

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
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In Reply To:

1264 (932.NS) P

February 19, 2004

EMAIL TRANSMISSION – 2/20/04  
Instruction Memorandum No. 2004-032  
Expires: 09/30/2005

To: All Montana/Dakotas Employees  
From: State Director  
Subject: Bureau of Land Management Annual End-user Federal **DD: 07/30/2004**  
Information Systems Security Awareness Training

**Program Area:** Information Technology Security

**Purpose:** This Instruction Memorandum is issued to implement the requirements of the Bureau of Land Management (BLM) Annual End-user Federal Information Systems Security Awareness Training.

**Policy/Action:** Federal regulations require all users of BLM information systems to receive annual Information Technology (IT) security awareness training. To fulfill this training requirement, all personnel using BLM IT systems are required to complete the training titled “Federal Information Systems Security Awareness” before July 30, 2004.

The IT Security Program Office, IT Security Training website is located at <http://www.doiu.nbc.gov/itsecurity> . It can be reached directly or through the “What Every Employee Should Know” link on the Montana/Dakotas intranet home page under Security.

You will be asked to enter your last name and the last four digits of your social security number. This information is collected to assure proper credit is given for completing the training. Reports on progress will be sent to the State IT Security Manager.

The course will launch in a separate window. This course should take approximately one hour to complete. You do not have to complete the course in one session. You will be able to exit and return to any sections not completed.

Please note that you must take a test at the end of each section of the course. To qualify for a certificate of completion, you must receive a total score of 70 percent or better.

The course can be taken aurally with speakers or headphones if preferred.

When completed, click on “Quit” and return to the DOI window to print your certificate. We recommend that you review the certificate printing instructions before you print your certificate.

**Time Frame:** This policy is effective immediately.

**Budget Impact:** Effective implementation of this policy in the BLM will have a positive impact on the budget by minimizing the risk of loss of availability, integrity, and confidentiality of BLM IT Systems.

**Background:** OMB A-130, Appendix III implements the requirements of the Computer Security Act of 1987 (P.L. 100-235), and establishes a minimum set of controls to be included in Federal automated information security programs; assigns Federal agency responsibilities for the security of automated information; and links agency automated information security programs and agency management control systems established in accordance with OMB Circular No. A-123. The policy contained in 1264.6, Education and Awareness, BLM IT Security Manual, contain the references which implement the BLM IT Security Training program. The Bureau memorandum on this topic is Instruction Memorandum No. 2004-100.

**Contact:** Please direct your questions about the BLM IT Security program to the Norma Smith, State IT Security Manager, MT-932, at 406-896-5270.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Laura Schmier (MT-932)