, Randal" <[randal\\_bowman@ios.doi.gov](mailto:randal_bowman@ios.doi.gov)>  
**Cc:** "Downs, Bruce" <[bruce\\_downs@ios.doi.gov](mailto:bruce_downs@ios.doi.gov)>

Hi Randy,

We can start using the system as soon as Bruce issues the authority to operate. The OS DiscoverText PIA was completed and approved today. Dr. Shulman and contract staff must also complete the FISSA training and sign the DOI Rules of Behavior. At a minimum Dr. Shulman can complete so you can work with him in the system until the others complete their training before they access the data. I recommend you urge them to do so by tomorrow through Marcia. I will also follow up tomorrow with Marcia.

Thanks,  
Teri

Teri Barnett, CIPP/G  
Departmental Privacy Officer  
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U.S. Department of the Interior  
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[www.DOI.gov/OCIO](http://www.DOI.gov/OCIO)

On Thu, May 25, 2017 at 3:10 PM, Bowman, Randal <[randal\\_bowman@ios.doi.gov](mailto:randal_bowman@ios.doi.gov)> wrote:

If after all this effort there was some misunderstanding on Dr. Shulman's part as to what training he and his employees had to take, and they can't rectify it today, would it be possible to issue an approval to use the system that applied only to me, and to Marcia as the

Government Rep for the contract, until you receive the additional certificates, so that I could work with the system over the weekend and confirm (or not) whether the plans we have made for how to use it will work as intended. Others at DOI can not use the system without being granted access and having training, both of which we would withhold until all of the the needed certificates for your required training are in hand. I have their training scheduled for 10 am tomorrow.

It is crucial that we know going into next week (Tuesday and beyond) that our planned approach to using the system will work, and only way to know that is for someone knowledgeable of the needs on our end and initially ignorant of the system (i.e. me) use it with their basic training and see what happens. Regs.gov has over 45,000 comments related to the Bears Ears monument, on which the Secretary must report to the President June 10, and we need to be able to access and sort those as soon as possible next week.

On Thu, May 25, 2017 at 2:19 PM, Barnett, Teri <[teri\\_barnett@ios.doi.gov](mailto:teri_barnett@ios.doi.gov)> wrote:  
Yes, it is the same URL that was provided in my original email below.

Teri Barnett, CIPP/G  
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On Thu, May 25, 2017 at 2:00 PM, Cash, Marcia <[marcia\\_cash@fws.gov](mailto:marcia_cash@fws.gov)> wrote:  
I forwarded the Privacy certificates to the COR yesterday.

Were the links to the Security training and ROB included in the URL you sent to Shulman?

Marcia Cash  
eERDMS - eRecords - BPHC Representative  
eRulemaking / FDMS Administrator

**U.S. Fish and Wildlife Service**  
*Division of Policy, Performance, and Management Programs (PPM)*  
*(Formerly Division of Policy and Directives Management - PDM)*  
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Falls Church, VA 22041-3808  
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On Thu, May 25, 2017 at 1:50 PM, Barnett, Teri <[teri\\_barnett@ios.doi.gov](mailto:teri_barnett@ios.doi.gov)> wrote:  
Marcia,

I wanted to follow up with you on the completion of mandatory training for the

DiscoverText team. Are you collecting the certificates? We need the privacy and security training and signed ROB completed asap - today if possible. Please let me know how I can assist.

Thanks,  
Teri

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On Thu, May 18, 2017 at 10:30 AM, Barnett, Teri <[teri\\_barnett@ios.doi.gov](mailto:teri_barnett@ios.doi.gov)> wrote:  
Hi Randy,

Below are links to DOI Learn training resources. I spoke to the DOI Learn Program Manager and she indicated there are a couple of options for contractors to complete training. They can complete training on the download page and present their certificates of completion to the COR - this is recommended if they are short term and will not need to complete recurring training. If they are long term and will need to take additional training or annual refresher training then they should create an account in DOI Learn so their training assignment and completion is tracked and managed. Instructions for both options are provided on the pertinent pages, and each bureau has a Learn Manager that can provide assistance.

Training Download page: <https://www.doi.gov/doilearn/training-download>

- FISSA
- DOI Rules of Behavior
- Privacy Awareness
- Records Management
- CSIRT Overview

External Learners: [https://www.doi.gov/doilearn/nondoi\\_learners](https://www.doi.gov/doilearn/nondoi_learners)

Thanks,  
Teri

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