



United States  
**Office of  
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

Your Reference:

**OCT 27 2004**

Roy P. Zimmerman  
Director  
Office of Nuclear Security & Incident Response  
11545 Rockville Pike  
Rockville, MD 20852

Dear Mr. Zimmerman:

The U. S. Office of Personnel Management (OPM), Center for Security and Emergency Actions Office request permission to use the Information Security Awareness Computer Based Training CD created for your agency as our model to develop a similar product for OPM. This office was impressed with the security initiative and we will revise the CD to be OPM specific. We've been in contact with Mr. Van Winkle and he requested that a memorandum be sent to you for your authorization and clearance.

If you have any additional questions, please feel free to contact Urline M. Richardson, Information Security Specialist, CSEA, at (202) 606-1165, email: [urline.richardson@opm.gov](mailto:urline.richardson@opm.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "T. Forman", written in a cursive style.

Thomas L. Forman  
Deputy Associate Director  
Center for Security and Emergency Actions