

For: State and County Offices

**Mandatory Role-Base Security Training
for Security Liaison Representatives (SLR's) and Alternates**

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA is required to identify employees with significant information security responsibilities, provide specialized training to these employees, and report statistics on these training efforts.

OPM, the Federal Information Security Management Act, and USDA require role-base security training for positions that have security responsibilities or a significant impact on information technology (IT) systems.

Note: This requirement is in addition to the annual Security Awareness and Privacy Basics training for all employees.

DAFO provided ITSD with a list of SLR's and alternates. SLR's and alternates have significant information security responsibilities, according to 6-IRM, and should complete the specialized IT training through AgLearn.

Note: ITSD, Information Security Office (ISO) staff and contractor employees are required to complete specialized security training.

B Purpose

This notice:

- explains FY 2007 specialized IT training requirements
- provides guidance to complete the specialized IT 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
- DR 3140-1, Management ADP Security Management
- DR 3545-1, Computer Security and Training, Chapter 9, Part I
- 6-IRM.

2 Specialized IT Training Requirements

A Role-Base Training for SLR's and Alternates

The **Introduction to Information System Security Program (ISSP) Management** role-based training:

- **must** be completed by **May 25, 2007**
- 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
- is in **addition** to the general “**USDA Security Literacy and Basics and Privacy Act Basics FY 2007**” courses 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 Requirements (Continued)

B Manager and Supervisor Responsibilities

SED's shall do the following:

- ensure that **all** SLR's and alternates complete the required specialized IT training **by May 25, 2007**
- certify, in writing to their supervisor or manager, that **all** SLR's and alternates have completed the required specialized IT training

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

- Field Offices (if SLR's are located in field offices) certify to State Offices
 - State Offices certify to DAFO
 - DAFO certifies to Steve Sanders, Chief Information Officer.
- ensure that the required specialized IT training is completed within 30 workdays when an employee enters a new position that requires additional role-specific training.

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 customers and employees 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. 6-IRM is available at <http://dmis.fsa.usda.gov/rware/home.html>. This table provides instructions for accessing 6-IRM.

Step	Action
1	Go to http://dmis.fsa.usda.gov/rware/home.html .
2	Type any letter and PRESS "Enter" (no "Username" is required).
3	CLICK box next to "Current FSA Handbooks" and CLICK "Search".
4	In Search For: box, ENTER "6-IRM" and CLICK "Search".
5	CLICK red "Adobe" icon next to 6-IRM_Rxx_Axx.pdf.
	Note: The "xx" are the current revision and amendment number.

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

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2 Specialized IT Training Requirements (Continued)

B Accessing Specialized IT Training From AgLearn

If the course has not been added to the student learning plan, the following table outlines steps to launch the “**Introduction to ISSP Management**” specialized IT training course.

Step	Action						
1	Access the AgLearn Home Page at http://www.aglearn.usda.gov .						
2	CLICK “ Student Login ”.						
3	On the eAuthentication Login Warning Screen, CLICK “ Continue ”. Enter user ID and password and CLICK “ Login ”.						
4	From the menu bar across the top of the screen, select “ Catalog ”: <ul style="list-style-type: none"> • scroll the Subject Area Menu and CLICK “Office of the Chief Information Officer” • CLICK “Introduction to ISSP Management”, the course summary will be displayed • CLICK “Add to Learning Plan”, the Student Learning Plan will be displayed • under Action heading located to the right of Introduction to ISSP Management, CLICK “Launch content”. 						
	<table border="1"> <thead> <tr> <th>IF the Online Content Structure Screen is...</th> <th>THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td>displayed again</td> <td>“return to content structure”.</td> </tr> <tr> <td>not displayed again</td> <td>“Introduction to ISSP Management FY 2007” and the course should launch.</td> </tr> </tbody> </table>	IF the Online Content Structure Screen is...	THEN CLICK...	displayed again	“ return to content structure ”.	not displayed again	“ Introduction to ISSP Management FY 2007 ” and the course should launch.
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Note: Employees shall **print the completion certificate and retain a copy for their records**. Do **not** submit the certificate to management or ISO, unless requested; ISO will receive reports directly from AgLearn.

C Employee Exemptions

Exemptions, such as military and extended medical leave, personnel actions, and other limited reasons for not completing the training **must** be documented by managers and submitted to DAFO (see Exhibit 1). DAFO will provide ISO a consolidated submission for State and County Offices.

D Reasonable Accommodations

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

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2 Specialized IT Training Requirements (Continued)

E Deadline for Completing Training

All specialized IT training **must** be completed by **May 25, 2007**. If an employee is out of the office the entire time between the date this notice is issued and May 25, 2007, the employee should take the training within 10 workdays of his or her return.

F Policy Violations

This training is required by law and USDA and FSA regulations and is **not** optional.

G Contacts and Additional Information

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

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

Exemption Request for FY 2007 Role-Base Security Training

TO: Ragh Singh
DAFO

FROM: SED
Title

SUBJECT: Exemption Request for Fiscal Year (FY) 2007
Role-Base Security Training

We request the following numbers and categories of users are exempted from the FY 2007 Role-Base Security Training. We understand that the users included in these identified categories will be required to complete the training upon return to active duty as appropriate. A list of the individual users is attached.

Exemption Type (check all relevant boxes)		Number Exempt
Extended Medical Leave	<input type="checkbox"/>	
Personnel Action (LWOP, administrative leave, etc.)	<input type="checkbox"/>	
Military Leave	<input type="checkbox"/>	

I understand and attest to the following:

1. My local AgLearn administrator will enter the exemption status information into the AgLearn system in a timely manner.
2. It is my responsibility to maintain a copy of the list containing the names of users that have been exempted from this training and to respond to any future queries pertaining to this training by any appropriate auditing or reviewing authority.

My Agency Information System Security Program Manager (ISSPM) is responsible for verifying the data entered into the AgLearn system so the information can be used for FY 2007 Federal Information Security Management Act (FISMA) reporting requirements.

SED Signature

Date

Ragh Singh, DAFO signature

Date