



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
 Kathy Blumenfeld, Secretary
 Trina Zanow, Division Administrator
 Effective Date: 08/01/2023

110 - Security Awareness and Training Standard

Purpose

The Security and Awareness Training Standard provides documentation of the minimum Information Technology (IT) Security Awareness Training for users of State information and information technology.

Standard

This standard uses the NIST SP 800-53 Rev. 5 framework as the guideline to establish control objectives to address a diverse set of security and privacy requirements. Not all controls within NIST SP 800-53 Rev. 5 may be selected for the Statewide baseline policies and standards. Agencies must categorize their data and identify the potential impact (high, moderate, or low), and select controls appropriately. This standard uses Table 3-2 in NIST SP 800-53B for the allocated impact levels (high, moderate, low) of controls and control enhancements. At a minimum, all low controls are selected, and certain moderate controls are selected. Agencies are to reflect their controls through the quarterly reporting process to DOA-DET.

Executive Branch Agencies are to develop policies, procedures, or processes for their own State information systems and system environments to protect State information, if applicable. Some agencies will have specific regulatory requirements that they must adhere to that go beyond what other agencies would need to adhere to. 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 includes the minimum baseline controls that Executive Branch agencies are to adhere to. Agencies may have additional controls they must adhere to that are not listed here.

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; and
 - Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and
 - Procedures to facilitate the implementation of the awareness and training policy and the associated awareness and training controls;
- Designate appropriate agency personnel to manage the development, documentation, and dissemination of the awareness and training policy and procedures; and



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- Review and update the current awareness and training:
 - Policy on an agency-defined frequency; and
 - 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; and
 - 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-define events; and
- 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; and
 - When required by system changes;
- Update role-based training content on an agency-defined frequency and following agency-defined events; and
- 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; and
- 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.

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 must 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 Wisconsin State Statute 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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1.0	10/29/19	Reviewed with Agency Security Officers and feedback collected. Planning for making revisions.	Bureau of Security	10/29/19
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:

Trina Zanow, CIO

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