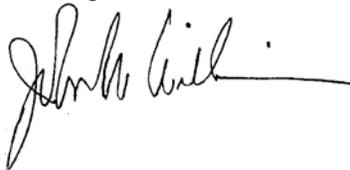


For: FSA Employees and Contract Employees

FY 2007 Mandatory Computer Security Awareness and Privacy Act Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

The Federal Information Security Management Act requires security awareness training for **all** employees, contractors, and partners that have access to government information systems. Notice IRM-371 provided FSA policy on the management of sensitive (Privacy Act) data to help safeguard information.

USDA's Office of the Chief Information Officer (OCIO), Cyber Security Office has issued requirements for All USDA employees, contractors, and partners to complete both Security Awareness and Privacy Act training for FY 2007 without exception. The requirement ensures that all employees, contractors, and partners:

- are aware of why and how to protect Privacy Act information
- take responsibility to better understand the importance of computer security.

FY 2007 Security Literacy and Basics and the Privacy Basics have been combined as 1 course with 2 modules. Both modules **must** be successfully completed to meet the training requirement. The training should be completed in AgLearn at <http://www.aglearn.usda.gov> by **all** employees, contractors, and partners with computer access. FY 2007's course includes new information on separation of duties and encryption.

This notice applies to **all** permanent and temporary employees, contract employees, and partners. This notice does **not** apply to STC's, COC's, alternates, or advisors; a future notice will address these employees. FSA's Chief Information Officer (CIO) is responsible for meeting the mandatory training requirement.

Note: **May 25, 2007**, is the **deadline** for completing the FY 2007 Security Literacy and Basics and the Privacy Basics modules.

Disposal Date	Distribution
October 1, 2008	All FSA employees, contract employees, and partners; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- explains:
 - mandatory FY 2007 security awareness and privacy act training requirements
 - how to access and complete the training
 - alternative training methods and waiver requests
 - exemptions and requests for approval
 - DAFO will notify State Offices when alternative method of training is available
 - how to update a user profile in Aglearn
 - how supervisors should verify employees training completion
 - where to go for help and contact information
- obsoletes Notices IRM-367, IRM-370, IRM-373, and IRM-374.

C Authorities and References

The sources of authority and references are:

- E-Government Act of 2002, Pub. L 107-347, 44 U.S.C. 3531 et seq., Title III, Federal Information Security Management Act (FISMA)
- USDA Departmental Regulation 3545-1, Computer Security and Training, Chapter 9, Part I
- 6-IRM
- Privacy Act of 1974, as amended (Pub. L. 93-579, 5 U.S.C. 552a)
- USDA CIO Memorandum for all USDA employees and contractor about “Protecting and Safeguarding Privacy Act Protected Information”, July 18, 2006.

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2 Training

A Alternative Methods for Completing Training

DR 3620-001 “USDA e-Learning 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 a hardcopy version or compact disk (CD) version of the training. Alternative methods must **not** be used to avoid Department’s Aglearn system. Using alternative methods requires a waiver submission and approval from OCIO Cyber Security Office (waiver template will be provided when received from OCIO Cyber Security).

B Employee Exemptions

Exemptions, such as military and extended medical leave, personnel actions and other limited reasons for not completing the training must be approved and documented. Managers must approve and submit a list of exempted employees to the local Aglearn Administrator. Local administrators will document exemptions in the Aglearn database and submit final exemption numbers to the Statewide coordinator; Statewide coordinator will submit a count to the National coordinator; National coordinator will submit final count for future audit purposes to FSA’s ITSD Information Security Office.

3 Manager and Supervisor Responsibilities

A Responsibilities

All FSA managers and supervisors shall ensure that all employees:

- complete the training **not later than May 25, 2007** (see Exhibit 1)
- newly hired, complete the training within 30 calendar days of hire
- use AgLearn to the maximum extent possible to complete the training
- update their AgLearn profile to include accurate supervisor and email information using instructions provided in Notice PM-2563.

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3 Manager and Supervisor Responsibilities (Continued)

A Responsibilities (Continued)

Managers and supervisors will additionally:

- verify that all their employees have completed the training by logging into AgLearn and using the “my employees tab” to review employee learning history (see Exhibit 2)
- provide hardcopy of the training to approved users
- certify in writing to supervisor or manager that all of their employees have completed the training
- submit approved list of exempted employees to local AgLearn Administrator.

B Manager and Supervisor Certification Process

Managers and supervisors certify completion of the training as follows:

- CED’s should certify to DD’s
- Farm Loan Managers 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
- Deputy Administrators should certify to CIO.

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

A Training and Supervisor Information Responsibilities

All contracting officer representatives or COTR’s shall ensure all contract employees:

- complete the training **not later than May 25, 2007**, to avoid termination of computer access after the training deadline
- have accurate supervisor or COTR information and an updated e-mail address in AgLearn
- newly hired complete training requirement within 30 calendars days of being hired.

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4 Contracting Officer Representative or Contracting Officer Technical Representative (COTR) Responsibilities (Continued)

B Certification and Sponsorship Responsibilities

Contracting officer representatives or COTR's will also:

- certify in writing to supervisor or manager that all of their contract employees have completed the training
- sponsor their contractors; a sponsor is someone in the program area who can verify the identity of the contractor making the request to access AgLearn.

5 Employee Responsibilities

A Employee and Contractor Responsibilities With Computer Access

All federal, non-federal, temporary, permanent, and contract employees are required to have a USDA eAuthentication account (user ID and password) to access training provided through AgLearn at <http://www.aglearn.usda.gov>. All users will:

- complete required training by **May 25, 2007**, to avoid termination of computer access after the training deadline (see Exhibit 1)
- use AgLearn to the maximum extent possible

Notes: Employees who **do not** have a USDA eAuthentication account must establish an account according to 6-IRM, Exhibit 16.5 or do either of the following:

- self-register for an eAuthentication account at <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>
- request an eAuthentication account by contacting eAuthHelpDesk@usda.gov or 800-457-3642

Contract employees shall identify their COTR as a sponsor when registering for an eAuthentication account.

- update their Aglearn profile to include accurate supervisor and e-mail information using instructions provided in Notice PM-2563
- print the training completion certificate and retain a copy for their records.

Note: Do **not** submit certificate to management or the Information Security Office.

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5 Employee Responsibilities (Continued)

B Employees Responsibilities With No Computer Access

Employees without computer access shall complete the hardcopy or CD versions of the training and submit signed certification page to supervisors.

6 Local AgLearn Administrators and Contractor Licenses for AgLearn

A Local AgLearn Administrator Responsibilities

Local AgLearn administrators will update the Aglearn database to document:

- approved exempted users
- users approved to complete hardcopy training.

National Office and Kansas City AgLearn coordinators will activate and deactivate Aglearn accounts for contract employees using temporary Aglearn licenses.

B Contractor Licenses for Aglearn

All contract employees **must** have a license to use AgLearn. FSA has a limited number of available licenses. To accommodate all users, contract employee accounts will be activated (after verification by their COTR) **for 3 workdays** to complete the training. Accounts will be deactivated on the 4th workday for allocation to other users.

7 General Information

A Reasonable Accommodations

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

B Deadline for Completing Training

All training must be completed by **May 25, 2007**. Employees returning to the office after May 25, 2007, should take the training immediately.

C Policy Violations

This training is required by law, USDA, and FSA regulations. Immediate termination of computer access will be initiated after May 25, 2007, for employees that fail to complete the training. Users will have to follow the regular security helpdesk process to restore computer accounts.

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7 General Information (Continued)

D Contacts and Additional Information

The following table provides contacts if there are questions about this notice.

IF is question is about...	THEN contact...
AgLearn	do any of the following: <ul style="list-style-type: none"> • in AgLearn, CLICK “Help” • in AgLearn, CLICK “Contact Us” • call 866-633-9394.
eAuthentication password resets	ITS National Help Desk at 800-255-2434, option 3.
restoration of computer accounts	Information Security Office at security@kcc.usda.gov or 816-926-6537.
Security Awareness Training policy	Note: See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions.
National Office employee training	Bessy Plaza, HRD, National Office Training Coordinator at Bessy.Plaza@wdc.usda.gov or 202-401-0365.
Privacy Act policy	Norma Ferguson, FSA’s FOIA/Privacy Act Officer, at 202-720-5534.
State Office, Kansas City, St. Louis, or APFO employee training	Ruby Hervey, KCHRO, States Office Training Coordinator at Ruby.Hervey@kcc.usda.gov or 818-926-2834.

E Notice Web Site

All referenced notices can be found at

<http://www.fsa.usda.gov/FSA/notices?area=home&subject=lare&topic=not&setflag=FROMURL&getData=NONE>

Accessing and Completing FY 2007 Security and Privacy Training

The following provides steps to accessing and completing FY 2007 Security and Privacy Training.

Step	Action						
1	Log into AgLearn Homepage, http://www.aglearn.usda.gov .						
2	On the AgLearn Welcome Page, CLICK “Go to Curriculum Status” under the Learning Plan box.						
3	CLICK “USDA Security Literacy and Privacy Basics FY 2007”.						
4	CLICK “Launch Content” for the 1st module, AgLearn System Check Tool.						
5	CLICK “Click here to check your computer’s settings”.						
	<table border="1"> <thead> <tr> <th>IF everything in Current Computer Settings Column is...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>green</td> <td>close this window and go to step 6.</td> </tr> <tr> <td>red</td> <td>contact users local IT Help Desk before proceeding.</td> </tr> </tbody> </table>	IF everything in Current Computer Settings Column is...	THEN...	green	close this window and go to step 6.	red	contact users local IT Help Desk before proceeding.
IF everything in Current Computer Settings Column is...	THEN...						
green	close this window and go to step 6.						
red	contact users local IT Help Desk before proceeding.						
6	When returned to the Online Structure window, CLICK “Curriculum Status”.						
7	CLICK “USDA Security Literacy and Privacy Basics FY 2007”.						
8	CLICK “Launch Content” for the 2nd module, USDA Computer Security Awareness Training FY 2007 Module.						
9	CLICK “Security Literacy and Basics Module” and wait for the course to launch.						
10	<p>After completion of “Security Literacy and Basics Module”:</p> <ul style="list-style-type: none"> successfully complete the assessment for the Security Literacy and Basics Module exit the module. 						
11	When returned to the Online Content Structure Screen, CLICK “Curriculum Status”.						
12	CLICK “USDA Security Literacy and Privacy Basics FY 2007”.						
13	CLICK “Launch the Content” for the 3rd module, USDA Privacy Basics FY 2007.						
14	CLICK “Privacy Basics Module” and wait for the course to launch.						
15	<p>After completion of the Privacy Basics Module:</p> <ul style="list-style-type: none"> successfully complete the assessment for the Privacy Basics Module exit the module. 						
16	When returned to the Online Content Structure Screen, CLICK “Curriculum Status”.						
17	CLICK “USDA Security Literacy and Privacy Basics FY 2007”.						
18	CLICK “Launch the Content” for Certificate for: USDA Security Awareness and Privacy Basics FY07.						
19	<p>CLICK “Instructions on how to print your certificate”.</p> <p>Note: The congratulations message received when user clicks “Launch the Contents” for printing the certificate does not qualify as a completion certificate.</p> <p>Print the “how to print your certificate” instructions on users local printer and follow the steps completely to obtain the official certificate. Users must print a copy of the certificate and retain it in their files.</p>						

Supervisor Instructions for Verifying Employee Completion of FY 2007 Training

The following provides steps for supervisors to verify employee FY 2007 training completion.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov and CLICK “ Login ” under Student . On the Warning Screen, CLICK “ Continue ” to access the eAuthentication Login Screen. Enter eAuthentication user ID and password , and CLICK “ Login ”.
2	CLICK “ Reports ”.
3	CLICK “ Curriculum Status ”.
4	Navigate to user and CLICK “ Direct Subordinates ” radio button.
5	Navigate to Report Format CLICK “ PDF ” radio button.
6	Navigate to Status and select “ Complete ”, “ Not Complete ”, or “ Both ”. Note: If user selects status: <ul style="list-style-type: none"> • “Complete”, all the direct subordinates that have completed training will be displayed • “Not Complete”, all the direct subordinates that have not complete training will be displayed • “Both”, all direct subordinates that have or have not completed training will be displayed.
7	Navigate to Group by selecting “ Curriculum ”.
8	CLICK “ Run Report ”. A pdf document will be displayed. User can select “ print ” or “ save ”.