



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2024-003

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**DATE:** January 24, 2024

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Cybersecurity Awareness Training Reporting Requirements

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Please be advised that the upcoming reporting deadline for state agency heads to report on Cybersecurity Awareness Training course completion is March 31, 2024, as outlined in [General Circular No. 2020-058](#).

In October 2020, State Civil Service announced the availability of a new course titled CPTP SCS Cybersecurity Awareness. This web-based training meets the requirements set forth in [Act No. 155](#) of the 2020 Regular Session of the Louisiana Legislature. Act No. 155 requires state and local agencies to identify employees or elected officials and any contractors who may have access to state information technology (IT) systems to complete training.

State agency heads are required to periodically verify that Cybersecurity Awareness training has been done and report to State Civil Service on the completion of the training by employees and contractors. Course completion reports are due to the State Civil Service Director by March 31st of each year for the previous year. The upcoming reporting date is March 31, 2024, for completions in calendar year 2023.

Reports on course completions should include employee name, personnel number, and completion date along with a statement and signature from the agency head certifying the list. Completion reports should be sent to [SCSInfo@la.gov](mailto:SCSInfo@la.gov).

If you have any questions about the course or the report, please contact [Dr. Dana LeBherz](#), Learning, Performance, and Culture Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director