

ASO User Group Meeting Notes

September 22, 2015

- Meeting Minutes will be posted on Security Corner NLT 10/23/15.
- Over 120 attendees participated.

Highlights

- There was a great discussion and exchange of information in the following areas:
 - **New Expedites Policy**
 - Please Email your justification to NFC.ASO@nfc.usda.gov
 - Criteria:
 - ❖ An unusual event or anomaly that impacts/prevents production payroll processing (e.g. T&A, Personnel processing, etc.)
 - ❖ Security Incident/after-fact-investigation
 - ❖ NFC delay due to unavailability of resources
 - Method of Enforcement
 - ❖ Reject expedite with NFC justification and place request in the normal queue for processing
 - **Annual Mandatory Agency Security Officer Refresher Training. Benefit:**
 - Ensure all ASOs are maximizing the tools to timely recertify agency users' access.
 - Ensure all ASOs are familiar with their roles and responsibilities.
 - Proactive to security threats through continuous training and education.
 - **Mandatory Usage of the AD3100 P NFC Security Access Form. Benefits:**
 - An auditable process for the ASO and NFC.
 - Ensure Accurate provisioning and de-provisioning occurs.
 - Reduce incomplete request.
 - Minimize cancel request for lack of information.

- Ensure ASOs and functional managers have all pertinent information to make an informed decision on the accesses being requested.
 - ❖ **Outcome:**
 - Two weeks were given to ASO to review and feedback.
 - Favorable ASO feedback was given on the form by the ASOs.
 - ❖ **Status:**
 - Mandatory use of the form is being target before the end of the calendar year 2015.
 - The form is currently in the approval phase with the USDA Department.
- **Updates on the NFC, Agency Role Based Security Initiative.**
 - The Agency Role Base Security Checklist has been posted to NFC Security Corner to assist agencies in proactively preparing for the NFC, Agency Role Based Security Implementation.
 - The Agency Role Based Security High-level Project Schedule will be available NLT 10/30/15.

Inquiries & Concerns

ASO Concerns:

Multiple ASO's questioned the locked accounts in SALL. The ASO's state that users are being locked out in SALL; although, they have been logging into the mid-tier applications.

NFC Security response: The Secure All 30, 60, 120 Day Inactivity Process was temporarily disabled in July 2015 due to a high volume of Agency Security Officers complaints of alleged erroneous user 60 Day suspensions. Extensive investigation occurred. The results were that the inactivity process is working correctly; however the inactivity reports are incorrectly displaying security information. NFC is working toward report resolution. Formal notification that the process was re-enabled effectively 1 October 2015 was disseminated.

ASO Inquiry:

What is the max amount of time that an ASO has to contact an administrator who worked a request for them?

NFC Security Response: 7 days

ASO Inquiry:

What are the appropriate procedures to resolve a security incident in which notifications are being delivered incorrectly?

NFC Security Response:

Sensitive issues that require investigation and resolution should be sent to NFC_ASO@nfc.usda.gov

ASO Inquiry:

Will a notification get disseminated formally to ensure all ASOs are aware of the mandatory ASO Basic Training which has been communicated as effective 10/1/15?

NFC Security Response: Yes, it will be published on the NFC Security Corner and via gov delivery to all ASOs.

ASO Inquiry:

Does the 1 yr. ASO Basic Training start from 10/1/15?

NFC Security Response: Yes, it will be published on the NFC Security Corner and via gov delivery to all ASOs.

ASO Inquiry:

Will NFC Security remove the ASO's access if they do not comply?

NFC Security Response:

ASOs that are not in compliance will receive a reminder within 3 months prior to close-out of the FY. If the ASO's still do not take training, then the ASO Agency Director or Chief Information Officer (CIO) or Information System Security Program Manager or equivalent will be notified.

ASO Inquiry:

Will a notification get distributed on the **Mandatory use of the AD3100P Security Access Forms?**

NFC Security Response:

Yes, it will be published on the NFC Security Corner and via gov delivery to all ASOs.

ASO Inquiry:

Since DPRW access is not on the Mainframe, why was it on the AD-3100-P form?

NFC Security Response:

DPRW has been moved to the AD-3100-R form. The new AD-3100-P Form will only display mainframe applications.

ASO Concern:

There are fields on the old AD3100-P Form that did not allot enough space for the information to be entered.

NFC Security Response:

This has been corrected and the new AD-3100-P Security Access Form will reflect it.

ASO Inquiry:

If Customer User Acceptance Test (CUAT) is required for a user, is the AD3100-P form needed?

NFC Security Response:

Yes, the form is needed. It accommodates non-production environment request.

ASO inquiry:

An ASO has a legally blind employee and was wondering if the mainframe is compliant?

NFC Security Response:

The ASO was directed to contact their Client Management representative concerning this inquiry.

ASO Inquiry:

A refresher course was mentioned, but is not on the list of training sessions available on Acuity.

NFC Security Response:

The ASO Basic training webinar is the refresher course.