

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.

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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.

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Head of Component/Directorate Signature/Date