

FSA Security and Privacy Awareness Day

Background

Part of a mature security program is raising security awareness for all groups within an organization. FSA has had successes in engaging the security officers in security awareness activities. The time is right to take the security program to the next step and increase awareness to FSA as a whole.

The Department of Education has a yearly day for security. During that day, they offer training about security with various speakers. This is a way for Department employees to fulfill their security awareness training requirement and some specialized training requirements.

Security and Privacy Awareness Day

FSA's Security and Privacy Awareness Day, a.k.a SPAD, is a one-day event focusing on security and privacy issues. This day would accentuate the existing Department's goal to increase security recognition for the Department as a whole. During SPAD, a variety of security training activities would be offered, employees are not required to attend any, but by offering them throughout the day, employees can choose which activities they would like to attend. The target audience will be all FSA employees, from system analysts to managers. SPAD will be on May 25th. Events will run from at least 8:30 to 3:30. The event will be held at FSA Learning Center, in the lobby in rooms 1101 A&B and 1102.

One benefit of SPAD is that all of the activities will be at UCP. FSA employees won't have to take a shuttle to go to the main Department for the activities because all activities will be on site. This should result in a good participation rate for FSA employees.

Another benefit is that SPAD will that it will be budget friendly. All of the activities will be little to no cost at all and leverage existing materials and resources.

Specialized Training

The FSA Security and Privacy Team is working with the main Department to determine how different events during the day will count towards the Department's requirements for specialized training. SPAD will feature a number of guest speakers who will talk about specific aspects of security. For instance, FSA is working on having a guest speaker to discuss the Privacy Act; this type of training will be aimed towards the FOIA officers. Attending a training session will count towards the specialized security requirements.

FSA Security and Privacy will create a schedule of activities that will be going on throughout the day and will have a section for who the training is targeted for.

Specialized Training

We worked with Darlene Holly and sent her the info about the program. She sent it to Ruth Derr, who is our P.O.C. We must send her a sheet, due May 18th with a list of classes- for each course have title of session, length of course (hours), date, and P.O.C for course can be 1 person for all. She will, in turn set up the course listing in Train (their training system).

On the day of SPAD, we keep activity sheets recording who attended the sessions. We make a copy then send it to the FSA University P.O.C. The FSA University P.oc will take the attendance sheets and give the people credit in Train. The FSA P.O.C. is Vicki Wilson for FSA University, x773947.

Potential Activities

The Security and Privacy Team has created an initial list of possible activities for the day. We envision providing a variety of different activities throughout the day, but that will depend in part on speaker availability and what activities we decide to do.

Training

- Guest Speaker- Ray Semko, the Diceman, is a popular, free speaker from the Interagency OPSEC support staff. He does a presentation about threats and vulnerabilities to security. This will be a 90 minute presentation.
Ray Semko- 301-943-1726
Fax Ray information about directions, not before 10 am, 814-941-2723, sent May 12, 2004
JILL
DONE
- Guest Speaker for privacy- The FSA Security and Privacy Team is working towards getting a guest speaker to come in and give a presentation during the day on the Privacy Act. This would ideally be a one to two hour presentation.
Marilyn Legnini- 202-219-0868 Marilyn.Legnini@ios.doi.gov
JILL
DONE
- FSA Security and Privacy Team specialized training- The FSA Security and Privacy Team will also offer a specialized training session during the day on social engineering.
Jill
DONE
- Security training by Mike Gibbons- Mike Gibbons is a former FBI agent who caught the first hacker in government history. Mr. Gibbons has years of experience in federal security with a diverse background and expertise. The Team is working to have him be a guest speaker also. (Possible topics of

conversation maybe have him talk about preservation of evidence or how forensics is done?)

CHUCK

DIDN'T WORK OUT

- Forensics Training w/ Tristan- Tristan will do forensics training.

Jill

- OPSEC training- The Security and Privacy Team is working with the Interagency OPSEC Support Staff to have a speaker come on the day and give a presentation about what is OPSEC.

Richard Townsley 443-479-4710 rtownsl@radium.ncsc.mil, wants a request emailed to him from senior management w/ all the info about it. Would do a 1 hour presentation on what is OPSEC.

JILL

DIDN'T WORK OUT

- Technical Training with the FSA Security Technical Architect- The FSA Security Technical Architect is willing to give a presentation on aspects of technical security, such as network security like denial of service, etc.

Srini

CHUCK

- Breakfast with the Department's Director of Information Assurance- The new Director of Information Assurance, Jerry Davis, will be doing a meet and greet kickoff event in the morning. He will discuss where the Department is going and be available for questions and discussion.

JILL

DONE

-Work with Courtney Alexander on it. 703 377 0518,

Alexander_Courtney@bah.com

Serve muffins for breakfast- recipes at:

<http://pinksunrise.com/mta/ggillespie1.htm>

<http://www.uqunion.uq.edu.au/survivalguide/breakfast>

- The Team is going to videotape some of the lectures and have them available through the Security Library. The speakers will be televised through the regional offices.
 - Work with Rick Gottschalk, he's the videoconference guy and also will handle the telecast to the regions. (202) 708-6666
 - Have to verbal permission from everyone to record them.
 - Taping the video teleconference is free, but having a person just tape the speakers costs money, so no mas for that.

- Book it through ordering a heat ticket 708-help, have to have a government person as p.o.c.

Additional Activities

- Security Bingo- Security Bingo is a fun activity that will be a bingo game, but instead of calling out numbers, the Team will be calling out security terms. The Team has already found a security bingo template that they will base the game on, <http://www.securityawareness.com/files/gotemail.ppt>. The Team is discussing modifying the game to have more discussion about security in it. The Team is also working towards getting prizes to give away to the winners of the bingo games.
- Security word search- The Security and Privacy Team has found a security word search that they would like to use. The Team has already found a security bingo template that they will base the game on, <http://www.securityawareness.com/files/gotemail.ppt>. They are currently determining the best way to utilize this fun activity. We could have a contest and send it out in an email and the first person that returns it to us, completed, would win a prize. We are also considering blowing it up to poster size and posting it on a wall and letting people do the word search at their leisure.
- Movie and discussion- The Security and Privacy Team has a variety of videos in the security library. The Security and Privacy Team will select a video and have a showing of that video for FSA employees. There could be a discussion afterwards about the video or a questionnaire about the contents of the video that the viewers would complete after the video. The Security and Privacy Team would also provide popcorn for the event. **Maybe work w/ Career Zone?**
- Crossword Puzzle- The Security and Privacy Team has found a security word search that they would like to use. They are currently determining the best way to utilize this fun activity. We could have a contest and send it out in an email and the first person that returns it to us, completed, would win a prize. We are also considering blowing it up to poster size and posting it on a wall and letting people do the word search at their leisure. There are several different crossword puzzles that Jill has found online. We could have a different one on every floor?
<http://www.nwfusion.com/research/2000/0508crossword.html>
http://searchsecurity.techtarget.com/sDefinition/0,,sid14_gci916579,00.html
<http://hhi.corecom.com/puzzle2.htm>
http://whatis.techtarget.com/definition/0,,sid9_gci856796,00.html

Promotional Outreach

The Security and Privacy Team plan on doing a number of activities to publicize SPAD and generate interest in the event. Although the event is open to everyone in the Department of Education, the marketing events will be geared towards our target audience, FSA employees.

- Marquee slides- The Team will work with FSA Communications to create a slide (or more) about SPAD. The Team has existing slides that they will discuss with FSA Communications and the Team can also create a new slide.
- Career Zone- The Team is working with the Career Zone to enlist their help in publicizing SPAD. Also, during the same month as SPAD, the Career Zone will have a Spotlight on Security, which will be a table set up with resources from the security library. We will have information about SPAD available on that table.
Sally/Jill
DONE
- Posters- The Security and Privacy Team could create posters or signs to hang on each floor to advertise security.
Jill
DONE
- Online Security Center- The Online Security Center will have the information about SPAD posted on the website.
- SSO Meeting- SPAD will be an item of discussion at the SSO meetings leading up to the event.
- FSA Communications- FSA Communications has a weekly newsletter and a monthly newsletter. The Security and Privacy Team is working with the Communications team to advertise the event in both publications. Bill is going to do, due COB April 23. Send to Chris Greene and cc:Christie Veneable.
Bill
- OM Notebook- Work with Fred Green to get on Dept website. (He sent it to be posted on April 19.)
DONE
- Booths- We are going to have the Career Zone Spotlight on Security booth set up in the lobby. One part of the booth will be brochures from local universities about their programs. Contact info-

- Fairfax University- Joanne King, 703-245-6698
- JMU- Kathy Laycock, laycockr@CISAT.JMU.EDU
- GWU- Eva Vincze, evincze@gwu.edu
- Georgetown- sspmail@georgetown.edu
- John Hopkins-

Phone: 410 516 4250

Fax: 410 516 8457

Prizes

The Security and Privacy Team is working on gathering prizes for different events for the day. This is an ongoing process, as the Team is trying to find nice prizes that are low cost. This is a listing of some ideas so far.

- “Stick with Security” post-it notes
- OPSEC post-it notes
- Pens?
- BearingPoint stuff?
- Dollar tree?
- Basket of goodies?- get a basket w/ stuff from http://www.freebiejunkie.com/privacy_free.htm
- Yard sales
- Thrift stores