

# Reclamation Manual

## Directives and Standards

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- Subject:** Reclamation Information Technology (IT) Security Program (ITSP): IT Security Awareness and Training Requirements
- Purpose:** Establishes IT security awareness and minimum required training for Reclamation.
- Authority:** The Privacy Act of 1974 (5 U.S.C. § 552a); Federal Managers' Financial Integrity Act of 1983 (Public Law 97-255); Office of Management and Budget (OMB) Circular No. A-130, Appendix III, *Security of Federal Automated Information Systems* (50 Federal Register 52730, December 24, 1985); OMB Circular No. A-123, *Management Accountability and Controls* (31 U.S.C. § 3512, June 21, 1995); The Computer Security Act of 1987 (Public Law 100-235); Fiscal Year 2001 Defense Authorization Act (Public Law 106-398) including Title X, Subtitle G, *Government Information Security Reform; Practices for Securing Critical Information Assets*, Critical Infrastructure Assurance Office (January 2000); Department of the Interior Departmental Manual Part 375, Chapter 19, *Information Technology Security*; and Special Publication 800-16, *Information Technology Security Training Requirements: A Role- and Performance-Based Model*, National Institute of Standards and Technology.
- Contact:** Information Resources Services, D-7100  
Human Resources, D-4000
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1. **Introduction.** This Directive and Standard establishes essential IT security, technical, and management training requirements for Reclamation. To ensure the success of the ITSP, every Reclamation employee, contractor, and volunteer needs to understand their responsibilities, the security risks associated with IT, and to gain an awareness of the principles and practices for secure computing.
2. **Goal.** The goal of this Directive and Standard is to facilitate a stable business environment by promoting IT security awareness and accepted IT security practices through minimum training requirements.
3. **Definitions.**
  - A. **IT Security Awareness.** The knowledge of IT security requirements and procedures that enable Reclamation employees, contractors, and volunteers to perform their job responsibilities in a manner that safeguards Reclamation IT resources and data.
  - B. **IT Technical Staff.** Reclamation employees, contractors, and volunteers who perform IT functions supporting accessibility, operations, maintenance, performance, reliability, and

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development of Reclamation IT resources. This includes, but is not limited to, software engineers, system and database administrators, user support technicians, network managers, and system analysts.

4. **Scope.** This Directive and Standard applies to Reclamation employees, contractors, consultants, and volunteers who access Reclamation IT resources.
5. **Procedures - Minimum IT Security Training Requirements.**
  - A. **Annual IT Security Awareness Training.** Pursuant to the Computer Security Act of 1987 (Public Law 100-235), all Federal Government employees, contractors, and volunteers that access Reclamation IT resources are required to successfully complete an IT security awareness class annually. New employees, contractors, and volunteers will complete security awareness training before they are granted access to IT systems. This training will include topics such as why IT security is important, data responsibilities, use of passwords, network and Internet guidance, and virus protection. Reclamation's IT security awareness training is provided on the Intranet and must be completed annually to document compliance with the law.
  - B. **Application-Specific Training.** Prior to accessing sensitive, restricted, or critical applications, employees and contractors will receive training on the use of those systems. This training will include security topics such as access control, data protection, data sensitivity, and any security requirements unique to the application.
  - C. **Training for IT Technical Staff.** In addition to the training described above, IT technical staff are required to complete annual IT security training specific to the IT functions they perform. Examples include access controls, password management, content filtering, encryption, etc. Technical training which includes IT security as a significant part of the course will meet this requirement.
  - D. **IT Security Training for Managers.** In addition to the annual awareness training referenced above, all Reclamation managers and supervisors are required to complete an overview on the legal and administrative requirements related to the development and operation of an effective IT security plan and responsibilities of system/data ownership. Accrediting officials and IT managers are required to take in-depth training on the legal and administrative requirements of IT security, such as the Department of the Interior's (DOI) "Introduction to Information Technology Security Seminar."
  - E. **IT Security Managers (ITSM) Training Requirements.** ITSMs are required to complete a recognized basic IT security course, such as DOI's "Introduction to Information

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Technology Security Seminar.” In addition, ITSMs are required to participate in at least one course or conference annually which focuses on IT security topics. This should include topics such as Federal, legal, and policy requirements for IT security, computer/network security program, physical security, security architectures and technologies, operation and administration of security programs, and incident handling.

- F. **IT Security Information Dissemination.** Reclamation personnel will be kept aware of IT security concerns through the Intranet, e-mail, and Security Day programs. IT security concerns include computer virus alerts, denial of service attacks, hacker invasions, and any other IT security incident.

### 6. Responsibilities.

- A. **Chief Information Officer (CIO).** The CIO has overall responsibility for the ITSP in Reclamation.
- B. **Directors of Reclamation Regions and Offices (Accrediting Officials).** Directors of Reclamation Regions and Offices have responsibility for developing IT system security plans that identify specific training requirements and accrediting and ensuring the security of IT systems under their authority. This responsibility may be delegated no more than one level down (Deputy or Assistant Directors).
- C. **Human Resources Training Officer or Coordinator.** The Human Resources Training Officer or Coordinator will ensure new employees receive IT security awareness training and assist ITSMs, managers, and technical staff in locating IT security training courses/programs that apply to Reclamation organizations. Offices may use this information to determine priorities for the training year and develop employee training plans. The Human Resources Training Officer or Coordinator will also maintain records of IT security training, verify who is/is not in compliance with IT security training requirements, and report this information to appropriate managers in January and July of each year.
- D. **Reclamation ITSMs.** ITSMs will coordinate the IT security training and awareness program with the Human Resources Office. ITSMs are also responsible for updating the IT security awareness training course and disseminating IT security information. The Bureau ITSM coordinates with the Regional ITSMs and acts as liaison to the CIO and the Department ITSM.
- E. **Contracting Officers.** Contracting Officers have the responsibility to include IT security clauses in contracts for IT services and consultation to ensure contractor personnel have the appropriate security training prior to the contractor accessing Reclamation IT systems.

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- F. **Reclamation Managers.** Reclamation Managers will support the IT security training program by identifying their staff training requirements, providing the resources to meet those requirements, and allowing the time for staff to complete the training.
  
- 7. **Related Directives and Standards.** For related and supporting Directives and Standards see the Information Resources Management (IRM) section of the Reclamation Manual (RM) and RM HRM 01-01, *Human Resources Development and Training Program*.