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March 28, 2013

Memorandum

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

From: Diane K. Wade //s// Diane K. Wade
Associate Director for Administration and Enterprise Information and Acting Associate
Director for Human Capital

Subject: Fiscal Year (FY) 2013 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 2013 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 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 17, 2013. 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 (to include 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 association 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 completion of the training when they return to duty.

The DOI FISSA+ training is available in DOI LEARN. Log in to the 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. After logging in,
2. Click on your "My Home" tab, then click on "Access My Required Training," [See note]
3. Then click on "2013 Federal Information Systems Security Awareness + Privacy and Records Management," and 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?src=CourseCatalog&selectTab=Details&id=117672>

[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.

Starting mid-March, 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%20Learn/>

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

http://internal.usgs.gov/gio/security/security_training_fissa.html

http://www.usgs.gov/humancapital/ececd/ececd_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 the USGS Service Desk (703) 648-HELP (4357), or your local computer support. Additional assistance is also available from the DOI LEARN Help Desk at doilearn@sumtotalsystems.com (866) 466-1998.