

For: FSA Employees and Contract Employees

Computer Security Awareness Training Requirements

Approved by: Deputy Administrator, Management



1 Overview

A Background

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 (OCIO). 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 Authorities

Annual computer security awareness training is mandated by the following authorities:

- E-Government Act of 2002, Pub. L. 107-347, 44 U.S.C. 3531 et seq., Title III, Federal Information Security Management Act (FISMA)
- Office of Management and Budget Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources
- 5 CFR Part 930, Employees Responsible for the Management or Use of Federal Computer Systems

Disposal Date	Distribution
October 1, 2006	All FSA employees and contractors; State Offices relay to County Offices

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B Authorities (Continued)

- USDA Departmental Manual 3545-001, Computer Security and Training, Chapter 9, Part 1
- USDA Departmental Regulation 3140-001, Management ADP Security Manual
- 6-IRM, Information Systems Security Program.

C Purpose

This notice:

- explains the computer security awareness requirements
- provides guidance to complete training for FY 2005
- provides guidance for employees and contractors
- provides contact information.

D Obsolete Material

Notice IRM-356 is obsolete.

2 Manager, Supervisor, and COTR Responsibilities

A Responsibilities

All FSA managers, supervisors, and COTR's shall do the following.

- Ensure that all employees and contractors have completed the required Computer Security Awareness Training **by August 15, 2005**. USDA's OCIO has requested that all agencies complete training by this date to achieve goals related to mitigating outstanding USDA (and FSA) OIG audit findings.
- Certify in writing to their supervisor or manager that all of their employees and contractors have completed the training. This certification should go "up-the-line." CED's should certify to SED's. SED's and Division Directors (or equivalent) should certify to their Deputy Administrators. Deputy Administrators (and above) should certify to the Acting CIO, Steve Sanders.
- Ensure that new employees and contractors complete the computer security awareness training requirements within 14 business days of their start date. Users will be provided with initial training by ITSD before receiving a computer user ID. This training provides users with "Rules of Behavior" and "Incident Response Procedures", but does not substitute for taking the full training course described in this notice.

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3 Employee Action

A Access to AgLearn

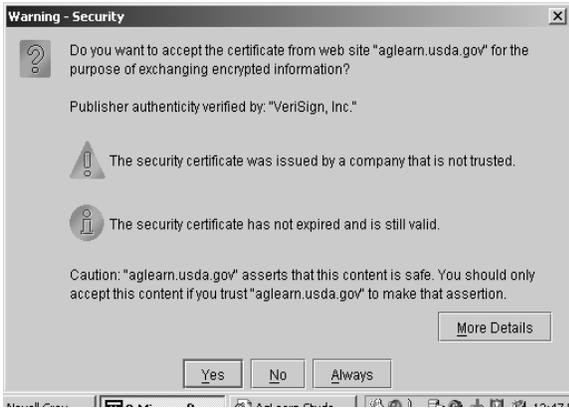
All employees shall access the AgLearn homepage at <http://www.aglearn.usda.gov> to complete the computer security awareness training.

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 6-IRM, Exhibit 16.5. This handbook is available on the Intranet from FSA Handbooks Online at <http://dmis.fsa.usda.gov/rware/home.html#98677>.

B Accessing Computer Security Awareness Training Through AgLearn

Note: Users that have pop up blockers should turn them off to run the course.

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

Step	Action
1	Access the AgLearn homepage according to subparagraph A and click on the "Student Login" button.
2	Click "Continue" on the Warning Screen to access the eAuthentication Login Screen. Enter user ID and password and click "Login."
3	If "USDA Security Literacy and Basics FY 2005" is on the "Student Development Plan" (as it should be), go to Step 7. Otherwise, select "Catalog" from the list of items on the left side of the screen.
4	On the "Component Type" dropdown menu, select "Web Based." In "Title Contains: "block, ENTER "USDA Security." Hit "search."
5	The "USDA Security Literacy & Basics – FY 2005" course should appear.
6	Click "Add to Development Plan" . The "Student Development Plan" Screen will be displayed. See subparagraph C.
7	Click "Launch" under the "Status" heading located to the right of the title "USDA Cyber Security Literacy and Basics FY 2005" .
8	<p>If the Security Certificate Warning Screen is displayed, click "Yes" to accept the security certificate. Following is an example of the screen.</p> <div style="text-align: center;">  </div>
9	Employee will now be within the Security Literacy Basics Course. Complete each topic and assessment according to the instructions provided within the course.

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3 Employee Action (Continued)

B Accessing Computer Security Awareness Training Through AgLearn (Continued)

Note: Employees shall **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.

C Example of AgLearn Student Access Screen

Following is an example of the AgLearn Student Access Screen.

AgLearn Student Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://aglearn.usda.gov/pws/usdaAuthenticateStudent.do> Go Links

USDA United States Department of Agriculture
AgLearn

Viewing: Ball, Seabelle (ID SBF7674)

Home About AgLearn Help Contact Us Logout

Learning
Development Plan
Component Requests
Learning Records
Learning History
Shopping
Catalog
Student Info
Student Information
Regional Settings
Reports

Catalog

Catalog Search Results

Click title for Component Description. Click plus icons to see and purchase schedules.

Component Title	Component Type/Component ID	Price (\$)
USDA Security Literacy and Basics FY 2005		0.00
Web Based USDA-CYBERSECURITY-FY05 (Rev 11/2/2004 10:40:13 AM Eastern Standard Time) Catalog ID:USDA SKU:SKU-4012		

Launch (already on dev plan)

AgLearn.USDA.gov | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

D Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact their local helpdesk.

E Deadline for Completing Training

All FSA employees (except County and State Committee Members) must complete the required Computer Security Awareness Training **by August 15, 2005**. If an employee is out of the office the entire time between the date this notice is issued and August 15, 2005, then the employee should take the training within 5 business days of his/her return.

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3 Employee Action (Continued)

F Contacts and Additional Information

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

See 6-IRM, Exhibits 16.5 through 16.8 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
- click "**Contact Us**" option for FSA contact information or call 1-866-633-9394.

4 Contractors and Others With Access to Government Computer Systems

A Accessing Computer Security Awareness Training

Contractors and others with access to government computer systems shall access Computer 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 Computer Security Awareness Training

Note: Users that have pop up blockers should turn them off to run the course.

Complete the Computer Security Awareness Training according to this table.

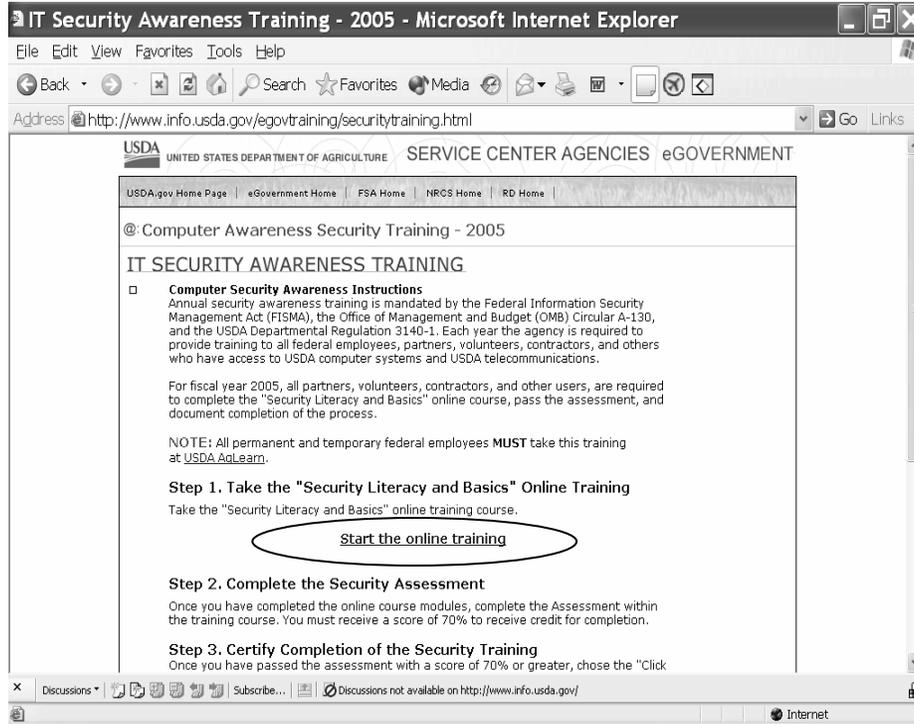
Step	Action
1	Access the web site according to subparagraph A.
2	Click " Start the online training ".
3	Select " Security Literacy and Basics ".
4	Review each topic.
5	Complete the assessment. A score of 70 percent must be achieved.
6	After achieving a passing score, complete the certification form. If the form is not completed, credit will not be received for completing the training. Note: Contractors and others shall 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 system.

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

C Example of Computer Security Awareness Training Screen

Following is an example of the Computer Security Awareness Screen.



D Deadline for Completing Training

All contractors and others shall complete the required Computer Security Awareness Training by **August 15, 2005**. If someone is out of the office the entire time between the date this notice is issued and August 15, 2005, then that person should take the training within 5 business days of his/her return.

E Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact their local helpdesk.

F Contact Information

Direct Computer 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 at 800-457-3642 or e-mail to **CHD@stl.rural.usda.gov**.

5 Alternate Training Methods

A Alternate Methods for Completing Training

USDA and FSA prefer that everyone take the training via the web. However, since OCIO is requesting completion of the training by **August 15, 2005**, FSA is providing alternate means to take the training for employees, contractors, or others who may encounter difficulties in taking web-based training.

B CD-ROM Based Training

Download the CD version of the course at
<http://www.ocionet.usda.gov/ocio/security/policy.html>.

The ".zip" files downloaded, "SecurityLiteracyandBasicsFY2005.zip" can be "unzipped" (uncompressed) by clicking on "Windows Explorer" (the second icon from the bottom on the Microsoft Office tool bar), right-clicking on the file's name in "My Documents" (or other location where the file was downloaded to) selecting "Open with WinZip" and then clicking on "Extract" (default location is to extract to C:\) and clicking the "Extract" box.

Users may then run the unzipped file by clicking on "Start" on the Start Menu, clicking on "Run" and typing the following in the "Open" box (or find using the "Browse" command):

C:\temp\SecurityLiteracyandBasicsFY2005\autorun\Autorun.exe.

Users shall **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.

Important: Employees or contractors who complete the CD version of the course **must notify their agency training coordinator and request that they manually update AgLearn with the course number, USDA-CYBERSECURITY-05**.

National Office employees shall contact Bessy Plaza, HRD, by:

- telephone at 202-418-9050
- TDDY/TYY at 202-419-9107
- email to **bessy.plaza@wdc.usda.gov**.

State Offices, Kansas City, St. Louis, and APFO shall contact Sandy Prentice, KC/HRD, by:

- telephone at 816-926-6282
- email to **sandy.prentice@kcc.usda.gov**.

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5 Alternate Training Materials (Continued)

C Other Alternate Training

If employees or contractors cannot access either the web-based or CD version of the course, contact the FSA Information Security Office by e-mail to **Security@kcc.usda.gov** or telephone to 816-926-6537. They will assist users with access, provide a CD, or provide alternate training as needed.

D Deadline for Completing Training

All employees, contractors, and others shall complete the required Computer Security Awareness Training by **August 15, 2005**. If someone is out of the office the entire time between the date this notice is issued and August 15, 2005, then that person should take the training within 5 business days of his/her return.