



# National Finance Center Security Officer Notification

**Date:** November 20, 2014

**Subject:** Email Addresses for Notification of Inactive Accounts

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

Dear Agency Security Officer:

NFC recently made modifications to its mainframe security data structure to accommodate the storage of email addresses for all users. Storing the email address will allow us to email users to notify them when their accounts have not been logged into, and may be in danger of being disabled or deleted.

NFC's policy on inactive accounts is to send a warning for an account after 30 days of inactivity, disable the account after 60 days of inactivity, and delete the account after 120 days of inactivity. Currently, reports are displayed on the Reporting Center to inform Agency Security Officers (ASO) of users who meet the criteria above. It is the ASO's responsibility to notify the user of their status to prevent unnecessary deletion of account. Please note that accounts that are deleted due to inactivity must be reestablished as if creating a new user. In addition, **requests to reestablish accounts deleted due to inactivity will not be expedited.**

Currently, email addresses have been loaded for all ASOs; however, we are researching methods to run a mass load of all users' email addresses. If we are unable to do this, we will require your assistance in obtaining email addresses for all of your users and would need the following information in a spreadsheet: NFC UserID, User Name, and User Email Address. This information must be submitted to NFC via Remedy Requester Console by the ASO on record using the 'External - Modify ID-Modify Access' summary line. We will provide more information on our progress at running a mass load at a later date; however, if you have the required information, we encourage you to provide it in the format stated above.

In the meantime, please ensure that email addresses are provided for users that you request routine access changes for. A field is provided on all NFC security access forms for this purpose. If your agency has developed its own form for requesting access to NFC systems, you should ensure that a field for email address is added, if it does not already exist, and that the field is completed for each affected user.

If you have any questions about this notification, please email [nfc.aso@nfc.usda.gov](mailto:nfc.aso@nfc.usda.gov) or call (504) 426-2706. Thank you.

NFC Access Management Branch