UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: FSA Employees

Mandatory FY 2015 Information Security Awareness (ISA) Training

Approved by: Associate Administrator for Operations and Management

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1   Overview

A Background

FY 2015 ISA Training is now available in AgLearn. All personnel are required to complete the training and assessment whether or **not** they use USDA computers. This notice applies to both Federal and non-Federal (permanent full-time or part-time, temporary full-time, part-time, or intermittent employees) contractors, volunteers, STC and COC members, advisors and alternates called to serve. Unless otherwise stated in this notice, the term "personnel" includes all workforce categories.

The training course is mobile enabled, meaning the course can also be taken on a tablet, smart phone, or other mobile devices.

B Purpose

This notice provides guidance on completing the mandatory training, including instructions about the:

- December 31, 2014, due date for all onboard personnel (including STC and COC members)
- March 13, 2015, due date for "newly" elected STC and COC members.

C Contacts

If there are any:

- technical problems with the online course, contact the AgLearn Help Desk by e-mail at **AgLearnHelp@genphysics.com** or call 866-633-9394

Disposal Date	Distribution
November 1, 2015	All FSA employees and contractors; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts (Continued)

- questions about eAuthentication user ID and passwords, contact the eAuthentication Help Desk by e-mail to **eAuthHelpDesk@ftc.usda.gov** or call the USDA Service Desk Support Center at 1-800-457-3642, select option 1

- questions about training administration, contact the local AgLearn Administrator.

IF there are questions about…	THEN contact…
this notice	either Seabelle Ball or Brian Davies by: - e-mail to **seabelle.ball@wdc.usda.gov** - e-mail to **brian.davies @wdc.usda.gov**
the content of the AgLearn training	Seabelle Ball, ISO, by either of the following: - e-mail to **seabelle.ball@wdc.usda.gov** - telephone at 202-205-7399.
National Office employee training administration	Marie Hubbard, HRD, by either of the following: - e-mail to **marie.hubbard@wdc.usda.gov** - telephone at 202-401-0373.
Kansas City, **St. Louis**, or **APFO** employee training administration	Mark Nelson, HRD by either of the following: - e-mail to **mark.nelson@kcc.usda.gov** - telephone at 816-926-3420.
State and County Office training administration	either the State training officer or AgLearn lead.

2   Training Guidance and Requirements

A   Training Deadlines

Onboard Personnel - All onboard personnel (including STC and COC members, advisors, and alternates serving) are required to complete the training no later than **December 31, 2014.**

New Hires - All newly hired employees and contractors are required to complete the training **before receiving their computer user ID**.

Newly Elected - All newly elected COC or appointed STC members, advisors, and alternates called to serve are required to complete the training as their first order of business at their **first meeting and not later than March 13, 2015.**

2   Training Guidance and Requirements (Continued)

B   Accessing the Training (Continued)

All employees, contractors, and volunteers who have an eAuthentication ID and password shall complete the web-based version of the training in AgLearn. The paper-based version of the training and assessment is available on the ISO website, **ISO Online**, for newly hired employees.

STC and COC members, and field assistants who do not have access to computers shall complete the paper-based training. The paper-based training can be found at this URL **https://sharepoint.fsa.usda.net/mgr/iso/public/Wiki%20Pages/Information%20Security %20Awareness%20(ISA)%20Training.aspx.**

C   Completing the Web-based Training

The following table provides instructions to access AgLearn to complete FY 2015 ISA Training.

Step	Action
1	Access AgLearn at **www.aglearn.usda.gov**.
2	CLICK "**Login**".
3	CLICK "**Login with your LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".
4	On the AgLearn "**Home**" tab, the user's "**To-Do List**" will be displayed. Place the cursor over the course title, "**Fiscal Year 2015 Information Security Awareness Training,**" and a pop-up window will be displayed. CLICK "**Go to Content**".
5	The screen will turn gray and a pop-up window will be displayed. CLICK "**Yes**" to launch the course now.
6	Another pop-up window will be displayed. CLICK "**Start Course**". A second pop-up window will be displayed. Select the appropriate response.
7	After completing the course, employees must do both of the following: • complete the Post Assessment and achieve 70 percent on the assessment • complete any required survey.
8	The course title will no longer be displayed on the "To-Do List". CLICK the "**Completed Work**" link to verify completion and print your certificate.

D   Recording Paper-Based Training Completion

Recorders shall immediately update AgLearn to document assessment completions. Otherwise, the AgLearn tracking system will continue to indicate an "**incomplete**" training status for trainees. For audit purposes, recorders **must** record the date each trainee actually completed the assessment.

Recorders shall issue a signed and dated hardcopy Certification of Completion for any employee completing the paper-based version with a score of 70 percent or better.

2   Training Guidance and Requirements (Continued)

D   Recording Paper-Based Training Completion (Continued)

CED's shall record completions in AgLearn for local COC members. State AgLearn administrators or training coordinators shall record all other completions in AgLearn.

Note: The item ID is "USDA-ISA-FY2015-PAPER" to update the training records. ISO will provide AgLearn administrators and CED's access to the assessment answer key.

3   Responsibilities, Compliance, and Accommodations

A   Responsibilities

All managers, supervisors, and the contracting officer's technical representative (COTR) shall ensure that employees complete the mandatory training by the due dates outlined in subparagraph 2 B.

State Offices shall direct CED's to conduct and record paper-based training for local COC members.

State AgLearn administrators, training coordinators, and CED's shall record paper-based training according to subparagraph 2 D.

ISO Information Security Operations Group and State Offices, Security Liaison Representatives (SLR) shall verify all training completions before granting computer access.

State AgLearn administrators shall also establish any additional local instructions for distributing, scoring, and recording paper-based training for employees without computer access.

B   Compliance

Network access will be suspended for any employee, contractor, partner, or volunteer who has not completed the required training by the deadline. Network access may not be restored until the training is successfully completed.

Committee members remain dually and directly accountable to the Secretary of Agriculture and are required to operate within official regulations. This training is mandated by USDA and federal law, the Federal Information Security Management Act (FISMA).

C   Accommodations

Accommodations for the training will be addressed on a case-by-case basis. Persons with disabilities who require additional accommodations to participate in this training should contact HRD, Leadership and Employee Development Branch at 202-401-0374 or 816-926-3420.