



U.S. Department  
of Transportation

**Federal Highway  
Administration**

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION**: LTPP Directive GO-70  
IT Security Training Requirements

Date: November 30, 2023

From: Jane Jiang

Long-Term Infrastructure Performance Team

Reply to  
Attn of: HRDI-30

To: Mr. Gabe Cimini, PM - LTPP Data Collection Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive G0-70: IT Security Training Requirements. This directive supersedes GO-60. Please ensure that all personnel involved with the process are aware of this new directive. Should you have any questions or would like to discuss this directive, please do not hesitate to contact Jane Jiang via email [Jane.Jiang@dot.gov](mailto:Jane.Jiang@dot.gov) or 202-493-3149.

Attachments (1)

FHWA:HRDI-30:JJiang:JHarris:202-493-3149:11/30/23

File: M:\LTPP Directives\GO\GO-70

cc:

Gonzalo Rada  
Directive Binder  
LTPP Team  
Official file

# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*



Program Area:	General Operations	Directive Number:	GO-70
Date:	November 30, 2023	Supersedes:	GO-60
Subject:	IT Security Training Requirements		

---

This directive implements required annual training for using LTPP's FHWA IT systems and documentation of the training.

IT security training is required on a yearly basis for all individuals using applications on the Data Processing Workstation (DPW) or the Turner-Fairbank Highway Research Center server (Server). Verification of training will be stored using the web-based Redmine project – "IT Security Training," at <https://awsportal.ltp.org> under the Operations section.

No new accounts will be created on either system without proof of completing the required training. Verification shall be posted in the Redmine IT Security Training project by the Project/Program Manager or Database Manager making the account request before requesting access for new users.

The Project/Program Manager or Database Manager shall post verification on the Redmine IT Security Training site before the annual deadline.

The TSSC will maintain the link and deadlines on <https://awsportal.ltp.org> under the overview for this project, along with other appropriate instructions.

Prepared by: TSSC

Approved by:

Jane Jiang  
LTIP Team Leader

# Overview

## IT Security Training Instructions and Documentation

- Individuals who use a DPW application or the TFHRC server are required to complete IT security training yearly.
- Completion of training is required by December 1 of each year. It must be documented in Redmine. Individuals without documentation as of that date will be reminded of the training requirement. Individual accounts will be locked if the training is not completed by December 31.
- New accounts will not be opened without documentation of IT security training.
- User review and access to the DOT Rules of Behavior (IT Security) is required. A copy of the current document is an attachment to this site.

Individuals who have a DOT e-mail:

- Complete required training as directed by your COR.
- Document completion. If no certificate is provided, retain a copy of the e-mail. Post a Redmine Issue and attach a copy of the e-mail. If there are no Rules of Behavior provided with DOT on-line training, review those posted to this site.
- If there is no FHWA mandated training available for a given year, the last completed training will be valid until FHWA mandated training is available.

Individuals who do not have a DOT e-mail:

- If your organization provides cybersecurity training that covers password protection, prevention of malicious use of software and access control to IT systems, that training will be used to meet this requirement. The Project/Program Manager will create a Redmine issue(s) for the group or by individual identifying the individuals on the LTPP contract who have met the organizational requirement(s). The Redmine issue will also indicate which individuals have reviewed the DOT Rules of Behavior, an annual requirement. The Project/Program Manager is expected to provide proof of training by the organization on demand.
- If your organization does not require or provide IT security training, the current DOT Rules of Behavior must be reviewed, and the last page signed annually. The Project/Program Manager or Database Manager will retain a copy of the page to post to the associated Redmine issue.

To post to the project:

For an individual:

- Subject: IT Security Training - Current Year - Your name
- Status: Current (not New)
- Add any necessary file.
- Enter Date Complete.

For a group:

- Subject - IT Security Training - Current Year - Group name (i.e., FHWA).
- Status - Current (not New).
- List all individuals in the Description field to uniquely identify them within LTPP.
- Add any necessary files.
- Enter Date complete.