

Data Stewardship Executive Policy Committee

DS017 - Data Stewardship Awareness Training

BACKGROUND

Census Bureau employees and individuals with Special Sworn Status (SSS) are data stewards with the responsibility to protect the confidentiality and privacy of information that is entrusted to them. This means that data and information are handled appropriately, as authorized, and in compliance with relevant laws. It is vital that Census Bureau staff understand the principles and practices of good data stewardship in order to maintain public trust. Gaining and maintaining public trust is essential for the Census Bureau to fulfill its mission. In an era where network security threats are increasing and constantly evolving, Census Bureau staff must be prepared to identify those threats and follow the security practices that will protect hardware, software, networks, and data from damage, loss, or unauthorized disclosure.

The Census Bureau requires training about the everyday data stewardship processes and practices that support the Census Bureau's strict confidentiality and privacy standards with annual mandatory Data Stewardship Awareness Training. The Data Stewardship Awareness Training module has been mandatory for many years, as has the additional Title 26 Awareness Training for individuals working with or around Title 26 protected data. For the last several years, the penalty for non-compliance with completion of the Data Stewardship Awareness training has been the loss of network access after June 30. For fiscal year 2017 and onward, the same penalty will be applied to any staff who work with or around Title 26 data at Suitland Federal Center Headquarters (HQ), and others at Bowie, Federal Statistical Research Data Centers (FSDRCs) and the National Processing Center (NPC) if they do not complete the Title 26 Awareness Training by the June 30 deadline. This aligns our annual mandatory training requirements and penalties for non-compliance.

This policy outlines which individuals must complete the trainings and strengthens the penalties for non-compliance with the training requirements.

PURPOSE

This policy mandates the necessary training staff must complete to ensure the Census Bureau fulfills its data stewardship responsibilities, and formalizes penalties for non-compliance. Additionally, this policy establishes the basic requirements, and roles and responsibilities for implementing these requirements.

The Census Bureau's Data Stewardship Training module satisfies the requirement for staff to complete Information Technology Security Awareness Training as mandated by the Federal Information Security Management Act (FISMA), and provides the necessary awareness of the laws and policies that apply to information protected by Title 13 U.S.C, the Privacy Act, and the Confidential Information Protection & Statistical Efficiency Act (CIPSEA).

Additional training is required by the Internal Revenue Service (IRS) for those who work with or around Federal Tax Information (FTI) protected by Title 26 U.S.C. Staff who work in areas or on networks where the use of Title 26 protected information is authorized must also complete a Title 26 Awareness Training module.

SCOPE

This policy covers all employees, contractors, and other SSS individuals who support the Census Bureau or access any Census Bureau facilities, systems, or data protected under Title 13 U.S.C., Title 26 U.S.C., Title 5, CIPSEA, and the E-Government Act.

POLICY

The following staff must complete the Data Stewardship Awareness Training module:

- All Census Bureau Employees
- All Contractors
- All with Special Sworn Status (SSS)

All new Census Bureau employees, contractors, and other SSS individuals with Census Bureau network access, regardless of worksite location or role, must receive Data Stewardship Awareness Training prior to or during New Employee Orientation (NEO) or SSS onboarding. These staff must also complete new fiscal year Data Stewardship Awareness Training in the Learning Management System (LMS) by a last business day in June deadline thereafter. Staff who do not have access to the LMS must complete the training on a Census.gov site where users can complete a stand-alone version of the training, print, and sign a certificate to prove training completion. These staff may submit a copy of this certificate to their supervisor, Census Contracting Officer, or Sponsor. Staff who do not complete Data Stewardship Awareness Training by June 30 each year will have their network access disabled until they provide proof that they have completed the training.

SSS with Incidental Access and no Network Accounts

There are BOC SSS contractors who provide cleaning, food preparation, and maintenance services. These SSS staff must complete a pamphlet-based version of Data Stewardship Awareness Training.

Exceptions for Data Stewardship Awareness Training Requirements

There are no exceptions allowed for non-completion of annual Data Stewardship Awareness Training for any employee, contractor, or other SSS individual.

The following staff must complete the Title 26 Awareness Training module:

- All Suitland Federal Center Headquarters employees and SSS
- All National Processing Center employees and SSS
- All Bowie Computer Center employees and SSS
- All Researchers at Federal Statistical Research Data Centers (FSRDCs)
- Any other SSS with access to Federal Tax Information/Title 26 Data

New Census Bureau employees, contractors, and other SSS individuals who work at Suitland Federal Center Headquarters, NPC, Bowie Computer Center, FSRDCs, and all other SSS with access to Title 26 protected FTI must also complete annual Title 26 Awareness Training. New contractors and other SSS must complete Title 26 Awareness Training prior to working at these locations. New employees receive a brief training on Title 26 Awareness during New Employee Orientation and then have a grace period of approximately one month to complete the Title 26 Awareness Training module in the LMS. Starting in July 2017, any staff who are stationed at Headquarters, NPC, Bowie Computer Center, FSRDCs, and all other SSS with IT access to Title 26 information who do not complete Title 26 Awareness Training by the June 30 will have their network access disabled until they provide proof that they have completed the training.

Exceptions for completion of annual Title 26 Awareness Training module:

- SSS who do not come to Headquarters with access above the 1st floor, and do not access Title 26 data are not required to take Title 26 training (for example, SSS at the National Archives and Records Administration).
- SSS at HQ who do not have badge access above the first floor are not required to take Title 26 training.
- Regional Office employees and SSS are not required to take Title 26 training, except Regional Directors.

Tracking

Both Data Stewardship Awareness and Title 26 Awareness training compliance is tracked in the Commerce Business Systems ETMIS+ to ensure course completion.

EFFECTIVE DATE

Upon signature

LEGAL AUTHORITIES

The Census Bureau's legal authority is Title 13, U.S.C. The Data Stewardship Awareness Training provides awareness and a basic understanding of the confidentiality aspects of Title 13 U.S.C., the Oath of Nondisclosure, the Privacy Principles, and the Unauthorized Browsing Policy.

The Census Bureau is authorized to use Federal Tax Information for statistical purposes by Title 26 U.S.C., the Internal Revenue Code. Title 26 describes the conditions under which the IRS may disclose FTI to other agencies. Title 26 also places specific requirements on the Census Bureau to safeguard and protect FTI.

Other laws that cover privacy and confidentiality at Census are Title 5, which includes the Privacy Act of 1974, the E-Government Act of 2002, and federal laws such as CIPSEA.

The Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 requires all personnel with access to IT resources take security awareness training annually.

IMPLEMENTATION

Overall Responsibility

Responsibility for implementation of this policy and ensuring all courses are updated with current information lies with the Policy Coordination Office (PCO) and the Office of Information Security (OIS). Responsibility for hosting the delivery of the computer-based version of the courses lies with the Human Resources Division (HRD).

Division/Office Chief Responsibility

Division/Office Chiefs have primary responsibility for ensuring all employees complete the required module(s) annually, by June 30. All managers are responsible for allowing time for their staff to complete the required training. HRD and Division/Office Chiefs will be able to issue/generate reports to track training completion status for employees and SSS personnel.

Census Headquarters Employees

Data Stewardship Awareness Training is provided to new employees during NEO. Training is provided by PCO and OIS via a lecture and paper. The NEO training includes an abbreviated Title 26 Awareness Training session. After orientation, HRD updates the training status for new employees in the CBS ETMIS+ system and these employees are compliant with Data Stewardship Awareness Training for the current fiscal year. Within approximately 30 days, as soon as the employee gets access to the Learning Management System (LMS), the employee must complete the full Title 26 Awareness Training module. Employees are responsible for completing both Data Stewardship Awareness and Title 26 Awareness Training annually thereafter in the LMS.

Special Sworn Status (SSS) Individuals

The Census Investigative Services (CIS) Branch provides all SSS individuals who will have IT access with the links to the Data Stewardship Awareness Training and Title 26 Awareness Training and notifies them of their responsibility to complete the computer-based training (CBT) before reporting to work. SSS individuals complete the trainings and sign completion certificates that the CIS Branch processes and records in the Centralized Application for Managing Personnel Investigations and Non-employees (CAMPIN). CAMPIN records feed completion records into CBS ETMIS+. SSS individuals are responsible for completing the trainings annually thereafter in the LMS.

SSS individuals who do not need access to the IT network and do not work with sensitive information such as cafeteria workers, guards, cleaning crews, etc., receive Data Stewardship Awareness Training via a pamphlet.

National Processing Center (NPC)

Census employees at NPC complete training in the same manner as Headquarters employees. The NPC Training Office provides new employees with a hard copy of the Data

Stewardship Awareness and Title 26 Awareness trainings to read and sign during orientation. Completion status is updated in CBS ETMIS+. Annually thereafter, training is completed through the LMS. The NPC Office of Security also provides hard copies of the trainings to new SSS individuals to read and sign and works with the NPC Training Office or the NPC Contractor's Office to update completion status into CBS ETMIS+. Annually thereafter, training is taken through the LMS.

Field Division (FLD)

FLD follows a standard Data Stewardship Awareness Training process by sending information on this requirement to the Regional Offices (RO). ROs are responsible for notifying the Field Representatives (FRs) that report to them. FLD ensures that new FRs take Data Stewardship and IT Security Awareness CBT training before the new FR is issued equipment. FLD must submit the FRs training certificate to a designated administrative staff to be processed by the CIS Branch for entry into CBS ETMIS+. FLD will establish an equitable method for funding the cost for FRs to complete the course.

Implementation and Awareness Strategies

PCO is responsible for updating the Data Stewardship and Title 26 trainings contents each year. HRD maintains the contract with the LMS vendor and is responsible for ensuring individuals are registered for the training in the LMS. PCO and OIS Chiefs will brief Division/Office Chiefs prior to training rollout each year to discuss issues regarding implementation. PCO will coordinate All-Staff broadcasts to announce the launch of new fiscal year trainings in October and will send reminder broadcasts as needed. PCO will begin sending reports of training noncompliance to Division Chiefs in April.

Training Noncompliance

The Office of Information Security will work with the LAN Technology Support Office (LTSO) to disable computer access for those found to be noncompliant. PCO will supply a centralized workstation for those who must complete the course to regain access. Any employee whose access is suspended must contact PCO to schedule training completion(s) on the workstation. These individuals will print out their completion certificates and PCO will enter the data into the CBS ETMIS+ system. PCO and OIS Chiefs will work with LTSO to enable the users upon proof of training completion.

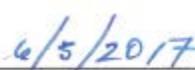
POLICY OWNER

The Policy Coordination Office owns this policy.

SIGNATURE



Laura Furgione
Acting Chair
Data Stewardship Executive Policy Committee
U.S. Census Bureau



Date Signed

Summary Information	
Policy Title:	DS017 Data Stewardship Awareness Training
Date Signed:	6/5/2017
Last Reviewed:	6/5/2017
Intended Audience:	All Staff
Policy Owner:	Policy Coordination Office
Office Responsible for Implementation:	PCO; OIS
Office Responsible for Dissemination:	PCO
Stakeholder Vetting:	PCO; OIS; LTSO; HRD; CIS; FLD