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Memorandum

To: All U.S. Geological Survey Employees, Contractors, Volunteers, and Emeriti

From: Timothy S. Quinn //S//
Chief, Office of Enterprise Information
Associate Director for Information Resources

Subject: Fiscal Year 2016 Annual End-User Federal Information System Security Awareness Plus Privacy and Records Management Training Announcement

The purpose of this memorandum is to announce the fiscal year 2016 Federal Information System Security Awareness Plus Privacy and Records Management (FISSA+) training requirement. Federal law requires that all users of the Department of the Interior (DOI) information systems complete annual training in the areas of information security, privacy, and records management roles and responsibilities. The FISSA+ course fulfills these requirements through the on-line course assigned to all U.S. Geological Survey (USGS) Employees and Contractors in the DOI LEARN system. This training provides guidance on topics such as protecting personally identifiable information and understanding records management responsibilities including litigation holds. The course should take approximately two hours to complete. The deadline for completion is May 2, 2016; we encourage everyone to complete the training sooner rather than later. USGS users who do not complete this course by the deadline can expect their Active Directory and e-mail accounts to be disabled until the requirement is met.

Supervisors and Managers:

Please note that due to the temporary or sporadic nature of volunteers, interns, or emeriti who have ongoing associations with the USGS, the training was not automatically assigned to these individuals; however, they are still required to complete the training. They must log into DOI LEARN and register for the training themselves through the course catalog. Please ensure their immediate completion of the training upon their return to duty. For new employees, ensure their completion of the training within 30 days of receiving their government identification card. DOI LEARN is the required method for completion of this training and waivers are not available. Starting February 29, you will have the ability to view bi-weekly completion status reports sorted by organizational code at this File Transfer Protocol (FTP) site:

ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/FISSA+/

Also, starting April 11th, Course Analysis reports, which you can check anytime through your own DOI LEARN account, will be available for review every Monday and posted to the FTP site.

Accessing DOI LEARN:

In order to access DOI FISSA+ training in DOI LEARN, log into the DOI LEARN system at <http://www.doi.gov/doilearn/index.cfm>. Microsoft Internet Explorer is the recommended web browser for Windows users and Apple Safari is the recommended web browser for Mac users.

1. Log in to the DOI LEARN system,
2. On the "My Home" tab, look in the "My Learning" area [See note below],
3. Then click on "2016 Federal Information Systems Security Awareness+ Privacy and Records Management" to begin the training.

[Note: If you cannot find the FISSA+ course under "My Learning" or under "Access My Required Learning" from the "My Home" tab, click on "Search the Catalog Register for a Course," and "Click Here to Continue to the Catalog" then enter FISSA+ in the search box to self-register.]

DOI LEARN Access Issues:

Most technical problems with this training course are related to older versions of Flash Player or Java and also to incompatible web browser settings. Issues can be resolved by either contacting the USGS Service Desk at (703) 648-HELP (4357) or your local computer support. Additional assistance is also available through the Human Capital (HC) web site link below and the DOI LEARN Help Desk at doilearn@sumtotalsystems.com or (866) 466-1998.

Additional Resources:

Additional information can be found at the following websites for the FISSA+ course and HC, respectively:

<http://internal.usgs.gov/oei/security/information-technology-it-security/it-security-training/fissa>

http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html