

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	4320
<b>DIRECTIVE TITLE:</b>	Information Technology Security Awareness, Training, and Education
<b>EFFECTIVE DATE:</b>	05/14/2008

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**1. POLICY STATEMENT:** Information Technology Security Awareness, Training, and Education programs are vital to the safeguarding and protection of Federal Law Enforcement Training Center (FLETC) information. Users of FLETC Information Technology (IT) systems must be aware of the responsibilities to protect FLETC information and be sufficiently trained to fulfill those responsibilities. IT system users shall receive initial basic IT security training when first gaining access to FLETC IT systems. Those persons with significant IT security responsibilities shall receive training specific to the responsibilities associated with their role. Additionally, all IT users shall receive IT security basic refresher training annually.

**2. SCOPE:** This directive applies to all individual users and administrators of FLETC IT systems — IT systems owned or operated by FLETC and those IT systems maintained or operated on the behalf of FLETC through contracted services. Individual users and administrators include FLETC personnel, detailees, guests/visitors, contractors, FLETC students, student interns, and Partner Organization personnel when using FLETC IT systems. This directive does not apply to IT systems that are owned and operated by FLETC Partner Organizations or on their behalf through contracted services.

**3. REFERENCES:**

- a. Federal Information Security Management Act (FISMA) of 2002, November 25, 2002.
- b. Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources.
- c. Department of Homeland Security (DHS) Management Directive (MD) 4300.1, Information Technology Systems Security and associated publications.
- d. DHS Sensitive Systems Policy 4300.A.
- e. DHS Sensitive System Handbook 4300.A.
- f. National Institute of Standards and Technology (NIST) Special Publication 800-16, Information Technology Security Training Requirements: A Role- and Performance-Based Model.
- g. NIST, Special Publication 800-50, Building an Information Technology Security Awareness and Training Program.

**4. CANCELLATIONS:** None.

5. **ADDITIONAL GUIDANCE:** [FLETC Manual 4320](#), Information Technology Security Awareness, Training, and Education.

6. **OFFICE OF PRIMARY INTEREST:** Chief Information Officer Directorate.

Signature on file

Connie L. Patrick  
Director