



United States
Department of
Agriculture

SEP 13, 2012

Office of the Chief
Information Officer

1400 Independence
Avenue S.W.

Washington, DC
20250

TO: All USDA Employees, Contractors, Partners and Volunteers

FROM: Cheryl L. Cook *Cheryl M. Cook*
Acting, Chief Information Officer
Office of the Chief Information Officer

SUBJECT: Fiscal Year (FY) 2013 Information Security Awareness (ISA)

The Federal Information Security Management Act (FISMA) and Office of Management and Budget guidance require all USDA employees, contractors, partners, and volunteers to complete annual security awareness training. The FY 2013 Information Security Awareness (ISA) course and assessment will be web-based and accessible through AgLearn.

All USDA employees, contractors, partners, and volunteers are required to complete the training by March 31, 2013 or by an alternate date indicated in your AgLearn To-Do List as established by your agency. Employees who will be out of the office for 120 consecutive days or more must contact their agency human resources representative to have their status changed. Contractors, partners or volunteers who will be out of the office for 120 consecutive days or more must contact their agency AgLearn Administrator to have their account deactivated. Immediately upon return, the accounts must be reactivated for training completion. AgLearn contact information for your agency can be found at: <http://www.aglearn.usda.gov/LandingPage/contact.html>.

Network access will be removed for any employee, contractor, partner, or volunteer who has not completed the required training by the deadline until such time as the training is completed.

The following methods of training have been made available for use in special circumstances. Please follow the procedures outlined by your agency regarding who to contact for assistance with training.

**LEARNERS WITH ACCESSIBILITY NEEDS AND THOSE REVIEWING
COURSEWARE WITH ASSISTIVE TECHNOLOGY:**

A Portable Document Format (PDF) version of this online content is available for those users with accessibility needs. Please follow your agency procedures to have the *FY 2013 Information Security Awareness Training (PDF)* course assigned to your AgLearn To-Do List. This version will present the course content via an online PDF for your review. When you are ready to take the assessment, you can close the PDF course, then launch and complete the assessment. You must complete the assessment with a score of 70% or greater in order to receive credit. Your successful completion will be recorded in the 'Completed Work' section of your AgLearn profile. If you have any difficulty completing this course or assessment, please send an email to the Section 508 group (Angela Williams/Target Center).

LEARNERS WITH SLOW DIAL-UP CONNECTIONS TO THE INTERNET:

An alternate PDF version of this online content is available for your needs. Please contact your supervisor to request that the *FY 2013 Information Security Awareness Training (PDF)* course be assigned to your To-Do-List. This version will allow you to access AgLearn to launch and save the PDF on your desktop (or to print it) for your review offline. When you are ready to take the assessment simply log back into AgLearn and complete the assessment with a score of 70% or greater in order to receive credit. Your successful completion will be recorded in the 'Completed Work' section of your AgLearn profile. You will need to be connected to the internet to download the PDF and to launch and complete the 10 question assessment.

LEARNERS WITH NO INTERNET ACCESS:

The paper-based version of the course is **only** available to those users with no internet access to AgLearn. If you are a new employee or do not currently have internet access, a PDF version of the online content is available. Please follow your agency procedures to have the *FY 2013 Information Security Awareness Training (Paper)* course added to your AgLearn To-Do List. Follow your agency instructions on how the assessment is to be graded and have the completion recorded in AgLearn.

If you have any questions or concerns, please contact the Agriculture Security Operations Center at (202) 720-8281.

cc: Agency Chief Information Officers
Agency Information System Security Program Managers
Agency AgLearn Administrators