

VITAL BUSINESS INFORMATION TRAINING

DHS Director, Records, Publications, and Mail Management
Memorandum, 1 July 2011

During the month of August 2011, the National Archives and Records Administration will conduct training on Vital Business Information Management. Department of Homeland Security recommends all personnel within Components, Divisions, and Offices responsible for Records Management, COOP Programs, and Information Technology should be identified to attend this training.

The cost to participants for this course is \$125.00. The course consists of four webinar training sessions; the webinar format will allow for Participants to build their skills during the four 90 minute sessions. Register for the training at <https://nara.learn.com/>, or contact the National Archives at workshop c. Nara.gov or by calling 781-663-0148.

Your District Records Coordinator is the Point Of Contact (POC) for any questions pertaining to Records Management or Vital Records. Any questions regarding/relating to COOP should be directed to your COOP manager. POCs are Ms. Pamela Norman, Coast Guard Records Officer, (202) 475-3534 email pamela.j.norman@uscg.mil for records issues, and Mr. Jeffrey Kellam, Program Manager, Disaster and Continuity Division (CG-5334), (202) 372-2245 email Jeffrey.l.kellam@uscg.mil for COOP questions.