

**Department of  
Veterans Affairs**

NOV 20 2008

# Memorandum

Date:

From: Assistant Secretary for Information and Technology (005)

Subj: Official FY09 Privacy and Information Security Awareness Training  
Announcement (WebCIMS #418299)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. VA Handbook 6500 requires "...mandatory periodic training in computer security awareness and accepted computer security practices for all VA employees, contractors, and all other users of VA sensitive information and VA information systems. All members of the workforce are required to complete computer security training annually and must complete computer security awareness training before they can be authorized to access any VA computer system". In addition, VA Directive 6502, mandates that "...VA Employees, Contractors, Volunteers, and Business Associates: As users of VA systems with potential access to veteran, employee, contractor, volunteer, intern, and business associate records, all VA employees, contractors, volunteers, interns, and business associates shall: Take privacy awareness training provided or approved by the Privacy Service on an annual basis". The Office of Information and Technology's "General Employee Privacy Awareness" and "Information Security Awareness" employee training courses for FY09 are available through the Learning Management System (LMS) platform at <https://www.lms.va.gov>.

2. All contractors or other personnel without an LMS account will access the training via the Employee Education System (EES) platform at <https://www.ees-learning.net/>. Detailed instructions on how to navigate LMS can be found at <https://vaww.infoprotection.va.gov>. For FY09, both the VA Privacy Awareness Training and the VA Information Security Awareness Training must be completed by **June 30, 2009**. Administrations and staff offices are expected to establish processes to meet this requirement.

3. In addition to the "General Employee Privacy Awareness" training course, there are several substitutes for the Privacy Awareness training. If you have access to protected health information, you are required to take Veterans Health Administration (VHA) Privacy Policy training. Additionally, role-specific privacy training may be required, depending upon your VA duties. Please see Attachment A, *Privacy Awareness Training Options*, for details. The role-specific privacy training may not substitute for the Privacy Awareness training.

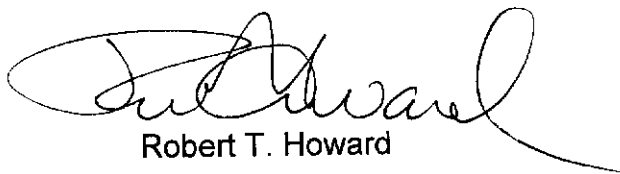
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4. Supervisors are responsible for ensuring that their staff complete all required training by the due date specified above, and for informing them that all employees who do not complete the required training may be subject to managerial sanctions within their organizations; and in accordance with VA Directive and Handbook 6500, may be subject to serious consequences including progressive discipline and other resolutions. In addition, appropriate legal authorities outside of VA may levy civil or criminal sanctions as a result of a HIPAA security complaint.

5. VA must achieve the gold standard for Information Protection and sustain the highest level of trust with our veterans and fellow employees. In support of this standard, the 2009 Information Protection Awareness Week will be held April 20-24, 2009. During this week Privacy Officers and Information Security Officers across VA will conduct activities to promote security and privacy awareness, incident response, identity theft and records management.

6. If there are any questions related to the privacy awareness training, please have a member of your staff contact, Rhonda Wilson, VA Privacy Service (005R1A), at (202) 461-6309. If there are any questions related to the information security awareness training, please have a member of your staff contact, Terri Cinnamon, Office of Cyber Security (005R2), at 304-262-7733.

A handwritten signature in black ink, appearing to read "R. Howard", with a large, sweeping flourish extending from the end of the signature.

Robert T. Howard

Attachment

**Privacy Awareness Training Options**

<b>Audience</b>	<b>Course Title –LMS Item Number</b>
VA employees, contractors, volunteers or interns who <b>do not</b> have access to Protected Health Information (PHI)  Note: These workforce members can opt to take the VHA Privacy Policy Training	Choose <b>one</b> of the following: <ul style="list-style-type: none"> <li>○ General Employee Privacy Awareness (web-based) – VA 32755</li> <li>○ Privacy: It's Everyone's Business (video) – VA 10496</li> <li>○ Protecting Those Who've Protected Us (video) – VA 5206 or VAKN Satellite Broadcast – VA 52647</li> </ul>
VA employees, contractors, volunteers or interns who have access to Protected Health Information (PHI) for <b>administrative</b> purposes	<ul style="list-style-type: none"> <li>○ VHA Privacy Policy Training <ul style="list-style-type: none"> <li>○ Web-based – VA 10203</li> <li>○ PowerPoint – VA 5331</li> <li>○ Print – VA 10204</li> </ul> </li> </ul>
VA employees, contractors, volunteers or interns who do have access to Protected Health Information (PHI) for <b>clinical</b> purposes	Choose <b>one</b> of the following: <ul style="list-style-type: none"> <li>○ VHA Privacy Policy Training (web-based, PowerPoint, or print) – as above</li> <li>○ VHA Provider Privacy Training (video) – VA 32432</li> </ul>

**Additional Role-Specific Privacy Awareness Training Requirements**

The following requirements are *in addition to* the privacy awareness requirements listed above and are role-specific for the positions indicated:

<b>Audience</b>	<b>Course Title – LMS Item Number</b>
VA Privacy Officers	Privacy Awareness for Privacy Officers – VA 52183
VA Senior Executives (as identified by their staff office or administration)	Privacy Awareness for Senior Executives – VA 50568
VA Project Managers	Privacy Awareness for Project Managers – VA 52184

**Note:** For detailed instructions on how to locate the VA Information Security and Privacy Awareness trainings go to:  
<https://vaww.infoprotection.va.gov/>.

### **Accessing the Training Courses**

#### **All VA Employees and Non-VA Employees Who Have Learning Management System (LMS) Accounts:**

- Access courses through the LMS at <https://www.lms.va.gov>.

#### **Non-VA Employees Who Do Not Have an LMS Account**

- If you do not have an LMS account, you may contact your local LMS Administrator to obtain an account profile  
<http://www.insidelms.va.gov/insideLMSpages/localAdmin.shtm>. (OR)
- You may access the courses by self enrolling on the EES platform:  
<https://www.ees-learning.net/>.

Note: Those who have not previously used EES must self enroll by following the instructions on the EES login page listed below.

#### **LMS Assistance:**

- Contact your local VA LMS Administrator for log-on and other assistance. The name of your LMS Administrator can be found at:  
<http://www.insidelms.va.gov/insideLMSpages/localAdmin.shtm>.
- For additional support:
  - Go to Inside the LMS at <http://www.insidelms.va.gov/>.
  - Contact the VA LMS Help Desk at [valmshelp@va.gov](mailto:valmshelp@va.gov) or Monday through Friday between 8am and 10pm EST at 1 (866) 496-0463.