

United States Department of Agriculture



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“Transmitted via Email”

June 12, 2008

MINNESOTA BULLETIN NO. 360-8-16

SUBJECT: PER – Computer Security Awareness and Privacy Training for New Employees

Purpose. To inform all supervisors of process for new employees and partners before access to CCE or PII work.

Expiration Date. September 30, 2008

The Federal Information Security Management Act (FISMA) of 2002 and Office of Management and Budget guidance requires Computer Security and Awareness Training (CSAT) and privacy training for all employees and contractors to include volunteers and partners.

**EFFECTIVE IMMEDIATELY**

Departmental Manual 3545-001 Chapter 9, Part 1 dated 2/17/05, which allowed 60 days after reporting to duty to complete CSAT and privacy training, is superseded with the following guidance:

New employees and contractors, to include volunteers and partners, are required to take the CSAT and privacy basics training prior to being allowed access to any USDA information systems, sensitive electronic or hard copy data.

**NEW PROCEDURE:**

All **new federal** employees are able to take the Privacy Basic Training and Computer Security Awareness Training courses online. The courses have been posted on the "Information Technology Center (ITC) Website" at <http://www.itc.nrcs.usda.gov/>.

The courses can be run by clicking on the course titles (FY 08 Privacy Basics Training or FY 08 Computer Security Awareness Training) links under the "Quick Access" menu on the left hand side of the screen.

Once you click on the links the presentation will show up. To run the courses full screen, please do the following --

1. Click on the [Outline] button on the lower left hand side of the screen.
2. Either use the Slide arrow keys at the bottom of the screen to go through the slides OR click on the [Full Screen Slide Show] button on the lower right hand side of the screen. Both ways you will need to use your mouse to click through the slides/presentation.

When the user has completed the course(s), the last page of the presentation links the user to the "CSAT or Privacy Basics Training Test" located on the public FTP site ([ftp://ftp-fc.sc.egov.usda.gov/ITC/FY2008\\_CSAT\\_Docs/](ftp://ftp-fc.sc.egov.usda.gov/ITC/FY2008_CSAT_Docs/) or [ftp://ftp-fc.sc.egov.usda.gov/ITC/FY2008\\_Privacy\\_Basics\\_Docs/](ftp://ftp-fc.sc.egov.usda.gov/ITC/FY2008_Privacy_Basics_Docs/)). Instructions in the slide/presentation tell them to print out the form and answer the questions... next, send the test answers to Gloria Larson, HRO for grading.

3. To get out of either the presentation or the Training Tests, the user will have to use the [Back] button on the Microsoft Internet Explorer menu to get back to the slide/presentation and then the [Back] button again to exit.

A signed certification of completed training will be required of new users to include a passing score of answering 7 out of 10 questions correctly.

All **new partner/contractor/ volunteer** employees can take the courses on their home computer or a local library computer online through AgLearn to before getting access to the network or IT resources.

The procedure is as follows:

- Sign-up for a Level 2 eAuthentication "customer" account
- Register in AgLearn, web-based courses are added by Charles Montgomery, SAO/Training Officer to their Learning Plan to complete the training.

A revised IRM 2 removing the 60 completion requirement is to be replaced with "have completed" and will be issued soon.

For any questions please contact Gloria Larson, HRO/ISSPOC at 651-602-7902 or via email to [gloria.larson@mn.usda.gov](mailto:gloria.larson@mn.usda.gov). AgLearn questions should be directed to Charles Montgomery, SAO/Training Officer at 651-602-7875 or via email to [charles.montgomery@mn.usda.gov](mailto:charles.montgomery@mn.usda.gov).

/s/

WILLIAM HUNT  
State Conservationist

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