

Airport Program Manual
Policy Recommendation for November 2023 VAB Meeting

IT Security Training

Staff is recommending changes *Airport Program Manual* sections 2.4.6 Business Applications and 2.4.7 Project Priority System for IT Security Training to reflect the agency's response to the Virginia Information Technologies Agency (VITA) SEC 530 requirement that all users of a state-owned or operated system must complete IT security awareness training annually. SEC 530 establishes the baseline for information security and risk management activities for agencies across the Commonwealth to provide the protection of and to mitigate risks to agency information systems and data.

This recommendation process is consistent with the activities undertaken for the deletion of the bridge loan funding option presented to the board in the spring of 2022. The reference to VITA's SEC 530 is consistent with references in the manual to statewide policy and guidance, such as the reference to the *Virginia Public Procurement Act*.

For 2.4.6 Business Applications, staff is recommending the addition of language describing the requirement for training and the consequence of not completing the training, as shown below in purple:

2.4.6 Business Applications

Sponsors are responsible for identifying authorized users of business applications utilized by DOAV, such as Airport System Manager, and ensuring that agency required user forms are completed and submitted to DOAV. This responsibility includes notifying DOAV when the following needs to occur:

- adding a user account for a new authorized user;
- editing an existing user account due to the user's role change; and
- deleting an existing user account due to the user's role change or separation from the sponsor.

When a user account needs to be edited or deleted, the sponsor must notify DOAV within 15 days of the role change or user separation by submitting an updated authorized user form. Sponsors must submit annually an authorized users list in accordance with DOAV instructions.

All authorized users must complete IT security awareness training annually in accordance with Virginia Information Technologies Agency SEC 530 and provide DOAV with a certificate of completion. If a user does not complete such training annually, the user account will be deactivated; the account will be activated when documentation of the training is provided to DOAV. All authorized users should change their passwords every 45 days to keep user accounts activated.

When an authorized user violates the external user agreement upon which access to a business application was granted, the user will lose access to the business application ~~for 60 days or~~ until the user provides DOAV with a certificate confirming the successful completion of IT security training.

For 2.4.7 Project Priority System for IT Security Training, staff is recommending the deletion of the entire section. The bonus points for voluntary IT security training were initiated by the board to encourage sponsors to heighten IT security awareness for those who operate and maintain airports. As IT security training is no longer voluntary, the enticement for bonus points is no longer needed. With the deletion of section 2.4.7, the section on airport minimum standards and rules and regulations would be renumbered from 2.4.8 to 2.4.7.