

For: State and County Offices

Centralizing User Account Administration for Service Center AS/400 – S/36 Systems

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Office of Management and Budget (OMB) Circular A-123, "Management's Responsibility for Internal Control", defines management's responsibility for internal control in Federal departments and agencies. Appendix A, "Internal Control Over Financial Reporting", prescribes a strengthened process to assess the effectiveness of internal controls over financial reporting. This assessment ensures that financial data is protected by proper access controls and Segregation of Duties (SoD).

The FY 2006 FSA A-123, Appendix A assessment determined that the current practice of security administration performed by Service Center users, who also administer producer benefits, does not provide adequate SoD.

Currently, a local user, such as CED or program technician, is designated as the local security officer. This user is responsible for local user account administration duties on the AS/400 - S/36 system in their Service Center, including adding new users, deleting users, and resetting passwords.

B Purpose

This notice informs Service Center Agency employees about the switch to centralized user ID and password administration for the Service Center AS/400 – S/36 systems.

Disposal Date	Distribution
July 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice, contact the appropriate office according to this table.

Office	Contact
County Office	State Office
State Office	<ul style="list-style-type: none">• Ragh Singh, DAFO, by either of the following:<ul style="list-style-type: none">• e-mail to ragh.singh@wdc.usda.gov• telephone at or 202-720-7094• Michael Serrone, ISO, by either of the following:<ul style="list-style-type: none">• e-mail to michael.serrone@kcc.usda.gov• telephone at 816-926-6567.

2 Procedure After Software Release

A Account Administration

Software will be included in County Release No. 621 (expected in mid-August 2007) to remove security administration abilities from local users. After this software release, all user account administration (add new user, remove user, reset password) will be performed by the Security Help Desk. Users shall:

- submit a completed FSA-13-A to the Security Help Desk through the State Security Liaison Representative (SLR) for user account administration services
- contact the Security Help Desk, Information Security Operations Support (ISOS) Staff to request password resets.

B Using Service Center Master S/36 ID's

Service Centers will:

- continue to have master S/36 ID's (*sscccMST*) for performing activities that require a master user ID
- no longer be able to use the master ID for user ID administration.

Routine password changes should always have been completed by individual users. After this release, it will no longer be possible for a local user to change passwords for others. All local users will continue to change their own passwords. Local users will still be able to generate a list of users, but no passwords will be provided. The ability to print or display passwords was removed in April 2007. All other user ID administration will be performed by requests to the Security Help Desk.

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2 Procedure After Software Release (Continued)

C Requesting Administration Services

Offices shall follow these procedures to request user ID administration services.

IF an office needs to...	THEN...
add, modify, or delete an AS/400 – S/36 user ID	complete and submit FSA-13-A according to Notice IRM-382.
reset a forgotten password	request a password reset from ISOS by either of the following: <ul style="list-style-type: none">• e-mail to security@kcc.usda.gov• telephone at 800-255-2434, Option 2.