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DATE: November 13, 2008

WASHINGTON BULLETIN WA360-9-6

SUBJECT: PER - Volunteer Security Requirements

Purpose. To provide guidance on the security requirements for Earth Team volunteers

Expiration Date. September 30, 2009

There have been many questions on Earth Team volunteers being required to take the Privacy Basics and Information Security & Privacy Awareness tests. Questions have also been asked about when it is necessary for a volunteer to obtain a LincPass.

In order to provide clarification regarding these topics, please review the attachment to this bulletin which answers the following commonly asked questions:

#### Security Tests

- Why are we asking Earth Team volunteers to complete these tests?
- When shouldn't a volunteer take these tests?
- If it is decided that a volunteer **should** take these tests, what are the next steps?

#### LincPass and the Non-Employee Identity System (NEIS)

- Why are we asking volunteers to complete a background investigation?
- When does a volunteer need to have a LincPass?
- If it is decided that a volunteer **should** have a LincPass, what are the next steps?

Also included in the attachment are the necessary forms a volunteer needs to complete in order to receive a LincPass.

Please note that Optional Form 301A, the new Earth Team volunteer application, needs to be completed regardless of whether the volunteer will need a LincPass.

/s/ Lisa Coverdale

LISA R. COVERDALE  
Acting State Conservationist

Attachment

DIST: E, Conservation Districts

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