

NB_270_13_1 IRM – Fiscal Year 2013 Information Security Awareness Training

National Bulletin: NB 270-13_1

Date: October 17,
2012

Subject: IRM – Fiscal Year 2013 Information Security Awareness
Training

Action Required By: January 31, 2013

Purpose. To announce the availability and completion requirement of the legislatively mandated fiscal year (FY) 2013 Information Security Awareness (ISA) training in AgLearn.

Expiration Date. July 31, 2013

Background. The Federal Information Security Management Act (FISMA), Office of Management and Budget (OMB) guidance, and USDA policy requires ISA training for all USDA employees, contractors, partners, and volunteers who have access to Government information systems.

Explanation.

It is time again for all employees, contractors, partners, and volunteers to complete the mandatory annual information security awareness training. This training is required by law and is an essential part of keeping our information systems secure. Of all the information security protections in place, the most important are security-aware users.

The FY 2013 ISA course has been assigned to all USDA employees, contractors, partners, and volunteers with an existing AgLearn account. If you do not see the course in your learning plan as of October 1, 2012, please search for "FY2013 USDA Information Security Awareness Training" in AgLearn or contact your State training officer. For a list of NRCS State training officers, click the "Contact Us" button in the upper right corner of the AgLearn welcome page or at <http://www.aglearn.usda.gov/LandingPage/contact.html>.

The ISA course has two parts: the training material and a separate assessment. The training requirement will be satisfied by completing the course materials and then completing the assessment with a mastery of 70 percent or higher. **Be sure you don't miss that important second step—the separate assessment must be completed to get credit.**

The Information Security Awareness training course in AgLearn offers the option of completing a pretest. If participants successfully pass this portion, they are exempt from having to initiate the course altogether. Users who choose to take the pretest are presented with a link that directs them to an "Item Details" page in AgLearn. From here they can click "Launch Content" to take the pretest. If users successfully pass this step, the ISA course item moves to their "Completed Work." If users fail to pass the pretest, they are directed to take the ISA course. The pretest will remain on their "To-Do List" until this task is completed. This measure prevents users from accessing the pretest repeatedly until they pass. Once the ISA course is completed, the pretest can be removed from the "To-Do List" by the user.

All NRCS employees, contractors, volunteers, and partners must complete this training. **There are no exceptions—everyone must complete it.** For agency personnel who will be absent for 120 consecutive days or more on extended leave (such as annual, medical, military, etc.) and not using agency information systems during their absence, the State training officer must deactivate the user's AgLearn account and immediately upon their return reactivate their AgLearn account for them to take this mandatory training.

An alternate printable PDF version of the course is available for learners with accessibility needs and those reviewing courseware with assistive technology. Please contact your training coordinator and ask that the FY 2013 ISA (PDF) course be assigned to your learning plan. This version will present the course content by means of an online PDF for your review. When you are ready to take the exam, you can close the PDF course, then launch and complete the assessment with a mastery of 70 percent or greater to record completion in your learning history. If you have any difficulty completing this course or the assessment, please send an email to AgLearn.Accessibility@usda.gov. Completions using the printable version must be recorded in AgLearn by your State training officer or an AgLearn coordinator before credit is given—it is not automatic.

Required Action: The NRCS deadline for completing the ISA training is **January 31, 2013**, and you are advised to complete the training right away. Those who miss the deadline will lose computer system access. FISMA reporting requirements require NRCS to report the FY 2013 ISA training completion rate as part of USDA's scorecard to OMB. The numbers, obtained directly from AgLearn, will be closely monitored for 100-percent completion by February 1, 2013. For this reason, it is imperative that training is completed as soon as possible to ensure that FISMA compliance is maintained for NRCS.

AgLearn is available at <http://directives.sc.egov.usda.gov/3278.wba> and includes online help for many common problems. If you have trouble logging in to AgLearn (the eAuthentication step) it is likely your password has expired and needs to be reset. If you created eAuthentication security questions, you can reset your password yourself by clicking the "Forgot Your Password?" link when you get to the login screen. Otherwise, you will need to contact the International Technology Services Service Desk at eAuthHelpDesk@ftc.usda.gov or call (800) 457-3642.

Contact. Questions regarding this national bulletin may be directed to your State training officer.

/s/

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