FSA/RMA Notice IRM-486

FPAC NOTICE	NUMBER: FPAC-N 3545-002
SUBJECT: Fiscal Year (FY) 2020 Information Security Awareness Training	DATE: November 18, 2019
APPROVING OFFICIAL: Robert Stephenson, Chief Operating Officer, FPAC Business Center	EXPIRATION DATE: January 31, 2020

1. PURPOSE

This notice announces the mandated FY 2020 USDA Information Security Awareness (ISA) Training and Enterprise-Wide Safeguarding Personally Identifiable Information (PII) Fact Sheet for Farm Production and Conservation (FPAC) Business Center (BC), Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA) personnel.

2. SPECIAL INSTRUCTIONS

a. The FY 2020 USDA ISA course was assigned to existing AgLearn user accounts on October 1, 2019. If you do not see the course in your AgLearn Current Learning, contact your local training officer.

b. The FPAC local training officers are listed by agency (i.e., BC, FSA, NRCS, RMA) on the AgLearn Agency-level Points of Contact page at http://usda.custhelp.com/app/answers/detail/a_id/1705.

c. Users who have trouble logging into the AgLearn 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, 2019, must complete the FY 2020 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). Users should send their completion certificate to their Human Resources Point of Contact or Contracting Officer Representative (COR) 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 and all information can be obtained through this link: http://usda.custhelp.com/app/answers/detail/a_id/1765/kw/ISA.

3. **MESSAGE**

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

    b. The FPAC mission area deadline for completing the ISA training is **January 31, 2020**. 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 must complete the training in AgLearn at https://aglearn.usda.gov.

    d. Complete the FY 2020 Enterprise-Wide Safeguarding Personally Identifiable Information (PII) Fact Sheet according to the following:

        (1) TSP's and all other personnel who have an AgLearn account but **do not have an active directory account** are excluded from the requirement to complete the ISA training, but are required to complete the Enterprise-Wide Safeguarding Personally Identifiable Information (PII) Fact Sheet via AgLearn (https://aglearn.usda.gov) by January 31, 2020. This PII Fact Sheet will be assigned in AgLearn to appropriate user accounts on October 1, 2019. If you do not see the PII Fact Sheet in your AgLearn Current Learning, contact your local training officer.

        (2) FSA State Committee and County Committee members, advisors, alternates called to serve, and field assistants who do not have an Active Directory account are also required to complete the paper-based Enterprise -Wide Safeguarding Personally Identifiable Information (PII) Fact Sheet by **January 31, 2020.** They will read, sign the document, and return it to the AgLearn administrator, training officer, or County Executive Director (CED) to record completion in AgLearn. The paper-based fact sheet can be found at https://inside.fsa.usda.gov/program-areas/dafo/dafo-training/additional-training/index under the title of "FY20 Safeguarding Personally Identifiable Information (PII) Fact Sheet".

        (3) FSA offices must mail the paper-based PII fact sheet to intermittent field assistants. FSA must pay travel and salary if the field assistants are brought into the office to complete the fact sheet. CEDs or State AgLearn administrators will continue to record the paper-based completions in AgLearn. Use the course ID "USDA-PII-2020" to update the records. The paper version is available for AgLearn administrators and CEDs at https://usdagcc.sharepoint.com/sites/FBC-IAB/SitePages/Training.aspx. Recorders shall immediately update AgLearn to document PII fact sheet completions. For audit purposes, recorders must accurately record the completion date for trainees.

        (4) Requests for approval of paper-based PII fact sheet should be sent to the contacts listed in section 4.

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. Tan Nguyen by email to Tan.Nguyen@usda.gov.

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