



Iecusoft™

Iecusoft™ Security Awareness Training Program

Introduction

Iecusoft™ prioritizes the confidentiality, integrity, and availability of information within VA-operated environments. As a trusted federal contractor serving VA facilities, Iecusoft™ ensures strict adherence to the Department of Veterans Affairs' requirements for annual Security Awareness Training and Information Security Rules of Behavior.

Purpose

The purpose of this training is to ensure that all Iecusoft™ employees understand their roles and responsibilities in protecting sensitive VA information and resources. This document outlines mandatory annual security training topics, procedures, and compliance acknowledgment requirements mandated by the VA.

Training Content and Objectives

Iecusoft™ Security Awareness Training covers the following key areas:

1. VA Information Security Rules of Behavior

- a. Proper handling, storage, and disposal of sensitive information
- b. Acceptable use policies for VA information systems
- c. Reporting procedures for security incidents or breaches

2. Information Security Fundamentals

- a. Importance of protecting Personal Health Information (PHI), Personally Identifiable Information (PII), and other sensitive data
- b. Recognizing phishing, social engineering, and other common threats
- c. Proper password management and multi-factor authentication protocols

3. Data Privacy and Compliance

- a. HIPAA compliance standards for VA facilities

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✓ CAGE Code: 8K8S7
✓ UEI: DC5CJM5A5EM6
✓ SDVOSB Verified on SAM.gov

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- b. Compliance with Federal Information Security Management Act (FISMA) requirements
- c. Understanding confidentiality obligations and legal implications of data breaches

4. Incident Reporting Procedures

- a. Immediate response steps upon recognizing a security breach or suspected incident
- b. Detailed reporting to designated VA Information Security Officers
- c. Post-incident review and remediation measures

5. Cybersecurity Best Practices

- a. Secure communication channels
- b. Physical security practices for workstations and access-controlled areas
- c. Regular updates and patch management for software systems

Training Delivery Methods

- **Online Training Modules:** Comprehensive, interactive, scenario-based training through the Iecusoft™ ERP (Monday.com).
- **In-Person Workshops:** Annual in-person or virtual sessions to reinforce critical topics, facilitated by certified information security professionals.
- **Documentation and Guides:** Continuous access to detailed security awareness guides, rules of behavior documents, and reference materials.

Employee Compliance and Certification

All Iecusoft™ employees must:

- **Complete Annual Security Training:** Participation tracked via Monday.com ERP.
- **Acknowledgment Form:** Electronically sign the "VA Information Security Rules of Behavior Acknowledgment" annually.

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- **Compliance Audits:** Undergo periodic audits verifying completion and understanding of security responsibilities.

Roles and Responsibilities

- **Iecusoft™ Information Security Officer (ISO)**
 - Oversees annual training implementation and compliance verification.
 - Coordinates updates of training content based on VA guidelines and emerging threats.
- **Supervisors and Managers**
 - Ensure employees complete mandatory training annually.
 - Reinforce security awareness within daily operations.
- **Employees**
 - Complete required training and acknowledgment forms by established deadlines.
 - Report security concerns or incidents immediately.

Training Documentation and Record-Keeping

- All training records are maintained within the Monday.com ERP system for at least five years.
- Training completion status is readily available for audit by VA Contracting Officers upon request.

Annual Review and Updates

This Security Awareness Training program is reviewed annually and updated to align with VA regulatory changes, emerging threats, and evolving cybersecurity standards.

Contact for Training Inquiries

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Trademark: 97411732

Approval and Certification

This ISSP document has been reviewed, approved, and certified compliant by senior management and the Iecusoft™ Information Security Officer.

Signature:

Christopher James McKenna

Name: Christopher James McKenna

Title: Chief Executive Officer

Date: 04/01/2025

Iecusoft™ – Ensuring Security, Trust, and Continuity for VA Facilities.

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Acknowledgment

By completing the annual training and signing the acknowledgment form, employees affirm their understanding of VA security requirements and agree to adhere to the established Information Security Rules of Behavior without exception.

Iecusoft™ – Protecting Information. Empowering Trust.

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