



State of Nevada

Information Security Committee

Standard

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1.0 PURPOSE

This standard establishes the minimum requirements for an information security awareness and training program.

2.0 SCOPE

This standard applies to all state agencies and authorized users meeting the criteria identified in the State Information Security Program Policy, Section 1.2, 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
Information Security Officer (ISO) Roles and Responsibilities, S.3.03.01

6.0 STANDARD

6.1 Agencies shall make available ongoing awareness and 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. The ongoing information security awareness program shall include training on:

- A. Enabling and using secure authentication methods implemented by their respective agencies.
- B. Identifying different forms of social engineering attacks, such as phishing, phone scams, and impersonation calls.
- C. Identifying and properly storing, transferring, archiving, and destroying sensitive information.
- D. The causes for unintentional data exposures, such as losing their mobile devices or emailing the wrong person due to autocomplete in email.
- E. Identifying the most common indicators of an incident and reporting such an incident.

6.2 Information 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.



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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 of each individual's hire date or awareness training anniversary date. All employees, consultants and contractors that have access to information 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

Center for Internet Security (CIS), CIS Controls v7.1 Guide

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	11/19/2020
State Chief Information Security Officer (CISO)	Signature on File	11/24/2020
State Chief Information Officer (CIO)	Signature on File	11/30/2020



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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.
D	12/31/2020	Biennial review for alignment with CIS Controls v7.1, Implementation Group 1 (IG1). Renumbered from S.3.05.01 to reflect the move of policy section 3.5 to new policy section 6.17.
