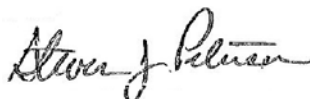


For: FSA Employees

Mandatory USDA FY 2018 Information Security Awareness (ISA) Training

Approved by: Acting Administrator



1 Overview

A Background

FY 2018 Information Security Awareness (ISA) Training is now available in AgLearn. By completing this course, you will meet the Federal Information Security Modernization Act (FISMA) of 2014 legal mandate for all personnel to complete annual security awareness training, and acknowledge understanding of the USDA Rules of Behavior.

This notice applies to both Federal and non-Federal (permanent full-time or part-time, temporary full-time, part-time, or intermittent employees) contractors, and volunteers.

B Purpose

This notice provides guidance on completing the mandatory training for information security awareness.

2 Training Guidance and Requirements

A Personnel with System Access

The training course is mobile and can be completed on a tablet, smart phone, or other mobile devices. The USDA Departmental training completion date is March 30, 2018, and will be reflected on your AgLearn To-Do List. However, **all FSA training is due by December 29, 2017.**

Network access will be removed for all onboard and intermittent employees, contractors, partners, or volunteers with system access who have not completed the required training by the FSA deadline, until the training is completed.

Disposal Date	Distribution
November 1, 2018	All FSA employees and contractors; State Offices relay to County Offices

2 Training Guidance and Requirements (Continued)

B New Hires

New hires required to complete ISA training before obtaining FSA computer access must access the training through the USDA's Departmental Management (DM) Onboarding Portal <http://deliver.courseavenue.com/Login/usda>. Register on the site and follow the directions on the screen.

Once the course is completed new hires shall create a completion certificate using the certificate creation tool and email the certificate to their HR representative, supervisor, or agency sponsor to assist with obtaining computer access.

C Personnel without System Access

Personnel that do not have access to FSA network, systems, or IT devices are excluded from the requirement to complete the ISA training, but are required to complete the **FSA FY18 Personal Identifiable Information (PII) Training** paper-based course. **Click here** to obtain a paper version of the training course and exams; or place the following link in your browser:

<https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/Complete%20Paper-based%20Training.aspx>

- STC, COC members, advisors, and alternates called to serve must complete PII training by **January 31, 2018**.
- Field assistants, who do not require system access to perform their duties, must complete PII training by the FSA completion date, **December 29, 2017**.

Offices must mail the PII paper-based training to intermittent field assistants (out of the office but with active AgLearn accounts) or pay travel and salary to bring them into the office to complete the training.

CED's or State AgLearn administrators will continue to record the paper-based completions in AgLearn. The item ID is "FSA-PII-2018" to update the training records. The assessment answer key is available on the ISO Online SharePoint site and is restricted to AgLearn administrators and CED's.

Recorders shall immediately update AgLearn to document training completions. Otherwise, the tracking system will continue to indicate an "**incomplete**" training status for trainees. For audit purposes, recorders must accurately record the date each trainee actually completed the assessment.

Notice IRM-484

3 Responsibilities, Accommodations, and Contacts

A Responsibilities

Managers and supervisors shall ensure that all personnel complete the mandatory training by the FSA due date.

Contracting officer technical representatives (COTR) shall ensure newly hired contractor employees complete the mandatory training, **prior to reporting for duty**, by way of accessing the Departmental Management (DM) Portal, <http://deliver.courseavenue.com/Login/usda>.

SLR's and user provisioning groups shall verify all training completions before granting computer access.

State AgLearn administrators shall establish any needed additional local instructions required for successful completion of the mandatory training.

Users completing the FY2017 ISA training at the end of the FY are also assigned the FY 2018 ISA training which must be completed by the FSA due date.

B Accommodations

Persons with disabilities who require additional accommodations to participate in this training should contact HRD, Leadership and Employee Development Branch at 202-401-0374 or 816-926-3420.

C Contacts

E-mail questions about **this notice** to either of the following:

- Seabelle Ball at seabelle.ball@wdc.usda.gov
- Brian Davies at brian.davies@wdc.usda.gov.

E-mail questions about **employee training administration** according to the following:

National Office: marie.hubbard@wdc.usda.gov
Kansas City, St. Louis or APFO: mark.nelson@kcc.usda.gov
State and county: the local AgLearn lead.

The following are other helpful contacts:

AgLearn Help Desk: e-mail AgLearnHelp@genphysics.com or call 866-633-9394
eAuthentication Help Desk: e-mail eAuthHelpDesk@ftc.usda.gov
USDA Service Desk Support Center: call 1-800-457-3642, select option 1.