



State of Nevada

Information Security Committee

Standard

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1.0 PURPOSE

This standard establishes the minimum Information Technology (IT) Security Awareness Training standards for users of State information and information technology.

An effective level of awareness and training is essential to a viable IT Security Plan. IT Security Awareness Training helps insure that employees, consultants and contractors are aware of their responsibilities in protecting State information and information technologies from accidental or unauthorized access, manipulation, modification or destruction. The users who are not informed of management's policy, procedures and commitment to IT security are not likely to take steps to prevent occurrence of violations, make needed suggestions about improving security, nor recognize and report security threats and vulnerabilities.

2.0 SCOPE

This standard applies to all state agencies meeting the requirements identified in the State Information Security Consolidated Policy, Section 1.1, Scope and Applicability.

3.0 EFFECTIVE DATES

This standard becomes effective at the time of approval of the State Chief Information Officer (CIO).

4.0 RESPONSIBILITIES

The agency head and appointed Information Security Officer (ISO) have the responsibility to ensure the implementation of and compliance with this standard.

5.0 RELATED DOCUMENTS

State Information Security Program Policy 100, Section 3.5 Security Awareness
Information Security Officer (ISO) Roles and Responsibilities, S.3.03.01

6.0 STANDARD

- 6.1 Agencies shall make available on-going awareness training programs in IT Security and in the protection of information resources for all personnel, including consultants and contractors, who have access to any State information systems.
- 6.2 IT Security Awareness Training shall include periodic briefings and continual reinforcement of the standards of information security. Continual training may be accomplished using various types of technologies such as security bulletins, e-mails, and websites. Any changes to the policy that affect the user(s) must be communicated to the user(s) prior to/or promptly after the change depending upon the circumstance of the revision.
- 6.3 The Information Security Officer (ISO) shall coordinate efforts with the agency personnel or training section to ensure that all new and existing employees, consultants and contractors attend an orientation program that introduces information security awareness and inform them of information security policies and procedures. This training must be completed within 90 days. All employees, consultants and contractors that have access to information



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systems must acknowledge the security requirements of the system and their responsibility to maintain the security of the systems before access to the system is granted.

- 6.4 Acknowledgement of IT Security Awareness Training and/or Orientation occurs by signing a security awareness document indicating they understand their rights and responsibilities upon completion of the security awareness training and/or Employee Orientation. The ISO will determine the content of this document and how often this acknowledgement should be renewed. Security awareness training must be reinforced at least annually.

7.0 DEFINITIONS

None

8.0 RESOURCES

N/A

9.0 EXCEPTIONS

Requests for exception to the requirements of this Information Security Standard must be documented, provided to the Office of Information Security (OIS), and approved by the State Chief Information Security Officer (CISO).

Approved By

Title	Signature	Approval Date
State Information Security Committee	Approved by Committee	7/26/2012
State Chief Information Security Officer (CISO)	Signature on File	7/26/2012
State Chief Information Officer (CIO)	Signature on File	7/26/2012

Document History

Revision	Effective Date	Change
A	2/14/2002	Initial release
B	7/24/2012	OIS biennial review, replaces standard 4.05
C	12/26/2018	Renumbering (123 to S.3.05.01) and compliance to ADA standards.