

# 2016 SECURITY AND PRIVACY AWARENESS & TRAINING CALENDAR



# INFORMATION SECURITY AND PRIVACY GROUP

## 2016 Awareness & Training Calendar of Courses and Meetings

### Courses Offered:

- » Assessment & Authorization
- » Contingency Planning
- » Cybersecurity Essentials
- » ISSO Fundamentals
- » IT Risk Management
- » Protect CMS by Protecting Yourself
- » Security and the Role of the COR/GTL
- » Security Control Families
- » Security for CMS Managers
- » Security+ Training for ISSOs
- » Technical Security Implementation
- » Working with CFACTS 2

### Security and Privacy Awareness & Training Program Mission

Provide a proactive, role-specific, and threat-aware security and privacy awareness and training program to empower and leverage CMS employees and contractors as security-aware and privacy aware allies and meet FISMA requirements for both annual and role-based training.

### ISSO/ISSOCS Bi-Weekly Security & Privacy Meetings

Information Systems Security Officers (ISSO) and their contractor support (ISSOCS) get a dedicated hour of time every two weeks to review the status of topics important to their role and discuss the CFACTS tool used at CMS. Specific inquiries are addressed for the benefit of all participants and time is allotted for an open forum to allow important questions and issues to be addressed.

### SCoE - Security Centers of Excellence Meetings

A fascinating and important topic is chosen as the theme of the SCoE Meeting. Experts in the topical area are guest speakers at this informative 1-2 hour session. You are guaranteed to broaden your security knowledge and learn some fascinating new information that will enhance your ability to protect CMS assets.

### Course Location:

7111 Security Blvd. (Training Center). Most courses are also offered remotely via WebEx and/or Adobe Connect. Please see the calendar for specific information.



# INFORMATION SECURITY AND PRIVACY GROUP

## 2016 Awareness & Training Calendar of Courses and Meetings

<u>Course Name</u>	<u>Course Length/ CLPS</u>	<u>Course Description</u>	<u>Target Audience</u>
<p>Assessment &amp; Authorization</p> <p><b>Dates:</b></p> <p>Feb. 25th (Remote only)</p> <p>May 12th</p> <p>Aug. 11th</p> <p>Nov. 3rd (Remote-Only)</p>	<p><b>1 Day</b></p> <p><b>6 CLPS</b></p>	<p>A one-day course that equips the student with an overview of the system authorization process as a segment of the Risk Management Framework. Essentially this is a high-level ATO "how-to" course for Information System Security Officers (ISSOs), Cyber Risk Advisors (CRAs), Business Owners (BO), and their contractor counterparts. Topics include System Categorization, Plan of Action and Milestones (POA&amp;M) management, and annual attestation requirements.</p>	<p>Business Owners, ISSOs, CRAs, ISSO Contractor Support (ISSOCS), staff with system authorization (C&amp;A) responsibility, program managers, system owners/managers and IT Auditors.</p>
<p>Contingency Planning</p> <p><b>Dates:</b></p> <p>Feb. 2-3</p> <p>June 1-2 (Remote only)</p> <p>Aug. 23-24</p>	<p><b>2 Days</b></p> <p><b>12 CLPS</b></p>	<p>This course is designed to provide CMS security personnel, business managers, and disaster recovery planners with a high-level understanding of contingency planning through a combination of information delivery and practical exercises. All Information System Security Officers (ISSOs), Cyber Risk Advisors (CRAs), and Business Owners (BOs) should take this course, as well as system developers/maintainers who may be part of a failure analysis or disaster recovery team. This course will provide students with an understanding of the processes of risk analysis, business impact analysis, and recovery strategy analysis. The course will introduce the participant to the development of a prioritized list of all assets and functions, and the recovery metrics such as Maximum Tolerable Downtime (MTD), Recovery Time Objective (RTO), and Recovery Point Objective (RPO).</p>	<p>CMS Security staff, Line of Business Managers, Business Owners, ISSOs, CRAs, ISSO Contractor Support (ISSOCS), System Developers and Maintainers and others with a disaster recovery or contingency planning responsibility.</p>



Contractors can attend all training courses but must register via email to [cbt@cms.hhs.gov](mailto:cbt@cms.hhs.gov). Federal employees register through the HHS LMS.

\* Class Cancelled

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<u>Course Name</u>	<u>Course Length/CLPS</u>	<u>Course Description</u>	<u>Target Audience</u>
<p>Cybersecurity Essentials</p> <p><b>Dates:</b> April 5-6 July 19-20 Sept. 14-15 (Remote only)</p>	<p><b>2 Days</b> <b>12 CLPS</b></p>	<p>This course is designed to meet the National Institutes of Standards and Technology (NIST) Special Publication (SP) 800-16, Information Technology Security Training Requirements for a course that all personnel with information system security responsibilities take to learn the essentials of CMS cybersecurity policies. All CMS personnel that participate in role-based security training are expected to take this as the first course in their training regimen. Participants will be exposed to these policies in the context of the NIST special publications, legal requirements, and FISMA compliance and reporting requirements. Basic cybersecurity, privacy, risk management and Risk Management Handbook (RMH) concepts will be covered. The course will wrap up with a discussion of the tools, people, and architecture the Information Security and Privacy Group (ISPG) has at their disposal to ensure the cybersecurity of CMS information systems. <i>NOTE: ISSOs and CRAs do not need to take this course if they have taken the ISSO Fundamentals course as they cover the same content.</i></p>	<p>Security staff, Line of Business managers and any role with security responsibilities other than ISSOs and CRAs.</p> <p><i>ISSOs and CRAs should take the ISSO Fundamentals course instead of Cybersecurity Essentials.</i></p>
<p>ISSO Fundamentals</p> <p><b>Dates:</b> Jan.. 26-27 June 21-22 Oct. 4-5 (Remote only)</p>	<p><b>2 Days</b> <b>12 CLPS</b></p>	<p>A two-day high-level non-technical course aimed at bringing Information System Security Officers (ISSOs), Cyber Risk Advisors (CRAs) and their contractor counterparts up to speed with the CMS methods of identifying, implementing and integrating management and administrative solutions for securing critical information infrastructures. This course introduces the ISSO to the fundamental risk management concepts for protecting confidentiality, maintaining the integrity, and ensuring the availability of sensitive data and critical organizational computing resources.</p>	<p>CMS ISSOs, CRAs, ISSO Contractor Support (ISSOCS), and staff with associated information system security functions.</p>



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## 2016 Awareness & Training Calendar of Courses and Meetings

<u>Course Name</u>	<u>Course Length/CLPS</u>	<u>Course Description</u>	<u>Target Audience</u>
<b>IT Risk Management</b> <u>Dates:</u> Feb. 23-24 (Remote only) May 10-11 Aug. 9-10 Nov. 1-2 (Remote only)	<b>2 Days</b> <b>12 CLPS</b>	This course provides training in the knowledge units and functional requirements established for entry-level risk analysts, Information System Security Officers (ISSOs), Cyber Risk Advisors (CRAs), Business Owners, and Contracting Officer Representatives (CORs). This course addresses implementing and integrating management, acquisition, and administrative risk methodologies for securing critical information infrastructures and for understanding the relationship between the eXpedited Life Cycle (XLC), the Risk Management Framework (RMF) and the Assessment and Authorization (A&A) process at CMS. Participants will also learn the requirements for the asset, threat, and business impact analysis, including an introduction to recovery metrics. Following that, students will learn the steps outlined in the risk assessment procedure for a CMS Federal Information Security Management Act (FISMA) categorized information system. The course will culminate in a discussion on the development of a	Entry-level Risk Analysts, ISSOs, CRAs, Business Owners, managers and Contracting Officer Representatives (CORs).
<b>Protect CMS by Protecting Yourself</b> <u>Dates:</u> March 10th (Remote only) April 28th (Remote only) May 31st (Remote only) July 14th (Remote only) Sept. 13th (Remote only) Oct. 27th	<b>1/2 Day</b> <b>4 CLPS</b>	A half day course for everyone. Whether you are a system administrator, a programmer, a secretary or a security guard, this course is a must. In this four hour course, students will learn how to keep themselves better protected from IT attackers both at home and at work. Too many times, a successful attack is the result of a simple social engineering technique that agencies and personnel are not prepared for. There are also many instances where someone who has been victimized doesn't know what they should do. This course is designed to create a well-informed team working together at CMS to keep the IT systems and data safe.	Everyone at CMS.



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<u>Course Name</u>	<u>Course Length/CLPS</u>	<u>Course Description</u>	<u>Target Audience</u>
<p>Security &amp; the Role of the COR/GTL</p> <p><b>Dates:</b></p> <p>Feb. 4th June 23rd Aug. 25th</p>	<p><b>1 Day</b> <b>6 CLPS</b></p>	<p>This one-day instructor-led course meets the requirements for role-based information security training for CMS Contracting Officer Representatives and Government Task Leads (COR/GTL). This course offers an introduction to the concepts of information security, the legislative and regulatory security landscape as it applies to security in contracting, and practical guidance on how to implement this knowledge to meet program needs within an evolving acquisition environment. The course also presents a framework for incorporating security into all phases of the acquisition and system life cycles, from initiation to disposal. Completion of this course will provide current and potential CORs/GTLs with the resources to learn more about information security and how to seek</p>	<p>CMS Contracting Officer Representatives (COR) and Government Task Leads (GTL).</p>
<p>Security Control Families</p> <p><b>Dates:</b></p> <p>Jan. 28th April 7th July 21st Oct. 6th (Remote only)</p>	<p><b>1 Day</b> <b>6 CLPS</b></p>	<p>What are the most important things we have to do to protect our systems? This workshop is intended to help answer the question for those personnel who must understand, implement, maintain; assess, and transition to the new NIST SP 800-53, Rev4 security controls. The control areas and individual sub-controls described in this overview will focus on various administrative and technical aspects of information security, with a primary goal of supporting your organization in prioritizing its efforts in defending against the most common and damaging computer and network attacks. A comprehensive security program should take into account numerous areas of security, including overall policy, organizational structure, personnel issues (e.g., background checks, etc.), physical and technical security. The course enables you to interpret the security controls and gain insight on how these may be implemented in CMS systems.</p>	<p>ISSOs, CRAs, individuals with information system development and integration responsibilities, system engineers &amp; architects.</p>



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<p>Security for CMS Managers</p> <p><b>Dates:</b> Jan. 7th (Remote only)</p>	<p><b>1/2 Day</b> <b>4 CLPS</b></p>	<p>Today, managers are expected to know information security best practices and how to apply them in their organization. This course is designed to empower managers who want to get up to speed quickly on critical information security issues and terminology. You won't just learn about security, you will learn the basics of security management and understand the impacts of technological and policy change on the CMS security profile. The manager will learn vital, up-to-date knowledge and skills required to understand the security requirements for CMS and how to support these requirements from a management perspective. The pace of this half-day course is suited for a manager's busy schedule.</p>	<p>CISO, ISSOs, CRAs, and Managers who want to understand CMS security concerns and considerations.</p>
<p>Security+ Training for ISSOs</p> <p><b>Dates:</b> Feb. 29-March 4 June 6-10 Sept. 19-23</p>	<p><b>5 Days</b> <b>30 CLPS</b></p>	<p>A five day course for CMS personnel serving as an Information System Security Officer (ISSO) for one or more CMS FISMA systems. Contractors serving as the ISSO of a CMS FISMA system are required to hold an ANSI/ISO/IEC 17024 compliant certification. Federal employees holding the role of ISSO or CRA are encouraged to hold a similar certification. The CompTIA Security+ certification meets this requirement. The material covered in this course is an excellent starting point for attendees desiring to become CompTIA Security+ certified. The CompTIA Security+ exam is NOT offered as a part of this training. Attendees will be provided information about the certification process and given suggestions on methods to prepare for certification. Topics covered by this course include security of the physical environment, the computer, the OS, the applications, the network, and the media. Additional topics include network design and protocols, access controls, risk management, auditing, forensics, malware, encryption and disaster recovery.</p>	<p>ISSOs, CRAs and anyone serving as an Information System Security Officer for a CMS FISMA system.</p>



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<u>Course Name</u>	<u>Course Length/CLPS</u>	<u>Course Description</u>	<u>Target Audience</u>
<p>Technical Security Implementation</p> <p><b>Dates:</b> March 29-31 Nov. 15-17</p>	<p><b>3 Days</b> <b>18 CLPS</b></p>	<p>A three-day course in CMS methodology for standardized secure installation and maintenance of implementation of computer software and hardware. This course is intended for system administrators, and others with significant security responsibilities that will be responsible for designing and configuring the technical security aspects of information systems. Students will be introduced to safeguards designed to circumvent systems to open attacks from nefarious identities (i.e., cybercriminals, identity thieves, and computer hackers). Students will obtain high-level knowledge in the importance of maintenance processes, software updates, vulnerability patching, penetration testing, and digital forensics.</p>	<p>Information System Security Officers (ISSO), Cyber Risk Advisors (CRAs), ISSO Contractor Support (ISSOCS), System Developers and Maintainers (SDM) and staff with associated information system security functions.</p>
<p>Working with CFACTS 2</p> <p><b>Dates:</b> Jan. 5-6 (Remote only) March 8-9 (Remote only) April 26-27 (Remote only) July 26-27 (Remote only) Oct. 25-26</p>	<p><b>2 Days</b> <b>12 CLPS</b></p>	<p>A hands-on two-day course designed to train Business Owners (BOs), Information System Security Officers (ISSOs), Cyber Risk Advisors (CRAs) and their contractors (with CFACTS access) on the structure of CFACTS and the navigation skills necessary to generate and maintain a complete ATO Package for your system. Each section of the new CFACTS interface will be covered in detail and practiced during the class with corresponding hands-on exercises. Tips on artifact structure and format will also be provided.</p>	<p>Business Owners (BO), Information System Security Officers (ISSO), Cyber Risk Advisors (CRAs), ISSO Contractor Support (ISSOCS), IT Auditors and anyone else working with CFACTS 2.0.</p>



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**Why is CYBER SECURITY a Problem? What can you do?**

The first step in protecting yourself is to recognize the risks and become familiar with some of the terminology associated with them.

- Hacker, attacker, or intruder - These terms are applied to the people who seek to exploit weaknesses in software and computer systems for their own gain. Although their intentions are sometimes fairly benign and motivated solely by curiosity, their actions are typically in violation of the intended use of the systems they are exploiting. The results can range from mere mischief (creating a virus with no intentionally negative impact) to malicious activity (stealing or altering information).
- Malicious code - Malicious code, sometimes called malware, is a broad category that includes any code that could be used to attack your computer.
- Vulnerability - In most cases, vulnerabilities are caused by programming errors in software. Attackers might be able to take advantage of these errors to infect your computer, so it is important to apply updates or patches that address known vulnerabilities .

Source: [US-CERT](#); Security Tip (ST04-001)



# January 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Working with CFACTS 2	Jan. 5-6	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Security for CMS Managers	Jan. 7	8:00 - 12:00	Remote Only	<a href="#">Webinar</a>
ISSO Fundamentals	Jan. 26-27	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security Control Families	Jan. 28	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>



**For WebEx Meetings call:**  
**1-877-267-1577**  
 (or 63100 from a CMS Phone)  
 Then enter the meeting number.

# January 2016

Sun Mon Tue Wed Thu Fri Sat

					1 New Year's Day	2
3	4	5 Working with CFACTS 2	6	7 Security for CMS Managers	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King Day	19	20	21	22	23
24	25	26 ISSO Fundamentals	27	28 Security Control Families	29	30
31						



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**LEGEND:**

REMOTE-ONLY CLASS

CLASSROOM & REMOTE

CLASSROOM ONLY

## PASSWORD PROTECTION

### STOP. THINK. CONNECT.

Set strong passwords, change them regularly, and don't share them with anyone.

- Do not include your name, your kids' or pets' names, or other well-known information about yourself in your password;
- Avoid using common words in your passwords or passphrases. Instead, break up words with numbers and punctuation marks or symbols. For example, @ can replace the letter "A" and an exclamation point (!) can replace the letters "I" and "L"; and
- Use a combination of upper and lower case letters.
- Keep your operating system, browser, and other critical software optimized by installing updates.
- Maintain an open dialogue with your friends, family, colleagues and community about Internet safety.
- Use privacy settings and limit the amount of personal information you post online.
- Be cautious about offers online, if it sounds too good to be true, it probably is.

Source: [DHS.GOV](http://DHS.GOV)



# February 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Contingency Planning	Feb. 2-3	9:00 - 4:00	Room 311 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security & the Role of the COR/GTL	Feb. 4	9:00 - 4:00	Room 311 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
IT Risk Management	Feb. 23-24	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Security+ Training for ISSOs	Feb. 29-Mar. 4	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a>



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# February 2016

Sun Mon Tue Wed Thu Fri Sat

	1	2	3	4	5	6
		Contingency Planning		Security & the Role of the COR/GTL		
7	8	9	10	11	12	13
14	15 Washington's Birthday	16	17	18	19	20
21	22	IT Risk Management	24	25	26	27
28	29					



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**LEGEND:**

REMOTE-ONLY CLASS

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**Be Vigilant with Your Internet of Things (IoT) Devices**

- Understand your IoT devices. Many come with default passwords or open Wi-Fi connections, so change to a strong password and only allow the device to operate on a network with a secured Wi-Fi router.
- Protect your Wi-Fi networks—set up firewalls and use strong, complex passwords, and consider using media access control address filtering to limit the devices able to access your network.
- Many routers give you the option to set up more than one network—if yours does, separate your computing devices from your IoT devices and spread them throughout several different networks. That way, if cyber criminals break into one network, the damage they do will only be limited to the devices on that one network.
- Disable the Universal Plug and Play protocol (UPnP) on your router—UPnP can be exploited to access many IoT devices.
- Purchase IoT devices from manufacturers with a track record of providing secure devices, and set your devices for automatic updates when available.

Source:: [FBI.GOV](http://FBI.GOV)



# March 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Security+ Training for ISSOs	Feb. 29-Mar. 4	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a>
Working with CFACTS 2	March 8-9	9:00 - 4:00	Remote only	<a href="#">Webinar</a>
Protect CMS by Protecting Yourself	March 10	1:00 - 5:00	Remote only	<a href="#">Webinar</a>
Technical Security Implementation	March 29-31	9:00 - 4:00	Room 300 7111 Security Blvd	<a href="#">Classroom</a>



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# March 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Security+ Training for ISSOs				
6	7	8	9	10	11	12
		Working with CFACTS 2		Protect CMS by Protecting Yourself		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
		Technical Security Implementation				



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**LEGEND:**

REMOTE-ONLY CLASS

CLASSROOM & REMOTE

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**Treat Your Personal Information LIKE CASH!**

Don't hand it out to just anyone who asks...

Your social security number, credit card numbers, and bank account numbers can be used to steal your money or open new accounts in your name. So every time you are asked for your personal information, -- whether in a web form, an email, a text, or a phone message -- think about whether you can really trust the request. In an effort to steal your information, scammers will do everything they can to appear trustworthy. Learn more about scammers who phish for your personal information at:

<https://msisac.cisecurity.org/newsletters/2013-04.cfm>

Source: [Multi-State Information Sharing & Analysis Center](#)



# April 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Cybersecurity Essentials	April 5-6	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security Control Families	April 7	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Webinar</a>
Working with CFACTS 2	April 26-27	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Protect CMS by Protecting Yourself	April 28	8:00 - 12:00	Remote Only	<a href="#">Webinar</a>



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**Then enter the meeting number.**

# April 2016

Sun Mon Tue Wed Thu Fri Sat

					1	2
3	4	5	6	7	8	9
		Cybersecurity Essentials		Security Control Families		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		Working with CFACTS 2		Protect CMS by Protecting Yourself		



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**LEGEND:**

REMOTE-ONLY CLASS

CLASSROOM & REMOTE

CLASSROOM ONLY

**How can you limit the amount of information collected about you?**

- Be careful supplying personal information - Unless you trust a site, don't give your address, password, or credit card information. Look for indications that the site uses SSL to encrypt your information. Although some sites require you to supply your social security number (e.g., sites associated with financial transactions such as loans or credit cards), be especially wary of providing this information online.

- Limit cookies - If an attacker can access your computer, he or she may be able to find personal data stored in cookies. You may not realize the extent of the information stored on your computer until it is too late. However, you can limit the use of cookies.

- Browse safely - Be careful which websites you visit; if it seems suspicious, leave the site. Also make sure to take precautions by increasing your security settings, keeping your virus definitions up to date, and scanning your computer for spyware.

Source: [US-CERT](#); Security Tip (ST05-008)



# May 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
IT Risk Management	May 10-11	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Assessment & Authorization	May 12	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Webinar</a>



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 Then enter the meeting number.

# May 2016

Sun Mon Tue Wed Thu Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IT Risk Management

Assessment & Authorization

Memorial Day



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**LEGEND:**

REMOTE-ONLY CLASS

CLASSROOM & REMOTE

CLASSROOM ONLY

## CLOUD SECURITY

Not only is the virtual cloud a place to exchange information, store our photos and hold our abundance of emails, but it's becoming increasingly utilized to hold most of our data. With this, comes risks. How safe is the cloud? We really aren't sure, but here are some ways to protect your information and security:

- Avoid storing any sensitive, personal and/or private information in the cloud.
- Zip your files and encrypt them with password protection.
- Choose difficult passwords—not only letters and words. Come up with phrases, alternate letters with numbers and special characters. Make it hard to crack your code!
- Keep up to date with security patches, virus protection and back up all your data on a regular basis.
- Be knowledgeable about your cloud coverage—read the agreements and be in the know.



# June 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Contingency Planning	June 1-2	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Security+ Training for ISSOs	June 6-10	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a>
ISSO Fundamentals	June 21-22	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security and the Role of the COR/GTL	June 23	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>



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# June 2016

Sun      Mon      Tue      Wed      Thu      Fri      Sat

			1	2	3	4
			Contingency Planning			
5	6	7	8	9	10	11
	Security+ Training for ISSOs					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		ISSO Fundamentals		Security and the Role of the COR/GTL		
26	27	28	29	30		



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**LEGEND:**

- REMOTE-ONLY CLASS
- CLASSROOM & REMOTE
- CLASSROOM ONLY

**Using Caution with Email Attachments**

- Be wary of unsolicited attachments, even from people you know - Just because an email message looks like it came from your mom, grandma, or boss doesn't mean that it did. Many viruses can "spoof" the return address, making it look like the message came from someone else. If you can, check with the person who supposedly sent the message to make sure it's legitimate before opening any attachments. This includes email messages that appear to be from your ISP or software vendor and claim to include patches or anti-virus software. ISPs and software vendors do not send patches or software in email.

- Keep software up to date - Install software patches so that attackers can't take advantage of known problems or vulnerabilities. Many operating systems offer automatic updates. If this option is available, you should enable it.

(Continued on Next Schedule of Events page)

Source: [US-CERT](#); Security Tip (ST04-010)



# July 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Protect CMS by Protecting Yourself	July 14	8:00 - 12:00	Remote Only	<a href="#">Webinar</a>
Protect CMS by Protecting Yourself	July 14	1:00 - 5:00	Remote Only	<a href="#">Webinar</a>
Cybersecurity Essentials	July 19-20	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security Control Families	July 21	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Working with CFACTS 2	July 26-27	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>



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# July 2016

Sun Mon Tue Wed Thu Fri Sat

					1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14 Protect CMS by Protecting Yourself	15	16
17	18	19 Cybersecurity Essentials	20	21 Security Control Families	22	23
24	25	26 Working with CFACTS 2	27	28	29	30
31						



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### Using Caution with Email Attachments (cont.)

- Trust your instincts - If an email or email attachment seems suspicious, don't open it, even if your anti-virus software indicates that the message is clean. Attackers are constantly releasing new viruses, and the anti-virus software might not have the signature. At the very least, contact the person who supposedly sent the message to make sure it's legitimate before you open the attachment. However, especially in the case of forwards, even messages sent by a legitimate sender might contain a virus. If something about the email or the attachment makes you uncomfortable, there may be a good reason. Don't let your curiosity put your computer at risk.

- Save and scan any attachments before opening them - If you have to open an attachment before you can verify the source, take the following steps:

1. Be sure the signatures in your anti-virus software are up to date.
2. Save the file to your computer or a disk.
3. Manually scan the file using your anti-virus software.
4. If the file is clean and doesn't seem suspicious, go ahead and open it.

**(Continued on Next Schedule of Events page)**

Source: [US-CERT](#); Security Tip (ST04-010)



# August 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Contingency Planning	Aug. 23-24	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Security and the Role of the COR/GTL	Aug. 25	9:00 - 4:00	Room 323 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>



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# August 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contingency Planning

Security and the Role of the COR/GTL



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### Using Caution with Email Attachments (cont.)

- Turn off the option to automatically download attachments - To simplify the process of reading email, many email programs offer the feature to automatically download attachments. Check your settings to see if your software offers the option, and make sure to disable it.
- Consider creating separate accounts on your computer - Most operating systems give you the option of creating multiple user accounts with different privileges. Consider reading your email on an account with restricted privileges. Some viruses need "administrator" privileges to infect a computer.
- Apply additional security practices - You may be able to filter certain types of attachments through your email software.

Source: [US-CERT](#); Security Tip (ST04-010)



# September 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
Protect CMS by Protecting Yourself	Sept. 13	8:00 - 12:00	Remote Only	<a href="#">Webinar</a>
Protect CMS by Protecting Yourself	Sept. 13	1:00 - 5:00	Remote Only	<a href="#">Webinar</a>
Cybersecurity Essentials	Sept. 14-15	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Security+ Training for ISSOs	Sept. 19-23	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a>
Security Control Families	Sept. 28	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>



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# September 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13 Protect CMS by Protecting Yourself	14 Cybersecurity Essentials	15	16	17
18	19	20	21	22	23	24
	Security+ Training for ISSOs					
25	26	27	28 Security Control Families	29	30	



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**How do you know if there is spyware on your computer?**

The following symptoms *may* indicate that spyware is installed on your computer:

- you are subjected to endless pop-up windows
- you are redirected to web sites other than the one you typed into your browser
- new, unexpected toolbars appear in your web browser
- new, unexpected icons appear in the task tray at the bottom of your screen
- your browser's home page is suddenly changed
- the search engine your browser opens when you click "search" has been changed
- certain keys fail to work in your browser (e.g., the tab key doesn't work when you are moving to the next field within a form)
- random Windows error messages begin to appear
- your computer suddenly seems very slow when opening programs or processing tasks (saving files, etc.)

Source: [US-CERT](#); Security Tip (ST04-016)



# October 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
ISSO Fundamentals	Oct. 4-5	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Security Control Families	Oct. 6	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
CISO Forum	Oct. 20	9:00—12:30		
Working with CFACTS 2	Oct. 25-26	9:00 - 4:00	Room 300 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Protect CMS by Protecting Yourself	Oct. 27	8:00 - 12:00	Room 300 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>
Protect CMS by Protecting Yourself	Oct. 27	1:00 - 5:00	Room 300 7111 Security Blvd	<a href="#">Classroom</a> <a href="#">Webinar</a>



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# October 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		ISSO Fundamentals		Security Control Families		
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20	21	22
				CISO FORUM		
23	24	25	26	27	28	29
		Working with CFACTS 2		Protect CMS by Protecting Yourself		
30	31					



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**How can you prevent spyware from installing on your computer?**

- Don't click on links within pop-up windows - Because pop-up windows are often a product of spyware, clicking on the window may install spyware software on your computer. To close the pop-up window, click on the "X" icon in the title bar instead of a "close" link within the window.
- Choose "no" when asked unexpected questions - Be wary of unexpected dialog boxes asking whether you want to run a particular program or perform another type of task. Always select "no" or "cancel," or close the dialog box by clicking the "X" icon in the title bar.
- Be wary of free downloadable software - There are many sites that offer customized toolbars or other features that appeal to users. Don't download programs from sites you don't trust, and realize that you may be exposing your computer to spyware by downloading some of these programs.
- Don't follow email links claiming to offer anti-spyware software - Like email viruses, the links may serve the opposite purpose and actually install the spyware it claims to be eliminating.

Source: [US-CERT](#); Security Tip (ST04-016)



# November 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
IT Risk Management	Nov. 1-2	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Assessment & Authorization	Nov. 3	9:00 - 4:00	Remote Only	<a href="#">Webinar</a>
Technical Security Implementation	Nov. 15-17	9:00 - 4:00	Room 303 7111 Security Blvd	<a href="#">Classroom</a>



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# November 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 IT Risk Management	2	3 Assessment & Authorization	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15 Technical Security Implementation	16	17	18	19
20	21	22	23	24 Thanksgiving Day	25	26
27	28	29	30			



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**How do you remove spyware?**

- Run a full scan on your computer with your anti-virus software - Some anti-virus software will find and remove spyware, but it may not find the spyware when it is monitoring your computer in real time. Set your anti-virus software to prompt you to run a full scan periodically .

- Run a legitimate product specifically designed to remove spyware - Many vendors offer products that will scan your computer for spyware and remove any spyware software. Popular products include Lavasoft's Ad-Aware, Microsoft's Window Defender, Webroot's SpySweeper, and Spybot Search and Destroy.

- Make sure that your anti-virus and anti-spyware software are compatible - Take a phased approach to installing the software to ensure that you don't unintentionally introduce problems.

Source: [US-CERT](#); Security Tip (ST04-016)



# December 2016

## Schedule of Events

Event / Course (Registration Links)	Dates	Times	Location	HHS LMS Registration Link
No training is scheduled for the month of December.				



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# December 2016

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas Day	26 Federal Holiday	27	28	29	30	31



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