

# NFC User Group Meeting Minutes

## Wednesday, April 25, 2018

Participants: 113 Agency Security Officer Participated.

The agenda discussion items were as follows:

- **Informational & Reminders**

- All ASO notifications are available online via NFC Security Page.
- Access Requests & Open Incidents – NFC enhanced business process 48 hrs response time, required information, etc.).
- AD3100-P, AD3100-R and AD3100-A: Access Request Forms are mandatory for submission of access requirements to NFC.
- Agency Security Officers (ASOs) are to register and complete an annual mandatory Agency Security Officer Basic Refresher Training. See ASO Security Corner, News and Initiative for specifics on the new interactive, tiered approach training modules.
- Recertification of NFC, Agency Security Officers Listings is still being worked. The date for monthly dissemination has not yet been determined.
- NFC RBA Project Checklist and project schedule is available for review. See ASO Security Corner, News and Initiative Section. Preparation to contact 4 agencies to conduct a Role-base Security Kickoff Meeting for Phase I will start tentatively within two weeks.

- **Frequently Asked Questions (FAQs)**

FAQs are being drafted to assist ASOs with security decisions. The FAQs will consist of information such as, but not limited to the following:

- Provide understanding of types of NFC applications
- Provide understanding of common challenges with:
  - Requesting access
  - Submitting incidents

Note: This is a living document. ASOs will be given an opportunity to review the draft information and provide comments or additional questions before publishing occur.

- Goals:
  - List will be published within one week for feedback.
  - ASO notification will be released NLT May 2, 2018 for review and comments

- **NFC Security ASO Mailbox Usage:**

- Items that should be submitted:
  - Issues/Requests not completely resolved
  - Questions on ASO information
  - ASO Basic Training and Service Now Training inquiries
  - Justification for expedite requests
- Items that should not be submitted:
  - Password assistance
  - Status of Requests/Incidents

- **Security Form Enhancements are:**

- AD3100-R
  - Updated NFC Reporting Center, Section 5 with ABCO FORM
  - Updated Insight, Section 7 with the following reports:
    - WEBTA Sensitive and Non-Sensitive

- RETM
- AD3100-P
  - Cosmetic and Usability enhancements
  - Updated form to remove Travel application as an option
  - Added additional selection options for FESI to provide clarification
  - Added additional selection option “Certify” for SPPS Web
  - Added additional application IRIS Web – Personnel Inquiry
- ASOs will be allowed to test the forms for ten days to provide feedback
- ASO notification will be sent NLT May 2, 2018
- **NFC Security Role-Based Access (RBA) Refresher Information**
  - What is Role-based Access?
    - Role Based Access is the method of provisioning access to resources based upon the functional responsibility of the agency organizations.
    - Clearly define and delineate separation of job functions.
    - Change from individualized user access to role-based access.
  - Why Role-based Access?
    - Compliance with NIST 800-53; therefore, making audits easier.
    - Streamline agency access request submission by referencing a role identifier on the form rather than identifying multiple applications each time a user needs access.
    - Faster turnaround time on security access request completion.
    - Reduce returned request due to lack of complete business requirements.
  - When Role based will be implemented?
    - Starting FY18, 2<sup>nd</sup> Quarter.
  - How Role-based will be implemented?
    - Phased Customer Strategy. See NFC Security Corner for more info.
  - Role-Base Security Strategy
    - Role Base Project Schedule is available on the Security Corner
    - The schedule is based on the following:
      - NFC Customers have been categorized into three categories which is based upon the size of the department and sub-agencies
      - The three categories will be worked sequentially.
      - All sub-agencies within a department will be implemented during the identified implementation window.
      - The ultimate goal is to complete a minimum of three agencies a year within a 5- year project duration.

- Questions

Q: Where will the *Frequently Asked Questions* be posted?

A: On the NFC Security Corner.

Q: Will IRIS/web access be automatically granted to users who have IRIS/mainframe access?

A: This is still to be determined.

Q: Will NFC allow specific access, if needed, once an agency is role-based?

A: Only for a limited time only.

Q: What form is user to request Secure All (SALL)?

A: There is no form to specifically request SALL access. SALL access is granted automatically when Agency Security Officer (ASO) account is established.

Q: How does an ASO request Eauth access for Service Now (SNOW)?

A: If access is granted to an Agriculture Agency, the Eauth number will be added automatically to the SNOW account.

Q: What form is used to add users to SNOW?

A: AD3100-A for is user to designate Agency Security Officer (ASO), Benefits Processing Officer (BPO) and Servicing Personnel Officer (SPO). When access is granted to an ASO, BPO or SPO, they are automatically granted SNOW access.

Q: During Role Base conversion, will roles be agency specific?

A: Yes. Roles will be created at the Department/Agency/Sub-Agency levels.

**NFC Security Action Items from ASOs:**

- AD3100-R
  - Multi User page – NAME field – Check the character count
- AD3100-A
  - Agency Name field – Check the character count
  - Comments Field needs to be added