

For: FSA Employees and Contractors

**Mandatory Specialized Role-Based Information Technology (IT) Security Training for FY 2014**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The Federal Information Security Management Act (FISMA) mandates that employees and contractors **holding positions with significant responsibilities for information security** complete specialized role-based IT security training.

USDA, OCIO defines positions that may impact the mission of the Agency through a loss of confidentiality, integrity, and/or availability of the USDA information, regardless of media, as having significant responsibilities for information security. One of the determining factors is requiring advanced rights to an information system beyond that of a regular user. Others having significant information security responsibilities may also include:

- database and IT system administrators
- software developers and programmers
- IT security and incident response managers
- IT contingency planning and/or DR personnel
- MIDAS support personnel
- personnel with programmatic and/or management control over IT system resources.

**Note:** Users who may have administrative access to their own desktops and/or laptops are **not** considered to have significant responsibilities for security solely for this reason.

The FSA Chief Information Security Officer (CISO) has identified employees and contractors holding positions with significant information security responsibilities who **must** complete the security role-based training. Information Security Office will assign the training in AgLearn and notify identified personnel. All specialized role-based IT security training **must** be completed by **May 30, 2014**.

**Note:** When an employee or contractor enters a new position that deals with sensitive information or has different information security requirements, the role-based training should be completed within 1 business week.

<b>Disposal Date</b>  March 1, 2015	<b>Distribution</b>  All FSA Employees and Contractors; State Offices relay to County Offices
---	---

## Notice IRM-463

### 1 Overview (Continued)

#### B Purpose

This notice provides **identified users** with requirements for completing the role-based training in AgLearn.

### 2 Training Guidance

#### A Role-Based Web-Based Training

Once notified, **identified users** will access their AgLearn To-Do List, launch, and complete the training according to the following table.

Step	Action
1	Access the AgLearn Home Page at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	CLICK " <b>Login</b> ".
3	Select "Login with LincPass (PIV)" or enter user ID and password and CLICK, " <b>Login</b> ".
4	On the AgLearn Home Tab, user's " <b>To-Do List</b> " will be displayed. Place the cursor on the course titled and a popup box will be displayed. CLICK " <b>Go to Content</b> ".
5	Employees shall complete the course and then check their " <b>Completed Work</b> " in AgLearn to ensure that the training has been marked complete.

#### B Other Personnel

Supervisors are **required** to train any other personnel with functional responsibilities that may have a significant impact on information security.

Contact [Seabelle.Ball@wdc.usda.gov](mailto:Seabelle.Ball@wdc.usda.gov) to request that a role-based course be added to an employee's AgLearn To-Do List.

**Notice IRM-463**

**3 General Information**

**A Contacts**

Contacts are provided in the following table for questions about this notice.

<b>IF there is a question about...</b>	<b>THEN...</b>
AgLearn technical assistance	do 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>• contact the AgLearn Help Desk at 1-866-633-9394</li> <li>• send an e-mail to <b>AgLearnHelp@genphysics.com</b>.</li> </ul>
eAuthentication account or password reset	contact USDA ITS Service Desk Support Center at 1-800-457-3642 (Option 1).
this notice or Security Awareness Training policy	contact either of the following: <ul style="list-style-type: none"> <li>• Seabelle Ball, FSA Deputy Information Systems Security Program Manager by:               <ul style="list-style-type: none"> <li>• e-mail at <b>seabelle.ball@wdc.usda.gov</b></li> <li>• telephone at 202-205-7399</li> </ul> </li> <li>• Brian Davies, FSA Information Systems Security Program Manager by:               <ul style="list-style-type: none"> <li>• e-mail at <b>brian.davies@wdc.usda.gov</b></li> <li>• telephone at 202-720-2419.</li> </ul> </li> </ul>
<b>National Office</b> employee training administration	contact Marie Hubbard, HRD, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>marie.hubbard@wdc.usda.gov</b></li> <li>• telephone at 202-401-0373.</li> </ul>
<b>Kansas City, St. Louis, or APFO</b> employee training administration	contact Mark Nelson by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>mark.nelson@kcc.usda.gov</b></li> <li>• telephone at 816-926-3420.</li> </ul>
locating the course on your “To Do List”	
<b>State and County Office</b> training administration	contact the State training officer or AgLearn lead.

**3 General Information (Continued)**

**B Reasonable Accommodations**

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

**C Noncompliance**

Employees who do **not** comply with the specialized role-based IT security training mandate risk computer account **suspension**.

**D Continuing Security Training Requirements**

To facilitate strengthening FSA's overall IT Security Training Program, FSA Offices shall:

- employ subsequent methods (discuss in staff meetings, office posters, booklets, newsletters, handouts, checklists, videos, brown bag lunch series, etc.) to make personnel aware of information security and changes in the security environment of the individual office
- provide additional or refresher training when personnel starts a new position that deals with sensitive information or has different information security requirements.

**Note:** The additional training should be on the level of responsibility and the sensitivity of the information the employee handles.