



MAR 29 2007

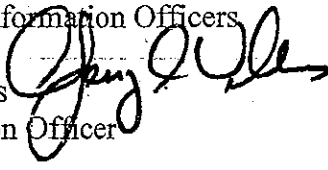
**United States  
Department of  
Agriculture**

**Office of the Chief  
Information Officer**

1400 Independence  
Avenue SW

Washington, DC  
20250

TO: Agency Administrators  
Deputy Administrators for Management  
Agency Chief Information Officers

FROM:  David M. Combs  
Chief Information Officer 

SUBJECT: Use of AgLearn Learning Service and Waiver Process for Fiscal Year  
(FY) 2007 Computer Security Awareness and Privacy Basics Training

The Federal Information Security Management Act (FISMA) of 2002 requires security awareness training for all employees, contractors and partners that have access to government information systems. On July 18, 2006, in a memorandum entitled "Protecting and Safeguarding Privacy Act Protected Information," I mandated that all USDA employees and contractors complete Privacy Basics training. For FY 2007, the Cyber Security Office has combined the Security Literacy and Basics course and the Privacy Basics course into one course with two modules. Both modules must be successfully completed by June 30, 2007, to meet the annual security awareness training requirement. The course is available on AgLearn (<http://www.aglearn.usda.gov>).

Department Regulation 3620-001, "*USDA eLearning Services, Courseware, and Content*," states "USDA agencies shall use AgLearn to the maximum extent possible to deliver online training, manage training and maintain training records for USDA employees, partners, and customers." In a limited number of instances, users may not be able to access the AgLearn service and as a result, a waiver process for both compact disk (CDs) and paper-based training has been established. The waiver templates are attached and will be distributed to the agency Information Systems Security Program Managers (ISSPMs). The Associate Chief Information Officer for Cyber Security will review, and approve or disapprove the waiver requests based on the justification. The CDs containing the security awareness and privacy basics training will be distributed to the appropriate agency ISSPM or Chief Information Officer (CIO) after approval.

Agency CIOs are responsible for their staff meeting all security awareness and privacy training milestones by June 30, 2007. If you have any questions, please contact the Associate CIO for Cyber Security, Lynn Allen at (202) 690-0048 or the Cyber Security Training contact, Terri Walker-Cole at (202) 690-1451.

Attachments

## FY 2007 Paper-Based Training Waiver Template

TO: Lynn Allen  
Associate Chief Information Officer  
Cyber Security

FROM: [Manager's Name]  
[Title]  
[Name of Agency – Name of Office/Location]

SUBJECT: Management Certification for Fiscal Year 2007 Paper-Based  
Computer Security Awareness and Privacy Basics Training

It has been determined that *[insert number of USDA employees/contractors/others]* located at *[insert location]* are unable to take the USDA Computer Security Awareness and Privacy Basics courses via the USDA AgLearn web-based system or via the CD. We would like to request that paper-based training be provided to these employees/contractors/partners so that they may complete the federal security training requirement.

I understand and attest to the following:

1. This training is not to be used by employees or contractors with web or CD access to the training.
2. Employees participating in the paper-based training have not circumvented Department Regulation 3620-001 "*USDA eLearning Services, Courseware, and Content*" to avoid use of the Department's AgLearn system to provide this training.
3. It is my agency's responsibility to maintain an electronic copy of the spreadsheet containing the names of the users that have participated in this training and to respond to any future queries pertaining to this training made by any appropriate auditing or reviewing authority.
4. Wherever possible, my agency AgLearn coordinator or their designated representative will enter each user's training completion information into the AgLearn system in a timely manner.
5. My agency Information System Security Program Manager (ISSPM) is responsible for verifying the data entered into the AgLearn system so the information can be used for Departmental reporting requirements.

An electronic copy of the Excel file containing the names of the employees that have completed the paper-based course will also be submitted to OCIO Cyber Security at [Cyber.Security@usda.gov](mailto:Cyber.Security@usda.gov).

\_\_\_\_\_  
Certifying Manager Signature

\_\_\_\_\_  
Date

|   |  |
|---|--|
| <b>Waiver Request for FY 2007 Paper-Based<br/>Computer Security Awareness and<br/>Privacy Basics Training</b> | <b>Agency Name:</b><br><br><b>Office Location:</b> |
|---|--|

**Approval/Disapproval Response**

|   |                        |
|---|------------------------|
| I have read this request for waiver and approve distribution of the paper-based training. |                        |
| _____<br>Lynn Allen, Associate CIO, Cyber Security  | _____<br>Date Approved |

|  |                           |
|--|---------------------------|
| I have read this request for waiver and disapprove distribution of the paper-based training. |                           |
| _____<br>Lynn Allen, Associate CIO, Cyber Security   | _____<br>Date Disapproved |
|  |                           |
| <b>Reason for Disapproval:</b><br><br>   |                           |

FY 2007 CD Waiver Template

TO: Lynn Allen  
Associate Chief Information Officer  
Cyber Security

FROM: Chief Information Officer (Name of Agency)

SUBJECT: Request for Use of CD for Fiscal Year (FY) 2007 Computer Security Awareness and Privacy Basics Training

It has been determined that *[insert number of USDA employees/contractors/others]* located at *[insert location]* are unable to access the USDA AgLearn system to take the FY 2007 Security Literacy and Privacy Basics training courses because *[insert detailed reason for inability to access AgLearn on-line training]*. We would like to request that CDs be provided to these employees/contractors/partners so that they may complete the federal security training requirement.

I understand and attest to the following:

1. This waiver request does not circumvent Department Regulation 3620-001 "USDA eLearning Services, Courseware, and Content" to avoid use of the Department's AgLearn system to provide this training.
2. My agency AgLearn lead will enter each user's training completion information into the AgLearn system in a timely manner;
3. My Agency Information System Security Program Manager (ISSPM) is responsible for verifying the data entered into the AgLearn system so the information can be used for FY 2007 Federal Information Security Management Act (FISMA) reporting requirements.

\_\_\_\_\_  
Agency CIO signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency ISSPM signature

\_\_\_\_\_  
Date

|  |                     |
|--|---------------------|
| <b>Waiver Request for FY 2007 CD-Based Computer Security Awareness and Privacy Basics Training</b> | <b>Agency Name:</b> |
|--|---------------------|

**Approval/Disapproval Response**

|  |                     |
|--|---------------------|
| I have read this request for waiver and approve distribution of the CD-based training. |                     |
| <hr/> Lynn Allen, Associate CIO, Cyber Security  | <hr/> Date Approved |

|   |                        |
|---|------------------------|
| I have read this request for waiver and disapprove distribution of the CD-based training. |                        |
| <hr/> Lynn Allen, Associate CIO, Cyber Security   | <hr/> Date Disapproved |
| Reason for Disapproval:   |                        |

## Guidance for Providing Paper-Based Privacy Basics Training

In order to accommodate employees and contractors without computer access, Cyber Security will provide the Computer Security Awareness and Privacy Basics training in paper format. *This training is not to be used by employees or contractors with web or CD access to the training.*

Agencies are responsible for distributing this training to their offices that require it. The training may be provided to users on an individual basis or in a classroom/town hall arrangement. If provided in a classroom arrangement, a sign-in/sign-out sheet should be utilized for verification purposes.

### Managers/CIOs:

The lead manager (CIO, IT Director, area manager, etc.) in an office/division/region must sign the certification form attesting to the completion of training for all of the employees submitted in the attached spreadsheet. The certification form should not be signed by the ISSPM/ISSO unless they are also the lead manager for the office.

If users take the training on an individual (non-classroom) basis, it is strongly suggested that a training confirmation form/memo be submitted to the individual's supervisor/certifying manager as written proof of completion.

### ISSPMs/AgLearn Coordinators:

Employee information must be entered into the provided Excel spreadsheet. Please do not delete the columns. If additional columns are needed, add them after the provided information.

Note: Accounts without a Student ID number will need to be entered manually (if an account exists). If an AgLearn Student ID number is known and provided, AgLearn coordinators will be able to run a script to extract the user information from the spreadsheet and have it electronically entered into AgLearn.

If you have any questions, please contact the Cyber Security Training point of contact, Terri Walker-Cole at (202) 690-1451 or via email ([Terri.Walker-Cole@usda.gov](mailto:Terri.Walker-Cole@usda.gov)).

| AgLearn Student ID | Student Last Name | Student First Name | Course ID (pre-filled)    | Course Title (pre-filled)         | Revision Date (pre-filled) | Exam Type (pre-filled) | Completion Status | Completion Date/Time (mm/dd/yyyy hh:mm:ss AM) | Contact Hours (pre-filled) | Comments |
|--------------------|-------------------|--------------------|---------------------------|-----------------------------------|----------------------------|------------------------|-------------------|---|----------------------------|----------|
| AA123456           | LastName          | FirstName          | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       | 08/11/2006 12:54:13 PM                        | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |
|                    |                   |                    | USDA-PRIVACY-BASICS-PAPER | USDA Privacy Basics - Paper Based | 8/9/2006 10:33:00 AM       | Course                 | Course Pass       |   | 0.75                       |          |

Required for each Leamer  
 Will be automatically filled  
 Optional



TO: Lynn Allen  
 Associate Chief Information Officer  
 Cyber Security

FROM: Chief Information Officer (Name of Agency)

SUBJECT: Exemption Request for Fiscal Year (FY) 2007 Computer Security  
 Awareness and Privacy Basics Training

We request the following numbers and categories of users be exempt from the FY 2007 Computer Security and Privacy Basics training. We understand that the users included in these identified categories will be required to take the training upon return to active duty.

| Exemption Type (check all relevant boxes)           |                          | Number Exempt |
|---|--------------------------|---------------|
| Extended Medical Leave                              | <input type="checkbox"/> |               |
| Personnel Action (LWOP, administrative leave, etc.) | <input type="checkbox"/> |               |
| Military Leave                                      | <input type="checkbox"/> |               |
| Other (describe):                                   | <input type="checkbox"/> |               |

I understand and attest to the following:

1. This exemption request does not circumvent Department Regulation 3620-001 "USDA eLearning Services, Courseware, and Content" to avoid use of the Department's AgLearn system to provide this training.
2. My agency AgLearn lead or other agency designated staff member will enter the exemption status information into the AgLearn system in a timely manner.
3. My Agency Information System Security Program Manager (ISSPM) is responsible for verifying the data entered into the AgLearn system so the information can be used for FY 2007 Federal Information Security Management Act (FISMA) reporting requirements.

\_\_\_\_\_  
 Agency CIO signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agency ISSPM signature

\_\_\_\_\_  
 Date

|   |              |
|---|--------------|
| Exemption Request for FY 2007 Computer Security Awareness and Privacy Basics Training | Agency Name: |
|---|--------------|

**Approval/Disapproval Response**

|  |                        |
|--|------------------------|
| I have read this request for waiver and approve distribution of the CD-based training. |                        |
| _____<br>Lynn Allen, Associate CIO, Cyber Security                                     | _____<br>Date Approved |

|   |                           |
|---|---------------------------|
| I have read this request for waiver and disapprove distribution of the CD-based training. |                           |
| _____<br>Lynn Allen, Associate CIO, Cyber Security  | _____<br>Date Disapproved |
|   |                           |
| Reason for Disapproval:   |                           |

|  |                     |
|--|---------------------|
| <b>Exemption Request for FY 2007 Computer Security Awareness and Privacy Basics Training</b> | <b>Agency Name:</b> |
|--|---------------------|

**Approval/Disapproval Response**

|  |                        |
|--|------------------------|
| I have read this request for waiver and approve distribution of the CD-based training. |                        |
| _____<br>Lynn Allen, Associate CIO, Cyber Security                                     | _____<br>Date Approved |

|   |                           |
|---|---------------------------|
| I have read this request for waiver and disapprove distribution of the CD-based training. |                           |
| _____<br>Lynn Allen, Associate CIO, Cyber Security  | _____<br>Date Disapproved |
| Reason for Disapproval:   |                           |
|   |                           |