

In Reply Refer To:  
Mail Stop 201  
GS14000301

March 11, 2014

Memorandum

To: All U.S. Geological Survey Employees and Contractors

From: Karen D. Baker //s// *Karen D. Baker*  
Acting Associate Director for Administration, Enterprise Information  
and Human Capital

Subject: Fiscal Year (FY) 2014 Mandatory Annual End User Federal  
Information System Security Awareness Plus (FISSA+) Privacy and Records  
Management Training

The purpose of this memorandum is to announce the 2014 FISSA+ training requirement. Federal regulations require that all users of the Department of the Interior (DOI) information technology systems complete annual training in the areas of information security, privacy, and records management roles and responsibilities. The FISSA+ course fulfills these requirements. This on-line course has been assigned to all U.S. Geological Survey (USGS) Employees and Contractors in the DOI LEARN system. This training provides guidance on such as protecting privacy, including personally identifiable information and understanding records management responsibilities including litigation holds. A direct registration link is provided below. The course should take approximately 90 minutes to complete. The USGS deadline for completion is **May 16, 2014**. Please complete the training as soon as possible. Any USGS users who do not complete this course by the deadline can expect their Active Directory and e-mail accounts to be disabled.

Supervisors and managers please note that due to the temporary or sporadic nature of volunteers, interns, or emeritus ongoing associations with USGS, the training was not automatically assigned to these individuals. They must login to DOI LEARN and register for the training themselves. Please ensure their immediate completion of the training upon return to duty.

In order to access DOI FISSA+ training in DOI LEARN:

1. Log in to the DOI Learn Portal 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.

2. Click on your “My Home” tab, then click on “Access My Required Training.”  
[See note below]
3. Click on “2014 Federal Information Systems Security Awareness+ Privacy and Records Management” to begin the training.

For those who have not had it automatically assigned to their DOI LEARN account and are required to complete the training, please use this [Direct Link](#) to log in and register:

<https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=125225>

[Note: If you cannot find the FISSA+ course under "Access My Required Training," click on "Search the Catalog Register for a Course," and enter "FISSA" in the search box, then register.]

DOI LEARN is the required method for completion of this training and waivers are not available. If the training cannot be completed by the above date, please plan for the user's computer accounts to be disabled. Once completed you may then coordinate account reinstatement with the USGS Service Desk (703) 648-HELP (4357).

Starting March 31, supervisors and managers can view weekly completion status reports by organizational code at this [FTP site](#):

[ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI\\_Learn/FISSA+/](ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/FISSA+/)

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

[http://internal.usgs.gov/gio/security/security\\_training\\_fissa.html](http://internal.usgs.gov/gio/security/security_training_fissa.html)

[http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html)

#### 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. These issues can be resolved by either contacting the USGS Service Desk (703) 648-

HELP (4357), or your local computer support. Additional assistance is also available through the HC web site link above and the DOI LEARN Help Desk at [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com) or (866) 466-1998.