

From: **Frazier, Eldrich** <[efrazier@usgs.gov](mailto:efrazier@usgs.gov)>  
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Subject: ACTION REQUIRED: Fiscal Year 2014 Annual Role-Based Security Training Requirements

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April 15, 2014

Memorandum

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

From: Rich Frazier //s// ***Karen Kretlow***  
Chief, Office of Enterprise Information

Subject: ACTION REQUIRED: Fiscal Year 2014 Annual Role-Based  
Security Training Requirements

The purpose of this memorandum is to announce the timing for individuals with significant Information Technology (IT) security responsibilities 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 significant IT security responsibilities complete Role-Based Security Training (RBST) on an annual basis. The due date for completion of all Fiscal Year 2014 RBST training is **June 13, 2014**.

The list of individuals identified with significant IT security responsibilities and additional resources are available from the following RBST website:

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

Individuals on this list are associated with one of four groups, based on their security responsibilities. Executives and Senior Managers are part of group 1 and only need to complete one training course per year. The remaining groups 2, 3 and 4 have a minimum of two courses required per year, within varying topical areas. A list of the topical areas that pertain to each of the groups and suggested DOI LEARN training courses for each group is also available from the RBST website above. When selecting a course in DOI LEARN, a WebEx session that has been approved for RBST credit, or an external training course to fulfill the RBST requirement, care should be taken to ensure that the training aligns with at least one of the topical areas required for the specific group. All training, including external courses, must be documented in DOI LEARN as the authoritative source.

After users have completed their RBST training, they will need to certify completion of the RBST requirement by completing the DOI LEARN '2014 Role Based Security Training (RBST) Self Certification.' The RBST self-certification has been assigned within DOI LEARN to all individuals on the list so that they can receive automated reminders.

If you have any questions about DOI LEARN, please contact the Help Desk at 1-866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). For additional questions about RBST requirements, please e-mail Deb Spahr at [dsspahr@usgs.gov](mailto:dsspahr@usgs.gov) or Roy McCullough at [rmccullough@usgs.gov](mailto:rmccullough@usgs.gov).

Eldrich L. Frazier  
Chief Office of Enterprise Information  
Associate Director for Information Resources  
U.S. Geological Survey  
703-648-6828