

For: State and County Offices

**Specialized Information Technology (IT) Training Requirements
for Security Liaison Representatives (SLR's) and Alternates**

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

FSA is required to identify agency employees with significant information security responsibilities, provide specialized training to these employees, and report statistics on these training efforts. OPM published final rules in the Federal Register, June 14, 2004, about the obligation of federal agencies to provide role-specific training.

The Specialized IT Training category has been added to USDA's Cyber Security Scorecard to meet USDA's goals under the President's Management Agenda (PMA). Office of the Chief Information Officer (OCIO) is mandating all agencies to accomplish specialized training in May 2006. This will assist USDA and FSA to receive a "Green" status rating in the 3rd quarter under the **Expanded Electronic Government** component of PMA.

Each State Office provided ITSD with a list of SLR's and alternates. Since FSA's SLR's have significant information security responsibilities, as defined in 6-IRM, FSA is providing specialized IT training to SLR's and alternates through AgLearn.

B Purpose

This notice:

- explains the FY 2006 specialized IT training requirements
- provides guidance for SLR's and alternates to complete the training
- provides contact information.

Disposal Date	Distribution
October 1, 2007	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Authorities

Annual specialized IT 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)
- 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 Specialized IT Training Required for SLR's and Alternates

A Training for SLR's and Alternates

All SLR's and alternates will complete the following 2 specialized IT training classes developed by OCIO by May 25, 2006.

- **Introduction to Information System Security Program (ISSP) Management.** This course provides a basic overview of computer security management at USDA and the roles and responsibilities of Information System Security Program Managers, Information System Security Officers, and Information System Security Managers.
- **USDA Privacy Basics.** This course introduces the Privacy Act of 1974 and how that information is handled and secured at USDA. The course also teaches how protecting Privacy Act information relates to our work at USDA.

These classes are in **addition** to the general “**USDA Security Literacy and Basics FY 2006**” class that all permanent and temporary employees, contractors, and others who have access to government information systems are required to take.

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2 Specialized IT Training Required for SLR's and Alternates (Continued)

B Manager and Supervisor Responsibilities

All SED's shall do the following:

- ensure that **all** SLR and alternate employees have completed the 2 required specialized IT training classes **by May 25, 2006**
- certify in writing to DAFO that **all** SLR and alternate employees, within the State, have completed the 2 required specialized IT training classes

Note: This certification should go “up-the-line” as follows:

- Service Centers (If SLR employees are located in service center) should certify to State Offices
- State Offices should certify to DAFO
- DAFO should certify to Steve Sanders, Chief Information Officer.
- ensure that the 2 required specialized IT training classes are completed within 30 workdays when an employee enters a new position that requires additional role-specific training.

C State Office Security Contacts

The following table provides a list of the State Office SLR and their alternates.

State	Position	Name of Contact
Alaska	SLR	Donna Kramer
	Alternate	Chad Padgett
Alabama	SLR	Samuel Hall
	Alternate	Yolanda Farrier
Arizona	SLR	Jeanetter Castillo
	Alternate	Grace Lamas
Arkansas	SLR	Dianna Shook
	Alternate	Jennifer Adams
	Alternate	David Nix
California	SLR	Don Hemsath
	Alternate	Lyn Hernandez
	Alternate	David Schaad
Colorado	SLR	Alice Christy
	Alternate	Pat Belt
Connecticut	SLR	Theresa Currier
	Alternate	Doris Ostrowski

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2 Specialized IT Training Required for SLR's and Alternates (Continued)

C State Office Security Contacts (Continued)

State	Position	Name of Contact
Delaware	SLR	Robin Talley
	Alternate	Tammy Dorey
Florida	SLR	Edward Achliman
	Alternate	Frances Flynn
Georgia	SLR	Ginger Rider
	Alternate	Kula Moore
Guam	SLR	Vacant
	Alternate	Jill Lee
	Alternate	Ken Garcia
	Alternate	Bill Burns
	Alternate	Connie Laumann
Hawaii	SLR	Vacant
	Alternate	Jill Lee
	Alternate	Ken Garcia
	Alternate	Bill Burns
	Alternate	Connie Laumann
Idaho	SLR	Kimberely Ahrens
	Alternate	Wayne Hammon
	Alternate	Melody Beckman
	Alternate	Nancy Myler
	Alternate	Pennie McHenry
Illinois	SLR	Carl Burt
	Alternate	Laura Snyder
Iowa	SLR	Patricia Murray
	Alternate	Terry Smith
	Alternate	Tammy Zanoni
Indiana	SLR	Gloria McEntire
	Alternate	Colette Bagwell
	Alternate	Kathy Neumann
Kansas	SLR	Pam Davis
	Alternate	Marian Smith
Kentucky	SLR	Anna Conner
	Alternate	Elizabeth Brown
	Alternate	RJ Hill
Louisiana	SLR	Stephanie Ellington
	Alternate	Christine Normand

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2 Specialized IT Training Required for SLR's and Alternates (Continued)

C State Office Security Contacts (Continued)

State	Position	Name of Contact
Maryland	SLR	Carolyn Prince
	Alternate	Wanda Jett-Dimler
	Alternate	Andrea Naughton
Maine	SLR	Valerie Porter
	Alternate	Mary Anne Coffin
	Alternate	Sherry Miller
Massachusetts	SLR	Lynne Dziok
	Alternate	Linda Heon
	Alternate	Noreen Vassallo
Michigan	SLR	Maureen Meehan
	Alternate	Debra Spike
Minnesota	SLR	Janet Thoele
	Alternate	Anna Parker
Mississippi	SLR	Sandra Brown
	Alternate	Jean Jordan
	Alternate	Thomas Owens
Missouri	SLR	Mary Stubbs
	Alternate	Amy Blattner
Montana	SLR	Jean Guza
	Alternate	Rob Ferguson
Nebraska	SLR	Brenda Brown
	Alternate	Monica Hansen
Nevada	SLR	Chuck Buzzard
	Alternate	Melissa Bright
New Hampshire	SLR	Linda Grames
	Alternate	Lori Kennepohl
New Jersey	SLR	Henri Ann Olsen
	Alternate	Mary Beth Tallman
	Alternate	Paul Hlubik
	Alternate	Audrey Booher
New Mexico	SLR	Brenda Archuleta
	Alternate	Rose Noss
New York	SLR	Nancy Malagisi
	Alternate	Linda Collins
North Carolina	SLR	Cathy Moore
	Alternate	Susan Woodall
North Dakota	SLR	Kristina Lelm
	Alternate	Jennifer Broin
	Alternate	Russell Bubach

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2 Specialized IT Training Required for SLR's and Alternates (Continued)

C State Office Security Contacts (Continued)

State	Position	Name of Contact
Ohio	SLR Alternate Alternate	Jennifer Stirm Traci Garza Mimi Garringer
Oklahoma	SLR Alternate Alternate	Danny Lee Jan Courtright Buck LeGrand
Oregon	SLR Alternate	Pam Shelton Rosanna Breeding
Pennsylvania	SLR Alternate Alternate	Donna Via Donna Winters Ileana Pabon
Puerto Rico	SLR Alternate Alternate	Mercedita Orozco Rafael Febo Wilford Martinez
Rhode Island	SLR Alternate Alternate	Linda Heon Deborah Lebrun Alison Rose
South Carolina	SLR Alternate Alternate	Perry Thompson Toni Turner Janice Wilson
South Dakota	SLR Alternate	Bob Small Joyce Schultz
Tennessee	SLR Alternate Alternate Alternate	Anita Fisher Betty McClanahan Yvonne Smith Nancy Ligon
Texas	SLR Alternate	Fred Bingaman James Douglas
Utah	SLR Alternate	Mark Warnick Tom Miyagishima
Vermont	SLR Alternate	Susan April Steve Johnson
Virgin Islands	SLR Alternate	Edward Achliman Frances Flynn
Virginia	SLR Alternate Alternate	Constance Washburn-Marsh Sharidon Daniel Allison Goin

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2 Specialized IT Training Required for SLR's and Alternates (Continued)

C State Office Security Contacts (Continued)

State	Position	Name of Contact
Washington	SLR	Sherrie Staeheli
	Alternate	Rhonda Cordes
West Virginia	SLR	Jerry Pugh
	Alternate	Leanne Dilsworth
Wisconsin	SLR	Christine Smith
	Alternate	Heather Lynch
Wyoming	SLR	Steve Swieter
	Alternate	Jodene Johnson

Note: If security contact is inaccurate, contact Brian Davies, FSA Information Systems Security Program Manager, at brian.davies@wdc.usda.gov or 202-720-2419 with updated contact information.

3 SLR's and Alternates 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>.

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3 SLR's and Alternates Action (Continued)

B Accessing Specialized IT Training From AgLearn

Launch the training program for the “Introduction to ISSP Management FY 2006” class according to this table.

Step	Action						
1	Access the AgLearn home page at http://www.aglearn.usda.gov .						
2	Click on the “ Student Login ” button.						
3	Click “ Continue ” on the Warning Screen to access the eAuthentication Login Screen. Enter the user ID and password and click “ Login ”.						
4	<p>Select “Catalog” from the menu bar across the top of the screen:</p> <ul style="list-style-type: none"> • scroll the “Subject Area Menu” and click “Office of the Chief Information Officer” • scroll down the “Training Items” and click “Introduction to ISSP Management FY 2006”; the course summary will be displayed • click “Add to Learning Plan”; Student Learning Plan will be displayed • under Action heading located to the right of Introduction to ISSP Management FY 2006, click “Launch content”. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the Online Content Structure Screen is...</th> <th style="text-align: left;">THEN click...</th> </tr> </thead> <tbody> <tr> <td>displayed again</td> <td>the “return to content structure” box.</td> </tr> <tr> <td>not displayed again</td> <td>“Introduction to ISSP Management FY 2006” and the course should launch.</td> </tr> </tbody> </table>	IF the Online Content Structure Screen is...	THEN click...	displayed again	the “ return to content structure ” box.	not displayed again	“ Introduction to ISSP Management FY 2006 ” and the course should launch.
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not displayed again	“ Introduction to ISSP Management FY 2006 ” and the course should launch.						

To launch the "USDA Privacy Basics" course, repeat these steps and select the “USDA Privacy Basics” class instead of the “Introduction to ISSP Management FY 2006” class. The order these classes are taken is not important, they can be taken in either order.

3 SLR’s and Alternates Action (Continued)

B Accessing Specialized IT Training From AgLearn

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>not in the AgLearn Training Module</p>	<ul style="list-style-type: none"> • open Internet Explorer • click on “Tools – Internet Options – Advanced” tab • scroll down to the “Java (Sun)” section • uncheck the “Use JRE 1.5.0_01 for (applet)” box <div data-bbox="609 884 1287 1551" data-label="Image"> </div> <ul style="list-style-type: none"> • click on “OK” and close Internet Explorer • re-open Internet Explorer. <p>Note: The Security Module in AgLearn will now work correctly. The employee will now be within the Introduction to ISSP Management Course. Complete each topic and assessment according to the instructions provided within the course.</p>

3 SLR's and Alternates Action (Continued)

B Accessing Specialized Security 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 (ISO), unless requested. ISO 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 SLR's and alternates **must** complete the required specialized IT training by **May 25, 2006**. If SLR or alternate 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 specialized IT training requirement, their management shall work with ITSD's Information Security Office to clarify or rectify the situation and agree on a timeframe to resolve the issue. Termination of computer access will be considered for employees that fail to complete the training.

F Contacts and Additional Information

Direct Security Awareness Training policy questions to ISO at **security@kcc.usda.gov** or 816-926-6537.

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

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

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3 SLR's and Alternates Action (Continued)

F Contacts and Additional Information (Continued)

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
- SLR employees in service centers may contact training coordinator, Ruby Hervey, Kansas City Human Resources Office, at **ruby.hervey@kcc.usda.gov** or 816-926-2834
- SLR or others employees requiring specialized training in the National Office may contact the National Office Training Coordinator, Bessy Plaza, HRD, at **bessy.plaza@wdc.usda.gov** or 202-401-0365.

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. Using the CD version will require a waiver that must be submitted by FSA’s Chief Information Officer (CIO) and approved by the Associate CIO for Cyber Security.

Contact Brian Davies, FSA Information Systems Security Program Manager, at **brian.davies@wdc.usda.gov** or 202-720-2419 about waiver requests.