



Tribal Insurance Processing System

Date of Notice: November 14, 2013

Subject: NFC Security User Log-in Requirements

Customer(s) Affected: TIPS

Dear Customer:

Under federal mandate, the National Finance Center (NFC) is required to be in compliance with the National Institute of Standards and Technology (NIST) and the Federal Information Security Management Act (FISMA) to ensure that data is protected from unauthorized access, malicious or inadvertent modification, disclosure, and disruption.

NIST and FISMA compliance, requires that Tribal Security Officers (TSO) ensure all Users logon to the TIPS (or SALL if a Tribal Security Officer (TSO)) system at least once per month. Failure to comply will result in the following:

- **30-Day Inactivity:** User accounts that have been inactive for 30 days will receive a warning from NFC. (TSOs are required to sign onto SALL; TIPS Users are required to sign on to TIPS at least every 30 days.)
- **60-Day Suspension:** User accounts that have been inactive for 60 days will be disabled by NFC.
- **120-Day Deletion:** User accounts that have been inactive for 120 days will be deleted by NFC.

Once deleted, to have a User ID re-established, TSOs will be required to submit a new “Request for Security User Access” form to NFC Security. Please note, requests to re-establish a User ID may take 7 to 10 business days to process. **Re-established User IDs will not be expedited.**

NFC’s goal is to prevent suspension/deletion of inactive User IDs to avoid disruption in your work processes, and decrease the number of deleted User IDs that need to be re-established.

To provide TSOs the capability to monitor User log-in requirements, a reporting function has been implemented within the SecureAll (SALL) system. The Reporting function allows TSOs to monitor User log-in on a daily basis. NFC Security will provide SALL Reports training to TSOs; dates to be announced.



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Until SALL Reports training is provided, effective immediately TSOs are requested to:

- Ensure that active Users logon TIPS/SALL as soon as possible and continue to logon as described above.
- Complete the “Request for User Access Form” to delete non-active Users (check the “Delete” box).
- Email the completed form to NFC’s Security Access Management Branch at NFC.ASO@nfc.usda.gov.
- Security Officer Responsibilities are attached to assist TSOs.

Please note: Effective February 1, 2014, NFC will begin suspending/deleting inactive TIPS User IDs.

TSOs that have questions concerning this notification are asked to submit an inquiry to the TIPS mailbox at tips@nfc.usda.gov.

Attachment



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Security Officer Responsibilities

Tribal Employers:

- 1) Provide both a primary and at least one backup Tribal Security Officer (TSO), to ensure functions can continue if the primary TSO is unavailable.
2. Inform NFC of TSO personnel or contact information changes.

Tribal Security Officers:

- 1) Provide security awareness briefing to all employees upon receipt of a TIPS user ID.
- 2) **Ensure that access is being requested in compliance with the NFC's security policy.**
- 3) Submit properly completed requests for security access, listing user ID(s) and all required resources.
- 4) Protect PII data by encrypting security access request e-mail attachments and providing the password to NFC via telephone only.
- 5) **Immediately suspend users who have separated tribal employ.**
- 6) Notify NFC of changes in access authority or employment status.
- 7) **Request and/or review security access reports to ensure that only currently employed, authorized users have access to agency resources (when reports become available).**
- 8) Refrain from requesting security access changes for your own user ID.
- 9) Use your access to provide only assigned, authorized functions.
- 10) Call the NFC Operations and Security Center (OSC) to report issues outside of your control. OSC can be reached 24/7 at 504-426-6435 or 800-767-9641 or via email at osc.etix@nfc.usda.gov.
- 11) Attend TSO training as needed.
- 12) **Remind TIPS users and TSOs with inactive accounts to log on.**
- 13) **Remove password suspends for users.**
- 14) Review and act upon security notifications from GovDelivery (NFC's email subscription service).
- 15) Use the SecureAll (SALL) application to reset user passwords for TIPS.