UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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For: FSA and RMA Employees

**Distributing FPAC Notice (FPAC-N) 3545-001,
Fiscal Year 2019 Information Security Awareness Training**

Approved by: Administrators, Farm Service Agency and Risk Management Agency

1 FPACN 3545-001

A Background

On October 14, 2018, the Farm Production and Conservation Business Center began providing services to the Farm Service Agency, Risk Management Agency, and Natural Resources Conservation Service. Business Center guidance will be provided using FPAC Business Center directives. Until the FPAC directives program is fully implemented, FPAC Business Center directives will be distributed to FSA using the existing directives process.

B Purpose

This notice provides FPAC-N 3545-001, Fiscal Year 2019 Information Security Awareness Training.

C Contact

For questions about FPAC-N 3545-001 contact any of the following:

- the local training officer or AgLearn coordinator/administrator
- Antoine Wilson by email to **antoine.wilson@usda.gov**
- Lanita Thomas by email to **lanita.thomas@usda.gov**.

Disposal Date	Distribution
April 1, 2019	FSA and RMA employees; State Offices relay to County Offices

FPAC NOTICE	NUMBER: FPAC-N 3545-001
SUBJECT: Fiscal Year 2019 Information Security Awareness Training	DATE: January 22, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer	EXPIRATION DATE: March 31, 2019

1. PURPOSE

This notice announces the mandated FY 2019 Information Security Awareness (ISA) training in AgLearn for Farm Production and Conservation (FPAC) mission area (Business Center, FSA, NRCS, and RMA) personnel.

2. SPECIAL INSTRUCTIONS

    a. The FY 2019 ISA course was assigned to existing AgLearn user accounts on October 3, 2018. If you do not see the course in your AgLearn learning plan (current learning section, former to-do list) contact your local training officer.

    b. The FPAC local training officers are listed by agency (i.e., FSA, NRCS and RMA) and can be found on the AgLearn Agency-level Points of Contact page: http://usda.custhelp.com/app/answers/detail/a_id/1705. Business Center personnel may refer to their prior agencies' point of contact.

    c. Users who have trouble logging into AgLearn (the eAuthentication step) may contact the Client Experience Center (CEC) Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

        (1) New users or those who joined the FPAC Mission Area after September 30, 2018, must complete the FY 2019 ISA training before accessing any USDA equipment or networks. New users can click this link to access the ISA training prior to onboarding (http://deliver.courseavenue.com/Login/usda). The user should send their completion certificate to their corresponding stakeholder to obtain access to USDA computers and networks. If you have any difficulty completing the course or the assessment, send an email to AgLearnHelp@genphysics.com.

        (2) Further assistance for completing the course can be obtained through the following link: http://usda.custhelp.com/app/answers/detail/a_id/1765/kw/ISA, the *USDA-ISA-FY2019.pdf* provides registration information.

3. MESSAGE

    a. USDA employees, contractors, partners, technical service providers (TSPs), and volunteers who have system access must complete the mandatory annual ISA training as required by law.

    b. The FPAC Mission Area deadline for completing the ISA training is **February 28, 2019**. Those

who do not complete the training by this deadline will risk their access to USDA computer systems being suspended until completion.

c. Current employees, contractors, partners, TSPs, and volunteers who have USDA system access are to complete the training here: (https://aglearn.usda.gov).

d. Paper Based FY19 Personally Identifiable Information (PII) Training

(1) Personnel that do not have access to the USDA network, systems, or IT devices are excluded from the requirement to complete the ISA training, but are required to complete the **FPAC FY19 Personally Identifiable Information (PII) Training-Paper Based** course.

(2) FSA State Committee and County Committee members, advisors, alternates called to serve, and field assistants are required to complete paper-based PII training by **February 28, 2019**.

(3) FSA offices must mail the PII paper-based training to intermittent field assistants. FSA must pay travel and salary if the field assistants are brought into the office to complete the training. County Executive Director (CEDs) or State AgLearn administrators will continue to record the paper-based completions in AgLearn. Use the course ID "FPAC-PII-2019" to update the training records. The paper version, exams and answer key is available for AgLearn Administrators and CEDs here (https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/Complete%20Paper-based%20Training.aspx/). Recorders shall immediately update AgLearn to document training completions. For audit purposes, recorders must accurately record completion date for trainees.

(4) There are no Business Center, NRCS or RMA personnel currently identified for paper-based PII training. Requests for approval of paper-based PII training should be sent to the contacts listed in section 4 of this notice.

4. CONTACT

Questions regarding this FPAC Notice may be directed to any of the following:

a. The local training officer or the AgLearn coordinator/administrator (see section 2 b)
b. Antoine Wilson by email to Antoine.Wilson@usda.gov
c. Lanita Thomas by email to Lanita.Thomas@usda.gov.

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