



February 1, 2017

TO: Texas A&M AgriLife Employees

SUBJECT: TrainTraq Notice: Course 3001 Information Security is Changing to an ANNUAL Requirement

Texas A&M AgriLife Human Resources, together with Texas A&M AgriLife Information Technology, advise you of the following change in the timeline for training assignments for TrainTraq course number 3001 Information Security Awareness.

AgriLife Agency Procedure 29.01.03 01 (10), TRAINING AND ACKNOWLEDGMENT was recently revised. The period for taking Information Security Awareness Training has been modified to an **annual** basis to better support state regulation and security & privacy best practices.

Updated Agency Rules and Procedures are available on the Texas A&M AgriLife Administrative Services portal (<http://agrilifeas.tamu.edu/rules-procedures/>)

This change will affect all active employees within Texas A&M AgriLife in the following ways:

- Employees who completed this training within the previous year will receive notification within 10 months of that last completion, advising the course is due in 60 days.
- Employees who completed the training more than a year ago, will also be required to complete the course within 60 days. The course notification assignments for these employees will begin next week.

For questions, please contact: Beverley Rose, Employee Development Manager at (979) 458-3279 or barose@ag.tamu.edu.

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423