



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Trina Zanow, Division Administrator
Effective Date: 08/01/2024

110 - Security Awareness and Training Standard

Purpose

The purpose of the Security and Awareness Training Standard is to establish minimum training requirements supporting users who access and process Information residing on the State of Wisconsin information systems and its infrastructure.

Standard

Based on NIST SP 800-53 Rev. 5, DET's Standards address a diverse set of security and privacy requirements. As a currently established baseline for implementation, DOA utilizes all low level, and selected moderate level controls in support of its security posture initiatives. Agencies shall categorize their data and identify the potential impact (high, moderate, or low), and select controls appropriately as defined by Table 3-1 in NIST SP 800-53B for the allocated impact levels (high, moderate, low) of controls and control enhancements. Agencies shall update DET on the status of their baseline control implementation through the reporting and monitoring process.

Executive Branch Agencies shall develop policies, procedures, or processes for their own State information systems and system environments to protect State information, if applicable. **Note:** Some agencies have specific regulatory requirements to follow that go above and beyond the requirements for other agencies. Implementation of the standard controls within this document can be (1) a common (inheritable) control, (2) a system-specific control, or (3) a hybrid control. The control implementation defines the scope of applicability for the control, the shared nature or inheritability of the control, and the responsibility for control development, implementation, assessment, and authorization.

This standard contains the minimum baseline controls that Executive Branch agencies shall implement; however, those agencies may also be required to implement controls outside of the scope of the controls listed in this document.

BASELINE CONTROLS

Policy and Procedures (AT-1):

- Develop, document, and disseminate to appropriate agency personnel or roles:
 - An awareness and training policy that:
 - Addresses purpose, scope, roles, responsibilities, management commitment, coordination among agency entities, and compliance.
 - Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines.
 - Procedures to facilitate the implementation of the awareness and training policy and the associated awareness and training controls.



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- Designate appropriate agency personnel to manage the development, documentation, and dissemination of the awareness and training policy and procedures.
- Review and update the current awareness and training:
 - Policy on an agency-defined frequency.
 - Procedures on an agency-defined frequency.

Literacy Training and Awareness (AT-2):

- Provide security and privacy literacy training to system users (including managers, senior executives, and contractors):
 - As part of initial training for new users and on an agency-defined frequency thereafter.
 - When required by system changes or following agency-defined events.
- Employ multiple techniques to increase the security and privacy awareness of system users. Techniques may include displaying posters, offering supplies inscribed with security and privacy reminders, displaying logon screen messages, generating email advisories or notices, and conducting awareness events.
- Update literacy training and awareness content on an agency-defined frequency and following agency-defined events.
- Incorporate lessons learned from internal or external security or privacy incidents into literacy training and awareness techniques.

Literacy Training and Awareness | Insider Threat (AT-2(2)):

- Provide literacy training on recognizing and reporting potential indicators of insider threat.

Literacy Training and Awareness | Social Engineering and Mining (AT-2(3)):

- Provide literacy training on recognizing and reporting potential and actual instances of social engineering and social mining.

Role-Based Training (AT-3):

- Provide role-based security and privacy training to personnel with agency-defined roles and responsibilities:
 - Before authorizing access to the system, information, or performing assigned duties, and on an agency-defined frequency thereafter.
 - When required by system changes.
- Update role-based training content on an agency-defined frequency and following agency-defined events.
- Incorporate lessons learned from internal or external security or privacy incidents into role-based training.

Role-Based Training | Processing Personally Identifiable Information (AT-3(5)):

- Provide appropriate agency personnel or roles with initial training and training on an agency-defined frequency in the employment and operation of personally identifiable information processing and transparency controls.



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Training Records (AT-4):

- Document and monitor information security and privacy training activities, including security and privacy awareness training and specific role-based security and privacy training.
- Retain individual training records for five (5) years.

Definitions

Executive Branch Agency - State of Wisconsin legislatively defined Departments and all customers of DET services, equipment, and/or technologies. Agency or State Agency may be used interchangeably with Executive Branch Agency.

State information - Any information that is created, accessed, used, stored, or transmitted by an Executive Branch Agency.

Personally Identifiable Information, PII - For the purposes of this document PII includes the language in Wisconsin State Statute (CHAPTER 19 SUBCHAPTER IV) and applicable compliance regulations related to specific types of data, e.g., Criminal Justice Information, Federal Tax Information, and Protected Health Information.

Exception Process

Exceptions to any Executive Branch Agency's Security Policies or Standards shall follow the Executive Branch Risk Exception Procedure.

Document History

This standard was developed as required by the State of Wisconsin Information Technology Security Policy Handbook, under the authority of Wis. Stat. § 16.971.

This standard is effective upon approval and publication until retired. Revisions and updates continue the effective date by documenting required changes over time.

Ownership for this standard is assigned to DOA, DET Bureau of Security. As such, the DOA, DET Bureau of Security is responsible for the maintenance, update(s), and review of this document annually before the anniversary of the effective date.



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2.0	11/03/20	Reviewed with Agency Security Officers and IT Directors and changes were incorporated	Reviewer: WI ISAC/ITDC Author: DOA/DET/BOS	11/11/20
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NOTE: Keep only the origination and the last 10 years of update information. Only notate prior three revisions. Include only interim/final revision statuses.				

Authorized and approved by:

Troy Stairwalt, State of Wisconsin Chief Information Security Officer

	DocuSigned by: <i>Troy Stairwalt</i>	7/31/2024 4:05 PM CDT
Print/Type Title	Signature	Date