DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND   1 March 2016

MEMORANDUM FOR NCO Academy Fort Dix

SUBJECT: Policy Letter 23 Information Assurance (IA) Training

1. References.

    a. AR 25-1, Army Information Technology, 25 June 2013.

    b. AR 25-2, Information Assurance, 24 October 2007, w RAR 001, dtd 23 March 2009 .

    c. AR 380-67, Personnel Security Program, 24 January 2014.

2. Purpose. Technology is evolving at a rapid rate and personnel must develop skills to keep pace with technological changes. Information Assurance training is an integral part of ensuring that network resources are effectively secured and protected from internal and external breaches and exploitations. All personnel are responsible for operating, maintaining, and safeguarding information resources. Training ensures that all users know what precautions to take, how to recognize possible exploits and breaches, and how they get reported.

3. Policy.

    a. All network administrators, system administrators, system managers, and personnel, must maintain certification equal to the duties assigned to them and other mandatory training.

    b. All users will complete initial and yearly mandatory IA training for network access.

    c. Newly assigned users will complete the Wide Network Security Focus Training (WNSF), which consists of Portable Electronics Devices, Removable Storage Media, Personal Identifiable Information (Pll), Phishing Awareness, and Safe Home Computing.

    d. All users will complete the USARC 75-R, Acceptable Use Policy. The form is required annually and will be completed with the mandatory IA training. Training and the Acceptable Use Policy will be added to the Army Training and Certification Tracking System websites.

4.   Non-Compliance. Failure to comply with the policy will result in a suspension of network privileges until training requirements are completed and verified.

AFRC-RTC-ND
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5. Point of contact is the First Sergeant at 609-562-2239.

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Commandant