

**For:** FSA COC and STC Members, and COC Advisors and Alternates

**Mandatory FY 2011 USDA Information Security Awareness and Rules of Behavior Training**

**Approved by:** Administrator



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**1 Overview**

**A Background**

OMB Memorandum No. M-09-29 provides instructions for meeting reporting requirements under the Federal Information Security Management Act of 2002 (FISMA) and Privacy Management.

When asked, “Do employees who never access electronic information systems need annual security and privacy awareness training”, OMB responded as follows:

“Yes, FISMA and OMB policy (Memorandum M-07-17, Attachment I.A.2.d) require all employees to receive annual security and privacy awareness training, and they must be included as part of the agency’s training totals. When administering security and privacy awareness training programs, it is important to remember:

- all employees collect, process, access and/or maintain government information in some form or format to successfully perform their duties and support the agency’s mission; and
- information is processed in various forms and formats, including paper and electronic, and information systems are a discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information according to defined procedures, whether automated or manual”.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2012	All FSA COC and STC members, and COC advisers and alternates; State Offices relay to County Offices

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### 1 Overview (Continued)

#### A Background (Continued)

STC members are Federal employees and all requirements therefore apply. COC, COC advisors and alternates, while not employees, still have access to and/or maintain Government information in various forms to successfully perform their responsibilities as elected or appointed officials and therefore are also included in this requirement.

The Rules Of Behavior (ROB) sections of the training inform users of professional and ethical actions necessary when handling PII and/or privacy data, and of how to report related incidents. Therefore, all STC and COC members, COC advisors, and alternates for COC members called to serve as a COC member **must** complete the entire mandatory **FY 2011 USDA Information Security Awareness and Rules of Behavior Training course, follow-up assessment, and sign the ROB training acknowledgement form by February 25, 2011, without exception.**

**Important:** AgLearn Administrators must inactivate AgLearn accounts for alternates that are not called to serve and are unavailable to complete the training.

#### B Purpose

This notice provides:

- instructions for obtaining the training package or documents
- procedure for completing the training
- procedure for recording learning completions in AgLearn
- SED, CED, AgLearn Administrator and Information Security Office (ISO) responsibilities
- contact information.

### 2 Training Materials, Completions, and Recording Training

#### A Training Materials

Instructions and procedures for accessing and completing the paper-based version of the training material are established by the State AgLearn Administrator.

Contact the State AgLearn Administrator for detailed guidance and/or to obtain a copy of the training. The training package is also posted on the ISO Online web site located at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Complete%20Paper-based%20Training.aspx>.

## 2 Training Materials, Completions, and Recording Training (Continued)

### A Training Materials (Continued)

Newly elected COC members, appointed advisors, and alternates called in should review the training documents, complete the follow-up assessment, and sign the ROB acknowledgement form **before starting their duties**. This also applies to newly appointed STC members.

Returning COC members, appointed advisors, and alternates serving **must** complete the training and ROB acknowledgement form by **February 25, 2011**. **All** parts of the training **must** be completed. There is **no** credit for partial completions.

### B Recording Training Completions

AgLearn is the official USDA repository for recording and tracking the Information Security Awareness and Rules of Behavior training completions.

To recognize STC's and COC's as having met the training criterion, AgLearn Administrators **must** record the training accomplishment in the AgLearn database immediately if the learner has an existing AgLearn account, and/or as soon as new learners' AgLearn accounts are established. State Offices **will not receive** official credit for COC's and STC's training until the data recording process is completed.

AgLearn Administrators shall record training completions for existing AgLearn accounts according to the following.

**Important:** A technical eAuthentication and AgLearn issue currently prevents recording training completions for new STC members and COC members with no existing AgLearn Accounts. File and maintain a hardcopy of the paper assessments and ROB acknowledgement forms until technical issues are resolved and the official training recording is completed.

2 Training Materials, Completions, and Recording Training (Continued)

B Recording Training Completions (Continued)

Recording AgLearn Training Completions	
Step	Action
1	Log into AgLearn, locate "Quick Links", and <b>CLICK</b> "Record Learning".
2	<b>CLICK</b> "Item" located under "What kind of learning you want to record?"
3	In the "Search and Add Items" box, <b>CLICK</b> "Search" to search for the item. In the "Item ID" box, <b>ENTER</b> "USDA-CY" and <b>CLICK</b> "Search".
4	Check the add box for <b>USDA-CYBERSECURITY FY2011-PDF</b> titled, "FY2011 USDA Information Security Awareness and Rules of Behavior Training (PAPER)" and <b>CLICK</b> "Add".
5	In the "Search and Add users" box, <b>CLICK</b> "Search". Enter the user's last name and <b>CLICK</b> "Search". <b>CHECK</b> the "Add" box and <b>CLICK</b> "Add".  <b>Note:</b> To search for all COC's in your State <b>ENTER</b> "AD" in the "Pay Plan" field and <b>CLICK</b> "Search". Check the box next to the preferred names. <b>CLICK</b> "Add"
6	<b>CLICK</b> "Next".
7	<b>CLICK</b> the calendar icon under "Completion Date" and select the date the training was completed.
8	<b>Locate</b> the "Grade Completion" box. Use the drop-down arrow and <b>CLICK</b> "CRS -PASS (Course Passed) – For Credit.
9	<b>Scroll</b> to the right and <b>CLICK</b> "Next".
10	<b>CLICK</b> "Do Not Assess", located <b>under</b> "Change the way competencies are assessed".
11	<b>CLICK</b> "Submit".
12	The following message will be displayed, "The learning events were recorded successfully".

3 Responsibilities

A State Office and SED Responsibilities

SED's have overall responsibility for State compliance to the training mandate. SED's or their designee shall:

- obtain an AgLearn listing of all STC and COC members and COC advisors and alternates in the State

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### 3 Responsibilities (Continued)

#### A State Office and SED Responsibilities (Continued)

- identify and list all STC and COC members and COC advisors and alternates with expired terms, not serving, and/or unavailable to complete the training
- ensure that the AgLearn Administrator inactivates AgLearn accounts for identified unavailable STC and COC members, advisors, and alternates
- ensure that all appropriate STC and COC members, and COC advisors and alternates complete the mandatory training by the **February 25, 2011** due date or immediately when newly called to served
- serve as the primary contact for DAFO training compliance review and reporting.

#### B CED Responsibilities

CED's shall:

- ensure that COC's receive the paper-based training material
- administer the training assessment and or follow local AgLearn Administrator guidance
- ensure that all current COC's complete the mandatory training by the **February 25, 2011** due date or immediately when newly called to served
- serve as primary contact for State Office training compliance review and reporting.

#### C AgLearn Administrator Responsibilities

AgLearn Administrators shall develop and distribute local training guidance and/or:

- maintain and distribute training materials to State and County Offices
- grade training assessments
- issue training completion certificates
- record training completions in AgLearn
- file and maintain copies as needed
- inactivate AgLearn accounts for absent or terminated STC's and COC's
- serve as the primary contact for ISO training compliance review and reporting.

### 3 Responsibilities (Continued)

#### D ISO Responsibilities

ISO shall:

- issue agency-wide training guidance
- monitor agency compliance with the Federal training mandate
- document and provide noncompliant accountability reports to the FSA Administrator, DAFO, and the Chief Information Office.

### 4 Contact and Accountability Information

#### A Contact

E-mail questions about the mandatory Security Awareness training requirement or about this notice to [AskIso@wdc.usda.gov](mailto:AskIso@wdc.usda.gov).

Contact the State AgLearn Administrator with questions about training administration, grading assessments, and recording paper-based training completions.

#### B Accountability

Annual Information Security Awareness and Rules of Behavior Training and Acknowledgement of Rules of Behavior is required by Federal law, USDA regulation, and FSA policy. STC's, through the State Office, shall notify all COC members and advisors by mail if the training is not complete by the deadline.