



May 21, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Effective May 18, 2020: New & Revised TAMUS Regulations, New Required Training, Revised Timeline for Existing Training

New System Regulation

[24.01.04, Fire and Life Safety](#) addresses the risk of fire and life safety faced by each system member and the strategies the system takes to address this risk.

Revised System Regulation & New Required Training

[33.05.02, Required Employee Training](#) adds a new TrainTraq course, [#2114125 Fiscal Transactions – Preventing Impostor Fraud](#), developed to inform employees about impostor fraud and what they can do to prevent fraudulent transactions from being processed. This training is to be completed annually by all system employees and will be automatically assigned in TrainTraq.

Revised Timeline – Required Training

Additionally, the previous every two-years schedule for the course [#3001 Information Security Awareness – Preventing Impostor Fraud](#) is revised to be completed annually in compliance with Texas Government Code. Note: Texas A&M AgriLife was already assigning this course on a one-year cycle per guidelines administered by Texas A&M AgriLife IT.

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