



National Finance Center Security Officer Notification

Date of Notification: May 14, 2012

Subject: NFC SPPS Role Updates

Database/Customer(s) Affected: Agency Security Officers

Dear Security Officer:

This notification is to inform agency security officers of changes that were made to the Special Payments Processing System (SPPS) for processing Manual Payments and Adjustments by the National Finance Center (NFC).

Agency Security Officers must ensure that user accounts are assigned the least privileged access required to complete their job functions, and that user access enforces separation of duties as much as possible. If separation of duties cannot be enforced, Agency Security Officers should ensure that compensating controls are in place. Application software must accommodate the separation of functions and compensating controls. Therefore, modifications to the SPPS roles are required. Access to the Input/Certification function (e.g., update access; signifying a transaction is ready for processing) and the Approval function (i.e., read with approval access) were separated within the SPPS application. This will require those who request access to SPPS to request each function separately. Prior to this modification, granting access to the Approval function automatically provided access to the Input/Certification function for that user because these two functions were included in the SPPS application specifications as one role.

In order to accomplish this objective with minimal impact to users, NFC will execute a phased approach to delete the current access from all users with both functions and subsequently process new requests submitted by Agency Security Officers. To request each function separately, submit new requests for users that continue to require both the update access for Input/Certification functionality and approval access for the Approval functionality no later than **June 11, 2012**. These access requests will be expedited for immediate processing by NFC's Security Office. To identify these access requests for expedited handling, include "Expedite SPPS Role" in the subject line of your e-mail.

If no request is received verifying that these two functions are still needed by a user, the Input/Certification function will be removed, and the user will retain the Approval access only.

Requests for Security Access should be submitted by the appropriate Agency Security Officer to the Information Systems Security Office at NFC.SECURITYOFC@NFC.USDA.GOV. The requests can also be faxed to (888) 245-4060.

Thank you for your cooperation, and for allowing the NFC Security Office to serve you. If you have any questions about this notification, please contact Lisa Stafford, Chief, Access Management Branch at (504) 426-0440 or Lisa.Stafford@nfc.usda.gov.

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