12/23/2020

Awareness and Training SOP

12/23/2020

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1.1. **Training and Awareness.** The organization complies with DoD 8570.01-M. Cybersecurity Workforce Improvement Program and any Training policy published by the Department of Defense (DoD). Training provided to site personnel will be dependent on their role.

1.1.1. All training provided to users within the facility must be reviewed at least annually by the ISSM/ ISSO to ensure compliance with security standards.

1.2. **General User Training.**

1.2.1. All users will complete the mandated Defense Information System Agency (DISA) Cyber Awareness Challenge course (refer to Appendix A) before obtaining an account and annually thereafter. Users must comply with this training in order to maintain their Unclassified Network Account.

1.2.2. Users will also sign a User Agreement acknowledging Rules of Behavior upon receipt of their account. Refer to Appendix A of the Personnel Management Manual.

1.2.3. All personnel residing within the facility will comply with the Cybersecurity Workforce Improvement Program and Training policy published by the DoD. Training provided to site personnel will depend on their role. All personnel who reside in the facility must read this document, sign a User Agreement, receive local Incident Response training, and read any related policies dictated by the facility SSO/SSR prior to the creation of their account.

1.2.3.1. The ISSM/ISSO will provide Incident Response training on the first and last Friday of each month.

1.2.3.2. All new personnel are required to attend Incident Response training within 30 days of appointment to their position and annually thereafter.

1.3. **Privileged User Training**.

1.3.1. Privileged Users are users with elevated permissions, such as account creation, Touch Maintenance Technicians (TMT), Active Directory (AD) Administrators, Directory and Resource Administrator tool (DRA) Administrators and media-burning capabilities.

1.3.2. The ISSM/ ISSO must ensure that privileged users have received training pertaining to the particular privilege and will report changes to the Account Managers.

1.3.3. The ISSM/ ISSO must maintain a list of privileged users along with training and certification data in accordance with AFMAN 17-1303 and DoDM 8570.01. This list will be updated at least annually with coordination with Account Managers.

1.4. **Cybersecurity Personnel Training.**

1.4.1. Cybersecurity personnel include those from Office A and Office B.

1.4.2. The ISSM/ ISSOs will attend the ISSM training within six months of position appointment. Other Cybersecurity personnel are encouraged but not required to attend.

1.4.3. Personnel residing in the facility must accomplish training annually or as changes to the training occur.

1.4.4. The ISSM/ ISSO is responsible for ensuring that all personnel residing in the facility receive training that outlines procedures for identifying and reporting potential indications of insider threat in addition to identifying and reporting anomalous behavior and suspicious communications within email traffic.

1.5. The ISSM/ ISSO will coordinate with the Wing Cybersecurity Office (WCO) to avoid duplication of effort and to ensure compliance with local policies and procedures.

1.6. Account Managers and the ISSM/ISSO will maintain a copy of users' Cyber Awareness Training and will require users to present a renewed certificate in order to extend account expiration date. All training and certificates as well as User Agreements will be maintained for five (5) years.

2. The High Chancellor of Security must review and endorse this document annually.

Emmitt Durkaj, HCoS

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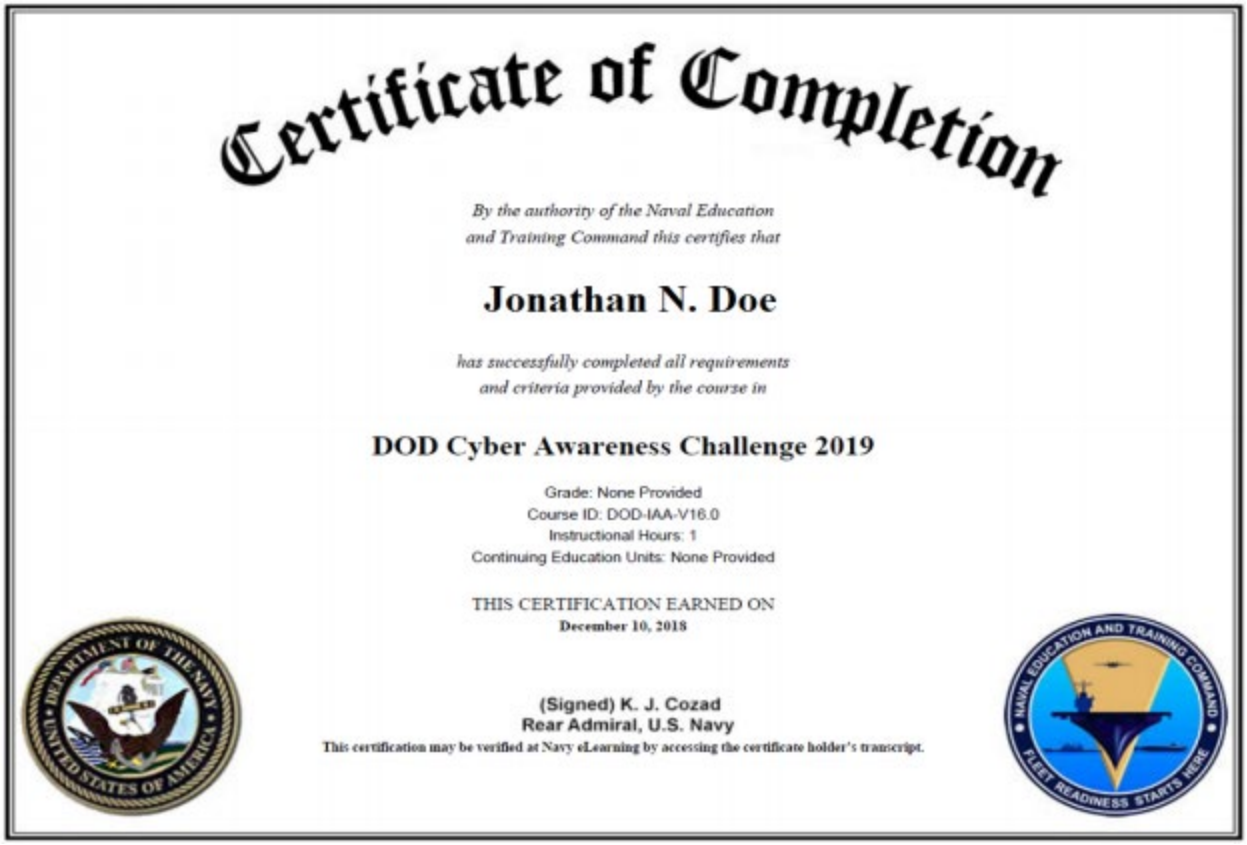
Date: 2021.02.21 18:08:30 -05'00'

12/23/2020

Appendix A: Training Certificate



Certificate of Completion

By the authority of the Naval Education and Training Command this certifies that

Jonathan N. Doe

has successfully completed all requirements and criteria provided by the course in

DOD Cyber Awareness Challenge 2019

Grade: None Provided
Course ID: DOD-IAA-V16.0
Instructional Hours: 1
Continuing Education Units: None Provided

THIS CERTIFICATION EARNED ON
December 10, 2018

(Signed) K. J. Cozad
Rear Admiral, U.S. Navy
This certification may be verified at Navy eLearning by accessing the certificate holder's transcript.