|  |  |
| --- | --- |
| **[Organization Name]**  **Information Technology Standard** | **No:** [Policy Number: e.g. POL-GOV-01] |
| **IT Standard**:  **Security Awareness and Training** | **Updated:** [Updated Date] |
| **Issued By:** [Authority: e.g. CEO or CIO]  **Owner:** [Owner: e.g. IT Department] |

# 1.0 Purpose and Benefits

# To ensure that the appropriate level of information security awareness training is provided to all Information Technology (IT) users.

Needed

# 2.0 Authority

This policy is established under the authority of organizational management and is guided by best practices outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework 2.0. While not mandated by law, the organization adopts this framework to enhance its cybersecurity posture and protect its information assets. The authority for enforcement and adherence to this policy is vested in the [Authority], who is responsible for ensuring compliance across all departments.

# 3.0 Scope

This policy applies to all employees, contractors, third-party vendors, and any individuals or entities accessing, using, or managing the organization's information systems, networks, and physical infrastructure, regardless of the medium or format of the information. It covers all electronic, paper-based, and verbal communication, including, but not limited to, data processing systems, cloud services, email platforms, mobile devices, databases, and other digital storage mechanisms that store, transmit, or process sensitive organizational information.

The policy encompasses internal and external users, whether they access the organization's systems on-site or remotely, and includes all physical infrastructure such as data centers, workstations, and hardware that interact with or support the organization's information environment. Additionally, it extends to any devices, both personal and organizational, that connect to the corporate network or handle company data.

All users are responsible for protecting the confidentiality, integrity, and availability of information, complying with this policy and relevant laws, and familiarizing themselves with the organization's security policies and procedures to ensure the protection of organizational assets. Failure to comply with these requirements may result in disciplinary action, including termination of access rights or contractual agreements.

# 4.0 Information Statement

[Statement Needed]

### Security Awareness Training

The [Owner] shall:

* 1. Schedule security awareness training as part of initial training for new users.
  2. Schedule security awareness training when required by information system changes and then [entity specified frequency] thereafter.
  3. Determine the appropriate content of security awareness training and security awareness techniques based on the specific organizational requirements and the information systems to which personnel have authorized access. The content shall:

1. Include a basic understanding of the need for information security and user actions to maintain security and to respond to suspected security incidents.
2. Address awareness of the need for operations security. Security awareness techniques can include, for example, displaying posters, offering supplies inscribed with security reminders, generating email advisories/notices from senior organizational officials, displaying logon screen messages, and conducting information security awareness events.

### Security Awareness of Insider Threats

The [Owner] shall:

1. Include security awareness training on recognizing and reporting potential indicators of insider threat.

### Role-Based Security Training

The [Owner] shall:

1. Provide role-based security training to personnel with assigned security roles and responsibilities:
   1. Before authorizing access to the information system or performing assigned duties.
   2. When required by information system changes and [entity specified frequency] thereafter.
2. Designate personnel to receive initial and ongoing training in the employment and operation of environmental controls to include, for example, fire suppression and detection devices/systems, sprinkler systems, handheld fire extinguishers, fixed fire hoses, smoke detectors, temperature/humidity, HVAC, and power within the facility.

### Physical Security Controls

The [Owner] shall:

1. Provide initial and ongoing training in the employment and operation of physical security controls; physical security controls include, for example, physical access control devices, physical intrusion alarms, monitoring/surveillance equipment, and security guards (deployment and operating procedures).
2. Identify personnel with specific roles and responsibilities associated with physical security controls requiring specialized training.

### Practical Exercises

The [Owner] shall:

1. Provide practical exercises in security training that reinforce training objectives; practical exercises may include, for example, security training for software developers that includes simulated cyber-attacks exploiting common software vulnerabilities (e.g., buffer overflows), or spear/whale phishing attacks targeted at senior leaders/executives. These types of practical exercises help developers better understand the effects of such vulnerabilities and appreciate the need for security coding standards and processes.

### 4.6 Suspicious Communications and Anomalous System Behavior

The [Owner] shall:

1. Provide training to its specified staff on how to recognize suspicious communications and anomalous behavior in organizational information systems.

### 4.7 Continuous Monitoring

The [Owner] shall:

1. Designate personnel to document and monitor individual information system security training activities including basic security awareness training and specific information system security training.
2. Retain individual training records for a [entity specified amount of time].

# 5.0 Compliance

This policy shall take effect upon publication. Compliance is expected with all enterprise policies and standards. Policies and standards may be amended at any time; compliance with amended policies and standards is expected.

If compliance with this standard is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, entities shall request an exception through the following process.

# 6.0 Policy Exceptions

Requests for exceptions to this policy must be submitted to the [Authority] by the requesting department. Each request should include the scope and justification for the exception, potential risks, proposed mitigation measures, and a timeframe for achieving compliance. The [Authority] will review and discuss these requests with the department.

# 7.0 Definitions of Key Terms

|  |  |
| --- | --- |
| **Term** | Definition |
|  |  |

# 8.0 Contact Information

Submit all inquiries and requests for future enhancements to the policy owner at:

[Organization Address & Policy Owner’s Contact Info]

# 9.0 Revision History

This policy should be reviewed at least annually to keep pace with evolving regulations, threat landscapes, and organizational changes. However, more frequent reviews may be necessary following regulatory updates, cybersecurity incidents, significant technology changes, organizational shifts, or compliance audits. This policy should be revised based on these reviews and those revisions noted below.

| **Date** | **Description of Change** | **Reviewer** |
| --- | --- | --- |
|  |  |  |

# 10.0 Related Documents

National Institute of Standards and Technology (NIST) Special Publications: NIST SP 800-53 – Awareness and Training (AT), NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100; Electronic Code of Federal Regulations (CFR): 5 CFR 930.301