

PEPC Training Requirements for DOI/NPS PEPC Users (3/22/2021)

Non-DOI/NPS users should instead see the "[PEPC Training Requirements for non-DOI/NPS Users](#)" instructions

What is Required?

Before receiving access to PEPC, all required training must be completed. Required training has two components:

1. Annual Information Management Technology (IMT) training¹
2. Annual Role-Based Privacy Training (RBPT)²

#1 (IMT) is required on an annual basis for all DOI employees and contractors with network access, so the PEPC program will assume completion for its users by virtue of being able to log in to the NPS Network.

Directions for completing #2 (RBPT) are below.

How to Complete Role-Based Privacy Training (RBPT)

What you need to do:

1. Go to [Course: Role-Based Privacy Training \(RBPT\) \(doi.gov\)](#)
2. Follow all steps on that page to complete the training
3. Notify the PEPC Helpdesk (pepc_helpdesk@nps.gov) that you have completed the training

What the PEPC Support Team will do:

1. Confirm that you have completed the correct required training
2. Update your PEPC user profile to indicate that the training is complete
3. PEPC will notify you that you are ready to go

Note that it is a violation of DOI security policy for more than one employee to use the same PEPC account, so each user must have a separate account. Violations could result in closure of an account.

Help with Training

If you have any issues taking the required training, please follow the directions on the DOI Talent help page for seeking assistance.

Thank you for your patience and participation in satisfying this important annual training requirement!

¹ IMT includes cybersecurity (FISSA), privacy, records management, section 508 compliance, controlled unclassified information (CUA), and the DOI rules of behavior (ROB)

² Because PEPC is a System of Record under the Privacy Act of 1974, as amended (5 U.S.C. 552a), in addition to DOI-wide required training, all PEPC users must take an annual Role-Based Privacy Training (RBPT) in accordance with DOI Privacy Departmental Manual Chapters (383 DM 3).