



BILL HASLAM
Governor

TENNESSEE BUREAU OF INVESTIGATION

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MARK GWYN
Director

MEMORANDUM

To: TIES Software Vendor
From: TBI CJIS Support Center
Subject: Security Awareness Training – CJIS Online

As the Criminal Justice Information Services (CJIS) Systems Agency (CSA) for Tennessee, the Tennessee Bureau of Investigation (TBI) is required to provide security training for personnel who access or maintain TIES related systems. The FBI CJIS security policy states *“Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to Criminal Justice Information (CJI). Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained by the CSO.”*

TBI has contracted with Peak Performance Solutions to provide an on-line security-training program that meets the requirements of the FBI CJIS Security Policy for eligible vendor personnel. Personnel in positions that require security awareness training must successfully complete the online security training on a triennial basis.

This security awareness training program is called CJIS Online and is available via the Internet, 24/7 at www.cjisonline.com. Training is self-paced and must be completed each time before testing or retesting. Users must confirm that they have completed the training prior to testing. The one-hour test has 25 questions, randomly generated from a pool of questions. The minimum passing score is 70%. Users must achieve a passing score to comply with the security-training mandate. If a user fails the test, they must complete the training again before retesting. Users may retest after three (3) hours. Users are required to complete the training and testing every two years. The security training available from CJIS Online does not grant TIES/NCIC Certification.

In order to complete this process, a representative of your company must be designated as your company’s CJIS Online administrator. This person will be given administrative rights to enter your company’s applicable employees into the CJIS Online database, which will establish their login and password. Once this has been completed, those individuals will be able to view the security awareness training tutorial and complete the required test. Please complete the enclosed form and provide the contact information for the individual chosen as your company’s CJIS Online administrator and fax the form to (615) 744-4555. Once we have received this information, your company’s access will be established in the CJIS Online database. Your company’s CJIS Online administrator will be notified by email and provided with further instructions for this process.

If you have any questions, please contact Katie Black at (615) 744-4072 or Katie.Black@tn.gov. Thank you very much for your time and attention to this matter.





Vendor CJIS Online Administrator



CJIS Online Administrator Profile

Company Name	
Administrator Name and Title	
Address	
City / State / Zip	
Phone Number	
Fax Number	
Email Address	
Vendor Description	
Categories Related to the Vendor <i>Check all that apply.</i>	<input type="checkbox"/> CAD <input type="checkbox"/> Mobiles <input type="checkbox"/> Workstations <input type="checkbox"/> Networking <input type="checkbox"/> Switches <input type="checkbox"/> Consulting <input type="checkbox"/> Custom Software <input type="checkbox"/> Training <input type="checkbox"/> Testing <input type="checkbox"/> Other _____

Please fax completed form to (615) 744-4555