



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
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In Reply Refer To:
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Memorandum

To: U.S. Geological Survey Employees, Contractors & Volunteers

From: William H. Werkheiser *Will H. Werkheiser*
Acting Associate Director for Administration and Enterprise Information
and Human Capital

Subject: FY 2012 Mandatory Annual End-User Federal Information System Security
Awareness Plus (FISSA+) Privacy and Records Management Training
(Due by May 14, 2012)

The purpose of this memorandum is to announce the 2012 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. It should take approximately 90 minutes to complete. Managers, please ensure volunteers, interns or emeritus complete this training to assist with protecting personally identifiable information, sensitive information, and understanding litigation holds.

Although DOI LEARN may state a different due date, the USGS deadline for completion is **May 14, 2012**. This year DOI used a new process for FISSA+ training assignment which resulted in incorrect deadlines within DOI LEARN. A correction to this problem is being researched but this does not impede users from completing the course. Please complete the training as soon as possible. Any USGS users who do not complete this course by the USGS deadline can expect their Active Directory and Lotus accounts to be disabled.

The DOI FISSA+ training is available in DOI LEARN. Login 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,"

3. Then click on the “Federal Information Systems Security Awareness + Privacy and Records Management,” and begin the training.
4. 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.
5. Once the course appears, click on the “Details” tab, and then click “Enroll” to register.

It is important that the training be completed through DOI LEARN by May 14, 2012. Otherwise, computer accounts will have to be disabled and then later reinstated after the training is completed.

Starting mid-April, 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/ecd/ecd_trainingdoi.html

Technical problems with this training course are usually 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), or your local computer support. Additional assistance is also available from the DOI LEARN Help Desk at doilearn@sumtotalsystems.com (1-866-466-1998).