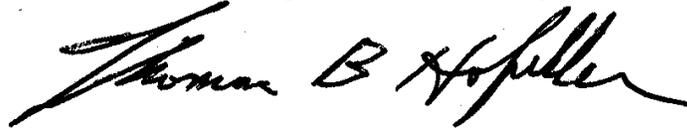


For: FSA Employees, Contractors, STC's, and COC's

Annual Information Security and Privacy Training for FY 2009

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The USDA, FY 2009 mandatory Information Security and Privacy Training is now available in AgLearn at <http://www.aglearn.usda.gov/>. All FSA employees, both Federal and non-Federal (permanent full-time or part-time, temporary employees, and field assistants), all active COC members, including alternates called to served, advisors, and STC members are required to complete this training by February 27, 2009.

Note: COC members shall complete the training as their first order of business during their organizational meeting or sooner. To accommodate newly elected COC members and newly appointed advisors, training shall be completed and recorded by **March 14, 2009**.

Federal law mandates that anyone working for or with Federal offices complete the training whether they touch a computer or **not**. This year's training:

- is 1 course titled, "Information Systems Security Awareness FY09"
- covers the requirements for both security and privacy.

Successful completion of the follow-up assessment with a minimum score of 70 percent is required to get credit for the training. Everyone with system access is shall take the training online in AgLearn so completions may be automatically scored and recorded in users learning history.

An alternate paper-based PDF version of the training:

- is available for new employees, field assistants, COC and STC members, and others without FSA network access
- **must** be manually scored and recorded in the trainee's AgLearn learning history.

Disposal Date	Distribution
April 1, 2009	All FSA employees, contractors, STC's, and COC's; State Offices relay to County Offices

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1 Overview (Continued)

A Background (Continued)

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, COC alternates will be provided the paper-based version of the training, and CED shall provide documentation 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 alternates who are called to serve in the absence of a regular COC member.

Timely **completion and recording** of training is **required**. If training is **not** completed on time, FSA will not receive a “Green” grade in Cyber Security in USDA’s Management Information Tracking System. FSA’s Cyber Security grade will be part of FSA’s grade on the eGovernment portion of the President’s Management Agenda scorecard for USDA.

FSA’s training completion goal is:

- 50 percent by **January 31, 2009**
- 100 percent employee and contract employee by **February 27, 2009**
- 100 percent COC members, including alternates called to serve, advisors, and STC members by **March 14, 2009**.

B Purpose

This notice provides information about the mandatory Annual Information Security Awareness and Privacy Training for FY 2009.

2 Training Guidance

A Overview

State and County Offices shall use the following baseline guidance in a manner that best supports their organization and ensure that the mandatory training is completed on time. Working in partnership with the State Security Liaison Representatives (SLR’s), AgLearn Administrators, and FSA Information Security Operations Support (ISOS) group assures greater success in meeting the shared goal of 100 percent training completion for FSA.

Managers, supervisors, and COTR’s have the primary responsibility for ensuring that their assigned employees and contractor employees complete the training as required.

Supervisors are responsible for scoring assessments for their employees and ensuring that training completion is recorded in AgLearn. However, States may implement their own internal guidance or delegations for the scoring and recording of assessments.

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2 Training Guidance (Continued)

B Training Methods

The following are the training methods.

- **Online.** Everyone with system access shall to take the training online in AgLearn so training and assessment completions may be automatically scored and recorded in users learning history. The training was added to users AgLearn learning plan on October 1. Contact the local AgLearn Administrator if the training is **not** on users AgLearn learning plan.
- **Paper.** Employees with no network access may use the paper-based version. Paper-based completions **must be** manually scored and recorded in AgLearn. SLR's and the FSA ISOS group will provide supervisors with copies of the paper-based training and answer key upon request.
- **Webcast.** The noninteractive webcast version is a snapshot of the paper-based version of the training with prerecorded audio. It is placed in a media file and broadcast on the Internet to accommodate large groups or classroom style training in support of COC and STC members. These completions **must be** manually scored and recorded in AgLearn.

C Access to the Paper-Based or Webcast Training

The State SLR's will provide the paper-based or webcast version of the training for new employees, COC and STC members, and others who do **not** have network access. The assessment answer key may **only** be distributed to those delegated to score assessments.

Supervisors in State Offices should send requests for copies of the paper-based training to the State SLR.

Notes: New employees at the National Office will complete the training when they report for fingerprinting and **before** they access the FSA network or privacy data.

SLR's or FSA ISOS will **not** process a Security Access Authorization Request (SAAR) for new hires until the mandatory training is completed. Training completions **must** be verified with the State AgLearn Administrator **before** processing a SAAR for new network access.

2 Training Guidance (Continued)

D Extended Absence

There are **no** exemptions to the training; **everyone must** complete the training. Offices shall report the names of employees on extended sick leave, military leave, or other extended absence **by December 31, 2008**. This information is required for training extensions, auditing, and oversight purposes. It will also help ensure that the absent employee's LAN account is **not** inadvertently suspended because of incomplete training.

State and County Offices should report the names of employees on extended absence to the State SLR's. The National Office should report names to the FSA ISOS group at **security@kcc.usda.gov**. SLR's and FSA ISOS will enter the data on the Information Security Office (ISO) shared drive by **January 15, 2009**. ITSD, ISO will deliver this data to the OCIO, Cyber Security Office as required official security training documentation.

Note: AgLearn Administrators should deactivate accounts for employees that are on extended absence for 120 calendar days or more.

E eAuthentication

USDA eAuthentication is the creation of a username and password that permits access to the AgLearn training system and other online applications and resources.

All Federal and non-Federal, temporary and permanent, and contractor employees with computer access are **required** to have a USDA eAuthentication account.

New employees may **not** apply for a new eAuthentication account until they have completed the paper-based version of the training.

New contractor employees should go to the AgLearn Welcome page at **<http://www.aglearn.usda.gov>** and CLICK "**External Registration**" to create a USDA eAuthentication user ID and register in AgLearn. The contractor employee can then complete the training online and have it automatically scored and recorded.

Contractor employees should use their business or home office computer, or any computer outside of the USDA and FSA network to complete the **external** registration and the online security training. This should be finished **before** reporting for duty, since newly hired contractor employees shall **not** access FSA's computer systems or privacy data until successful completion of security training.

Current employees and contractor employees should have already updated their existing AgLearn accounts with accurate e-mail, telephone, and supervisor information. Do **not** create double accounts. Go to **<http://www.aglearn.usda.gov/UpdatingYourAgLearnProfile.pdf>** for instructions on updating AgLearn accounts.

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2 Training Guidance (Continued)

F Accommodations

Persons with disabilities who require additional accommodations to participate in this training should contact Bessy Plaza, HRD, by either of the following:

- e-mail at bessy.plaza@wdc.usda.gov
- telephone at 202-401-0365.

G Training Deadline and Compliance

This training is required by law, the Federal Information Security Management Act, and USDA and FSA regulations. The training **must** be completed and recorded in AgLearn by the due dates announced in this notice. Employees with network access who miss the deadline will lose their network access. **Active directory accounts will be suspended without further notice for users that do not comply.**

Supervisors are also encouraged to login to AgLearn, CLICK “**My Employees**”, and make certain their employees completed the required training. This is an important step **before** submitting a new employee request for network access.

3 Responsibilities and Contacts

A Managers, Supervisors, and COTR's

Managers, supervisors, and COTR's shall:

- verify that their employees have completed the training by reviewing the employees' learning history
- ensure that new employees complete the paper-based version of the training **before** they access the FSA computer system and privacy data
- send an e-mail to the appropriate AgLearn Administrator and request re-activation of contractors' AgLearn accounts for training completion.

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3 Responsibilities and Contacts (Continued)

B SLR's and FSA ISOS

SLR's and FSA ISOS shall:

- provide supervisors with a paper-based or webcast version of the training, assessment, and answer key as appropriate
- collect employee information on extended absences and enter the data into a spreadsheet on the ISO shared drive by **January 15**
- verify training completions with the State AgLearn Administrator **before** processing SAAR for new network access

C AgLearn Coordinators

AgLearn Coordinators shall:

- ensure that paper-based and webcast training completions are recorded in AgLearn as soon as the employee account is available
- provide verification of AgLearn training completions as requested by the SLR or FSA ISOS group.

D 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.
access to paper-based or webcast version of the training assessment, and answer key	<ul style="list-style-type: none">• State and County Offices shall contact the State Security Liaison Representatives• National Offices shall contact the FSA ISOS staff at:<ul style="list-style-type: none">• telephone 1-800-255-2434, Option 2• e-mail security@kcc.usda.gov• FAX 816-627-0687.

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3 Responsibilities and Contacts (Continued)

D Contacts (Continued)

IF there is a question about...	THEN...
reporting employees on extended absence by December 31, 2008	<ul style="list-style-type: none"> • State and County Offices shall contact the State Security Liaison Representatives • National Offices shall contact FSA ISOS staff at: <ul style="list-style-type: none"> • telephone 1-800-255-2434, Option 2 • e-mail security@kcc.usda.gov • FAX 816-627-0687
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 .
National Office employee training administration, recording paper-based or webcast training completions	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.
Kansas City, St. Louis, or APFO employee training administration, recording paper-based or webinar training completions	contact Mark Nelson, KCHRO, State Office Training Coordinator, at either of the following: <ul style="list-style-type: none"> • mark.nelson@kcc.usda.gov • 816-926-3420.
State and County Office employee training administration, recording paper-based or webcast training completions	contact the State Office AgLearn administrator or training coordinator.