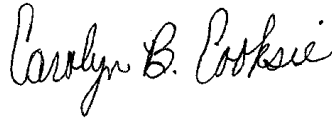


For: FSA COC and STC Members, and COC Advisors and Alternates

Mandatory FY 2010 USDA Information Security Awareness and Rules of Behavior Training

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OMB Memorandum No. M-09-29 provides instructions for meeting reporting requirements under the Federal Information Security Management Act of 2002 (FISMA) and Privacy Management.

When asked, “Do employees who never access electronic information systems need annual security and privacy awareness training”, OMB responded as follows:

“Yes, FISMA and OMB policy (Memorandum M-07-17, Attachment I.A.2.d) require all employees to receive annual security and privacy awareness training, and they must be included as part of the agency’s training totals. When administering security and privacy awareness training programs, it is important to remember:

- all employees collect, process, access and/or maintain government information in some form or format to successfully perform their duties and support the agency’s mission; and
- information is processed in various forms and formats, including paper and electronic, and information systems are a discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information according to defined procedures, whether automated or manual”.

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| Disposal Date | Distribution |
| January 1, 2011 | All FSA COC and STC members, and COC advisers and alternates; State Offices relay to County Offices |

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1 Overview (Continued)

A Background (Continued)

COC and STC members and COC advisors and alternates collect, process, access, and/or maintain government information in various forms or formats to successfully perform their duties. COC members, alternates, and advisors are not employees of FSA, but are included in this requirement. Therefore, all COC and STC members, COC advisors, and alternates for COC members called to serve as a COC member **must** complete the mandatory **FY 2010 USDA Information Security Awareness and Rules of Behavior Training by February 19, 2010, without exception.**

Important: AgLearn Administrators **must** inactivate AgLearn accounts for alternates that are **not called to serve and are unavailable to complete the training.**

USDA now requires users of all USDA information technology systems to comply with the USDA Rules of Behavior (ROB) which are included in the FY 2010 mandated security awareness training package. In addition to computer system rules, the ROB training document informs users of professional and ethical actions necessary when handling PII and/or privacy data, and of how to report related incidents. For this reason, COC and STC members, COC advisors, and COC alternates who serve in the absence of a COC member must also read the ROB training material and sign the ROB acknowledgement.

B Purpose

This notice provides:

- instructions for obtaining the training package or documents
- procedure for completing the training
- procedure for recording learning completions in AgLearn
- SED, CED, AgLearn Administrator and Information Security Office (ISO) responsibilities
- contact information.

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2 Training Materials, Completions, and Recording Training

A Training Materials Location

Contact the State AgLearn Administrator to obtain a paper-based version of the training materials and detailed instructions on returning the ROB acknowledgement and paper-based assessment to the AgLearn Administrator for grading.

The training package is also posted on the DAFO web site located at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>. Click the link for 2010 Security Awareness Training and Paper Based Privacy Act to access the following:

- FY 2010 Information Security Awareness Training (ISAT) and Rules of Behavior Acknowledgement
- AgLearn Rules of Behavior (Training document)
- FY 2010 Exam 1, Exam 2, and Exam 3 (ISAT follow-up assessment).

Newly elected COC members, newly appointed advisors, and alternates called in should review the training documents, complete the follow-up assessment, and sign the ROB acknowledgement **before starting their duties**. This also applies to newly appointed STC members.

Returning members and advisors **must** complete the training and ROB acknowledgement by **February 19, 2010**. **All** parts of the training package **must** be completed. There is **no** credit for partial completions.

B Training Completions

The AgLearn Administrator must grade the follow-up assessments and make sure COC's and STC's attain a minimum required score of 70 percent. Whenever STC's and COC's score less than 70 percent, the assessment must be repeated.

AgLearn administrators will provide an FY 2010 USDA Information Security Awareness and Rules of Behavior Training Certificate of Completion for each trainee that achieves a score of 70 percent or more.

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2 Training Materials, Completions, and Recording Training (Continued)

B Training Completions (Continued)

There are 2 options for obtaining training certificates.

Option 1 - Complete the following paper-based training certificate included with the training materials.

The image shows a Microsoft Word window displaying a certificate form. The window title is "Certificate of Completion ISA RDB FY2010 Training.doc - Microsoft Word". The certificate form includes the USDA logo, the title "Certificate of Completion", and the text "This Certifies that". Below this, it states "Has Successfully Completed the Paper-based Versions of the USDA Information Security Awareness and Rules of Behavior Training FY 2010". There are lines for "Date", "Certified by: Title", and "Trainee Office Location".

The AgLearn Administrator shall insert the learner's name, training completion date, and office location, then sign the certificate to certify the training completion and forward a copy to CED or State Office.

Option 2 - Run a Certificate of Completion Report to obtain an electronic version of the training certificate for the learners once the training completion is recorded in AgLearn.

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2 Training Materials, Completions, and Recording Training (Continued)

C Recording Training Completions

AgLearn is the official USDA repository for recording and tracking the Information Security Awareness and Rules of Behavior training completions.

To recognize STC’s and COC’s as having met the training criterion, AgLearn Administrators **must** record the training accomplishment in the AgLearn database immediately if the learner has an existing AgLearn account, and as soon as new learners’ AgLearn accounts are established.

State Offices **will not receive** official credit for COC’s and STC’s training until the data recording process is completed.

AgLearn Administrators shall record training completions for existing AgLearn accounts according to the following.

Important: A technical eAuthentication and AgLearn issue currently prevents recording of training completions for new COC members and STC members with no existing AgLearn Accounts. File and maintain a hardcopy of the paper assessments and ROB acknowledgement forms until technical issues are resolved and the official training recording is completed.

| Recording AgLearn Training Completions | |
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| Step | Action |
| 1 | Log into AgLearn, locate "Quick Links", and CLICK "Record Learning". |
| 2 | CLICK "Item" located under "What kind of learning do you want to record?" |
| 3 | In the "Search and Add Items" box, CLICK "Search" to search for the item. In the "Item ID" box, ENTER "USDA-CY" and CLICK "Search". |
| 4 | Check the add box for USDA-CYBERSECURITY-FY10-PAPER titled, " FY2010 USDA Information Security Awareness and Rules of Behavior Training (PAPER) " and CLICK "Add". |
| 5 | In the "search and add users" box, CLICK "Search". Enter the user’s last name and CLICK "Search". CHECK the "Add" box and CLICK "Add". Note: To search for all COC’s in your State, ENTER "AD" in the "Pay Plan" field and CLICK "Search". Check the box next to the preferred names. |
| 6 | CLICK "Next". |
| 7 | Locate the "Grade Completion" box. Use the drop-down arrow and CLICK "Class Completed" (Class Completed) – For Credit. |
| 8 | Scroll to the right and CLICK "Apply changes". |
| 9 | CLICK "Next". |
| 10 | CLICK "Do Not Assess", located under "Change the Way Competencies are Assessed". |
| 11 | CLICK "Submit". |
| 12 | A following message will be displayed, "The learning events were recorded successfully". |

3 Responsibilities

A State Office and SED Responsibilities

SED's have overall responsibility for State compliance to the ISA and ROB training mandate. SED's or their designee shall:

- obtain an AgLearn listing of all COC and STC members and COC advisors and alternates in the State
- identify and list all COC and STC members and COC advisors and alternates with expired terms, not serving, and/or unavailable to complete the training
- ensure that the AgLearn Administrator inactivates AgLearn accounts for identified unavailable COC and STC members, advisors, and alternates
- provide a confirmation from the State AgLearn Administrator once the COC and STC accounts are inactivated to Bessy Plaza by e-mail to **bessy.plaza@wdc.usda.gov**
- ensure that all appropriate COC and STC members, and COC advisors and alternates complete the mandatory training by the required due date
- serve as primary contact for DAFO training compliance review and reporting.

B CED Responsibilities

CED's shall:

- ensure that COC's receive the paper-based training material
- administer the training assessment
- ensure that all current COC's complete the mandatory training by the required due date
- forward all required training material to the AgLearn Administrator for grading, recording, and filing
- serve as primary contact for State Office training compliance review and reporting.

3 Responsibilities (Continued)

C AgLearn Administrator Responsibilities

AgLearn Administrators shall:

- maintain and distribute training materials to State and County Offices
- grade training assessments
- issue training completion certificates
- record training completions in AgLearn
- file and maintain copies as needed
- inactivate AgLearn accounts for absent or terminated COC's and STC's
- serve as primary contact for ISO training compliance review and reporting.

D ISO Responsibilities

ISO shall:

- issue training guidance
- monitor agency compliance with the Federal training mandate
- document and provide noncompliant accountability reports to the FSA Administrator, DAFO, and the Chief Information Office
- provide training results to the USDA security scorecard.

4 Contact and Accountability Information

A Contact

E-mail questions about the mandatory Security Awareness training requirement or about this notice to AgLearnSecurity@wdc.usda.gov.

Contact the State AgLearn Administrator with questions about training administration, grading assessments, and recording paper-based training completions.

B Accountability

Annual Information Security Awareness and Rules of Behavior Training is required by Federal law, USDA regulation, and FSA policy. STC's shall issue "Letters of Caution" to COC members and advisors who do not complete the training by the deadline.