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GS16000539

March 17, 2016

Memorandum

To: Executive Leadership Team  
IT System Owners  
IT System Security Officers

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

Subject: Fiscal Year 2016 Annual Role-Based Security Training Requirements

The purpose of this memorandum is to announce the timing for individuals with Significant Information Security Responsibilities (SISR) to complete required training. The Office of Management and Budget Circular A-130, Appendix III, as well as the Federal Information Security Management Act, require that the U.S. Geological Survey computer users with SISR complete Role-Based Security Training (RBST) on an annual basis. The due date for completion of all Fiscal Year (FY) 2016 RBST training is **Monday, May 16, 2016**.

New for FY16, RBST training will be assigned through DOI Learn based on individual job responsibilities and duties. Individuals fall into one of five categorized RBST groups. Group One (1) has been assigned one RBST course and Groups Two (2), Three (3) and Four (4) have been assigned two RBST courses. Once all assigned RBST training has been completed, individuals must complete the assigned '2016 Role-Based Security Training (RBST) Self Certification' course which asserts the requirement has been met. Individuals with the requirements are identified here:

[http://internal.usgs.gov/oei/wp-content/itsec/fy16\\_rbst\\_list.xlsx](http://internal.usgs.gov/oei/wp-content/itsec/fy16_rbst_list.xlsx)

Additional information for RBST training is located here:

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

If you have any questions about DOI Learn or training courses, please contact the Help Desk at 1-866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). For all other questions, please contact Sara Banks at [sbanks@usgs.gov](mailto:sbanks@usgs.gov) or Deb Spahr at [dsspahr@usgs.gov](mailto:dsspahr@usgs.gov).

cc:  
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FY16 RBST list  
ELT Sec