

**United States  
Department of  
Agriculture**

**Forest  
Service**

**R-6**

**OR/WA**

**Bureau of Land  
Management**

**United States  
Department of  
the Interior**

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**Reply Refer To:** 1300 (FS)/ 1266 (BLM) (OR-910) P

**Date:** October 6, 2006

**FS-Memorandum**

**EMS TRANSMISSION 10/10/2006  
BLM-Information Bulletin No. OR-2007-003**

**To:** Leadership Team of the Forest Service, Region 6 and Bureau of Land Management, Oregon/Washington State Leadership Team

**Subject:** Service First Cross Certification for Privacy Act and Computer Security Training

Privacy Act and Computer Security – Computer Based Training is available online at the Department of the Interior (DOI) Learn and Forest Service AgLearn. Both courses are mandatory for employees and contractors who access Bureau of Land Management (BLM) or Forest Service computers or records. Recently we had some questions about whether employees working Service First needed to take these trainings twice (once in a BLM environment and again in a Forest Service environment). The answer is that the courses need only be taken once.

This letter documents employees from other agencies in Service First environments, who have taken similar training through their agencies during the Fiscal Year, do not need to take the DOI Privacy Act or Computer Security training. The same is true for the Forest Service training. It is important that Service First employees retain the documentation of having taken the training in their files (for audit purposes).

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for ELAINE M. BRONG  
State Director, OR/WA  
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/s/ Linda Goodman  
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