

For: FSA Contract Employees

FY 2006 Computer Security Awareness Training Requirements for Contract Employees

Approved by: Deputy Administrator, Management



1 Overview

A Background

Annually, FSA is required to provide training to all permanent and temporary employees, contract employees, and others who have access to government information systems. OPM published final rules in the Federal Register dated 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 3rd quarter under the **Expanded Electronic Government** component of PMA.

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 contract employees to:

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

Note: This notice applies to **only** contract employees.

B Purpose

This notice:

- explains the FY 2006 computer security awareness requirements
- provides guidance for contract employees to complete the training
- provides contact information.

Disposal Date	Distribution
October 1, 2007	All FSA Contract Employees; State Offices relay to County Offices

Notice IRM-370

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 Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) Responsibilities

A Responsibilities

All COR's or COTR's shall do the following:

- ensure that **all contract employees** have completed the required computer security awareness training **by May 25, 2006**

Note: Contract employees **must** complete this training as soon as possible, 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.

Notice IRM-370

2 Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) Responsibilities (Continued)

A Responsibilities (Continued)

- certify in writing to their supervisor or manager that all of their contract employees have completed the training; this certification should go “up-the-line” as follows

IF...	THEN certify to:
CED	DD Note: This is only for the purpose of this training.
FLM	DD
DD	SED
SED	DAFO
Division Director	<ul style="list-style-type: none">• Deputy Administrator• Steve Sanders, CIO
Deputy Administrator	Steve Sanders, CIO

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

Note: Contract employees shall be provided with new employee initial training before receiving a computer user ID. This training provides contract employees 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_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.

Notice IRM-370

3 Contract Employee Action for Agriculture Learning Service (Aglearn)

A Online Registration

AgLearn is the USDA enterprise-wide learning management system (LMS). The system is used by USDA agencies to enable users to obtain accounts that will allow them to access USDA web applications and services through the Internet.

All contract employee users are required to complete the annual security awareness training in AgLearn. If contract employees do not have an eAuthentication account in AgLearn and level 2 access, contract employees will need to access the Aglearn home page and complete a 2-step process. If level 1 access has already been received move directly to step 2.

Step	Action
1	<p>Register for an eAuthentication account to receive a user ID and password as follows:</p> <ul style="list-style-type: none">• go to the AgLearn home page at http://www.aglearn.usda.gov• begin registration under “New User”• under Step 1, “Create Account”, select “USDA Contractor”• complete the form by following the instructions on the screen• verify that the information is correct and submit the form. <p>A generated report will be forwarded to the contract employee’s e-mail with instructions for activating the account with level 1 access.</p> <p>Note: Only proceed to Step 2 after receiving a USDA eAuthentication user ID, password, and level 1 access.</p>
2	<p>After receiving level 1 access, complete the registration process to achieve level 2 access, as follows:</p> <ul style="list-style-type: none">• return to the AgLearn homepage at http://www.aglearn.usda.gov• return to registration under “New User”• under Step 2, “Complete Registration”, select “Register”• log into AgLearn using contract employee’s eAuthentication user ID and password (from Step 1)• select contract employee’s agency and primary sponsor (see subparagraph B)• fill in all other information on the form• obtain identify proofing from contract employee’s local registration authority (LRA) and achieve level 2 access (see subparagraph C) <p>Contract employee will receive an e-mail within 48 to 72 hours from contract employee’s sponsor notifying contract employee of account activation.</p>

Notice IRM-370

3 Contract Employee Action for Agriculture Learning Service (AgLearn) (Continued)

B FSA Agency Sponsors

FSA training coordinators will activate AgLearn accounts for contract employees **only** after identity proofing by an LRA and level 2 access has been achieved. You must select the appropriate agency sponsor from the drop-down box when completing registration process in subparagraph A, Step 2:

- National Office contract employees should select Seabelle Ball, Information Security Office, at seabelle.ball@wdc.usda.gov or 202-205-7399
- State Offices, Kansas City, St. Louis, and APFO contract employees should select the Field Training Coordinator, Ruby Hervey, KCHRO, at ruby.hervey@kcc.usda.gov or 816-926-2834.

Note: The FSA Information Security Office will serve as a back-up sponsor and will be able to activate accounts when the training coordinators are not available. Contact Seabelle Ball, Information Security Office, by e-mail to seabelle.ball@wdc.usda.gov or telephone at 202-205-7399.

C LRA

All contract employees must contact an LRA for identity proofing and to validate the information in the AgLearn account, such as full name, address, and email. This is the final step needed to achieve level 2 access. Accounts will **only** be activated once level 2 access is completed by a LRA.

Contact an LRA for identity proofing. Contact the local Security Staff or Security Liaison Representative (SLR) if you need help identifying an LRA.

D Training License Limited Use

All contract employees must have a license to use AgLearn. A limited number of licenses were purchased by FSA. To accommodate all users, contract employee accounts will be **activated for 3 business days** to complete the training. Accounts will be deactivated on the 4th business day for license allocation to other users.

Notice IRM-370

3 Contract Employee Action (Continued)

E 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 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	IF “USDA Security Literacy and Basics FY 2006” is...	THEN...
	on the Student Learning Plan	on the heading with “ Learning Plan ” click on “ Go to Learning Plan ”, then under “Action” heading located to the right of “USDA Security Literacy and Basics FY 2006”, click on “ Launch content ”, then click on “ Security Literacy and Basics Module ”.
	not on the Student Learning Plan	select “ Catalog ” from the menu bar across the top of the screen: <ul style="list-style-type: none"> • scroll to “Subject Area Menu” and click “IT Security” • scroll down the “Training Items” and click “USDA Security Literacy and Basics 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 “USDA Security Literacy and Basics FY 2006”, click “Launch content”.
	IF the Online Content Structure Screen is...	THEN click...
	displayed again	the “ return to content structure ” box.
not displayed again	“ USDA Security Literacy and Basics FY 2006 ” and the course should launch.	

Notice IRM-370

3 Contract Employee Action (Continued)

F 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.
not in the AgLearn Training Module	<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 contract employee will now be within the Security Literacy Basics Course. Complete each topic and assessment according to the instructions provided within the course.</p>

Notice IRM-370

3 Contract Employee Action (Continued)

G Accessing Security Awareness Training from AgLearn (Continued)

Note: Contract 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 contract employee has completed the security training, they **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.

H Reasonable Accommodations

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

I Deadline for Completing Training

All contract employees **must** complete the required computer security awareness training by **May 25, 2006**. If a contract employee is out of the office the entire time between the date this notice is issued and May 25, 2006, then contract employees should take the training immediately upon return to the office.

J Policy Violations

This training is required by law and USDA and FSA regulations. Immediate termination of computer access will be initiated for contract employees that fail to complete the training.

3 Contract Employee Action (Continued)

K Contacts and Additional Information

Direct security awareness training policy questions to the Information Security Office at security@kcc.usda.gov or 816-926-6537.

Note: See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions. This handbook is available at <http://dmis.fsa.usda.gov/rware/home.html>.

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 866-633-9394
- National Office contract employees may contact the National Office training coordinator, Bessy Plaza, HRD, at bessy.plaza@wdc.usda.gov or 202-401-0365
- State Offices, Kansas City, St. Louis, and APFO may contact training coordinator, Ruby Hervey, KCHRO, at ruby.hervey@kcc.usda.gov or 816-926-2834.

L 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 or 202-720-2419 about waiver requests.