



UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer
Washington, D.C. 20230

APR 10 2009

MEMORANDUM FOR: Chief Information Officers

FROM:

Suzanne Hilding

SUBJECT:

FY 2009 General IT Security Awareness Training

As required by the Federal Information Security Management Act (FISMA), the Department of Commerce (DOC) is responsible for ensuring that all employees and contractors with access to DOC information and systems complete the IT Security Awareness Training each fiscal year.

Employees may access the FY09 IT Security Awareness Training course via the Commerce Learning Center (CLC) (<http://learn.doc.gov>, click on your serving learning center). The CLC course includes general security awareness training as well as the importance of protecting Personally Identifiable Information (PII). The CLC employs the user name and password to record the successful completion of the training, and provides the basis for reporting compliance. If users require login or course access assistance, employees should contact their respective Operating Unit (OU) IT or CLC support desk.

OUs that elect to use other training platforms should register training with the CLC in accordance with *Human Resources Bulletin #76 FY08*. Additionally, OU CIOs are responsible for ensuring that all staff has received the training, and that such training is appropriately recorded by **August 14, 2009**.