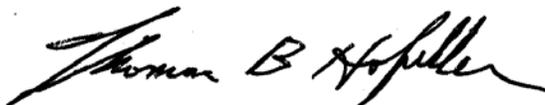


For: All FSA Employees and Contractors

Mandatory Privacy Act Training

Approved by: Acting Administrator



1 Overview

A Background

All FSA employees and contractors have a significant responsibility to ensure that:

- sensitive data entrusted to them is secure
- both FSA’s customer’s and employee’s sensitive personal data is not divulged to unauthorized personnel, lost, or stolen.

Notice IRM-371 provides FSA policy on the management of sensitive (Privacy Act protected) data to help safeguard the information. All FSA employees, contract employees, and partners who handle Privacy Act protected data in the performance of their duties **must** comply with this and all other applicable Federal, USDA, FSA, and OCIO ITS requirements.

The attached memorandum from the USDA Chief Information Officer (CIO) requires that all USDA employees and contractors complete mandatory Privacy Act training. The AgLearn “USDA Privacy Basics” course is designated as mandatory training for FY 2006 and **must** be completed by all FSA employees and contractors as soon as possible, but **no later than August 23, 2006**. This deadline is established to allow time for FSA to certify to the Department that 100 percent of the Federal employees and contractors have completed training before September 15, 2006.

A separate notice will provide procedures and contact information for the training of FSA’s COC and STC members and advisers.

<p>Disposal Date</p> <p>October 1, 2007</p>	<p>Distribution</p> <p>All FSA Employees and Contractors; State Offices relay to County Offices</p>
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Notice IRM-373

1 Overview (Continued)

B Purpose

This notice:

- explains the mandatory FY 2006 Privacy Act training requirements
- provides procedures for FSA's **Federal and contract employees** to complete the training
- provides contact information.

C References

Procedure references are:

- The Privacy Act of 1974, as amended (Pub. L. 93-579, 5 U.S.C. 552a)
- OMB Memorandum M-06-16, Protection of Sensitive Agency Information, dated June 23, 2006
- Memorandum for all USDA employees and contractors from the CIO about "Protecting and Safeguarding Privacy Act Protected Information," dated July 18, 2006 (Exhibit 1)
- Memorandum for all USDA employees and contractors from the CIO about "Protecting and Safeguarding Privacy Act Protected Information," dated June 16, 2006
- USDA Cyber Security Manual Series 3500
- Notice IRM-371
- Notice IRM-364
- Security Incident Response Guide for Users, available at <ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityIncidentResponseGuide.pdf>, or ftp://ftp-fc.sc.egov.usda.gov/ITC/SecurityBrochures/SecurityIncidentResponseGuide_508.doc.

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1 Overview (Continued)

D Responsibilities

All managers and supervisors **must**:

- certify in writing (by e-mail or memorandum) that their **Federal employees** have completed the mandatory Privacy Act training by **August 23, 2006**
- ensure that new **Federal employees** complete the mandatory Privacy Act training within 30 workdays of their start date
- certify in writing to their supervisor or manager that all of their 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, Attention: Ragh Singh.
Division Director	<ul style="list-style-type: none"> • Deputy Administrator • point of contact (see subparagraph 2 G).
Deputy Administrator	point of contact (see subparagraph 2 G).

- COR’s or contracting officers’ technical representatives (COTR’s) **must**:
 - certify in writing (by e-mail or memorandum) that **all contractor employees** have completed the mandatory Privacy Act training by **August 23, 2006**
 - ensure that new contractor employees complete the mandatory Privacy Act training within 30 workdays of their start date
 - certify in writing to their supervisor or manager that all of their contractor employees have completed the training; this certification should go “up-the-line” as follows.

IF...	THEN certify to:
contractor	COTR. Note: This is only for the purpose of this training.
COTR	point of contact (see subparagraph 2 H).

Note: FSA employees and contractors **must** complete this training as soon as possible, even **before the August 23 deadline**.

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2 FSA Employee and Contractor Action for AgLearn

A Online Registration

All FSA Federal employees and contractors are required to complete the annual Privacy Act training in AgLearn. If individuals use alternative methods for completing training, such as CD-ROM (see subparagraph 2 G), AgLearn should be used to document the training.

If the user does **not** have an eAuthentication account in AgLearn and level 1 access, the user will need to access the Aglearn Home Page and register for an eAuthentication account to receive a user ID and password as follows.

Step	Action
1	Go to the AgLearn home page at http://www.aglearn.usda.gov and begin registration under "New User".
2	Under "Create Account", select "USDA Federal Employee", "USDA Contractor", or "USDA Partner/Customer", as appropriate.
3	Complete the form by following the instructions on the screen.
4	Verify that the information is correct and submit the form. Note: A generated report will be forwarded to the contract employee's e-mail with instructions for activating the account with level 1 access.

B Contract Employee Training License Limited Use

Contract employees must have a license to use AgLearn. A limited number of licenses are available to FSA. To accommodate all users, contractor employee accounts may need to be reused and shared, requiring deactivation after a certain amount of time, such as 3 days. Training should be completed as soon as possible after logging into the system so the license can be reused and shared if it becomes necessary.

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2 FSA Employee and Contractor Action for AgLearn (Continued)

C Accessing Privacy Act 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 “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 Privacy Basics FY 2006” is...	THEN...
	on the Student Learning Plan	on the heading “Learning Plan” CLICK “Go to Learning Plan” , and under “Action” heading located to the right of “USDA Privacy Basics FY 2006” , CLICK “Launch content.”
	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 Privacy Basics”; 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 Privacy Basics”, CLICK “Launch content”.
	IF the Online Content Structure Screen is...	THEN CLICK...
	displayed again	the “return to content structure” box.
not displayed again	“USDA Privacy Basics” and the course should launch.	

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2 FSA Employee and Contractor Action for AgLearn (Continued)

C Accessing Privacy Act 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 2nd bullet.
<p>Not in the AgLearn Training Module</p>	<ul style="list-style-type: none"> • open Internet Explorer • CLICK “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="609 772 1334 1606" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> • CLICK “OK” and close Internet Explorer • re-open Internet Explorer. <p>Note: The training Module in AgLearn will now work correctly. The contract employee will now be within the USDA Privacy Basics Course. Complete each topic and assessment according to the instructions provided within the course.</p>

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2 FSA Employee and Contractor Action for AgLearn (Continued)

C Accessing Privacy Act Training From AgLearn (Continued)

Note: Upon completion of the training, FSA employees and contractors must **print the completion certificate and retain a copy for their records**. Do **not** submit the certificate to management or the point of contact, unless requested. The point of contact will receive reports directly from the AgLearn system.

Important: After the employee or contractor 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.

D Reasonable Accommodations

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

E Deadline for Completing Training

All Federal employees and contractors **must** complete the required Privacy Act training by **August 23, 2006**. If a Federal employee or contractor is out of the office the entire time between the date this notice is issued and **August 23, 2006**, then they should take the training immediately upon return to the office.

F Policy Violations

This training is required by USDA and FSA Federal employees and contractors and is mandatory. Immediate suspension of computer access will be initiated for employees or contractors that fail to complete this mandatory training.

G Point of Contact and Additional Information

The following table provides contact information.

IF assistance is needed with...	THEN contact...
Privacy Act policy questions	Norma Ferguson, FOIA/Privacy Act Officer, at 202-720-5534.
eAuthentication assistance and password resets	ITS National Help Desk at 1-800-255-2434, option 3. Note: See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions. 6-IRM is available at http://dmis.fsa.usda.gov/rware/home.html .

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2 FSA Employee and Contractor Action for AgLearn (Continued)

G Point of Contact and Additional Information (Continued)

The following table provides contacts for assistance with AgLearn and activation/deactivation of training licenses.

IF...	THEN...
employee in any office	<ul style="list-style-type: none">• CLICK “Help” on any of the AgLearn pages• CLICK “Contact Us” for FSA contact information.
National Office contract employee	contact Bessy Plaza, HRD, National Office training coordinator, by: <ul style="list-style-type: none">• e-mail to bessy.plaza@wdc.usda.gov• telephone at 202-401-0365.
employee in: <ul style="list-style-type: none">• State Office• Kansas City• St. Louis• APFO	contact Ruby Hervey, KCHRO, training coordinator, by: <ul style="list-style-type: none">• e-mail to ruby.hervey@kcc.usda.gov• telephone at 816-926-2834.

H 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 may require a waiver that must be 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.

Memorandum About "Protecting and Safeguarding Privacy Act Protected Information"



United States
Department of
Agriculture

Office of the Chief
Information Officer

1400 Independence
Avenue SW

Washington, DC
20250

MEMORANDUM FOR ALL USDA EMPLOYEES AND CONTRACTORS

FROM: David M. Combs
Chief Information Officer

A handwritten signature in black ink that reads "David M. Combs".

SUBJECT: Protecting and Safeguarding Privacy Act Protected Information

The Department of Agriculture (USDA) has established administrative, technical, and physical safeguards to comply with the Privacy Act as well as protect its information technology systems. My memorandum of June 16, 2006 informed you about the availability of a web-based course in AgLearn, "USDA Privacy Basics," which teaches the Privacy Act and how protecting that data relates to the work at USDA.

It is the responsibility of all of us to protect and secure our sensitive and personally identifiable information at USDA. The Office of Chief Information Officer (OCIO) believes that all employees and contractors should be cognizant of why and how to protect Privacy Act information. Therefore, effective immediately all employees and contractors are required to complete the "USDA Privacy Basics" course by September 15, 2006. This course is in addition to the annual Security Awareness Training.

For additional information contact your agency Chief Information Officer or Director of Information Technology.

AN EQUAL OPPORTUNITY EMPLOYER

JUL 18 2006