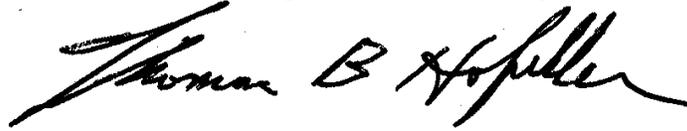


For: FSA Offices

FY 2009 Mandatory Role-Based Information Technology (IT) Security Training

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

USDA and FSA regulations require offices to provide additional Role-Based IT Security Training for individuals whose role in the organization indicates significant security responsibilities, a need for special knowledge of IT security threats, vulnerabilities, and safeguards, or individuals who have made IT security their profession.

The Annual Information Security and Privacy Training for FY 2009, disseminates awareness information to the entire FSA workforce to reinforce good security practices. Additional role-based training is more formal and specific with the goal of building knowledge and skills to facilitate job performance. An employee's roles within the Agency, and **not job title**, determine their role-based training needs.

All Federal employees and contractors with significant security responsibilities or significant impact on IT systems shall complete Role-Based Training by **February 27, 2009**. Employees specifically identified by the FSA Information System Security Program Manager (ISSPM) are mandated to complete FY 2009 Role-Based IT Security Training in AgLearn and as directed in this notice.

B Purpose

This notice:

- directs supervisors to identify and ensure appropriate employees complete role-based training
- identifies employees mandated by ISSPM to complete role-based training
- explains procedures for completing the FY 2009 Role-Based IT Security Training in AgLearn.

| | |
|---|---|
| Disposal Date March 1, 2009 | Distribution State Offices; State Offices relay to County Offices |
| 10-15-08 | Page 1 |

Notice IRM-410

1 Overview (Continued)

C Authorities

The following are authorities related to this notice:

- E-Government Act of 2002, Pub. L. 107-347, 44 U.S.C. 3531 et seq., Title III, Federal Information Security Management Act
- 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 Role-Based IT Security Training Guidance

A Selected Users Mandated to Complete Role-Based IT Security Training

FSA, ISSPM has identified and mandates that the following employees and contractor employees complete Role-Based IT Security Training through AgLearn as identified in this notice by **February 27, 2009**:

- security liaison representatives (SLR's)
- alternate SLR's
- FSA, ITSD, Information Security Office (ISO) staff and contractor employees.

Note: Newly assigned SLR's shall complete the Role-Based IT Security Training **before** starting their IT security duties.

B Other Employee Selections

Supervisors shall identify other employees and contractor employees with security responsibilities or a significant impact on IT systems and provide appropriate role-based training for those employees. Role-based training shall focus on job functions or roles and responsibilities, **not** job title. Consider employees from all employment categories for role-based training, including but **not** limited to, the following:

- Agency Leaders
- Facility Managers
- IT Support Personnel
- Operation Managers
- Security Personnel
- System and Database Administrators
- System Owners.

2 **Role-Based IT Security Training Guidance (Continued)**

B Other Employee Selections (Continued)

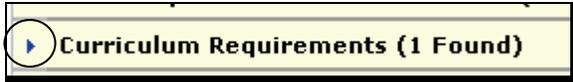
Supervisors should use the information in subparagraph E if they would like to have the FSA ISSPM identified role-based training course curriculum added to an employees' AgLearn learning plan. Other selected training should build knowledge and skills to improve **management, operational, and technical IT security controls**. All training shall be completed and recorded in AgLearn by **February 27, 2009, and** according to the current training regulations.

C Training Guidance for Mandated Users

A selection of 10 courses have been identified in AgLearn and listed under a curriculum entitled **"FSA FY 2009 Role-Based IT Security Training"**. The curriculum **must** be assigned by an AgLearn Administrator and will be accessible under the student AgLearn "Curriculum Status".

D Accessing the Role-Based Training in AgLearn

Employees that are mandated to complete the training should follow the steps in the following table. **No** credit will be given for repeating the same course taken in FY 2008. Newly appointed SLR's shall select the **"Introduction to ISSP Management"** course.

| Step | Action |
|------|--|
| 1 | Access the AgLearn Home Page at http://www.aglearn.usda.gov . |
| 2 | CLICK "Learner 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 FY 2009 Role-Based IT Security Training" . |
| 7 | CLICK "▶" next to Curriculum Requirements; this may already be open for some users.  |
| 8 | CLICK "▶" next to 1 item from item pool. |
| 9 | Locate the course user wants to take and CLICK "Launch Content" to begin or "Add to Learning Plan" to take later. There are 10 courses from which to choose. |
| 10 | CLICK "Curriculum Status" . Locate "FSA FY 2009 Role-Based IT Security Training" . If  is displayed, user has completed the specialized training. If user completed the training, but  is not displayed, contact the AgLearn Administrator. |

Notice IRM-410

2 Role-Based IT Security Training Guidance (Continued)

E Contacts

The following table provides a summary of contacts if there are questions.

| 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 . |
| this notice or Security Awareness Training policy | contact Seabelle Ball, FSA ISO at AgLearnSecurity@wdc.usda.gov or 202-205-7399. |
| National Office employee training administration | contact Bessy Plaza, HRD, National Office Training at bessy.plaza@wdc.usda.gov or 202-401-0365. |
| Kansas City, St. Louis, or APFO employee training administration | contact either of the following: <ul style="list-style-type: none"> • Mark Nelson at mark.nelson@kcc.usda.gov or 816-926-3420 • Cindy Witmer at cindy.witmer@kcc.usda.gov or 816-926-2500. |
| State and County Office employee training administration | contact State training officer or AgLearn lead. |

F Reasonable Accommodations

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