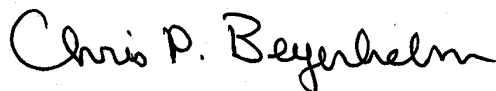


For: FSA Employees

Mandatory USDA FY2017 Information Security Awareness (ISA) Training

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FY2017 Information Security Awareness (ISA) Training is now available in AgLearn. All personnel must complete the training and assessment. This notice applies to both Federal and non-Federal (permanent full-time or part-time, temporary full-time, part-time, or intermittent employees) contractors, and volunteers. **All training is due by December 1, 2016.**

Notes: A separate notice will be issued for STC, COC members, advisors, alternates called to serve, and intermittent personnel (field assistants) that do not access USDA computers.

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. A paper-based version of the training will be available for new hires that must complete the training before obtaining computer access.

By completing this course, you will meet the Federal Information Security Modernization Act of 2014 legal mandate for all personnel to complete annual security awareness training, and acknowledge your understanding of the USDA Rules of Behavior.

B Purpose

This notice provides guidance on completing the mandatory training for information security awareness.

<p>Disposal Date</p> <p>April 1, 2017</p>	<p>Distribution</p> <p>All FSA employees and contractors; State Offices relay to County Offices</p>
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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">• e-mail to seabelle.ball@wdc.usda.gov• telephone at 202-205-7399• e-mail to brian.davies@wdc.usda.gov• telephone 202-720-2419.
National Office employee training administration	Marie Hubbard, HRD by: <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	Mark Nelson, HRD by: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov• telephone 816-926-3420.
State and County Office training administration	either the State training officer or AgLearn lead.

2 Training Guidance and Requirements

A Training Guidance

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

2 Training Guidance and Requirements (Continued)

A Training Guidance (Continued)

Everyone with an active AgLearn account must adhere to the training mandate, including:

- newly hired employees and contractors before receiving computer access
- short-term or long term absent personnel with deactivated AgLearn accounts need to complete the training immediately when the AgLearn account returns to active status
- intermittent personnel with active AgLearn accounts.

Note: Offices must mail the paper-based version of the training to intermittent employees (out of the office but with active AgLearn accounts) that access USDA computers or pay travel and salary to bring them into the office to complete the training.

B Training Due Date

All personnel shall complete the training by **December 1, 2016**.

C Accessing the Training

Personnel with an eAuthentication ID and password shall complete the web-based version of the training in AgLearn.

New hires without an eAuthentication ID and password, or access to FSA computers shall complete the paper-based training.

D Completing the Paper-based Training

The paper-based version of the training is posted on the **ISO Online** SharePoint site. Use the link below to access the **ISO Online** Information Security Awareness (ISA) Training page. In the next step **CLICK “Paper-based”**.

[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)

Personnel completing the paper-based version must complete the post assessment, and the signature page acknowledging the USDA Rules of Behavior to receive credit for the training.

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2 Training Guidance and Requirements (Continued)

E Recording Paper-Based Training Completion

Recorders shall immediately update AgLearn to document training completions. Otherwise, the 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 return a training certificate to all personnel completing the paper-based version with a score of 70 percent or higher.

Note: State AgLearn administrators or training coordinators shall record all other completions in AgLearn.

The assessment answer key is available on the ISO Online SharePoint site and is restricted to AgLearn Administrators and CED’s. The item ID is “USDA-ISA-FY2017-PAPER” to update the training records.

F Completing the Web-based Training

The following table provides instructions for accessing the FY2017 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, “ FY2017 USDA Information Security Awareness Training ,” and a pop-up window will be displayed. CLICK “ Go to Content ”.
5	Another pop-up window will be displayed. CLICK “ Start Course ”. A second pop-up window will be displayed. Click the appropriate response.
6	After completing the course, employees must do both of the following: <ul style="list-style-type: none">• complete the Post Assessment• achieve 70 percent on the assessment complete any required survey.
7	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.

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3 Responsibilities, Compliance, and Accommodations

A Responsibilities

All managers, supervisors, and the contracting officer's technical representative (COTR) shall ensure that every employee with an active AgLearn account completes the mandatory training by the due date.

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

All training completions shall be verified by the appropriate user provisioning groups before granting computer access.

State AgLearn administrators shall establish any additional local instructions required for successful completion of the FY2017 ISA Training.

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.

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.