



William H. Miller, Governor
Katie Maguire, Secretary
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FTA Computer Security Workshop

Security Awareness Training

March 8, 2007

Stan Wiechert, KDOR IS Security Officer



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Security Awareness Training

- Historical Background
- Organization of KDOR
- Delivery of Training
- Specific Contents



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Security Awareness Training

- **Historical Background**
 - 1998-Internal Audit presented Security Awareness Program
 - IRS Safeguard focus- UNAX-Unauthorized Access, etc.
 - 1999 Responsibility shifted from IA to IS with my move
 - IS became the technical liaison for Safeguard Review
 - Development of Written Security Policies and Procedures, etc.
 - 2002-KDOR CIO co-chair of ITEC Security Council
 - 10/2003 -Governor's Memo to All State Agencies about increasing Security Measures
 - ITEC Security Council recommended User Awareness Training
 - KDOR Secretary's Mandate for formal training for all users

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Security Awareness Training

- **Organization of KDOR**
 - Department is headed by the Secretary of Revenue
 - She manages the Four Divisions:
 - Alcoholic Beverage Control
 - Property Valuation
 - Tax Operations
 - Vehicles
 - Five Secretariat Service Bureaus:
 - Audit Services
 - Information Services
 - Legal Services
 - Policy and Research
 - Resource Management (includes Budget/Purchasing , Office Services, Learning Center, and Personnel)

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Security Awareness Training

- Organization of KDOR
 - 1150 Associates

 - Main Office in Topeka

 - Satellite Offices In Kansas City and Wichita

 - Drivers' License Examining Stations statewide (105 counties)

 - Various Field Personnel throughout the state

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Security Awareness Training

- Delivery of Training
 - Mandatory for all associates
 - Instructor led Course for the first time
 - Video message from the Secretary
 - Part of 2 day class for new associates (Orientation to KDOR, Sexual Harassment, Security Awareness Training)
 - Graded test to pass course, Transcript kept in Personnel File
 - Annual Computer Based Training (CBT)
 - Accessed over the KDOR Intranet, at the associate's desktop
 - Learning Center (LC) has a library with PC's to take course without interruptions
 - LC registers new users with Userid and password, emails reminders to take the course, on-line test to pass, certificate of completion, recorded on transcript

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Security Awareness Training

- **Delivery of Training**
 - LC uses Authorware –An authoring environment for creating cross-platform interactive multimedia systems. It provides tools for producing interactive learning and training applications that use digital movies, sound, animation, text and graphics.
 - KDOR integrates Authorware with the content of the CBT
 - New user gets Authorware software from our server
 - Training developed by collaboration between IS and LC in 2004
 - Initial rollout to Secretary and Management Council for approval
 - All associates attended Instructor led class in 2004
 - CBT presentation in 2005 and 2006 and future
 - Annual updates for new content

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Security Awareness Training

- **Specific Contents**

Some intentional design considerations:

 - Designed to include the IRS Pub 1075 requirements
 - All associates see the same training even if not currently working with IRS FTI.
 - When transfers occur, they have already been exposed to IRS FTI safeguard requirements
 - Includes specific references and urls to various policies and KDOR Policies (posted on the KDOR Intranet)
 - Includes specific departmental policies (e.g. Conflict of interest)
 - Aims readability level to the general non-IS KDOR employee
 - Simplifies technical jargon as much as possible

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Security Awareness Training

- Specific Contents Outline
 - Policies
 - Physical Security
 - System Security
 - Application Security
 - Data Security



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Security Awareness Training

- Specific Contents - Policies
 - IRC 7213, 7213A, and 7431- Unauthorized Disclosure of Information
 - Confidentiality Provisions and Oath
 - Acceptable Use Policy and Employee Consent Form
 - ID Verification Form
 - Annual Evaluation Reminder Checklist

KDOR Security Awareness HOME X

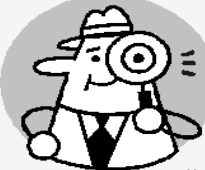
Internal Revenue Codes Screen 9 of 66

IRC 7213 and 7213A (www.irs.gov)



It is unlawful for any person to willfully *disclose* to any unauthorized person any return or return information. Any violation shall be a felony punishable by a fine in any amount not exceeding \$5000, or imprisonment of not more than five years, or both, together with the cost of prosecution.

It is unlawful for any person to willfully *inspect*, except as authorized by title 7213A, any return or return information acquired by such person or another person. Any violation shall be a felony punishable upon conviction by a fine in any amount not exceeding \$1000, or imprisonment of not more than one year, or both, together with the cost of prosecution.



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Security Awareness Training

- Specific Contents – Division Policies
 - Tax Operations Conflict of Interest
 - Vehicles Conflict of Interest
 - Driver's Privacy Protection Act
 - Motor Vehicle Information Confidentiality Provisions
 - Social Security Administration Confidentiality of Information
 - Social Security Act non disclosure of SSNs and returns

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Security Awareness Training

- Specific Contents – Physical Security
 - Keycard Badges
 - Building Security- Capitol Police
 - Taxpayer Assistance Center
 - Tailgating
 - Remote Users

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Security Awareness Training

- Specific Contents – System Security
 - Firewalls
 - Internet Usage Reports
 - Antiviral Software
 - Do/Don'ts re email, links, downloading software

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Security Awareness Training

- Specific Contents – Application Security
 - Security Management Database
 - Confidential Information Safeguards (IRS, KBI, AAMVA)
 - Installing Software-PC Support
 - Property Rights
 - Warning Banners
 - Logging
 - Conflict of Interest

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Security Awareness Training

- Specific Contents – Application Security
 - Tax Operations:
 - Review Adjustments to Income Tax Records
 - Weekly Report of Abatements of Late Payment Penalties
 - Review of Moved items report
 - Random analysis of transactions by an individual associate
 - Motor Vehicles:
 - Review of document deletions
 - Review of Re-instatement of License
 - Review of Issuance of Driver's Licenses

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Matthew Hultman, Director
Data Management, Security
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Security Awareness Training

- Specific Contents – Data Security
 - Storage, transmission, backup, and disposal
 - Encryption
 - Passwords
 - Internet access
 - Email allowed
 - Voice mail
 - Fax machines
 - PDAs, USB Data Storage, emerging technology
 - Reporting Incidents

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Security Awareness Training

- Specific Contents – Data Security
 - Locking PCs
 - White boards
 - Confidential data
 - Shredding
 - Clear desk
 - Social Engineering
 - Phishing
 - Pharming
 - Spyware

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Security Awareness Training

Questions?

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