



# National Finance Center Security Officer Notification

**Date:** September 12, 2012

**Subject:** Review of Contractor Expiration Dates

**Customer(s) Affected:** Agency Security Officers and NFC Security Coordinators

**Dear Security Officer:**

As we near the end of the fiscal year, the NFC Access Management Branch would like to remind you to review your contractors' expiration dates. If your contractors' access will expire on September 30, 2012, and their contracts have been renewed past this date, you should send a request as soon as possible to extend their expiration dates to the next contract end date. This will ensure that there are no disruptions in access to NFC Information Systems.

As your organization's security officer, you should regularly monitor your contractors' access, and request extensions, if necessary, in a timely fashion. You can do this by listing the UserID in the ASO panels, which will display the expiration date.

If you have questions about this process, please send an email to [NFC.ASO@nfc.usda.gov](mailto:NFC.ASO@nfc.usda.gov) or call the NFC Access Management Branch at (504) 426-0440.

Thank you for your prompt attention to this matter.

Sincerely,

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