

For: FSA 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 information/computer systems. OPM published final rules in the Federal Register, June 14, 2004, about the obligations of federal agencies to train employees on information technology security.

To meet USDA’s goals under the President’s Management Agenda (PMA), OCIO is mandating all agencies to accomplish Computer Security Awareness Training in May. This will assist USDA and FSA to receive a “Green” status rating in the third quarter under the **Expanded Electronic Government** component of PMA. Therefore, with this notice, FSA has changed the deadline for completion of this training from June 30, 2006, to May 25, 2006.

The USDA OCIO Cyber Security staff developed the FY 2006 online computer security awareness training to include updated information on identity theft and privacy issues. This online training has been designed to be taken by all employees to:

- ensure the consistency of delivery of training across the Service Center agencies
- maintain training records for employees and provide accountability for the training.

This notice applies to **only** permanent and temporary Federal and non-Federal employees. Guidance will be issued later for contract employees and others.

**Note:** This notice does not apply to STC and COC members.

**B Purpose**

This notice:

- explains the FY 2006 computer security awareness requirements
- provides guidance for Federal and non-Federal employees to complete the training
- provides contact information
- obsoletes Notice IRM-366.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	All FSA employees; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Authorities

Annual security awareness training is mandated by the following:

- E-Government Act of 2002, Pub. L. 107-347, 44 U.S.C. 3531 et seq., Title III, Federal Information Security Management Act (FISMA)
- OMB 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
- USDA Departmental Regulation 3140-1, Management ADP Security Management
- USDA Departmental Regulation 3545-1, Computer Security and Training, Chapter 9, Part I
- 6-IRM.

### 2 Manager and Supervisor Responsibilities

#### A Responsibilities

All managers and supervisors shall do the following:

- ensure that **all** employees have completed the required Computer Security Awareness Training by **May 25, 2006**

**Note:** It is important for users to complete this training as soon as they can, even before the May 25 deadline. The overall agency training completion is a part of FSA's PMA scorecard under eGovernment and is also required to mitigate outstanding USDA and FSA OIG audit findings.

- certify in writing to their supervisor or manager that all employees have completed the training. Examples are as follows:
  - CED's should certify to DD's
    - Note:** This is only for the purpose of this training.
  - FLM's should certify to DD's
  - DD's should certify to SED's
  - SED's should certify to DAFO
  - Division Directors should certify to their Deputy Administrators.

**Note:** Deputy Administrators and above should certify to Steve Sanders, CIO.

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### 2 Manager and Supervisor Responsibility (Continued)

#### A Responsibilities (Continued)

- ensure that new employees complete the computer security awareness training requirements within 30 workdays of their start date.

**Note:** Users will be provided with initial training by ITSD before receiving a computer user ID. This training provides users with “Security Expectations and Rules of Behavior” and “Security Incident Response Guide for Users,” but does **not** substitute for taking the full training course described in this notice.

The “Security Expectations and Rules of Behavior” flyer is available at either of the following:

- [ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityExpectationsFlyer\\_Final.pdf](ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityExpectationsFlyer_Final.pdf)
- [ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityExpectationsFlyer\\_VisuallyImpairedVersion\\_Final.doc](ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityExpectationsFlyer_VisuallyImpairedVersion_Final.doc)

The “Security Incident Response Guide for Users” is available at either of the following:

- <ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityIncidentResponseGuide.pdf>
- [ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityIncidentResponseGuide\\_508.doc](ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityIncidentResponseGuide_508.doc)

### 3 Employee Action

#### A Access to Aglearn and eAuthentication

All employees are required to have a USDA eAuthentication account (user ID and password) to access training provided through AgLearn. The USDA eAuthentication service is the system used by USDA Agencies to enable customers and employees to obtain accounts that will allow them to access USDA web applications and services through the Internet.

Employees who do **not** have an eAuthentication account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5. This handbook is available from the FSA Handbooks Online Web site at <http://dmis.fsa.usda.gov/rware/home.html>.

Users may also self-register for an eAuthentication account at <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

3 Employee Action (Continued)

B Accessing Security Awareness Training From AgLearn

The following table outlines steps to launching the training program.

Step	Action	
1	Access the AgLearn home page at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .	
2	Click on the “ <b>Student Login</b> ” button.	
3	Click “ <b>Continue</b> ” on the Warning Screen to access the eAuthentication Login Screen. Enter the user ID and password and click “ <b>Login.</b> ”	
4	<b>IF “USDA Security Literacy and Basics FY 2006” is...</b>	<b>THEN...</b>
	on the Student Learning Plan	on the heading with “ <b>Learning Plan</b> ” click on “ <b>Go to Learning Plan</b> ”, then under “Action” heading located to the right of “USDA Security Literacy and Basics FY 2006”, click on “ <b>Launch content</b> ”, then click on “ <b>Security Literacy and Basics Module</b> ”.
	<b>not</b> on the Student Learning Plan	select “ <b>Catalog</b> ” from the menu bar across the top of the screen: <ul style="list-style-type: none"> <li>• scroll to “<b>Subject Area Menu</b>” and click “<b>IT Security</b>”</li> <li>• scroll down the “Training Items” and click “<b>USDA Security Literacy and Basics FY 2006</b>”; the course summary will be displayed</li> <li>• click “<b>Add to Learning Plan</b>”; Student Learning Plan will be displayed</li> <li>• under “Action” heading located to the right of “USDA Security Literacy and Basics FY 2006”, click “<b>Launch content</b>”.</li> </ul>
	<b>IF the Online Content Structure Screen is...</b>	<b>THEN click...</b>
	Displayed again	the “ <b>return to content structure</b> ” box.
not displayed again	“ <b>USDA Security Literacy and Basics FY 2006</b> ” and the course should launch.	

3 Employee Action (Continued)

B Accessing Security Awareness Training From AgLearn (Continued)

Users may experience a technical “Java (Sun)” issue and **not** be able to view the course materials. If users are **not** able to view the course materials, the following will need to be performed.

IF...	THEN...
in the AgLearn Training Module	exit out of the module but stay in Internet Explorer and go to the following second bullet.
<p><b>not</b> in the AgLearn Training Module</p>	<ul style="list-style-type: none"> <li>• open Internet Explorer</li> <li>• click on “Tools – Internet Options – Advanced” tab</li> <li>• scroll down to the “<b>Java (Sun)</b>” section</li> <li>• uncheck the “Use JRE 1.5.0_01 for (applet)” box</li> </ul> <div data-bbox="609 884 1287 1556" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• click on “<b>OK</b>” and close Internet Explorer</li> <li>• re-open Internet Explorer.</li> </ul> <p><b>Note:</b> The Security Module in AgLearn will now work correctly. The employee will now be within the Security Literacy Basics Course. Complete each topic and assessment according to the instructions provided within the course.</p>

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### 3 Employee Action (Continued)

#### B Accessing Security Awareness Training From 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.

**Important:** After the user has completed the security training, the user **must** return to the Internet Options Screen and re-check the box for “Use JRE 1.5.0\_01 or (applet)”, by repeating the instructions in the table in this subparagraph.

#### C Reasonable Accommodations

Persons with disabilities who require accommodations to participate in this training should contact their local help desk.

#### D Deadline for Completing Training

All employees, except COC and STC members, **must** complete the required Computer Security Awareness Training by **May 25, 2006**. If an employee is out of the office the entire time between the date this notice is issued and May 25, 2006, then the employee should take the training within 10 workdays of his or her return.

#### E Policy Violations

This training is required by law and USDA and FSA regulations. If an employee does **not** comply with this training requirement, their management shall work with the Information Security Office to clarify or rectify the situation and agree on a timeframe to resolve the issue. Immediate termination of computer access will be initiated for employees that fail to complete the training.

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### 3 Employee Action (Continued)

#### F Contacts and Additional Information

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

**Note:** See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions.

Contact the ITS National Help Desk at 1-800-255-2434, and select option 3 for eAuthentication assistance and password resets.

For guidance or assistance with AgLearn:

- click the “**Help**” option available on each of the AgLearn pages
- click the “**Contact Us**” option for FSA contact information or call 1-866-633-9394
- National Office employees may contact the National Office Training Coordinator, Bessy Plaza, HRD, at [bessy.plaza@wdc.usda.gov](mailto:bessy.plaza@wdc.usda.gov) or 202-401-0365
- State Offices, Kansas City, St. Louis, and APFO may contact the Training Coordinator, Ruby Hervey, KCHRO, at [ruby.hervey@kcc.usda.gov](mailto:ruby.hervey@kcc.usda.gov) or 816-926-2834.

#### G Alternative Methods for Completing Training

DR 3620-001, “USDA eLearning Services, Courseware, and Content”, states “USDA agencies shall use AgLearn to the maximum extent possible to deliver online training, manage training, and maintain training records for USDA employees, partners, and customers.” In a limited number of instances, users may **not** be able to access the AgLearn service and, therefore, may be required to use the compact disk (CD) version of the training. Use of the CD version will require a waiver that must be approved by the Associate Chief Information Officer for Cyber Security. Contact Brian Davies, FSA Information Systems Security Program Manager, at [brian.davies@wdc.usda.gov](mailto:brian.davies@wdc.usda.gov) or 202-720-2419 about waiver requests.