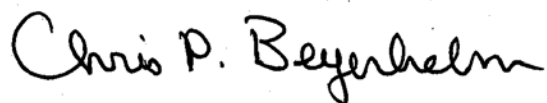


**For:** FSA Employees

**Mandatory USDA FY 2016 Information Security Awareness (ISA) Training**

**Approved by:** Associate Administrator for Operations and Management



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**1 Overview**

**A Background**

FY 2016 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 completed on a tablet, smart phone, or other mobile devices.

By completing this course, employees will meet the legal requirement for all personnel to complete annual security awareness training, and acknowledge their understanding of the USDA Rules of Behavior.

**B Purpose**

This notice provides guidance on completing the mandatory ISA training, and includes instructions about the:

- December 31, 2015, due date for all onboard personnel (including STC and COC members)
- March 16, 2016, due date for “**newly**” elected STC and COC members only.

Disposal Date	Distribution
November 1, 2016	All FSA employees and contractors; State Offices relay to County Offices

# 1 Overview (Continued)

## C Contacts

If there are any:

- technical problems with or questions about the online course, contact the AgLearn Help Desk by e-mail at **AgLearnHelp@genphysics.com**, or call 866-633-9394
- 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: <ul style="list-style-type: none"> <li>• e-mail to <b>seabelle.ball@wdc.usda.gov</b></li> <li>• e-mail to <b>brian.davies @wdc.usda.gov</b></li> </ul>
the content of the AgLearn training	Seabelle Ball, ISO, by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>seabelle.ball@wdc.usda.gov</b></li> <li>• telephone at 202-205-7399.</li> </ul>
<b>National Office</b> employee training administration	Marie Hubbard, HRD, by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>marie.hubbard@wdc.usda.gov</b></li> <li>• telephone at 202-401-0373.</li> </ul>
<b>Kansas City, St. Louis, or APFO</b> employee training administration	Mark Nelson, HRD by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>mark.nelson@kcc.usda.gov</b></li> <li>• telephone at 816-926-3420.</li> </ul>
<b>State and County Office</b> training administration	either the State training officer or AgLearn lead.

## 2 Training Guidance and Requirements

### A Training Guidance

All FSA employees, contractors, partners, and volunteers, STC, and COC members, advisors, and alternates called to serve are required to complete the training by the due date.

All new hires shall complete the training before obtaining system access.

AgLearn accounts that need to be deactivated because of short, long-term, or permanent absence must be processed with an action in EmpowHR, or Personal Model.

All absent personnel must complete the training upon return to active status.

### B Training Due Dates

**December 31, 2015 - All Onboard Personnel** (including STC, and COC members, advisors, and alternates serving).

**March 16, 2016 - All Newly Elected COC or appointed STC** members, advisors, and alternates called to serve (at their first meeting and not later than March 16, 2016).

**Note:** For all newly hired employees and contractors, the training shall be completed before receiving computer access.

### C Accessing the Training

All employees, contractors, and volunteers who have an eAuthentication ID and password shall complete the web-based version of the training in AgLearn.

New hires, STC, and COC members, and field assistants who do not have an eAuthentication ID and password or access to FSA computers shall complete the paper-based training available on the ISO web site, ISO Online. The paper-based training may be found at **[https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20\(ISA\)%20Training.aspx](https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20(ISA)%20Training.aspx)**

## 2 Training Guidance and Requirements (Continued)

### D Completing the Web-based Training

The following table provides instructions for accessing AgLearn to complete FY 2016 ISA Training.

Step	Action
1	Access AgLearn at <b>www.aglearn.usda.gov</b> .
2	CLICK <b>“Login”</b> .
3	CLICK <b>“Login with your LincPass (PIV)”</b> or enter user ID and password and CLICK <b>“Login”</b> .
4	On the AgLearn <b>“Home”</b> tab, the user’s <b>“To-Do List”</b> will be displayed. Place the cursor over the course title, <b>“Fiscal Year 2016 USDA Information Security Awareness Training,”</b> and a pop-up window will be displayed. CLICK <b>“Go to Content”</b> .
5	The screen will turn gray and a pop-up window will be displayed. CLICK <b>“Yes”</b> to launch the course now.
6	Another pop-up window will be displayed. CLICK <b>“Start Course”</b> . A second pop-up window will be displayed. Click the appropriate response.
7	After completing the course, employees must do both of the following: <ul style="list-style-type: none"> <li>• complete the Post Assessment and achieve 70 percent on the assessment</li> <li>• complete any required survey.</li> </ul>
8	The course title will no longer be displayed on the <b>“To-Do List”</b> . CLICK the <b>“Completed Work”</b> link to verify completion and print your certificate.

### E 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 also provide a Certification of Completion for any new hires completing the paper-based version with a score of 70 percent or higher.

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-FY2016-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.

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.

All training completions shall be verified by the appropriate user provisioning groups 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, and 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.