

NB 360-16-28 PER – Fiscal Year 2017 Information Security Awareness Training

National Bulletin: 360-16-28

Date: August 10,
2016

Subject: PER – Fiscal Year 2017 Information Security Awareness
Training

Action Required By: February 1, 2017

Purpose. To announce the mandated fiscal year (FY) 2017 Information Security Awareness (ISA) training in AgLearn.

Expiration Date. July 31, 2017

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

Explanation. USDA employees, contractors, partners, TSPs, and volunteers who have system access must complete the mandatory annual information security awareness training. This training is required by law and is an essential part of keeping the information systems secure.

The FY 2017 ISA course will be assigned to AgLearn users account on October 1, 2016. If you do not see the course in the AgLearn learning plan (to-do list) as of October 2, 2016, please contact your local training officer. For a list of NRCS local training officers, click the "Contact Us" button in the upper right corner of the AgLearn welcome page or visit <http://www.aglearn.usda.gov/LandingPage/contact.html>. Employees, contractors, partners, TSPs, and volunteers joining the Natural Resources Conservation Service (NRCS) after September 30, 2016 will need to complete the PDF version or the electronic version (<http://www.dm.usda.gov/obp/training.htm>) of the training prior to gaining access to the information systems.

Completions of the PDF version of the training must be manually recorded in AgLearn by the local training officer or an AgLearn administrator. If you have any difficulty completing this course or the assessment, please send an email to AgLearnHelp@genphysics.com.

The ISA is a two-part course that consists of a training module and assessment. NRCS employees must satisfy the training requirements by completing the assessment with a mastery of a minimum 70 percent.

The NRCS deadline for completing the ISA training is February 1, 2017, but NRCS employees are advised to complete the training as soon as possible. Those who do not complete the training by this deadline will find their access to USDA computer systems suspended until the training is completed.

If you have trouble logging into AgLearn (the eAuthentication step), please 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 the local training officer or the AgLearn coordinator/administrator Jessica Smith, 1-817-509-3252, jessica.l.smith@ftw.usda.gov.

/s/

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