

**For:** FSA Employees and Contractors

**Security Awareness Training Requirements**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Annual security awareness training is mandated by the following:

- Federal Information Security Management Act
- Office of Management and Budget Circular A-130, Appendix III
- USDA Departmental Regulation 3140-1
- 6-IRM.

Annually FSA is required to provide training to all permanent and temporary employees, contractors, and others who have access to government computer systems. The Office of Personnel Management published final rules in the June 14, 2004, Federal Register concerning the obligations of federal agencies to train employees on information technology security.

The USDA Service Center agencies developed online computer security awareness training in conjunction with the USDA Office of the Chief Information Officer. This online training has been designed to be taken by all users to:

- ensure the consistency of the training across the Service Center agencies
- provide accountability for the training.

**B Purpose**

This notice:

- explains the security awareness requirements
- provides guidance to complete training for FY 2004
- provides guidance for employees and contractors
- provides contact information.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005	All FSA employees and contractors; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Manager, Supervisor, and COTR Responsibility

All FSA managers, supervisors, and COTR's shall ensure that all employees and contractors:

- have completed the required Security Awareness Training **by September 28, 2004**
- hired after September 28, 2004, complete the security awareness training requirements within 14 business days of their start date.

### 2 Employee Action

#### A Access to Aglearn

All employees shall access the AgLearn homepage at <http://www.aglearn.usda.gov> to complete the security awareness training.

Employees are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn. Employees who do **not** have an account shall establish an eAuthentication user ID and password according to Notice IRM-355. This notice is available on the Internet from the FFAS Notices Web site at <http://www.fsa.usda.gov/dam/forms/notices.asp>.

#### B Accessing Security Awareness Training From AgLearn

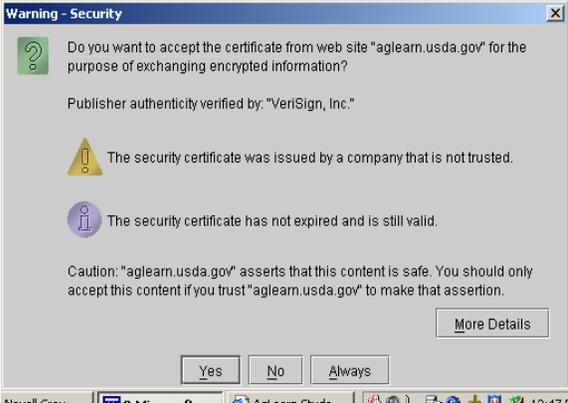
Employees shall access the security awareness training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph A and click on the " <b>Student Login</b> " button.
2	Click " <b>Continue</b> " on the Warning screen to access the eAuthentication Login screen. Enter user ID and password and click " <b>Login</b> ".
3	Select " <b>Catalog</b> " from the list of items on the left side of the screen.
4	On the " <b>Component Type</b> " dropdown menu, select " <b>Web Based.</b> " In " <b>Title Contains:</b> " block, ENTER " <b>USDA Security</b> ".
5	The " <b>USDA Security Literacy &amp; Basics – FY 2004</b> " course should appear.

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2 Employee Action (Continued)

B Accessing Security Awareness Training From AgLearn (Continued)

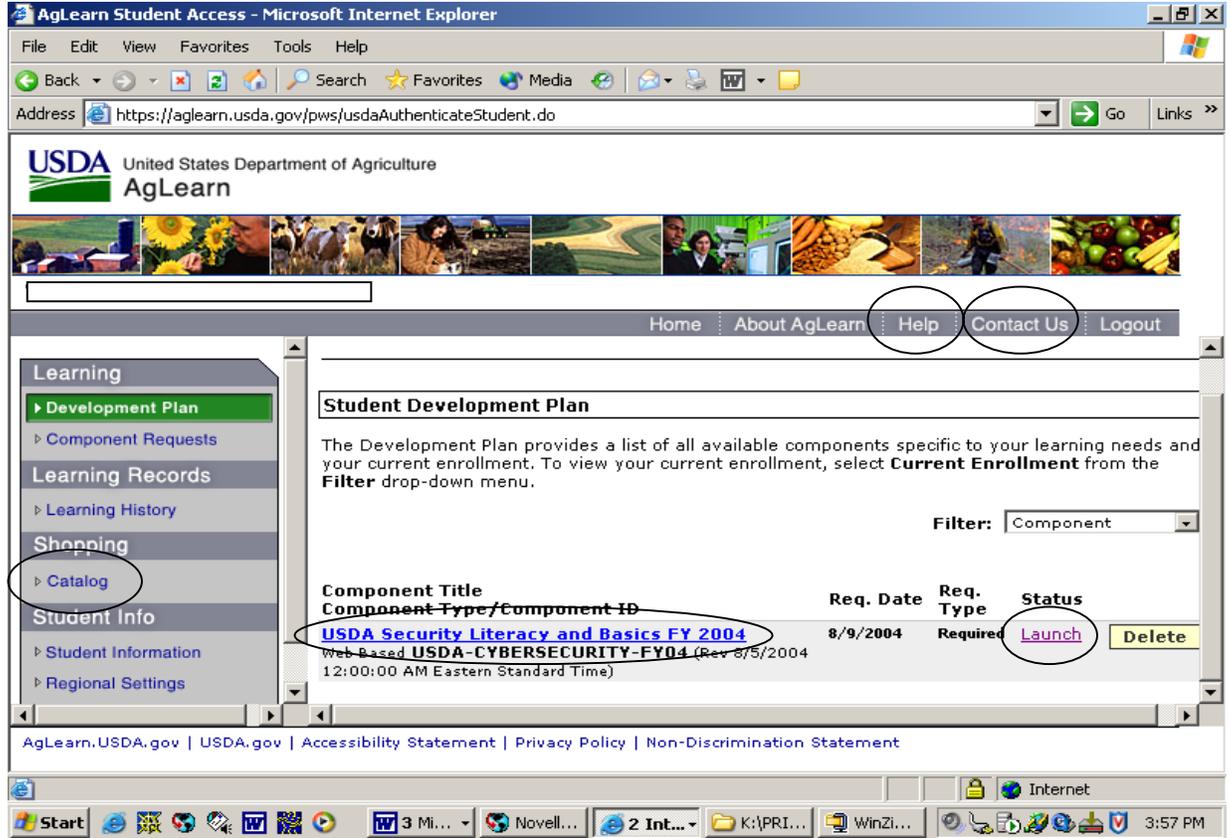
Step	Action
6	Click " <b>Add to Development Plan</b> ". The " <b>Student Development Plan</b> " Screen will be displayed. See subparagraph C.
7	Click " <b>Launch</b> " under the "Status" heading located to the right of the title " <b>USDA Cyber Security Literacy and Basics FY 2004</b> ".
8	<p>If the Security Certificate Warning Screen is displayed, click "<b>Yes</b>" to accept the security certificate. Following is an example of the screen.</p> 
9	Employee will now be within the Security Literacy Basics Course. <b>Complete each topic and assessment according to the instructions provided within the course.</b>

**Note:** Employees are encouraged to **print the completion certificate and retain a copy for their records**. Do **not** submit the certificate to management or the Information Security Office, unless requested. The Information Security Office will receive reports directly from the AgLearn system.

2 Employee Action (Continued)

C Example of AgLearn Student Access Screen

Following is an example of the AgLearn Student Access Screen.



D Deadline for Completing Training

All FSA employees (except County and State Committee Members) must complete the required Security Awareness Training **by September 28, 2004**.

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### 2 Employee Action (Continued)

#### E Contacts and Additional Information

Direct Security Awareness Training policy questions to the FSA Information Security Office by e-mail to [Security@kcc.usda.gov](mailto:Security@kcc.usda.gov) or telephone at 816-926-6537.

See Notice IRM-355 for eAuthentication questions and assistance.

For guidance or assistance with AgLearn:

- click the "**Help**" option available on each of the AgLearn pages
- access the AgLearn Student Reference Guide at [https://aglearn.usda.gov/student\\_ref.pdf](https://aglearn.usda.gov/student_ref.pdf)
- click the "**Contact Us**" option for FSA contact information.

### 3 Contractors and Others With Access to Government Computer Systems

#### A Accessing Security Awareness Training

Contractors and others shall access Security Awareness Training at the following location, <http://www.info.usda.gov/egovtraining/securitytraining.html>. Follow instructions on the page to complete the training. This site is not password protected. Review each topic, complete each assessment, and certify course completion.

#### B Completing Security Awareness Training

Complete the Security Awareness Training according to this table.

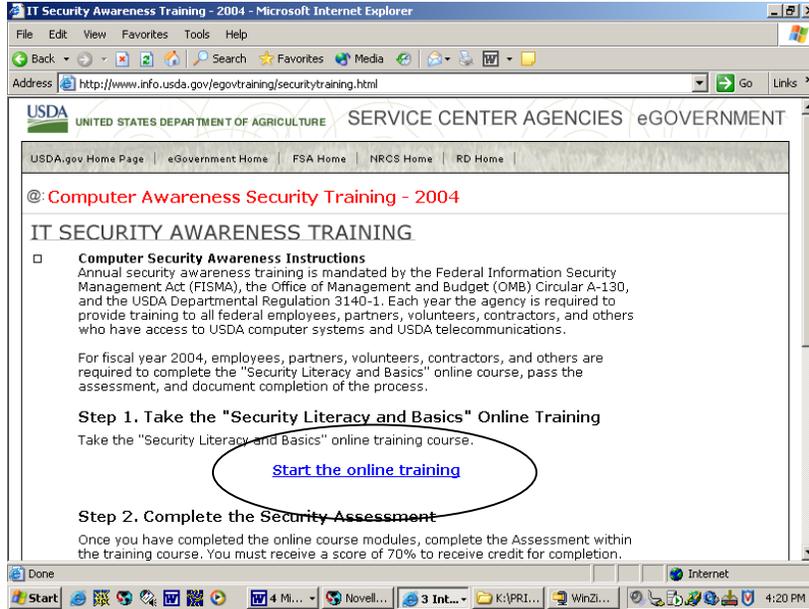
Step	Action
1	Access the web site according to subparagraph A.
2	Click " <b>Start the online training</b> ".
3	Select " <b>Security Literacy and Basics</b> ".
4	<b>Review each topic.</b>
5	<b>Complete the assessment.</b> A score of 70 percent must be achieved.
6	After achieving a passing score, <b>complete the certification form.</b> If the form is not completed, credit will not be received for completing the training.  <b>Note:</b> Contractors and others are encouraged to <b>print the completion certificate and retain a copy for their records.</b> Do <b>not</b> submit the certificate to management or the Information Security Office, unless requested. The Information Security Office will receive reports directly from the system.

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### 3 Contractors and Others With Access to Government Computer Systems (Continued)

#### C Example of Security Awareness Training Screen

Following is an example of the IT Security Awareness Screen.



#### D Deadline for Completing Training

All contractors and others shall complete the required Security Awareness Training by **September 28, 2004**.

#### E Contact Information

Direct Security Awareness Training policy questions to the FSA Information Security Office by e-mail to **Security@kcc.usda.gov** or telephone to 816-926-6537.

If difficulties are encountered accessing the webpage, contact the Centralized Help Desk by telephone at 800-457-3642 or e-mail to **CHD@stl.rural.usda.gov**.