

Review of PII Policies and Procedures
June 13, 2007

Attachment 3
Verification and Confirmation Template

August 15, 2007

MEMORANDUM FOR: Paul A. Schneider
Under Secretary for Management
Hugo Teufel, III
Chief Privacy Officer

FROM: <<COMPONENT HEAD/DIRECTORATE HEAD>>

SUBJECT: Verification and Confirmation of the Self-Assessment
regarding Safeguarding Policies and Procedures for
Personnel-Related Data at
<<COMPONENT/DIRECTORATE >>

This memorandum verifies and confirms that <<COMPONENT/DIRECTORATE>> has completed the attached self-assessment and it is accurate and complete as of August 15, 2007.

Head of Component/Directorate Signature/Date

Review of PII Policies and Procedures
June 13, 2007

Training Certification Template

September 15, 2007

MEMORANDUM FOR: Paul A. Schneider
Under Secretary for Management
Hugo Teufel, III
Chief Privacy Officer

FROM: <<COMPONENT HEAD/DIRECTORATE HEAD>>

SUBJECT: Certification of Privacy and Security Training at
<<COMPONENT/DIRECTORATE>>

This memorandum certifies that all employees of <<COMPONENT/DIRECTORATE>>
have completed the combined Privacy and Information Security Awareness Training.

Head of Component/Directorate Signature/Date