

# Appendix C

## CPAIS Requirements - Tracking Matrix

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
1.		Maintain data elements required for tracking acquisition of USDA owned or leased property, including land leases, GSA Assignments, and agreements	1.1, 1.2.1, 1.2.2, 1.2.3	Gap
2.		CPAIS must maintain data elements pertinent to features of a real property asset. Floor and Room Assignments, if applicable Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage Property Type, GSA Predominant Usage Survey and Energy Audit Information Accessibility Compliance Security Features Multi-tenancy	1.2.1.3	3.1.1.1  3.1.1.1 3.1.3.1 (Gap) Security chapter 3.1.1.4
3.		Maintain data elements to facilitate property management requirements	1.1, 1.3	3.0
4.		Accommodate changes to agency space needs over time	1.1, 1.2.1, 1.2.2, 1.2.3	3.1.2.2
5.		Maintain data elements necessary to track and manage physical security	1.1, 1.3.2	Gap
6.		Maintain data elements necessary to manage the real property portfolio and perform business management functions	1.1, 1.3.3, 1.3.4	Gap
7.		CPAIS must accommodate the entire FFIS accounting string.	1.1, 2.2	4.0, 5.1.1
8.		CPAIS will capture the four-digit GSA Agency Bureau Code and will crosswalk the code to the two-digit USDA Agency Code. CPAIS will display both codes.	1.1	Gap
9.		CPAIS will track Condition Ratings. Values will be provided during the	1.1	Gap

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		detailed design phase.		
10.		CPAIS must feature a data entry capability to allow for table maintenance (e.g., reference data).	1.1	?
11.		CPAIS must facilitate data downloads to facilities managers in the form of MS Excel or MS Word files.	1.2.2.1	Reports Section
12.	Owned Property	Maintain data elements required to calculate asset valuation of USDA owned property: CPAIS must track USDA owned property for WIP accounting, inventory reporting, and depreciation valuation purposes, regardless of whether the property was purchased or constructed by a USDA agency, or received through donation, exchange, or transfer.	1.1, 1.2.1	4.0
13.		CPAIS must maintain data elements to identify and track the location of USDA owned real property asset (e.g., building, land unit). USDA Agency Bureau Code GSA Region Federal Installation Site Address, Name, and Number Physical Address Mailing Address Geographic Location Code (GLC) Congressional District Historical and/or Heritage Designations	1.2.1.3	3.1.1.1
14.		CPAIS must maintain data elements required for tracking acquisition and calculating asset valuation of USDA owned property. Data sources include CPAIS, Corporate Financial System (FFIS), and procurements systems (e.g., PRCH, IAS). Acquisition Data Appraisal Data Depreciation Data Disposal Data Utilization Status	1.2.1.3	Gap

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
15.		Collect and manage data related to purchase cost and Work In Progress (WIP) accounting: when the purchase of a real property asset is made, regardless of the method of acquisition; to collect all costs prior to placing the asset in service (e.g. surveying costs, legal fees).	1.1, 1.2.1	Gap
16.		CPAIS must capture WIP accounting when construction of the real property asset begins to assure that the value of the asset reflects all construction in progress transactions.	1.2.1.1.2	Gap
17.		The agency must also establish the WIP accounting elements in the Corporate Financial System. All WIP accounting activity related to the unique asset must post to General Ledger (GL) account 1720 "Construction in Progress" (also referred to as Work in Progress or WIP).	1.2.1.1.1, 1.2.1.1.1, 1.2.1.1.2, 1.2.1.1.3	Gap
18.		When the agency places the asset in service, CPAIS reclassifies all related accounting activity from GL account 1720 to GL account 1730 "Buildings, Improvements, and Renovations" or 1740 "Other Buildings and Structures." At that time, no additional activity can post to GL account 1720 for that asset.	1.2.1.1.1	Gap (we may be able to put a rule in WIP value stream)
19.		Generate depreciation expense transactions: that are sent to the corporate financial system through the monthly interface.	1.1, 1.2.1	4.1.2
20.	GSA Assignments	Maintain data elements required for the management of GSA Assignments, including the Central Rent Account and the National Capital Region	1.1, 1.2.2	Part Gap, part 3.1.1.4
21.		CPAIS must allow monitoring of GSA Assignments at the headquarter level.	1.2.2.1.2	Gap
22.		CPAIS must maintain data elements to track location of property under GSA assignment. GSA Region Federal Installation Site Address, Name, and Number Physical Address	1.2.2.2	Gap

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		Mailing Address Geographic Location Code (GLC) Congressional District Historical and/or Heritage Designation CPAIS must maintain data elements pertinent to features of a real property asset. Floor and Room Assignments, if applicable Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage Parking, (inside/outside) surfaced and covered Agency Point of Contact (POC) GSA Point of Contact (POC) Property Type, GSA Predominant Usage Survey and Energy Audit Information Accessibility Compliance Security Features Client Billing Record (CBR) Number Hazardous Materials CPAIS must maintain the terms of the OA between GSA and the agency to facilitate rent comparison, adjustment requests, and reconciliation. Pertinent Lease Dates Rent Charges and Space Delineations/Types Lease Option terms		
23.		To accommodate fluctuating space needs, CPAIS must: Maintain flexible start and end lease dates. Calculate and maintain escalation projections for budgeting purposes.	1.2.2.1	Gap
24.		CPAIS must maintain data elements from the final OA and lease summary to establish a baseline for rent comparisons with GSA.	1.2.2.1	Gap
25.		Capture the source of funds breakdown for a particular space to facilitate	1.1, 1.2.2	Gap

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		management of the Central Rent Account, Lease, Agreement, and GSA Star Billing.		
26.		Allow creation of a shell record, in support of Joint Financial Management Improvement Program (JFMIP) requirements, distinguishing between mandatory, required, and optional fields	1.1, 1.2.1, 1.2.2, 1.2.3	?
27.		Maintain data elements necessary to distinguish land or buildings as 'Heritage' and/or 'Historical' property in accordance with Executive Order 13287	1.1, 6.6	Gap
28.	GSA Rent Comparisons	CPAIS will maintain data elements to facilitate the required monthly comparison between the amount specified in the GSA STAR rent bill and the amount specified in the final OA for each space request. This initial comparison is followed by a month-to-month comparison of what the CPAIS property record reflects against what GSA is billing each bureau account. The difference should provide the agency with a "discrepancy report".	1.2.2.1.1	5.1.2
29.		CPAIS must allow the Realty Specialist and GSA to modify the terms of the OA in the system, as changes are made to the OA.	1.2.2.1.1	Gap
30.		CPAIS must generate form letters to request adjustments. The agency sends these adjustment requests to GSA for approval at the regional level where the billed property is located. If approved by GSA, a subsequent bill reflects the adjustment.	1.2.2.1.1	Gap
31.		CPAIS must maintain historical rent data to perform monthly reconciliation.	1.2.2.1.1	5.1.2
32.	Central Rent Account	CPAIS must capture the percentage of non-appropriated sources of funding agencies receive in order to develop accurate budget projections for the Central Rent Account.	1.2.2.1.2	Gap
33.	National Capital Region	CPAIS must allow agencies to view amounts charged to the Central Rent Account and allow Office of Operations	1.2.2.1.3	3.1.1.4, 5.1.2

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		to view agency property records to allow verification of bills and comparison.		
34.		CPAIS must provide MS Word and MS Excel files. Agency facility managers track detailed space usage with PC based AutoCAD programs that require MS Word and MS Excel files.	1.2.2.1.3	Reports section
35.	Commercial Leases	CPAIS must maintain data elements required for tracking and managing USDA commercial leases. A CPAIS data warehouse will maintain data for reporting financial information on USDA commercial leases.	1.2.3	
36.		<p>CPAIS must maintain data elements to track location of property leased to the USDA.</p> <p>GSA Region</p> <p>Federal Installation Site Address, Name, and Number</p> <p>Physical Address</p> <p>Mailing Address</p> <p>Geographic Location Code (GLC)</p> <p>Congressional District</p> <p>Historical and/or Heritage Designation</p> <p>CPAIS must maintain data elements pertinent to features of a leased real property asset.</p> <p>Common Agreement Number</p> <p>Seismic Safety</p> <p>Hazardous Materials</p> <p>Rent Charges</p> <p>Space Delineations</p> <p>Point of Contact, (Lessor and Agency)</p> <p>Full or Partial</p> <p>Utility Services</p> <p>Designate Lead Agency</p> <p>Floor and Room Assignments, if applicable</p> <p>Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage</p>	1.2.3.2	<p>3.1.1.2, 3.1.1.4</p> <p>Gaps</p> <p>Gaps</p> <p>Gaps</p>

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		Property Type, GSA Predominant Usage Survey and Energy Audit Information Accessibility Compliance Security Features Office Hours Fair Market Value Rate Per Square Foot Parking, (inside/outside) surfaced and covered CPAIS must maintain the terms of the lease. Rent Amount Pertinent Lease Dates (e.g., effective date, end date, award date) Lease Option Terms (include lease options and termination rights)		Gaps  Gaps
37.		CPAIS will maintain data elements related to the leased site for property reporting purposes. The agency makes recurring operational lease payments through FFIS. The CPAIS data warehouse maintains operational expense history for financial tracking purposes.	1.2.3.1	Gap
38.	Land Leases	CPAIS must maintain data elements necessary to track and manage land leases.	1.2.3.5	Gaps
39.		CPAIS must maintain data elements to track the location of USDA controlled land. GSA Region Federal Installation Site Address, Name, and Number Physical Address Mailing Address Geographic Location Code (GLC) Congressional District Historical and/or Heritage Designation Property Type, GSA Predominant Usage Cost Options	1.2.3.5	Gaps

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		Acres		
40.	Agreements	CPAIS must maintain data elements required for managing shared space agreements. A data warehouse will report financial information associated with agreements.	1.2.3.6	3.1.1.4
41.		<p>CPAIS must maintain data elements necessary to the track location of property leased to the USDA.</p> <p>GSA Region  Federal Installation Site Address, Name, and Number  Physical Address  Mailing Address  Geographic Location Code (GLC)  Congressional District  Historical and/or Heritage Designation  Common Agreement Number  Point of Contact (POC)  Rent Charges  Usage Codes</p> <p>CPAIS must maintain data elements pertinent to features of the real property asset used in the agreement.</p> <p>Cost Options  Floor and Room Assignments, if applicable  Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage  Property Type, GSA Predominant Usage  Survey and Energy Audit Information  Accessibility Compliance  Security Features</p> <p>CPAIS must maintain the terms and conditions of the agreement.</p> <p>Pertinent Agreement Dates (e.g., effective date, end date, award date)  Agreement Option terms  Agreement Identification Elements</p>	1.2.3.6.8	3.1.1.4



No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
42.	Interfaces	CPAIS must interface with the Corporate Financial System to receive financial transactions that are either manually entered into the Corporate Financial System or automatically generated by the procurement system (e.g., IAS, PRCH).	1.2.1	5.1.1.2
43.		Interface with the Corporate Financial System to post financial transactions for USDA owned property: The property can be purchased, donated, exchanged, or transferred, and The transactions can be manually entered into the Corporate Financial System or generated by the procurement system (e.g., IAS, PRCH).	1.1, 2.2.1, 2.2.3	5.1.1.2
44.		Interface with the GSA STAR Billing System to facilitate rent comparison	1.1, 2.2.5	5.1.2
45.	CPAIS to FFIS Interface	CPAIS will generate FFIS documents to record the accounting impact of a variety of property-related transactions, including donations, depreciation, transfers/disposals, and balance sheet transfers for completed work.	2.2.1	5.1.1.1
46.		CPAIS will assign a two-digit FFIS transaction code to each document. The trans code will be unique to CPAIS-generated documents to facilitate identification of real property transactions on the FFIS suspense file (SUSF) and inquiry tables.	2.2.1.1	5.1.1.1
47.		CPAIS will provide the appropriate transaction date (MMDDYY) and accounting period (MMYY) for each document header. The transaction date on the document will be populated with the CPAIS document creation date and must be a valid date on the FFIS Calendar Date Reference Table (CLDT). The accounting period will be inferred from the transaction date.	2.2.1.3	5.1.1.1
48.		CPAIS-generated input will be transmitted in a format that can be processed by the DOCLOAD program.	2.2.1.4	5.1.1.1
49.		CPAIS will require an FFIS Transaction Type Table to store valid transaction types and associated object codes for	2.2.1.5	5.1.1.1

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		each CPAIS-generated accounting transaction. This table must be set up in CPAIS to ensure correct and valid data is sent to FFIS, and will help minimize the amount of rejects in production once the documents are loaded. In addition, CPAIS may require accounting code crosswalk tables to derive valid FFIS accounting elements.		
50.		CPAIS will generate a file of formatted input records for the FFIS DOCLOAD program. The formatted input file will record in FFIS the accounting impact of property transactions including completed work, transfers/disposals, depreciation, donations, balance sheet transfers, and other non-cash transactions.	2.2.1.6	5.1.1.1
51.		CPAIS-generated documents will record in FFIS two main categories of information:  Accounting data ( <i>i.e.</i> , accounting event, accounting classification codes, dollar amount, and object code)  Descriptive data elements	2.2.1.7	5.1.1.1
52.		There are two requirements governing the layout of the data files for UTHELLO. The length of each input record must be 1040 bytes and the last four positions of each data record must contain a record type identifier. The first 1036 bytes of the data record will accommodate any type of record being passed to FFIS.	2.2.2.1.2	5.1.1.1
53.		DOCLOAD will read the formatted input files transmitted by CPAIS and attempt to load the CPAIS documents to the Suspense File (SUSF). To be successfully loaded to SUSF, the documents must pass four edits performed by DOCLOAD:  CPAIS-generated transaction code must exist on the Transaction Code/Category Reference Table (TCAT).  CPAIS-generated transaction code must exist on the Format Definition Reference Table (FORM).	2.2.2.1.3	5.1.1.1

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		<p>CPAIS-generated SEC1 code must be valid on the SEC1 Reference Table (SEC1).</p> <p>CPAIS-generated document ID must not exist on SUSF (i.e., FFIS will not create duplicate documents).</p>		
54.	The FFIS to CPAIS Interface	The FFIS to CPAIS interface will transmit two extract files to CPAIS, the Closed Month General Journal (CMGJYY), and the Year-to-Date General Journal (YTDGJYY). The extract files will contain processed and accepted FFIS records relating to real property, keyed by real property general ledger accounts.	2.2.3	5.1.1.2
55.		The FFIS to CPAIS interface will select records from the CMGJYY and YTDGJYY that contain parameter-specified General Ledger accounts relating to real property. The FFIS to CPAIS interface will run on a periodic (e.g., monthly) basis to transmit general ledger information relating to real property.	2.2.3	5.1.1.2
56.		The FFIS to CPAIS interface will transmit to CPAIS an extract file of the Closed Month General Journal (GENJ). The transmitted file will contain records that relate to real property that have been processed and accepted in FFIS. Figure 2-3 depicts the general ledger accounts that will be selected during the file generation process.	2.2.3	5.1.1.2
57.		<p>The FFIS to CPAIS interface will read the FFIS Closed Month Journal, and the Year-to-Date General Journal, selecting transactions that meet the selection criteria. The FFIS to CPAIS interface will transmit to CPAIS two files containing:</p> <p>Selected records from the Closed Month General Journal (CMGJYY).</p> <p>Selected records from the Year-to-Date General Journal (YTDGJYY).</p> <p>The FFIS to CPAIS interface will be executed monthly to transmit general ledger information relating to real property.</p>	2.2.3.1	5.1.1.2

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
58.		The FFIS to CPAIS interface will select records from the FFIS Closed Month General Journal based on general ledger account. The file then will be sorted by general ledger account and defined accounting elements.	2.2.3.2	5.1.1.2
59.		The interface will select records from Closed Month Journal that have a general ledger account number in the 1700 series (except 1750 & 1759) or 1810 or 1820 representing the capitalization of expenditures. The interface will then read the selected records and create an output file for CPAIS.	2.2.3.2	5.1.1.2
60.		The UTCIAO utility will verify the file sent from FFIS for correct header and trailer formats, record counts, and record types.	2.2.3.5	5.1.1.2
61.		The length of each input record must be at least 1 byte and cannot exceed 1036 bytes. The 1036 bytes of the data record will accommodate any type of record currently being processed within FFIS. The length of 1036 was chosen because it is the defined length of the largest record accepted by FFIS (i.e., document records).	2.2.3.5.1	5.1.1.2
62.		CPAIS must validate Unique Asset Identifier table within CPAIS to the Unique Asset Identifier table in FFIS.	2.2.4	5.1.1.3
63.		CPAIS must interface with the GSA STAR Billing System to facilitate rent comparison.	2.2.5	5.1.2
64.		Interface with the Forest Service Infra system. Forest Service will consolidate field data to facilitate this interface Forest Service Infra data will interface with CPAIS at an aggregate level. Data will be collected from the 132 field units in a central repository. The central repository will directly update CPAIS.	1.1, 2.2.6	Gap
65.	Reports	Maintain data elements necessary to prepare mandatory USDA, GSA, and OPPM reports and various ad-hoc queries on both a USDA level and an	1.1, 6	Reports section

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		agency level		
66.		Maintain data elements necessary to prepare and electronically submit the 1166 FRPP. The 1166 FRPP reports property inventory for USDA owned and leased property over a reporting year CPAIS must be able to submit an electronic 1166 FRPP file format in order to interface with the GSA 1166 FRPP System and transmit real property inventory information.	1.1, 6.1	5.1.3
67.		<p>The 1166 FRPP must contain an installation record and at least one additional record per installation. Listed below are the multiple record types used to create the report.</p> <p>Installation, record type 10 – Mandatory record contains information related to the installation including: property type, address, and agency bureau code.</p> <p>Latitude/Longitude, record type 11 – This record can be used when an agency elects to provide latitude and longitude information for their installations. While the record type is optional, if used, the data elements within the record type are mandatory. This record type is especially useful if you have an installation in a location that has no valid physical address. This would most often occur for structures, but could be a remote land or building location.</p> <p>Land, record type 20 - Record contains information related to the land including: usage code, urban acres, rural acres, and acquisition cost.</p> <p>Buildings, record type 30 – Summary record contains information related to the buildings in an installation including: number of buildings, square footage, and acquisition cost.</p> <p>Buildings, record type 35 – Building detail. This record type allows reporting of individual buildings at an installation regardless of usage code. The record requires assignment of a building ID for individual buildings being reported. Building ID number must be unique for</p>	6.1	5.1.3

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		<p>each building with each usage code in the installation's property. The record type 35 may be used in place of record type 30. DO NOT use record type 30 and 35 for the same installation. Agencies must choose to use only one of the building record types for a given installation. The 1166 application will default the Number of Buildings to 1 for this record type. This is a companion record type for record type 36.</p> <p>Occupant, record type 31 – Use type 31 records when reporting the summary of square footage for an agency/bureau. This is a companion record for record type 30.</p> <p>Occupant, record type 36 – Detail Occupant Agency. This is an optional record type, however, if the record type is used, all data elements within the record type are mandatory. Beginning with the FY 2003 reporting cycle, agencies are being asked to provide the agency/bureau codes and occupied square footage for any agency occupying building space at their installations. This is a companion record type for the existing record type 35 – detail buildings. Buildings in record type 35 are reported separately using a building ID. Record type 36 also has building IDs as part of the occupant agency record.</p> <p>Other Structures and facilities, record type 40 – Record contains information related to any other structures and/or facilities that are part of an installation that are not described in one of the records listed above. Contains information including: installation number, usage code, and acquisition cost.</p> <p>Lease, record type 50 – Record contains information regarding commercial leases including: installation number, number of leases, effective date, expiration date, renewal option years, and annual rental amount. One and only one record type 50 is created per leased installation.</p>		

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68.		CPAIS must maintain data elements necessary to prepare mandatory USDA, GSA, and OPPM reports and various ad-hoc queries on both a USDA level and an agency level. Listed below are the reporting requirements detailed in DR 1620-2, the USDA Space Management Policy, as directed by OPPM.	6.2	Reports section
69.		CPAIS must maintain real property data used to report on accessibility compliance. All offers received in response to the solicitation for offers must be evaluated to determine whether the offers fully meet the accessibility requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Uniform Federal Accessibility Standards (UFAS).	6.4	Gap
70.		The Energy Program report contains data regarding energy usage in USDA owned and leased properties (excluding GSA Assignments) for standard use and lab/industrial use. Neither CPAIS nor the Data Warehouse will generate these reports, but the data must be available, via query or canned report, to assist in completion of the Energy Program Reports.	6.5.1	Reports section
71.		According to Executive Order 13287 dated March 3, 2003, CPAIS must maintain real property data used to report on historical and heritage property	6.6	Gap
72.	Security			
73.		CPAIS must feature field-locking capabilities to secure data and to allow budget development by the agency and monitoring from headquarters.	1.2.2.1	Security Chapter
74.		CPAIS must accommodate relationships between GSA and the Office of Operations within the National Capital Region in the form of flexible percentages with role based security controls.	1.2.2.1.3	Security Chapter
75.		All SBU/SSI information transmitted via any media will be encrypted in accordance with the Media Encryption	3.2.2	Security Chapter

No.	Area	Requirement Description	Cross Reference Section	Design Document Cross Reference
		Chart requirements.		
76.		SBU/SSI shall be processed and stored only on systems that meet CS guidance requirements for Controlled Access Protection.	3.2.2	Security Chapter
77.		All telecommunication and network encryption systems will have an encryption plan approved by the agency Information Systems Security Program Manager (ISSPM) or Security Officer.	3.3.2	Security Chapter
78.		Sufficient redundancy and capacity needs to be incorporated into departmental or agency mission critical and essential communication systems to prevent transmission of SBU/SSI information in clear text	3.3.2	Security Chapter
79.		SBU/SSI will be processed and store as required by Cyber Security guidance on C2 Controlled Access Protection	3.3.2	Security Chapter
80.		Agencies and staff offices will exercise control over keys used in any encrypted transmissions.	3.3.2	Security Chapter
81.		All encryption implementations will conform to the Level 2 Security requirements as specified in FIPS-140-2 unless otherwise identified in this policy.	3.3.3	Security Chapter
82.		CPAIS will have a security classification of Sensitive but Unclassified (SBU). The classification of C2, Controlled Access Protection, further enforces discretionary access, making users individually accountable for their actions through login procedures, auditing of security-relevant events, and resource isolation. CPAIS will secure the systems environment with physical controls to protect system and data integrity.	3.4.1	Security Chapter
83.		<b>Security Policy</b> —The system will possess discretionary access control, defining and controlling access between named users and named objects. These access controls will include or exclude access to the granularity of a single user. Only authorized users will assign access to other users (i.e., the security	3.4.1	Security Chapter



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		administrator). Authorized users may only assign authorization for access. The system will follow object reuse protection to avoid reallocation of secure deleted objects.		
84.		<b>Accountability</b> —The system requires an identification and authorization procedure for users (e.g., username and password). The system will protect authentication data and identify each individual system user. The system will identify and maintain a log of all auditable actions taken by each individual user. The system will be able to create, maintain, and protect from modification or unauthorized access through an audit trail of accesses to the objects it protects.	3.4.1	Security Chapter
85.		<b>Assurance</b> —The system architecture will consist of a protected operating system and system operations mode. USDA will periodically perform testing through the use of appropriate hardware and software in order to ensure system integrity. The security mechanisms will require no obvious bypasses.	3.4.1	Security Chapter
86.		<b>Documentation</b> —A Security Features User's Guide will describe the protection mechanisms provided by the system. A Trusted Facility Manual will present cautions about functions and privileges that require control when running a secure facility. The documentation also will include procedures for examining and maintaining the audit information. Test Documentation will provide a description of the test plan, and results of the security mechanisms' functional testing. Design Documentation will provide a description of the manufacturer's philosophy of protection and how this philosophy is translated into the system.	3.4.1	Security Chapter
87.		Allow role based access levels to facilitate monitoring from headquarters	1.1, 1.2.2	Security Chapter
88.		CPAIS must accommodate a minimum password length of 6-8 alphanumeric	3.5.1	Security Chapter

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		characters. To comply with C2, password for CPAIS shall be changed every 60 days for general users. Passwords issued to system administrators, system managers and software engineers shall be changed every 30-45 days. They must be encrypted and dictionary words shall not be used for passwords.		
89.		The DAC mechanism shall, either by explicit user action or documented default, provide that objects are protected from unauthorized access. The access permission to an object by users not already possessing permission to access sensitive information shall be granted only by the agency. The documentation and implementation of DAC is necessary to maintain USDA's C2 Level of Trust.	3.5.3	Security Chapter
90.		CPAIS must follow the requirements regarding Object Reuse. Object Reuse is capability and assurance that storage object/device (e.g., memory, disk, tape, cartridge/cassette, and CD-ROM) storing sensitive data has been cleared of the information before it is used for other purposes. C2 security requires operating systems to clear memory locations before using those locations to process another function.	3.5.4	?????
91.		CPAIS must provide an audit trail for system users, time/date of logon or logoff, and the workstations/IP address used. CPAIS must allow read-only access to the audit log. The audit log should indicate usage of communication parts within the system	3.5.5	Security Chapter
92.		CPAIS must feature a data entry capability to allow for security configuration and maintenance.	1.1	Security Chapter
93.	508 Compliance	Section 508 requires that Federal employees who are individuals with disabilities have access to and use of information and data that is comparable to the access to and use of information and data by Federal employees who are	4	8.0

<b>No.</b>	<b>Area</b>	<b>Requirement Description</b>	<b>Cross Reference Section</b>	<b>Design Document Cross Reference</b>
		not individuals with disabilities. CPAIS must incorporate these standards to make their electronic and information technology accessible to individuals with disabilities. This chapter provides information on 508 Compliance issues.		