

Job Aid: Run FISMA Compliance Reports

Purpose

The purpose of this job aid is to guide you through the step-by-step process for running FISMA Compliance reports. All the FISMA Compliance reports can be run following the same basic steps, though each can be filtered and sorted to meet a variety of informational needs. For example, you may run summary and detail reports for the following:

- FISMA Compliance Deficiency Group by Job Location
- FISMA Compliance Deficiency Group by Employee Status
- FISMA User Three Month Deficiency Report (CSV)

Note: The FISMA User Three Month Deficiency report (CSV) includes the NTLOGIN of those users that have that information associated with their account. FISMA reports are hard coded to reflect the FISMA requirement DVA-024.

Background

Employees are required to complete FISMA DVA-024 training as assigned to them. Employee training can be monitored and tracked with Training Compliance Deficiency reports based on requirement-based curricula. Several types of reports can be generated:

- FISMA Compliance Deficiency reports show summary and detail compliance data. This report can be used to show an organization's current compliance rate to leadership.
- FISMA Compliance Deficiency Detail CSV reports list compliant and deficient users. This report is useful for determining the status of individual users.
- FISMA Compliance 3 Month Deficiency reports show users who are deficient or will be due to complete requirements in the next three months. This report is used to determine how many users are currently deficient and how many will be required to take training in the coming months.

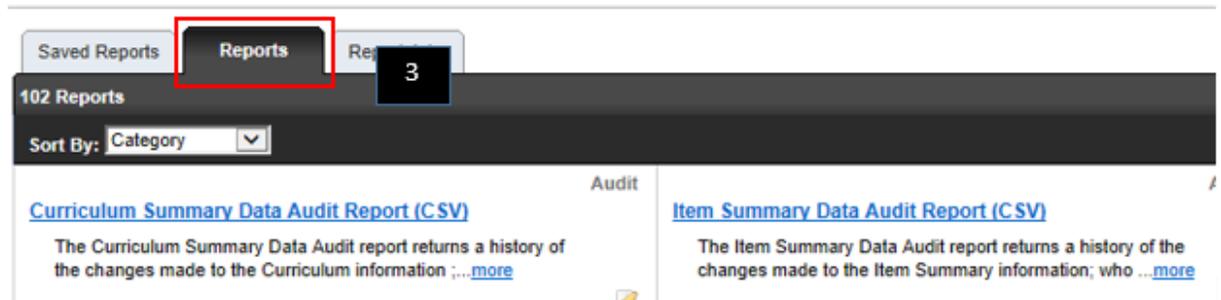
Note: More information about requirements in relation to training can be found on the VA TMS CoP website.

Task A. Run FISMA Compliance Reports

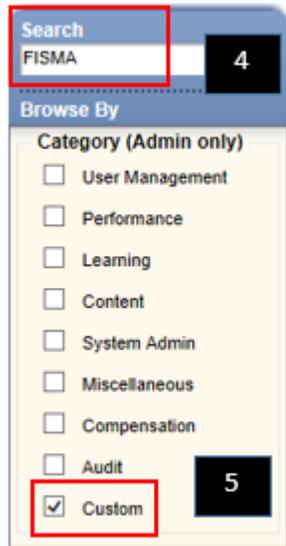
1. Navigate to the **Admin** home page.
2. Select **Reports**.



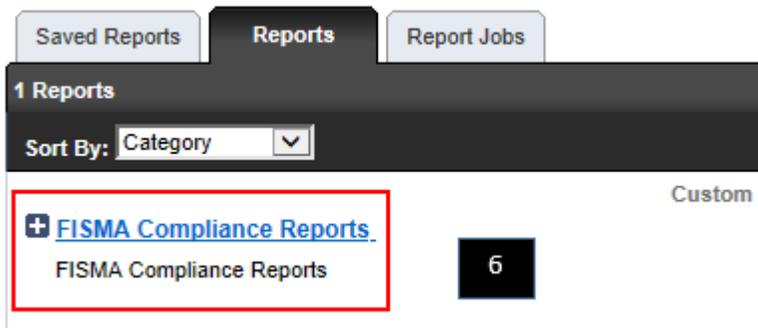
3. Select the **Reports** tab.



4. Enter **FISMA** into the **Search** field.
5. Select **Custom** under Category.



6. Select the **FISMA Compliance Reports** link.



7. Select the desired report.



8. Complete the desired fields. Use the filter and sort features to display relevant information. Filter and sort options may vary by report.

Note: The **Report Title**, **Report Destination**, and **Report Format** fields are populated by default as shown.

Run FISMA Training Compliance - Deficiency Report

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Case sensitive search: Yes No

User:

Summary

Status: Compliant Deficient Both

Limit Report Details by a Maximum Required Date

Maximum Required Date To Include In Details:

Group By:



9. Select **Schedule Job** to run the report.

Limit Report Details by a Maximum Required Date

Maximum Required Date To Include In Details:
(MM/DD/YYYY)

Group By:

9
Schedule Job
Save Report
Reset

10. Select **Run this job immediately, if allowable.**

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

Run this job immediately, if allowable.
10

Schedule this job to be executed on: [View Available Time Slots](#)

11. Select **Finish.**

Email:

Email the Report

11
Reset
Finish



12. Select **Finished**.

Background Report Job Status

Job Title: Report

Description: FISMA Training Compliance - Deficiency Report

Scheduled Start Date: 1/27/2014 04:04 PM America/New York

Status: Pending

You can edit the schedule details and status of this background report job in the [Background Jobs](#) module until it has completed successfully, after which it will appear in your [Report Jobs](#) list.

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Cancel Job Finished

13. The report will appear in the destination selected. Summary reports list high-level compliance information by the grouping selected. Detail reports list compliance information for each individual user in the grouping selected. See examples below.

Example FISMA Compliance Deficiency Group by Job Position Report



FISMA Compliance Deficiency Group By Job Position Report

Job Position ID	Assigned	Compliant	Deficient	Percent Compliant	Percent Deficient
030110(EXECUTIVE WRITER)	4	4	0	100.00	0.00
030119(DEPUTY EXECUTIVE SECRETARY)	1	1	0	100.00	0.00
030134(EXECUTIVE ASSISTANT)	3	3	0	100.00	0.00
030183(SPECIAL ASSISTANT)	11	10	1	90.91	9.09
030184(STAFF ASSISTANT)	14	14	0	100.00	0.00
030186(CORRESPONDENCE ANALYST)	1	1	0	100.00	0.00
030193(PROGRAM SPECIALIST)	4	3	1	75.00	25.00
030198(DEPUTY DIRECTOR)	1	1	0	100.00	0.00
030312(PROGRAM SUPPORT ASSISTANT)	1	1	0	100.00	0.00
030339(PROGRAM SUPPORT ASSISTANT (OA))	2	1	1	50.00	50.00
030602(GOVERNMENT INFORMATION SPECIALIST)	1	1	0	100.00	0.00
031803(SECRETARY (OA))	3	3	0	100.00	0.00
034015(PROGRAM MANAGEMENT OFFICER)	2	1	1	50.00	50.00
034305(MANAGEMENT ANALYST)	1	1	0	100.00	0.00
034306(MANAGEMENT AND PROGRAM ANALYST)	2	2	0	100.00	0.00
034307(PROGRAM ANALYST)	8	8	0	100.00	0.00
034320(PROGRAM ANALYSIS OFFICER)	1	1	0	100.00	0.00
039902(STUDENT TRAINEE (ADMIN/OFC MGMT))	1	1	0	100.00	0.00
050119(FINANCIAL ANALYST)	1	1	0	100.00	0.00
067101(HEALTH SYSTEM SPECIALIST)	1	1	0	100.00	0.00
090538(GENERAL ATTORNEY)	13	12	1	92.31	7.69
090548(GENERAL ATTORNEY(REAL PROP LEGIS))	1	1	0	100.00	0.00
090552(GENERAL ATTORNEY (VETERANS))	1	1	0	100.00	0.00
095002(PARALEGAL SPECIALIST)	2	2	0	100.00	0.00
Grand Total	80	75	5	93.75%	6.25%





Example Detail Report (Employee Column Excluded)

	Total	Assigned 3919	Compliant 3824	Deficient 95	Percent Compliant 97.58%	Percent Deficient 2.42%
User ID	Required Date	Last Completion Date	Status	Days Remaining		
*****	09/12/2014	09/13/2013	Compliant	247		
*****	05/11/2014	05/12/2013	Compliant	123		
*****	07/17/2014	07/18/2013	Compliant	190		
*****	10/27/2014	10/28/2013	Compliant	292		
*****	11/25/2014	11/26/2013	Compliant	321		
*****	03/21/2014	03/22/2013	Compliant	72		
*****	11/19/2014	11/20/2013	Compliant	315		
*****	09/09/2014	09/10/2013	Compliant	244		
*****	12/02/2014	12/03/2013	Compliant	328		
*****	09/29/2014	09/30/2013	Compliant	264		
*****	09/29/2014	09/30/2013	Compliant	264		
*****	01/29/2014	01/30/2013	Compliant	21		
*****	08/13/2014	08/14/2013	Compliant	217		
*****	02/23/2014	02/24/2013	Compliant	46		
*****	06/22/2014	06/23/2013	Compliant	165		
*****	07/30/2014	07/31/2013	Compliant	203		
*****	03/28/2014	03/29/2013	Compliant	79		
*****	09/24/2014	09/25/2013	Compliant	259		
*****	11/19/2014	11/20/2013	Compliant	315		
*****	07/15/2014	07/16/2013	Compliant	188		
*****	04/27/2014	04/28/2013	Compliant	109		
*****	11/19/2014	11/20/2013	Compliant	315		
*****	03/13/2014	03/14/2013	Compliant	64		
*****	10/06/2014	10/07/2013	Compliant	271		
*****	01/26/2014	01/27/2013	Compliant	18		