




EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

February 17, 2006

M-06-06

MEMORANDUM FOR THE CHIEF INFORMATION OFFICERS  
SENIOR AGENCY OFFICIALS FOR PRIVACY

FROM:

Karen S. Evans   
Administrator, Office of E-Government and  
Information Technology

SUBJECT:

Sample Privacy Documents for Agency Implementation of  
Homeland Security Presidential Directive (HSPD) 12

The Office of Management and Budget (OMB) issued guidance on August 5, 2005 to departments and agencies regarding their responsibilities under HSPD-12 (“Policy for a Common Identification Standard for Federal Employees and Contractors” (the Directive)).<sup>1</sup> As you know, HSPD-12 required the Department of Commerce to develop, and departments and agencies to implement, a government-wide standard for secure and reliable credentialing of Federal employees and contractors. Section 6 of OMB’s August 5, 2005 guidance itemizes the privacy-related elements of HSPD-12 implementation based on existing requirements that individuals be fully informed about collections of their personal information.<sup>2</sup>

As was noted in OMB’s guidance, attached are sample privacy documents to use as models in implementing HSPD-12 at your agencies. Included are sample Privacy Act systems of records notices, Privacy Act statements, and a privacy impact assessment developed by a working group of privacy experts. You may modify the samples to meet your agency-specific requirements, including those not anticipated by the working group, but overall your documents should comport with the models provided.

If you have questions about the privacy elements of HSPD-12 implementation or the sample documents provided, contact Eva Kleederman, Senior Policy Analyst, Information Policy and Technology Branch, Office of Management and Budget. Phone (202) 395-3647, fax (202) 395-5167, or e-mail: [ekleeder@omb.eop.gov](mailto:ekleeder@omb.eop.gov).

[Attachments](#)

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<sup>1</sup> OMB M-05-24: Implementation of HSPD 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, 8/5/05, <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-04.pdf>.

<sup>2</sup> See Privacy Act of 1974 (5 U.S.C. § 552a), the E-Government Act of 2002 (44 U.S.C. ch. 36), and OMB M-03-23 Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, 9/26/03, <http://www.whitehouse.gov/omb/memoranda/m03-22.html>.