Security & Awareness Training (SAT) for New Accounts

Effective immediately, FSIS will be strictly be adhering to the federal mandate that Security & Awareness Training (SAT) must be completed by all system users, managers, senior executives, and contractors prior to accessing any Agency IT account or equipment. All personnel must follow FSIS Directive 1306.8, Revision 2 which states that SAT should be administered immediately upon hire prior to obtaining network access and annually thereafter.

Impacts:

- New User Accounts will not be setup until completion of the SAT has been verified by the SAT Compliance Team.
- Managers and Contracting Officer Representatives (CORs) should ensure SAT completion and attach the Certificate of Completion to the FootPrints ticket request for New User Account Setup. This will avoid delays in processing the New User Account Setup request.
- Since the network account is a requirement for issuance of FSIS IT assets such as a computer or smartphone, IT assets may be delayed due to non-completion of the SAT.

Taking the Training:

- All new hires can take the SAT training through the public "courseavenue" website link which is https://deliver.courseavenue.com/Login/usda.
- For information regarding the external online version of the training visit: https://usda.custhelp.com/app/answers/detail/a_id/1765.
- Users who require support with the SAT online course should contact the AgLearn Help Desk at AgLearnHelp@genphysics.com or call (866) 633-9394.
- Users who have general questions concerning the training or need to request paper-based materials should contact the SAT Team at SAT@usda.gov.

We appreciate your support in ensuring the safety of our data, information, and systems.

Thank you,

Office of the Chief Information Officer

Lost/stolen laptop, Smartphone or other Personal Data Assistant (PDA) or Personally Identifiable Information (PII) Incident? Immediately contact USDA at 1-877-Pii2You or 1-888-926-2373, 24 hours a day, and then contact the FSIS Service Desk at 1 (800) 473-9135.
Supervisors should make a copy of this email available to inspection personnel without Outlook accounts.