INFORMATION SHARING ENVIRONMENT GUIDANCE (ISE-G)

IMPLEMENTION OF THE INFORMATION SHARING ENVIRONMENT CORE AWARENESS TRAINING

1. Authority. The National Security Act of 1947, as amended; The Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA), as amended; Presidential Memorandum dated April 10, 2007 (*Assignment of Functions Relating to the Information Sharing Environment*); Presidential Memorandum dated December 16, 2005 (*Guidelines and Requirements in Support of the Information Sharing Environment*); the Director of National Intelligence memorandum dated May 2, 2007 (*Program Manager's Responsibilities*); Executive Order 13388; National Information Sharing Strategy, dated October 2007; and other applicable provisions of law.

2. Purpose.

    a. In accordance with Section 1016 of the IRTPA, Requirement 2 of the December 16, 2005 Presidential Memorandum directed heads of executive departments and agencies to work to promote a culture of information sharing. In order to implement an effective, widespread culture of information sharing, departments and agencies are to, among other things, develop guidelines and provide training and incentives, and hold personnel accountable for the improved and increased sharing of terrorism information.

    b. IRTPA specifically required that the ISE Implementation Plan (IP) include a description of the training requirements needed to ensure that the ISE will be adequately implemented and properly utilized. The ISE IP affirmed that an ISE training plan would be implemented through a "core" training program across all departments and agencies.

    c. In addition, the National Strategy for Information Sharing emphasized, as a core principle, the necessity of "fostering a culture of awareness in which people at all levels of government remain cognizant of the functions and needs of others and use knowledge and information from all sources to support counterterrorism efforts."

    d. Accordingly, the Program Manager, Information Sharing Environment (PM-ISE) established an ISE Training Working Group, as a sub-committee of the Information Sharing Council (ISC), to develop an ISE core awareness training course. Membership included: the Central Intelligence Agency, Department of Defense, Department of Health and Human Services, Department of Homeland Security, Department of Justice, Department of State, Department of Transportation, Federal Bureau of Investigation, the Joint Chiefs of Staff, and the Office of the Director of National Intelligence.

3. Applicability. This ISE-G is applicable to:

    a. Federal elements of the ISE, including the PM-ISE and the Information Sharing Council (ISC) participants and their departments and agencies that possess or use terrorism-

related information, operate a system that supports the ISE, or otherwise participate (or expect to participate) in the ISE consistent with Section 1016(i) of the IRTPA.

b. Personnel who are charged with sharing terrorism information, or supporting such sharing, to include, but are not limited to, intelligence discipline and Federal law enforcement personnel and managers involved in collection, analysis, production, exploitation, and distribution of terrorism information, as well as information assurance and technology specialists, and others as determined by individual departments and agencies.

4. Guidance.

a. ISE core awareness training, as established by Presidential directives, is an important undertaking designed to promote the culture of information sharing by effecting changes in attitudes and practices among those who directly interact with terrorism information. This ISE-G provides the ISE core awareness training course, clarifies the roles and responsibilities of the ISE participants, and provides a guide *(refer to Attachment A)* for department and agency implementation of the training.

b. The ISE core awareness training course is provided for Federal department and agency implementation; however the PM-ISE encourages the adoption of awareness training by State, local, and tribal (SLT) partners. Accordingly, any necessary specialized information sharing training for State, local, and tribal governments is to be jointly developed by the Department of Justice, the Department of Homeland Security, the Federal Bureau of Investigation, as a part of their mission responsibilities.

5. Responsibilities.

a. The PM-ISE:

(1) Is responsible for the accuracy and suitability of the ISE core awareness training course and for issuing guidance for implementation.

(2) Will provide the ISE core awareness training course to all applicable Federal organizations in the three delivery formats *(refer to Attachment A, paragraph 1, Training Content)*.

(3) Will ensure the course is updated and/or revised, as deemed appropriate.

(4) Will identify measures of performance to be reported bi-annually by Federal departments and agencies regarding progress made in core training, as part of the annual ISE performance reporting process *(refer to Attachment A, paragraph 4, Reporting Progress)*.

b. The ISC will serve in an advisory capacity to the PM-ISE on the development, coordination, updating, and implementation of this ISE-wide core awareness training course.

c. All Federal departments or agencies, responsible for sharing terrorism-related information, will:

(1) Not later than July 30, 2008, identify to the PM-ISE a Director of Training (or equivalent), who is responsible for integrating the ISE core awareness training course into their institutional training, development and continuing education programs. This individual will ensure:

(a) An approach is finalized on behalf of their department or agency for implementing the core awareness training course, in accordance with *Attachment A, paragraph 3, Implementation* not later than August 31, 2008.

(b) The identification of appropriate personnel to be trained and the administration of the core awareness training to agency personnel, including the completion by applicable personnel of the core awareness training within the first year of assignment (for new employees) or availability of the course.

(c) Maintenance of records of agency personnel who complete core training.

(d) Completion, on an bi-annual basis, of measured results of their respective department's or agency's core awareness training *as specified in Attachment A, paragraph 4, Reporting Progress.*

(2) Develop and administer agency-specific ISE training on operational matters, as appropriate, based on their unique missions, specialized business processes, programs and policies, and other needs in furtherance of the *National Strategy for Information Sharing*, to supplement ISE core awareness training.

(3) Provide technical support on the ISE core awareness training course for their respective department and agency personnel.

6. Effective Date and Expiration. This ISE-G is effective immediately and will remain in effect until superseded or cancelled.
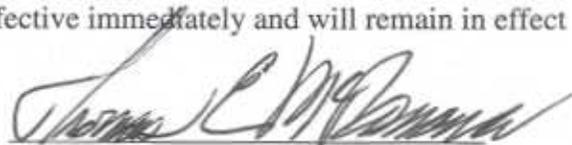
Thomas E. McNamara
Program Manager for the Information
Sharing Environment
Date: July 16, 2008

Attachments:
A. Training Implementation Guide

ATTACHMENT A: TRAINING IMPLEMENTATION GUIDE

In accordance with Section 1016 of IRTPA, Requirement 2 of the December 16, 2005 Presidential Memorandum directed heads of executive departments and agencies to work to promote a culture of information sharing. In order to implement an effective, widespread culture of information sharing, departments and agencies are to, among other things, develop guidelines and provide training and incentives, and hold personnel accountable for the improved and increased sharing of terrorism information. The following guide will help departments and agencies to ensure effective implementation of the ISE core awareness training course and timely reporting of the progress.

1. Training Content. The core training content is available to ISC participants and associated Federal departments and agencies in three delivery formats. Departments and agencies are responsible to determine the best means of delivery to meet the needs of its learners.

    a. Administrator and Stand-alone CDs. Two CDs will be provided: (1) The Administrator's CD includes the training content in three delivery formats and includes Administrative Documentation; (2) The stand-alone application is intended for reproduction and direct distribution to learner, participants, and personnel. These details can be found in the table below.

(1) Administrator CD includes:	
Learning Management System (LMS) software. (SCORM Version) Compliant with Sharable Content Object Reference Model standards and specifications for web-based distance learning. Access to the Internet is not required.	(1) Departments and agencies may arrange for their employees to take the core training on the Foreign Service Institute's Learn Center on-line LMS. (2) An LMS should be programmed to capture data regarding the number of persons who have completed the course, the date of completion, and comments concerning the accuracy of course content and satisfaction with the presentation of the material.
Network software. (Web Version) Allows agencies to make the course accessible through their own non-public information systems. Access to the Internet is not required.	(1) This version is designed for controlled, agency-only access. (2) Agencies should record individuals who access the training and require presentation of the certificate provided at the end of the course as proof of course completion.
Stand-alone software. (CD Version) Compact disk (CD) for use on a classified/unclassified workstation by employees. Access to the Internet is not required.	(1) This CD version can be used with on any classified or unclassified computer or system. (2) Agencies should arrange for the reporting of an individual's completion of the training, such as the presentation of the certificate available at the end of the course.

	(3) Agencies are to limit the distribution of training CDs to the employees within their organization who interface with terrorism information.
Administrative Documentation.	(1) CD Layout (2) Install Server Standalone (3) Install SCORM 1.2 (PIF or Non-PIF) (4) Install SCORM 2004 (PIF or Non-PIF)
(2) CD-Based (stand-alone) CD includes:	
Stand-alone software. (CD Version) Compact disk (CD) for use on a classified/unclassified workstation by employees. Access to the Internet is not required.	(1) This CD version can be used with on any classified or unclassified computer or system. (2) Agencies should arrange for the reporting of an individual's completion of the training, such as the presentation of the certificate available at the end of the course. (3) Agencies are to limit the distribution of training CDs to the employees within their organization who interface with terrorism information.

b. Duplication. The PM-ISE will provide copies to ISC members and the designated Directors of Training. Departments and agencies are responsible for making duplicates for distribution to their appropriate personnel.

2. System Requirements. In order to run this course, you must have the following minimum computer specifications:

a. Hardware.

(1) Processor – PC with 900 MHz Pentium Processor.

(2) Memory – 128 Megabytes.

(3) CD-ROM drive.

(4) A video card capable of displaying at a resolution of 800 x 600 pixels and 16-bit (65,536) colors or better.

b. Software.

(1) Operating System - Windows® 2000, Windows® XP, or Windows® Vista.

(2) Browser - Microsoft® Internet Explorer 5.5 or higher.

(3) Adobe® Flash® Player 6.0 or higher (recommended, not required).

3. <u>Implementation.</u> Agencies are responsible for adopting and implementing the core awareness training. Departments and Agencies are advised to consider the following questions prior to the implementation of the ISE core awareness training course:

   (1)   *What are the objectives of the agency that pertain to information sharing?*

   (2)   *How will the training help the organization meet those objectives?*

   (3)   *What training has already taken place?*

   (4)   *What is working well that we can build on?*

   (5)   *How will improving awareness of the ISE support our mission?*

   (6)   *What new skills/competencies are required?*

   (7)   *Who needs to complete the training?*

   (8)   *Who will endorse/sponsor the training within the agency?*

   (9)   *What information is available about the participants - what do they perceive to be their needs?*

   (10) *How will we measure and report training progress and performance?*

4. <u>Reporting Progress.</u> The role of the PM-ISE is to monitor agency efforts to promote a culture of sharing. In fulfilling its duties, the Program Manager shall assess core training status twice each year, once in the fall and again in the spring. The results will be published in the ISE Annual Performance Report to Congress in June. ISC participants and associated agencies, through their designated Director of Training, are to report the following to the PM-ISE office:

   a. The *total number* of personnel who are identified for core awareness training as of December of that year.

   b. The number of identified personnel, by career category, who have received the core awareness training *in the past year*.

   c. The *total number* of personnel, by career category, who have received the core awareness training.

   d. Has the agency modified or created *agency or mission-specific* information sharing training?

   e. The *total number* of personnel who have received *agency/mission-specific* information sharing training.

f. Report any examples of outcomes or operational improvements that directly or indirectly result from the completion of information sharing training.

5. Implementation Timeline.

July 30, 2008: Departments and agencies identify their Director of Training to coordinate with the PM-ISE on the implementation of the ISE core awareness training course and reporting on the progress.

Week of July 28, 2008: PM-ISE outreach to designated Director of Training.

August 6, 2008: PM-ISE request to designated Director of Training to measure the process of their ISE core awareness training implementation efforts as part of the bi-annual performance assessment.

August 31, 2008: Finalized approach for your department's or agency's implementation of the core awareness training course, in accordance with *Attachment A, pg. 6, paragraph 3, Implementation*.

September 19, 2008: The designated Director of Training provides measured progress of their core awareness training implementation efforts to the PM-ISE.

November 17, 2008: Collection and compilation of best practices for ISE training deployment and/or integration with existing programs. These best practices will be reported back to departments and agencies.

December 17, 2008: Target date for completion of first ISE core awareness training baseline.