**To**: [AGENCY NAME] Managers

**From**: [AGENCY DIRECTOR OR CIO]

**Subject**: Phishing Awareness Program Communications

**Attachments:** Phishing One Pager & FAQ and talking points docs

To help ensure our staff understand agency expectations, and what they can do to help protect themselves and our organization, the [AGENCY NAME] will be expanding their security training and awareness program to include phishing training. Because this is a new training method for [AGENCY NAME], employees may have questions and will look to you for guidance.

To help managers answer questions about the phishing awareness program, Cyber Security Services (CSS) has provided the attached Phishing One Pager and Talking Points/FAQ document. This document can be used to help guide your conversations with staff about the phishing awareness program and how it will help increase state security.

This effort is not punitive. The emails are designed to increase awareness and provide education. This program will help us identify how many employees are responding to phishing emails by clicking on potentially malicious links and how many report the suspicious emails.

[AGENCY DIRECTOR OR CIO] will be sending additional introductory communication to all [AGENCY NAME] staff prior to the implementation of the phishing awareness program.

If you or your staff have any further questions, please contact Cyber Security Services (CSS) by emailing [security.training@oregon.gov](mailto:security.training@oregon.gov).

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Thank you,