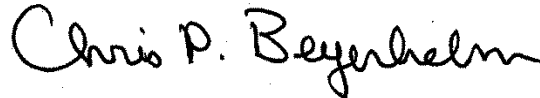


For: FSA Offices Except County Offices

Mandatory Specialized Role-Based Information Technology (IT) Security Training for FY 2015

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Federal Information Security Management Act mandates that employees and contractors **with significant responsibilities for information security** complete specialized role-based IT security training.

USDA, OCIO defines positions that may impact the mission of the Agency through a loss of confidentiality, integrity, and/or availability of the USDA information, regardless of media, are to be designated as having significant responsibilities for information security. One of the determining factors is users requiring advanced rights to an information system beyond that of a regular user. Others having significant information security responsibilities may also include:

- database and IT system administrators
- software developers and programmers
- software testers
- IT security and incident response managers
- IT contingency planning and/or DR personnel
- MIDAS security support personnel
- personnel with programmatic and/or management control over IT system resources.

Note: Users who may have administrative access to their own desktops and/or laptops are **not** considered to have significant responsibilities for security solely for this reason.

The FSA Chief Information Security Officer (CISO) has identified several employees and contractors with significant information security responsibilities who **must** complete the security role-based training. See Exhibit 1. The Information Security Office will assign the training in AgLearn and notify the identified personnel. All specialized role-based IT security training **must** be completed by **May 29, 2015**.

Disposal Date	Distribution
March 1, 2016	All FSA Offices except County Offices; State Offices relay to SLR's

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1 Overview (Continued)

A Background (Continued)

Note: When an employee or contractor enters a new position that deals with sensitive information or has different information security requirements, the role-based training should be completed within 1 business week.

B Purpose

This notice provides identified users with requirements for completing the role-based training in AgLearn.

2 Training Guidance

A Role-Based Web-Based Training for Identified Users

Once notified, identified users will access their AgLearn To-Do List, launch, and complete the training according to the following table.

Step	Action
1	Access the AgLearn Home Page at http://www.aglearn.usda.gov .
2	CLICK “ Login ”.
3	CLICK “Click Here to Log In 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 on the course title and a pop-up box will be displayed. CLICK “ Launch content ”.
5	Employees shall complete the course and then check their “ Completed Work ” in AgLearn to ensure that the training has been marked complete.

B Role-Based Web-Based Training for Other Personnel

Supervisors are **required** to train any other personnel who may have a significant impact on information security.

Role-based courses for FY 2015 are listed in Exhibit 1 and are available to all employees. To add a course, do either of the following:

- cut and paste a course item number (such as “Web Based FSA-KC-SecureApplicationsv2”) into the “Search Catalog” box on the AgLearn Home tab and CLICK “Browse”
- send a request by e-mail to Seabelle Ball at seabelle.ball@wdc.usda.gov.

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3 General Information

A Contacts

Contacts are provided in the following table for questions about this notice.

IF there is a question about...	THEN...
AgLearn technical assistance	do 1 of the following: <ul style="list-style-type: none"> • in AgLearn, CLICK “Help” • in AgLearn, CLICK “Contact Us” • call AgLearn Help Desk at 1-866-633-9394 • send an e-mail to AgLearnHelp@genphysics.com.
eAuthentication account or password reset	contact USDA Client Technology Services Desk Support Center at 1-800-457-3642 (Option 1).
this notice or Security Awareness Training policy	contact either of the following: <ul style="list-style-type: none"> • Seabelle Ball, FSA Deputy Information Systems Security Program Manager, by either of the following: <ul style="list-style-type: none"> • e-mail to seabelle.ball@wdc.usda.gov • telephone at 202-205-7399 • Brian Davies, FSA Information Systems Security Program Manager, by either of the following: <ul style="list-style-type: none"> • e-mail to brian.davies@wdc.usda.gov • telephone at 202-720-2419.
National Office employee training administration	contact Marie Hubbard, HRD, by either of the following: <ul style="list-style-type: none"> • e-mail to marie.hubbard@wdc.usda.gov • telephone at 202-401-0373.
Kansas City, St. Louis, or APFO employee training administration	contact Mark Nelson by either of the following: <ul style="list-style-type: none"> • e-mail to mark.nelson@kcc.usda.gov • telephone at 816-926-3420.
locating the course on the “To Do List”	
State and County Office training administration	contact the State training officer or AgLearn lead.

3 General Information (Continued)

B Reasonable Accommodations

Persons who require special accommodations to participate in this training should contact their supervisor or local help desk.

C Noncompliance

Employees who do **not** comply with the specialized role-based IT security training mandate risk computer account **suspension**.

D Continuing Security Training Requirements

To facilitate strengthening FSA's overall IT Security Training Program, FSA offices shall:

- employ subsequent methods (discuss in staff meetings, office posters, booklets, newsletters, handouts, checklists, videos, brown bag lunch series, etc.) to make personnel aware of information security and changes in the security environment of the individual office
- provide additional or refresher training when personnel enters a new position that deals with sensitive information or has different information security requirements.

Note: The additional training should be on the level of responsibility and the sensitivity of the information the employee handles.

FY 2015 Specialized Role-Based Information Security Training Audiences and Courses Identified by CISO

Audience	Course Title	AgLearn Description	Item Number
<ul style="list-style-type: none"> • Security Officers • Security Liaison Representatives (SLR's) • SLR Backups • IT Security and Incident Response Managers • MIDAS Security Support Personnel • Personnel With Programmatic and Management Control Over IT System Resources • Also appropriate for everyone in an organization regardless of job role who uses computing devices and the Internet 	<p>Using your Desktop Computer and Mobile Devices Safely</p>	<p>Making sure that your desktop computer, laptop, smartphone, PDA, or tablet is secured is essential in today's ever-changing business world whether you are working in your office, at home, in a hotel, or on the go. Protecting information and computer systems against malicious attacks is paramount for any organization, and every end user, regardless of their job role, has a responsibility to use their desktop computer and mobile devices safely. This course examines the types of threats that desktop computers and mobile devices may face, and effective ways to secure them.</p>	<p>Web Based db_iseu_a02_dt_enus_SKILLSOFT</p>
<ul style="list-style-type: none"> • Database and IT System Administrators • Software Testers • ISO Security Support Contractors • MIDAS Security Support Contractors • Also appropriate for all USDA employees, stakeholders, partners, and contractors 	<p>Protecting Personally Identifiable Information</p>	<p>The Personally Identifiable Information (PII) lesson is designed to introduce new United States Department of Agriculture (USDA) Agency Privacy Officials and Information System Security Program Managers to what Privacy Act data is and the importance of protecting it. The lesson will also discuss the organizational responsibilities for safeguarding PII, as well as an individual's responsibilities for recognizing and safeguarding protected/sensitive data.</p>	<p>Web Based USDA-PII</p>
<p>IT Contingency Planning and Disaster Recovery Team Personnel</p>	<p>FSA Contingency Planning Training: Recovery Team Roles</p>	<p>This training module is designed to assist and reinforce a FSA employee's understanding of Contingency Planning Team Roles and Responsibilities during an emergency, exercise, or return to normal operations.</p>	<p>Web Based FSA-KC-CPT-001</p>
<ul style="list-style-type: none"> • Software Developers and Programmers • Also appropriate for FSA IT community 	<p>Developing Secure Applications - Understanding and Resolving Web Application Security Risks</p>	<p>This course provides training centered around the top vulnerabilities found in web applications at the Farm Service Agency.</p>	<p>Web Based FSA-KC-SecureApplicationsv2</p>

Note: Audiences identified in **bold** must complete the required course by **May 29, 2015**. Otherwise, courses are optional for other audiences unless required by the employee's supervisor.