

## **Direction for Meeting WFDSS Security Awareness Training Requirements**

January 20, 2011

Per federal IT security requirements, all WFDSS users with a login accounts must complete their annual IT Security Awareness training by March 15, 2011. This training is required regardless of whether a WFDSS user is a federal employee, a non-federal employee or a contractor.

### **Federal Employees**

Federal employees should address this requirement by completing their department's online security training modules. Certificates of completion should be retained by the user in the event a federal audit is conducted to verify compliance. Federal employees who have completed their annual computer security training and passed their host agencies' assessment tests are not required to complete any additional security training in order to access the WFDSS system.

### **Contractors**

WFDSS users who are under a contract with a Federal Agency are also expected to address this requirement via their contract. Certificates of completion should be retained by the user in the event a federal audit is conducted to verify compliance. If a contractor has not completed the Security Awareness Training under their contract, then they must complete the training in accordance with the information provided for "Non-Federal WFDSS Users" below.

### **Non-Federal WFDSS Users**

Non-federal WFDSS partners may address this requirement by either:

- 1) Providing proof of completion of a similar Security Awareness training through a state agency/local office, or
- 2) Completing USDA AgLearn (go to [http://www.aglearn.usda.gov/registration\\_directions](http://www.aglearn.usda.gov/registration_directions)) or DOI on-line security training, or
- 3) Using CD versions of these training modules, or
- 4) Completing the hardcopy USDA PDF material found at:

<http://fsweb.wo.fs.fed.us/irm/security/training/ISAROB/index.php>

Non-federal partners who elect to complete the hardcopy training also need to take the follow-up assessment after completion of the training unit, but are not required to report test results. FPU Team supervisors are responsible for administering the test, grading the test, and for tracking completion of the training. The assessment test can be found at:

[http://fsweb.wo.fs.fed.us/irm/security/training/ISAROB/docs/ISA\\_Exam\\_FY2011\\_V1.pdf](http://fsweb.wo.fs.fed.us/irm/security/training/ISAROB/docs/ISA_Exam_FY2011_V1.pdf)

WFDSS Administrators and Geographic Area Editors are responsible for ensuring that all non-federal or contract WFDSS users have satisfactorily completed this training and that hardcopy proof of satisfactory completion is on file in the event a federal audit is conducted to verify compliance.