

For: FSA Employees and Contractors

Mandatory FY 2010 USDA Information Security Awareness and Rules of Behavior Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

All Federal and non-Federal employees, including permanent full-time or part-time employees and temporary employees, are required to complete the **FY 2010 USDA Information Security Awareness and Rules of Behavior Training** by **November 20, 2009, whether they use a USDA computer or not.**

The training fulfills the following Federal mandates:

- annual security awareness and privacy refresher training
- user accountability for actions after being informed of the rules of behavior, in accessing and using FSA’s information resources (systems and privacy data), and the penalties associated with the violation of those rules.

Note: FY 2010 training guidance for STC and COC members and advisors will be in a separate IRM notice.

B Purpose

This notice advises employees (including field assistants) and contractors of the following:

- how to complete the mandated training
- FSA training deadline
- supervisor, manager, and Contracting Officer Technical Representative (COTR) responsibilities
- computer account suspension for noncompliance.

Disposal Date

October 1, 2010

Distribution

All FSA employees and contractors; State Offices relay to County Offices

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2 Training Guidance

A Overview

Users' AgLearn learning plans were updated October 1, 2009, with the new training. Contact the local AgLearn Administrator if the training is **not** on the learning plan.

The training includes the following:

- FY 2010 Information Security Awareness Training (ISAT)
- ISAT Follow-Up Assessment
- Rules of Behavior Training
- Rules of Behavior Acknowledgement Form.

Note: Complete all modules. There is **no** credit for partial completions.

Employees with computer access **must** complete the training using AgLearn, which requires a USDA eAuthentication account. On September 16, 2009, Christopher L. Smith, USDA Chief Information Officer, issued an FY 2010 Advance Security Awareness Training memorandum to all employees reminding users to validate their AgLearn eAuthentication user ID and password to avoid any delays with completing the training.

Note: The AgLearn web-based version of the training is not an option for newly hired employees with no USDA computer access. Newly hired employees will complete an alternate PDF paper-based version of the training.

B FY 2010 USDA Information Security Awareness and Rules of Behavior Training Instructions

Complete the FY 2010 mandated training according to the following instructions.

- **Current employees and contractors** with computer access shall complete the **web-based version** of the training using AgLearn as follows.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under "Learner Center", CLICK "Learner Login". CLICK "I Agree" on the Warning Screen.
3	Enter the eAuthentication user ID and password and CLICK "Login". Note: If there are problems logging into eAuthentication, contact the ITS Service Help Desk at 1-800-457-3664 or at eAuthHelpDesk@ftc.usda.gov .
4	On the navigation bar, CLICK "Learning".
5	On the learning plan, locate the "FY2010 USDA Information Security Awareness and Rules of Behavior Training" course and CLICK "Launch content".
6	For more help, go to www.ocionet.usda.gov/ocio/security/training.html and print a copy of the instructions on navigating through the training modules.

Note: County Office field assistants shall complete the alternate PDF paper-based version of the training.

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2 Training Guidance (Continued)

B FY 2010 USDA Information Security Awareness and Rules of Behavior Training Instructions (Continued)

- **Newly hired employees or employees who do not access computers** shall complete the alternate **PDF paper-based version** of the training as follows.

Note: Newly hired employees shall **not** access FSA information systems or privacy data until the training is complete.

Step	Action
1	Supervisors, managers, or trainers shall navigate to www.ocionet.usda.gov/ocio/security/training.html and print all modules of the training.
2	Deliver the complete paper-based training package to the new employee on the day of or before the employee's reporting date.
3	The employee must return the completed paper-based ISAT assessment and the signed Rules of Behavior Acknowledgement Form to the supervisor, manager, or trainer.
4	<ul style="list-style-type: none"> • State and County Offices shall send a copy of the newly hired employee's completed ISAT assessment and signed Rules of Behavior Acknowledgement Form to the local AgLearn Administrator for grading and recording in AgLearn. Request a training certificate to validate the employee's completion of the training. Note: See Exhibit 1 for a list of State AgLearn Administrators. • National Office new employees shall receive the paper-based training through HRD, Training and Development Branch when reporting for fingerprinting. A certificate of completion will be issued after achieving a score of 70 percent. The local AgLearn Administrator will record the training completion in AgLearn. • Kansas City Office new employees shall receive the paper-based training during the orientation session. A certificate of completion will be issued after achieving a score of 70 percent. The local AgLearn Administrator will record the training completion in AgLearn. • St. Louis and APFO Offices shall FAX a copy of the completed ISAT assessment and signed Rules of Behavior Acknowledgement Form to Mark Nelson, Kansas City AgLearn Administrator, at 816-926-1825 for grading, recording completion, and returning a certificate of completion for the new employee.
5	All FSA-13A's submitted for newly hired employees must include an FY 2010 Information Security Awareness and Rules of Behavior paper-based training completion certificate, or FSA-13A will be rejected and returned.

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2 Training Guidance (Continued)

B FY 2010 USDA Information Security Awareness and Rules of Behavior Training Instructions (Continued)

- **Newly hired contractors** shall complete the **web-based version** of the training using AgLearn. COTR's shall ensure that contractors use a computer outside of the USDA or FSA network (business or home office computer) to:
 - complete the **external eAuthentication and AgLearn registration** process
 - take the FY 2010 training.

Note: Newly hired contractors shall **not** access FSA information systems or privacy data until the training is complete.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under "Resource Center", CLICK " External Registration ".
3	Under "Step 1 - Create Account", CLICK "USDA Contractor". On the Account Screen, completely fill in the required information and CLICK "Continue".
4	Under "Step 2 - Complete registration", CLICK "Register".
5	Return to www.aglearn.usda.gov and enter the new eAuthentication user ID and password. Note: If there are problems logging into eAuthentication, contact the ITS Service Help Desk at 1-800-457-3664 or at eAuthHelpDesk@ftc.usda.gov .
6	On the navigation bar, CLICK "Learning".
7	On the learning plan, locate the "FY2010 USDA Information Security Awareness and Rules of Behavior Training" course and CLICK "Launch content".
8	For more help, go to www.ocionet.usda.gov/ocio/security/training.html and print a copy of the instructions on navigating through the training modules.

C Extended Absence

Supervisors and managers shall provide the names of employees, including students, currently on extended leave (sick leave, military leave, or other extended absence) to the local AgLearn Administrator who will inactivate the user's AgLearn account until they return to work. When the employee returns to work managers must:

- send notification to activate the account
- ensure that the training is completed immediately.

Notes: Failure to inactivate AgLearn accounts for an extended absent employee will result in suspending the employee's LAN account because of incomplete training.

County Office intermittent employees shall be inactivated until they are called to perform work.

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2 Training Guidance (Continued)

D Accommodations

Persons with disabilities who require additional accommodations to participate in this training should contact Bessy Plaza, HRD, by either of the following:

- e-mail at **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

E Noncompliant Users

All noncompliant users will have their computer account access suspended.

3 Responsibilities and Contacts

A Managers, Supervisors, COTR's, and SLR's

Managers, supervisors, and COTR's:

- have primary responsibilities for ensuring that their assigned employees and contractors complete the training as required
- shall:
 - verify that their employees completed the training by reviewing the employees' learning history
 - ensure that new employees and contractors complete the training **before** requesting computer access for the employee
 - send an e-mail to the local AgLearn Administrator and request the appropriate AgLearn account activity (make accounts inactive or active) for employees on extended leave or returning.

SLR's shall ensure that **all** FSA-13A's submitted for new hires include an FY 2010 Information Security Awareness and Rules of Behavior **paper-based training completion certificate**.

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3 Responsibilities and Contacts (Continued)

B Contacts

If there are questions, follow this table for contact information.

IF there is a question about...	THEN...
AgLearn	do any of the following: <ul style="list-style-type: none">• in AgLearn, CLICK “Help”• in AgLearn, CLICK “Contact Us”• call 1-866-633-9394.
eAuthentication accounts or password resets	contact ITS National Help Desk at 1-800-255-2434, option 3, or self-register for an account at www.eauth.egov.usda.gov/eauthCreateAccount.html .
this notice or Security Awareness Training policy	contact either of the following: <ul style="list-style-type: none">• Seabelle Ball at AgLearnSecurity@wdc.usda.gov• Brian Davies at brian.davies@wdc.usda.gov.
employee training administration, and grading and recording paper-based training completions	contact the local AgLearn Administrator. See Exhibit 1.

AgLearn Administrator Contact List

Location	Name	E-Mail Address
Albuquerque, NM	Garcia, Joilynn	joilynn.garcia@nm.usda.gov
Albuquerque, NM	Mowduk, Valarie	valarie.mowduk@nm.usda.gov
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