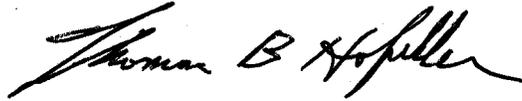


For: State Offices

**FY 2008 Mandatory Role-Based Information Technology (IT) Security Training  
for Security Liaison Representatives (SLR's) and Alternates**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

In addition to annual Security Awareness and Privacy Basics training, The Federal Information Security Management Act and DR's require all employees and contractor employees, with security responsibilities or a significant impact on IT systems, to receive role-based training.

SLR's and alternates have significant IT security responsibilities, according to 6-IRM, and shall complete the specialized IT training through AgLearn.

**Note:** ITSD's Information Security Office staff and contractor employees are **required** to complete specialized security training.

**B Purpose**

This notice:

- explains FY 2008 role-based training requirements
- provides guidance to complete the role-based training
- provides contact information.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2008	State Offices

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### 1 Overview (Continued)

#### C Authorities

Annual role-based 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
- DM 3545-1, Computer Security and Training, Chapter 9, Part I
- 6-IRM.

### 2 Training Guidance

#### A Role-Based Training for SLR's and Alternates

All specialized IT training **must** be completed by **February 29, 2008**. If an employee is out of the office the entire time between the date this notice is issued and February 29, 2008, the employee should take the training **immediately** upon returning to work.

**Note:** Newly assigned SLR's should complete the training **before** starting their IT security duties.

All training completion will be tracked in AgLearn and reported on OCIO's Cyber Security scorecard that 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.

#### B eAuthentication

All employees are **required** to have an eAuthentication account (user ID and password) to access training provided through AgLearn. Employees who do **not** have an eAuthentication account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5 or self-register for an eAuthentication account at <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

#### C Accessing Specialized IT Training From AgLearn

A selection of 9 courses has been identified in AgLearn and listed under a curriculum titled, **"FSA SLR Specialized Training."** The curriculum **must** be assigned by the AgLearn Administrator and will be accessible under the student's "Curriculum Status".

2 Training Guidance (Continued)

C Accessing Specialized IT Training From AgLearn (Continued)

Users shall use the following steps to complete 1 of the courses to satisfy the FY 2008 training requirement.

**Notes:** Employees that completed the “Introduction to ISSP Management” course for FY 2007 should select another course for FY 2008’s specialized training.

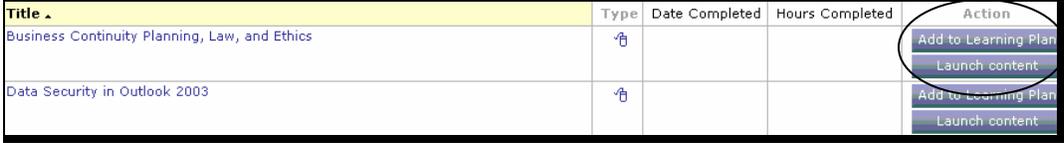
Credit will **not** be given for repeat completion of the same course.

Step	Action
1	Access the AgLearn Home Page at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under Student, CLICK “Login”.
3	On the eAuthentication Login Warning Screen, CLICK “Continue”, enter user ID and password, and CLICK “Login”.
4	CLICK “Learning”.
5	CLICK “Curriculum Status”. 
6	CLICK “FSA SLR Specialize Training”. 
7	Next to Curriculum Requirements, CLICK “▶”. For some employees this may already be open. 
8	Next to 1 item from item pool, CLICK “▼”. 

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**2 Training Guidance (Continued)**

**C Accessing Specialized IT Training From AgLearn (Continued)**

Step	Action																		
9	<p>Locate the course user wants to complete and click <b>“Launch Content”</b> to begin, or <b>“Add to Learning Plan”</b> to take later. There are 9 courses from which to choose.</p> <p><b>Note:</b> If user completed “Introduction to ISSP Management” last year, user <b>must</b> choose another course for FY 2008.</p>  <table border="1" data-bbox="391 573 1455 716"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Date Completed</th> <th>Hours Completed</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Business Continuity Planning, Law, and Ethics</td> <td></td> <td></td> <td></td> <td> <a href="#">Add to Learning Plan</a>  <a href="#">Launch content</a> </td> </tr> <tr> <td>Data Security in Outlook 2003</td> <td></td> <td></td> <td></td> <td> <a href="#">Add to Learning Plan</a>  <a href="#">Launch content</a> </td> </tr> </tbody> </table>	Title	Type	Date Completed	Hours Completed	Action	Business Continuity Planning, Law, and Ethics				<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>	Data Security in Outlook 2003				<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>			
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10	<p>CLICK “Curriculum Status” and locate <b>“FSA SLR Specialized Training”</b>.</p>  <table border="1" data-bbox="391 827 1455 932"> <thead> <tr> <th colspan="4">Curriculum Status</th> </tr> <tr> <th>Curriculum Title</th> <th></th> <th>Next Action Date</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td>FSA SLR Specialize Training</td> <td></td> <td>2/29/2008</td> <td>Admin (BP965291a)</td> </tr> </tbody> </table> <table border="1" data-bbox="376 968 1492 1129"> <thead> <tr> <th>IF user...</th> <th>THEN user...</th> </tr> </thead> <tbody> <tr> <td>sees </td> <td>has completed SLR training.</td> </tr> <tr> <td>completed SLR training, but does <b>not</b> see </td> <td>shall contact AgLearn Administrator for assistance.</td> </tr> </tbody> </table>	Curriculum Status				Curriculum Title		Next Action Date	Assigned By	FSA SLR Specialize Training		2/29/2008	Admin (BP965291a)	IF user...	THEN user...	sees	has completed SLR training.	completed SLR training, but does <b>not</b> see	shall contact AgLearn Administrator for assistance.
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**3 Responsibilities**

**A Supervisor Responsibilities**

Supervisors shall ensure that **all** SLR’s and alternates complete the training by **February 29, 2008**.

**B State AgLearn Administrator Responsibilities**

State AgLearn Administrators shall assign the “FSA SLR Specialize Training Curriculum” to SLR’s and alternates.

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### 4 General Information

#### A Reasonable Accommodations

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

#### B Contacts

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

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