



# National Finance Center Security Officer Notification

**Date:** January 7, 2015

**Subject:** Expansion of Account Inactivity Process to Web Applications

**Customer(s) Affected:** All Agency Security Officers

Dear Security Officer:

On February 9, 2015, the National Finance Center (NFC) will begin enforcing its Inactive Accounts policy for Web application accounts. This will mirror the Inactive Accounts process in place for Mainframe application accounts. Our goals are to: 1) eliminate vulnerabilities resulting from inactive User IDs which may be used by those seeking to gain access to sensitive transactions or data; 2) prevent suspension or deletion of inactive user IDs to avoid disruption in your work processes; and 3) prevent unnecessary work required to re-establish deleted user IDs that are still needed.

In accordance with this policy, users are required to log on at least once every 30 days. **Beginning February 9, 2015, accounts of users who have not logged in to Web applications (SALL, EPPA, DPRW, FUND, FSDE, ITRS, OFEE, TUMS, PADS, RPTC and HIPS) may be suspended or deleted. Users will also be notified of the resulting account status if a valid email address has been provided.** Failure to comply will result in the following:

- **30-Day Inactivity Warning:** User accounts that have been inactive for 30 days will be listed on a report by NFC. You are asked to encourage users in your organization to log on to Mainframe and Web applications at least once every 30 days to prevent suspension of their user IDs. Users will also receive an email message instructing them to log into the inactive account. **Users must log into each Web application to maintain an active status.**
- **60-Day Suspension:** User accounts that have been inactive for 60 days will be disabled by NFC. To reactivate User IDs, ASOs must submit a trouble ticket to unlock the account. Users will also receive an email message informing them of the account status.
- **120-Day Deletion:** User accounts that have been inactive for 120 days will be deleted by NFC. Users will also receive an email message informing them of the account status. After a User ID is deleted, ASOs must follow normal procedures to re-create the deleted account by submitting a security access request via Remedy Requester Console at <https://servicecenter.nfc.usda.gov/arsys/home>. **Requests to re-create User IDs will not be expedited.**

To ensure that we have a current email address on file for all users, please follow the guidance in the [November 20, 2014 Notice](#) entitled "Email Addresses for Notification of Inactive Accounts." ASOs have the capability to monitor User login status via the Reporting function within the SecureAll (SALL) system on a daily basis. SALL Reports are covered in the ASO Basic training course.

If you have questions about this notice, please contact the NFC Access Management Branch at (504) 426-2706 or [nfc.aso@nfc.usda.gov](mailto:nfc.aso@nfc.usda.gov).

Thank you.