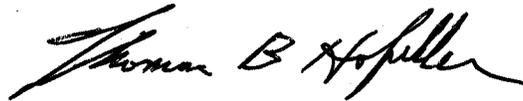


For: FSA Employees, Contractors, STC's, and COC's

FY 2008 Computer Security Awareness Training (CSAT) and Privacy Basics Training

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OCIO's Cyber Security Office has mandated a March 31, 2008, completion date for **all** USDA employees, contractors, STC and COC members, COC advisors, and COC alternates to complete CSAT and Privacy Basics Training for FY 2008 without exception. This year's training mandate has been extended, according to OMB directions, to the entire FSA community, including those without access to FSA's computer systems. In support of OCIO's completion date, **FSA is mandating a February 29, 2008, agency completion date for all USDA employees, contractors, STC and COC members, COC advisors, and COC alternates.**

The web-based versions of the training are available in AgLearn at **<http://www.aglearn.usda.gov>**. The paper-based versions of the training are available on OCIO's Cyber Security homepage for download and distribution to newly hired employees, contractors, STC and COC members, COC advisors, COC alternates, and other limited instances in which a user does not have access to FSA's computer system.

All training completion will be tracked in AgLearn and reported on OCIO's Cyber Security scorecard, which is a part of the Expanded Electronic Government component of the President's Management Agenda (PMA). Timely completion of all training will assist FSA in meeting USDA's goals under PMA.

Note: COC alternates are to be deactivated in AgLearn until they are called to serve in the absence of a regular COC member. When called to serve, an alternate will be provided with paper-based training, and CED shall provide documentation as instructed in this notice to the State AgLearn Administrator that the training has been completed. All references to COC alternates who are required to take the training refer to those alternates who are called to serve in the absence of a regular COC member.

Disposal Date	Distribution
April 1, 2008	All FSA employees, contractors, STC's, and COC's; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- announces the availability of USDA FY 2008 CSAT and Privacy Basics Training in AgLearn
- provides guidance on training and training completion
- obsoletes Notice IRM-388.

C Authorities and References

The sources of authority and references are 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
- OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources
- USDA Departmental Regulation 3545-001, Computer Security and Training, Chapter 9, Part I
- 6-IRM.

2 Training Guidance

A Newly Hired Employees and Contractors

Effective immediately, newly hired employees and contractors without an eAuthentication ID and password must complete the paper-based version of CSAT and Privacy Basics Training before they are given access to FSA's computer systems. **The 30-calendar-day training grace period for training newly hired employees and contractors has been rescinded.** Training completion for these employees will be documented in AgLearn by the State AgLearn Administrator upon receipt of the employee's signed training certificate.

2 Training Guidance (Continued)

B Waivers and Alternative Training Methods

A waiver must be submitted before using alternative training methods. The waiver must be approved by OCIO, Cyber Security through FSA's Chief Information Officer (CIO). Supervisors should copy or download the waiver template (Exhibit 1), address it to Mike Serrone, Chief Information Security Office, and FAX it to 202-690-2216.

Note: This does not apply to STC and COC members, COC advisors, COC alternates, field assistants, and new employees. Headquarters will submit a general waiver for these groups.

Paper-based and CD versions of the training and waivers can be downloaded from OCIO's Cyber Security web site at <http://www.ocionet.usda.gov/ocio/security/training.html>.

C Exemptions

Exemptions are **not** permitted. All employees, contractors, STC and COC members, COC advisors, COC alternates called to serve, and field assistants **must** complete the training by February 29, 2008. Supervisors should login to AgLearn and CLICK "My Employees" to:

- view employees currently in AgLearn
- verify training completion.

D eAuthentication

All Federal, non-Federal, temporary, permanent, and contract employees with computer access are required to have a USDA eAuthentication account (user ID and password) to access training provided through AgLearn. Contractors shall identify their Contracting Officer Technical Representative (COTR) as a sponsor when registering for an eAuthentication account.

E Using Temporary Contractor's Licenses for AgLearn

All contractors **must** have a temporary license to use AgLearn. FSA has a limited number of available licenses. To accommodate all users, licenses will be activated (after proof of verification by their COTR) **for 3 workdays** to complete the training. Licenses will be deactivated on the fourth workday for allocation to other contractors.

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3 Training Completion

A Training Module Sub-Objects

The FY 2008 CSAT and Privacy Basics Training courses have been added to users' Learning Plans in AgLearn. Before completing the individual training modules, users should launch the contents for each course and complete the following sub-objects.

- **Please Read Me First:** This will provide a Job Aid and/or instructions on how to launch and complete the training course.
- **AgLearn System Check Tool:** This will test the user's computer settings to ensure that they are appropriately set to launch the training.

B Pop-Up Blocker

The training courses **may** not function properly when the Pop-Up Blocker is turned on. To turn off the Pop-Up Blocker, follow this table.

Step	Action
1	Launch Internet Explorer.
2	CLICK "Tools".
3	Slide down to "Pop-up Blocker".
4	Slide right and CLICK "Turn Off Pop-up Blocker".

Note: Once the training has been completed, turn Pop-Up Blocker back on using these steps.

C Post Self Assessments

There are 2 post tests for CSAT. A mastery score of 70 percent is required. There is 1 post test for the Privacy Basics Training (5 questions). A mastery score of 80 percent is required. Users are required to "drag and drop" answers from 1 side of the screen to the other. Clicking on an answer will not generate a response. **To complete the training, users must exit each course, return to their Learning History, and print the training certificate.**

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4 Responsibilities

A Manager, Supervisor, and COTR Responsibilities

All FSA managers and supervisors shall ensure that:

- AgLearn is used to the maximum extent possible to complete the training
- all training is completed by **February 29, 2008**
- all their employees and contractors have completed the training by logging into AgLearn and using the “My Employees” tab to verify employee completion
- waiver documents are submitted and approved **before** issuing hardcopy training
- all contractors include COTR as their sponsor in their eAuthentication account.

Note: A sponsor is someone in the program area who can verify the identity of the contractor making the request for a license to access AgLearn.

B State AgLearn Administrator Responsibilities

State AgLearn Administrators shall:

- update the AgLearn database to document paper-based training completion only for users approved by waivers (Exhibit 2)

Note: This also includes headquarter waivers.

- update the AgLearn database only after receipt of users’ signed training completion certificates
- deactivate AgLearn accounts for employees not currently working
- activate and deactivate AgLearn accounts for contractors using temporary AgLearn licenses
- deactivate AgLearn accounts for COC alternates who have not been called to serve in the absence of a regular COC member.

C SED Responsibilities

SED’s shall ensure that:

- STC members complete training by February 29, 2008
- State AgLearn Administrators are provided STC certifications.

4 Responsibilities (Continued)

D CED Responsibilities

CED's shall ensure that:

- COC members, COC advisors, and COC alternates serving for COC members complete training by February 29, 2008
- State AgLearn Administrators are provided COC member, advisor, and alternate certifications.

5 General Information

A Reasonable Accommodations

Persons who require special accommodations to participate in this training should contact their supervisor or local help desk.

B Policy Violations

This training is required by law and USDA and FSA regulations. Immediate termination of computer access will be initiated after February 29, 2008, for employees and contractors who fail to complete the training. When an account is disabled because of noncompliance, users will be required to submit FSA-13-A (Exhibit 3) to re-enable an account.

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5 General Information (Continued)

C Contacts and Additional Information

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

IF there is a question about...	THEN...
AgLearn	do any of the following: <ul style="list-style-type: none"> • in AgLearn, CLICK “Help” • in AgLearn, CLICK “Contact Us” • call 1-866-633-9394.
new eAuthentication accounts or password resets	contact ITS National Help Desk at 1-800-255-2434, option 3, or self-register for an account at http://www.eauth.egov.usda.gov/eauthCreateAccount.html . Note: See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions.
Security Awareness Training policy	contact Information Security Office at either of the following: <ul style="list-style-type: none"> • security@kcc.usda.gov • 1-800-255-2434, option 2.
National Office employee training	contact Bessy Plaza, HRD, National Office Training Coordinator, at either of the following: <ul style="list-style-type: none"> • bessy.plaza@wdc.usda.gov • 202-401-0365.
Privacy Act policy	contact Norma Ferguson, FSA’s FOIA/Privacy Act Officer, at either of the following: <ul style="list-style-type: none"> • norma.ferguson@wdc.usda.gov • 202-720-5534.
State Office, Kansas City, St. Louis, or APFO employee training	contact Ruby Hervey, KCHRO, State Office Training Coordinator, at either of the following: <ul style="list-style-type: none"> • ruby.hervey@kcc.usda.gov • 818-926-2834.
County Offices	contact the State Office AgLearn Coordinator.

FY 2008 Paper-Based Training Waiver Template

TO: Lynn Allen
Associate Chief Information Officer
Cyber Security

FROM: [Manager’s Name]
[Title]
[Name of Agency – Name of Office/Location]

SUBJECT: Management Certification for Fiscal Year 2008 Paper-Based Computer Security Awareness and Privacy Basics Training

It has been determined that *[insert number of USDA employees/contractors/others]* located at *[insert location]* are unable to take the USDA Computer Security Awareness and Privacy Basics courses via the USDA AgLearn web-based system or via the CD. We would like to request that paper-based training be provided to the employees/contractors listed in the attached spreadsheet so that they may complete the federal security training requirement.

I understand and attest to the following:

1. This training is not to be used by employees or contractors with web or CD access to the training.
2. Employees participating in the paper-based training have not circumvented Department Regulation 3620-001 “*USDA eLearning Services, Courseware, and Content*” to avoid use of the Department’s AgLearn system to provide this training.
3. It is my agency’s responsibility to maintain an electronic copy of the excel spreadsheet containing the names of the users that have participated in this training and to respond to any future queries pertaining to this training made by any appropriate auditing or reviewing authority.
4. My agency AgLearn Administrator or their designated representative will enter each user’s training completion information into the AgLearn system upon completion of the course.
5. My agency Information System Security Program Manager (ISSPM) is responsible for working with the AgLearn Administrator to verify the data entered into the AgLearn system so the information can be used for Departmental reporting requirements.

An electronic copy of the excel spreadsheet containing the names of the employees that have completed the paper-based course will also be submitted to OCIO Cyber Security at Cyber.Communication@usda.gov

Certifying Manager Signature

Date

FY 2008 Paper-Based Training Waiver Template (Continued)

Waiver Request for FY 2008 Paper-Based Computer Security Awareness and Privacy Basics Training	Agency Name: Office Location:
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Approval/Disapproval Response

I have read this request for waiver and approve distribution of the paper-based training.	
_____	_____
Lynn Allen, Associate CIO, Cyber Security	Date Approved

I have read this request for waiver and disapprove distribution of the paper-based training.	
_____	_____
Lynn Allen, Associate CIO, Cyber Security	Date Disapproved

Reason for Disapproval:

State AgLearn Administrative Resource

A Overview

If an employee has been assigned the incorrect version (paper- or web-based) of the course, State AgLearn Administrators should remove the incorrect version and reassign the correct version of the training to the user’s learning plan.

All new employees must be assigned Cyber (**USDA-CYBERSECURITYPAPER-FY08**) and Privacy (**USDA-PRIVACYBASICS-PAPER-FY08**) courses.

B Assigning Paper-Based Training

Follow this table to assign paper-based training.

Step	Action
1	In AgLearn, CLICK “User Management” .
2	CLICK “Users” .
3	Enter the employee’s last name and CLICK “Search” .
4	Locate the learner and CLICK “Edit Icon” .
5	CLICK “Learning Plan” .
6	In the “Assign User Needs” field, CLICK “Add one or more from list” .
7	In the “Item Id” field, ENTER “USDA-CYBERSECURITYPAPER-FY08” or “USDA-PRIVACYBASICS-PAPER-FY08” .
8	Put a checkmark in the “Cyber” or “Privacy” course and CLICK “Add” .
9	This course has been assigned.

Note: New employees can be assigned the curricula **“FSA-HQ-NewEmp”**, which has both paper-based trainings.

C Running Reports

Follow this table to run reports.

Step	Action
1	In AgLearn, CLICK “Reports” .
2	CLICK “System Admin” .
3	CLICK “Custom Reports” .
4	In the “Report Name” field, ENTER “USDA FY 08” and CLICK “Search” .
5	Choose the USDA FY08 Computer Security Awareness Incomplete Report or USDA FY08 Privacy Basics Incomplete Report, and CLICK “View Icon” .
6	CLICK “Run” .
7	In the “Domain” field, ENTER “FSA-States-XX” . “XX” represents the State’s abbreviation. Example: FSA-States-VA
8	CLICK “Run Report” .

State AgLearn Administrative Resource (Continued)

D Saving the Report and Converting to Excel

Follow this table to save the report and convert to Excel.

Step	Action
1	Right click in the middle of the report results in AgLearn.
2	CLICK “View Source” .
3	CLICK “File” .
4	CLICK “Save As” .
5	Change “Save in” to “Desktop” (or any other location).
6	In “File name”, delete the text and give the file a name . Example: FY 08 IDP
7	CLICK “Save” .
8	Open up an Excel document .
9	CLICK “File” and CLICK “Open” .
10	In the “Look in” section, use the drop-down to change to “Desktop” .
11	In the “File as type”, use the drop-down to change to “text files” .
12	Locate the file, click on the file once, and CLICK “Open” .
13	The Text Import Wizard will be displayed.
14	On the original data type, CLICK “Delimited” and CLICK “Next” .
15	Uncheck the tab and put a checkmark in “comma” .
16	CLICK “Finish” .

Instructions for Re-Enabling Disabled Accounts Because of CSAT Noncompliance

When an account has been suspended for noncompliance with the mandated awareness training, users must do the following.

Step	Action
1	Work with the local IT staff or information center to secure temporary Internet access and/or a guest account.
2	Complete the training at http://www.aglearn.usda.gov .
3	Print a copy of the training certificate that validates training completion.
4	Have the supervisor sign and complete FSA-13-A (use block 43, “Other”, and/or block 44, “Justification”) to request that the user’s account is re-enabled after the training has been completed. See http://www.fsa.usda.gov/Internet/FSA_Notice/irm_400.pdf .
5	Send a copy (FAX, e-mail a scan version, etc.) of the training certificate and the completed and signed FSA-13-A to the FSA Security Operations Help Desk at the following: <ul style="list-style-type: none"> • FAX at 816-627-0687 • e-mail at security@kcc.usda.gov.

The help desk will complete a security access authorization request ticket and submit it to the appropriate administrators to have the account re-enabled. **All security access authorization request tickets from the FSA Security Operations Help Desk will be clearly noted. Accounts should not be re-enabled otherwise.** The State AgLearn Administrator will notify the requester when the account has been re-enabled.