USDA

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United States Department of Agriculture

Office of the Chief Information Officer

1400 Independence Avenue SW

Washington, DC 20250

TO: Agency Chief Information Officers
Agency Human Resources Officers
Agency Information System Security Program Managers

FROM: Jerry W. Williams
Deputy Chief Information Officer

SUBJECT: Computer Security Awareness and Privacy Basics Training for New Employees

The Federal Information Security Management Act (FISMA) or 2002 and Office of Management and Budget guidance requires Computer Security and Awareness Training (CSAT) and privacy training for all employees and contractors.

New employees and contractors are required to take the CSAT and privacy basics training prior to being allowed access to any USDA information systems, sensitive electronic or hard copy data. This training can be provided to these users in either paper-based format or compact disk on a standalone computer. Course completion for these users must be tracked in the AgLearn system as discussed in the November 28, 2007 memorandum from the Chief Information Officer.

If you have any questions or concerns, please contact cyber.communication@usda.gov or the Office of Cyber Security @ (202) 690-0048.

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