

For: FSA Employees

FY 2013 USDA Information Security Awareness (ISA) Mandatory Training

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Scope

This notice applies to all FSA personnel, both Federal and non-Federal permanent full-time, permanent part-time, temporary full-time, temporary part-time, or intermittent employees, contractors, volunteers, STC and COC members, and alternates called to serve. Unless otherwise stated in this notice, the term “employee” will encompass these personnel categories.

B Authorities and References

Annual information security awareness and privacy training is mandated by the following:

- E-Government Act of 2002, Pub. L 107-347, 44 U.S.C. 3531 et seq., Title III, Federal Information Security Management Act
- OMB Memorandum for Heads of Executive Departments and Agencies, M-08-21 and M-07-17, Attachment I.A.2d
- USDA, OCIO September 13, 2012, Memorandum, “Fiscal Year (FY) 2013 Information Security Awareness (ISA) to All USDA Employees, Contractor, Partners and Volunteers”
- FSA Information Security Program Policies, Personnel Security Management, Basic Security Awareness & Role-Based Security Training.

Disposal Date	Distribution
October 1, 2013	All FSA employees and contractors; State Offices relay to County Offices

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1 Overview (Continued)

C Background

October 1, 2012, starts the FY 2013 training season for the annual ISA training. All FSA employees are **required** to complete the FY 2013 ISA training and assessment no later than **November 16, 2012**, whether or **not** they use USDA computers. STC and COC members are **required** to complete the training by **February 22, 2013**, or at their next physical onsite meeting.

Employees who will be out of the office for 120 consecutive calendar days or more **must** contact their HRD representative to request a status change. STC and COC members, contractors, and volunteers who will be out of the office for 120 consecutive calendar days or more **must** contact their local AgLearn administrator to have their account deactivated. Immediately on return, the accounts must be reactivated for training completion. Find the local AgLearn administrator contact at [https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20\(ISA\)%20Training.aspx](https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20(ISA)%20Training.aspx).

The Information Security Office (ISO) Operations Group and Security Liaison representatives will verify all training completions **before** granting access to FSA's information system.

D Purpose

This notice instructs:

- on-board employees with computer access to complete the training in AgLearn by **November 16, 2012**
- newly hired employees without computer access to complete the paper-based training **before** requesting access to FSA's information system resources and privacy data
- all STC and COC members, COC advisors, and alternates for COC members that are called to serve as COC members that they are **required** to complete the paper-based training by **February 22, 2013**, or not later than their first onsite meeting
- managers and supervisors to verify that their employees have completed training by reviewing employees "Completed Work" in AgLearn.

Note: The paper-based version of the training and assessment is available at [https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20\(ISA\)%20Training.aspx](https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20(ISA)%20Training.aspx).

2 Training Guidance

A Requirements

The local AgLearn administrator or delegate must score the paper-based training assessment and **immediately update** the employee’s completed work in the AgLearn system. Otherwise, the AgLearn tracking system will indicate an “**incomplete**” training status for the employee. Each trainee should receive a training certification of completion after achieving a score of 70 percent or better. Access to the assessment answer key is restricted to AgLearn administrators.

AgLearn administrators may also establish additional local instructions for distributing, scoring, and recording paper-based training for employees without computer access.

B Responsibilities

The following table provides additional guidance for newly hired employees and contractor employees.

IF...	THEN...
newly hired employees	<ul style="list-style-type: none"> • Washington, DC, and Kansas City Office new hires shall receive the paper-based training before the orientation session and the appropriate AgLearn administrator will record the training completion in AgLearn • State and County Office new hires shall receive the paper-based training according to the local AgLearn administrator instructions and procedures <p>Note: The local AgLearn administrator will record the training completion in the AgLearn system immediately.</p> <ul style="list-style-type: none"> • St. Louis and APFO Office new hires shall receive the paper-based training before the orientation session and the appropriate AgLearn administrator will record the training completion in AgLearn.

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2 Training Guidance (Continued)

B Responsibilities (Continued)

IF...	THEN...
newly hired contractor employee	<p>complete the web-based version of the training before contractor's start date. To begin using AgLearn, contractor must first use a non-USDA computer; that is, a business or home office computer, to create a USDA eAuthentication account, as follows:</p> <ul style="list-style-type: none">• go to www.AgLearn.usda.gov• CLICK "Sign Up Now"• under "Step 1 - Create Account", CLICK "USDA Contractor"• follow the instructions on the screen for establishing an eAuthentication account• access AgLearn and complete the online training. <p>Note: Contractor employees can e-mail velerie.eddleman@kcc.usda.gov for assistance.</p>

C Help and More Information

If there are any:

- technical problems with the online course, contact the AgLearn Help Desk by e-mail to **AgLearnHelp@genphysics.com** or call 866-633-9394
- questions about eAuthentication ID and passwords, contact the eAuthentication Help Desk by e-mail to **eAuthHelpDesk@ftc.usda.gov** or call the USDA Service Desk Support Center at 1-800-457-3642, option 1
- questions about training administration, contact user's local AgLearn Administrator at **[https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20\(ISA\)%20Training.aspx](https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Information%20Security%20Awareness%20(ISA)%20Training.aspx)**
- questions about this notice or security training policy, contact either ISO representative by e-mail to **seabelle.ball@wdc.usda.gov** or **brian.davies@wdc.usda.gov**.

D Compliance

The FSA training deadline is **November 16, 2012**. STC and COC members are **required** to complete the training by **February 22, 2013**, or at their next physical onsite meeting.

Network access will be removed for any employee that does not complete the training, until the training is completed. Noncompliant STC's and COC's will be addressed by DAFO.