



August 27, 2004

**OKLAHOMA BULLETIN NO. OK330-4-9**

**SUBJECT: MGT – Annual NRCS Security Awareness Training**

**Purpose:** To inform Oklahoma NRCS employees of the annual mandated security awareness training.

**Expiration Date:** September 30, 2004

**Action Required by: September 30, 2004**

The annual security awareness training is mandated by the Federal Information Security Management Act; the Office of Management and Budget Circular A-130, Appendix III; the USDA Departmental Regulation 3140-1; the National IRM Manual - 270 Part 502-Security Management, Subpart B (502.16 Security Awareness Training); and the National Information Security Handbook – 270 Part 604, Security Awareness Training.

Each year, NRCS is required to provide training to all permanent and temporary employees, contractors, partners, volunteers, and other users who have access to government computer systems. The Office of Personnel Management published final rules in the June 14, 2004, Federal Register concerning the obligations of Federal agencies to train employees on information technology security.

USDA has been severely criticized in the past for having an inadequate security program and specifically for having a weak security awareness training program. In response to this criticism, the USDA Service Center Agencies (SCA's) developed online computer security awareness training in conjunction with the USDA- Office of the Chief Information Officer. This online training is designed to be taken by all users to ensure consistency of the training across the SCA's and to provide accountability for the training.

Each permanent and temporary employee is required to go to the following AgLearn URL and follow the instructions on that page to access the system. Access to this site requires the use of an USDA eAuthentication Employee Account (User ID and Password, the same login and password as WebTCAS).

<http://www.aglearn.usda.gov/>

Contractors, partners, volunteers, and other users are required to go to the following URL and follow the instructions on that page. This site is not password protected. You must complete the training course, the assessment, and certify course completion.

<http://www.info.usda.gov/egovtraining/securitytraining.html>

DIST: AE

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Further detailed instructions can be found at:

[ftp://ftp-fc.sc.egov.usda.gov/NHQ/SecurityTraining/FY2004/FY04\\_Security\\_Awareness\\_Instructions.doc](ftp://ftp-fc.sc.egov.usda.gov/NHQ/SecurityTraining/FY2004/FY04_Security_Awareness_Instructions.doc)

All NRCS managers, supervisors, and Contracting Officer Technical Representatives shall ensure that all employees and contractors have completed the required Security Awareness Training by September 30, 2004.

The AgLearn screens will display “viewing: ” followed by your name and an ID number in parentheses. This ID number will NOT be the same as your USDA eAuthentication user id.

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State Conservationist