

Role-Based Security Training Awareness

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Hello, Everyone

Welcome to Role-Based Security Training Awareness

I am D'Andrea Spann Training Specialist assistant to John Whiting for Role-Based Security Training.

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Bob Porter, is our IT Security Policy and Training Manager and John Whiting, is BLM IT Security Training Coordinator.

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RBST Overview

Today we are going to review BLM RBST program for 2009. After, the review of the presentation, go to DOI Learn and answer the follow-up questions for 30 minutes of RBST credit. If you have any questions or comments please send to blm_it_security_training@blm.gov

Topics to be reviewed are:

RBST Overview

RBST Process Overview

Curriculum internal and external

Other features for RBST 2009

RBST Completion

Q&A (Please e-mails all questions)

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RBST Overview, RBST Definitions per DOI, Groups & Hours, and Policy (NIST SP 800-16/DOI/BLM)

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RBST Definition Per DOI

Department of Interior (DOI) Role-Based Security Standard defines RBST users as having “significant IT security responsibility” as any employee or contractor whose job role or function includes any of the following:

- Elevated or advance rights, beyond a general user, to DOI IT systems for IT support and administration purposes;
- Bureau/Office and Departmental officials providing IT security program management, oversight, policy, compliance, implementation or IT security support responsibilities;
- IT managers and executives providing IT program management, oversight, policy, compliance or implementation responsibilities; and
- Other staff that have functions that impact the implementation of cyber security above their own user level.

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Groups and Hours

DOI has taken the above definition and broken it down into the following groups and hours:

Group 1 – Executive and Senior Management – 4 Hours Minimum Training Annually

Bureau, Regional, and Office IT Division Heads
Chief Information Officers
Deputy Chief Information Officers
Authorizing Officials or Designated Approving/Accrediting Authorities
User Representatives
Information System Owners
Information Owners

Group 2 – IT Security Management – 7 Hours Minimum Training Annually

Chief Information Security Officers
Deputy Chief Information Security Officers
Information Assurance Officers
Information System Security Officers
Information System Security Managers
Certification and Accreditation (C&A) Managers
Plan of Actions and Milestones (POA&M) Managers and Coordinators
IT Program Managers

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Group 3 – IT Security Administration – 10 Hours Minimum Training Annually

Network Administrators
System / Application Administrators
System Designers / Developers
Programmers / Systems Analysts
Database Administrators
Systems Operations Personnel
Computer Incident Response Team/Coordination members
Technical Support Personnel
Telecommunications Specialists

Group 4 – IT Security Collaboration/Evaluation – 4 Hours Minimum Training Annually

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Privacy Act Officers
Records Management Officials
Information Resource Managers
IT Security Auditors, Assessors, and Information Assurance
Compliance Officers
IT Security Policy and Compliance - Auditors, Evaluators and Managers
Certification Agents
Contracting Officers
Contracting Officer's Representatives or Contracting Officer's Technical
Representatives
Human Resources personnel
Procurement, acquisitions and budget personnel

We have created a document to help define the above roles and functions, which you will be able to find on our BLM IT Security Training website along with other links.

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Policy (NIST SP 800-16/DOI/BLM)

National Institute of Standards and Technology (NIST) SP 800-16 is where the policy defines the standards we must meet for federal compliance. Links to DOI, BLM, and NIST policy can be found on our IT Security website.

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RBST process overview, Communications: confirmations, reporting, reminders, and waivers

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RBST Process Overview

In short, you will be notified you are on the list, complete your mandatory hours and courses (if any), you will receive a completion e-mail, you will self-certify, and then prepared for the next year. But, how will this look?

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Communications

Your main communications, which you will receive, will come from blm_it_security_training@blm.gov. You may receive additional communications from DOI Learn, your course enrollment e-mails, SkillSoft license information, etc.

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Confirmation you are on the list

You will receive an e-mail confirming you are on the list as a RBST user. The e-mail will provide your group number and hours required to complete RBST. If there are any mandatory, courses required like the Computer Security Incident

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Response Training (CSIRT) course it will count toward your RBST hours and you will receive a separate e-mail with information and instructions on the course.

The confirmation e-mail will also inform you of the self-certification test, which we will review shortly. In addition, provide the link to BLM IT Security Training website, along with NTC contact information.

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Reporting, Reminders, Extension/Waivers

For those who took RBST last year, I know you remember all the reminders you received, filling up your e-mail box. Reports and reminders will go out monthly Aug-March and weekly April-July. Two weeks before the due date, you will receive a reminder phone call.

Extension/Waiver, do to advance notice of your requirements; there will be no extensions or waivers for 2009. You may ask; what if a person goes on extended leave? If they have a return to duty date prior to the RBST completion due date, they will remain on the list and is expected to complete their training. If the return to duty date is after the due date, their account will be suspended until training is completed.

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Curriculum-internal SkillSoft, DOI and NTC-external Approved institutions, other institution and SF-182 form

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Curriculum – How to complete your training

There are several options available to complete RBST requirements:

- SkillSoft courses,
- In-house training,
- Certified/approved institutions/others

SkillSoft

There are tons of SkillSoft/Smartforce course in DOI Learn. We have provided a recommended list of courses per group.

DOI/BLM-NTC

DOI may create courses for RBST, they may be mandatory for some. An example would be Computer Security Incident Response Training (CSIRT). We will send you an e-mail with information about any mandatory courses and then enrolled you in the course.

BLM may host a course such as this to help provide training that will meet your requirements. NTC may hold some instructor-led training for RBST. Your State/Center may also offer RBST courses.

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In-house training provided by state/center is a gray area between internal and external training. For consistency, in-house training provided by state/center is considered external training needing approval from CIO, ITSM, & NTC.

Institutions

NTC has provided a list of approved institutions (courses taken must be IT related) you only need to send in your completion certificate. Unapproved institution's courses must be approved by ITSM, CIO & NTC. It is recommended you submitted the course before completing.

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Internal Training

Internal training is any training that is automatically captured in DOI Learn; online courses taken in DOI Learn and instructor-led courses that are registered for in DOI Learn.

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External Training

External Training is defined as any training that is not automatically recorded in DOI Learn when you complete the course. You will also have a SF-182 form to complete.

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SF-182

Employees

In addition to submitting a completion certificate, employees are required by the Office of Personnel Management to complete form SF-182 External Training Authorization for all external training. We will provide instructions on how to complete the SF-182 form once the policy has been published.

If you incur costs (i.e. renting a room to host training, the purchase of training materials, any development expenses) you must provide a cost per student attending the training when completing the SF-182 form.

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Contractors

Contractors only need to submit a certificate of completion. Contractors will NOT need to complete form SF-182.

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Review very important, internal training examples are SkillSoft, DOI courses, BLM/NTC and external training examples are outside institutions and in-house training conducted by states/centers.

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Other features for RBST 2009, a newsletter, a calendar, and a website.

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Newsletter

We are in the process of developing a BLM Security Newsletter. You will receive a link to the newsletter on quarterly bases. There will be a few questions at the end of the newsletter to answer; you will receive 30 minutes credit toward your RBST requirement for reading the newsletter.

Calendar

We have also developed a calendar posted on the website with important dates you will need to know, for completion of RBST and FISSA.

Website

As I have mention we have a new website, where we will post information that will help you fulfill your RBST and FISSA requirements. The website link will be in your confirmation e-mail.

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RBST Completion and self-certification test

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RBST Completion

Once we have determined that you have met your requirements, you will receive a completion e-mail. We will provide you instructions for the self-certification course and information about completing a RBST survey.

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Self-Certification Course

The FY 2009 DOI Role Based Self Certification Test is used to track and report completion status of all RBST users. All BLM RBST users will be enrolled in the 1 questions self-certification. The course will appear in the "Online Courses" section in DOI Learn – My Courses. Once RBST users has met their requirements for RBST (hours and mandatory courses), they will receive an e-mail message from BLM_IT_Security_Training@BLM.GOV instructing them to complete self-certification.

DO NOT COMPLETE THE SELF-CERTIFICATION IF YOU HAVE NOT RECEIVED YOUR COMPLETION E-MAIL FROM BLM_IT_Security_Training@BLM.GOV.

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Due Date

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You must have your RBST requirements met by July 15, 2009. Personnel who do not complete their required training by the due date will have their access to BLM computer systems disabled.

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Two important things 1st) last year we reach 98% completion rate, this year the goal is 100%, please do not wait until the last minute to complete your training. 2nd) We are in the process of creating an RBST survey. You will be sent a link to the survey once it has been completed. Please complete the survey when you receive the link. Our goal is to make this process as easy and seamless as possible, as you will have to complete it every year. Anything we can do to make it easier on you we will, but we will not know unless you tell us.

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Please login to DOI Learn, enroll in RBST Awareness Training, and complete the test to receive your 30 minutes of RBST credit.

Q&A

Please send all questions to BLM_IT_Security_Training@BLM.GOV.