UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: FSA State and County Office Employees

Security Controls Online Assessment and Review (SCOAR)

Approved by: Associate Administrator for Operations and Management

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1 Overview

A Background

The Chief Information Security Officer (CISO) has completed the examination of data collected during the annual FSA-774 Security Control Risk Assessment Process.

ISO determined this process does not provide adequate value for the overall FSA Security Program needs.

To obtain data specifically for our needs, CISO has decided to obsolete this process and implement SCOAR.

SCOAR identifies and improves potentially harmful deficiencies in the AS400/S36 general support system and State and County Office security program controls. Offices must complete SCOAR annually as required by USDA continuous monitoring procedures (for example, USDA Six Step Risk Management Framework (RMF) Process Guide).

Note: This assessment is only for physical sites.

B Purpose

This notice:

- obsoletes FSA-774 and process
- implements SCOAR
- provides instructions for completing SCOAR
- communicates **March 28, 2014**, as the FY 2014 SCOAR due date.

Disposal Date	Distribution
June 1, 2014	State and County Office Employees; State Offices relay to County Offices

2   Action

A   Due Date for FY 2014 SCOAR

State and County Offices **shall** complete an annual SCOAR to identify and improve potentially harmful deficiencies in the AS400/S36 general support system and State and County Office security program controls. The FY 2014 SCOAR assessments are due by **March 28, 2014**.

Note: Policy references are identified and available throughout the SCOAR process.

B   State Office Action

State Offices shall:

- complete all steps of the State Office SCOAR by **March 28, 2014**

- establish and communicate the appropriate due date for County Office to complete SCOAR step 1, "Prepare" and step 2, "Review"

- ensure that County Offices complete SCOAR as directed.

C   County Office Action

County Offices shall complete County Office SCOAR step 1, "Prepare" and step 2, "Review", by the State Office-established due date.

3   Completing SCOAR

A   Accessing SCOAR

Users can access SCOAR from the ISO Online web site at **https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Home.aspx**. After the Home Page is displayed, use **either** of the following:

- under "I WANT TO", CLICK "**Complete a SCOAR**"
- CLICK "**SCOAR**" icon at the bottom.

  Note: The SCOAR Home Page will be displayed for the user to complete SCOAR, as well as get additional SCOAR information.

3   Completing SCOAR (Continued)

B   Roles and Responsibilities

SCOAR is a 3-step process that includes preparing, reviewing, and certifying the assessment. The following table provides roles and responsibilities for each step in the process.

Step	Roles	County	State
1	Preparer	PT or CED	SLR , PT, or Specialist
2	Reviewer	CED or DD	AO or Section Chief
3	Certifier	SLR or Alternate	SED or Delegate

- The **Preparer** is responsible for accurately completing each assessment question for their office. After the Preparer answers all questions, the Preparer **must** select the Reviewer.

  Note: The Reviewer **must** be the supervisor or acting supervisor of the Preparer. The Reviewer shall **not** be the same as the Preparer and **cannot** be the Certifier.

- The **Reviewer** is responsible for conducting a complete review of the assessment to ensure its accuracy **before** submitting it for certification. After the review is complete, the Reviewer must select the Certifier.

  Note: The Certifier **must** be the State Office SLR or acting State Office SLR for a county assessment, and SED or delegate for a State assessment. The Certifier shall **not** be the same as the Preparer or Reviewer.

- The **Certifier** is responsible for certifying that all areas were assessed, analyzed for security risks and vulnerabilities, and justifications are reasonable for specific questions that are answered "no" or contain a negative response. After the certification submission, SCOAR is complete.

C   Operational Guidelines

To view all SCOAR questions consolidated in a Word document, access the ISO Online web site at **https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Home.aspx** and CLICK the "SCOAR" icon at the bottom.

SCOAR allows users to navigate ("jump") to the section to start or resume without having to follow a specific order.

The SCOAR completion percentage will be displayed throughout the process.

To view all data and navigation buttons on SCOAR screens, use the vertical scroll bar.

Fields marked with an "*****" are required fields.

To exit SCOAR without saving, CLICK "**X**" in the top right corner of the Internet browser.

3   Completing SCOAR (Continued)

C   Operational Guidelines (Continued)

To display policy references, hover over the policy link to the right of the question.

To display additional information, click any underlined words.

Additional questions may be displayed based on responses to prior questions.

Sections of SCOAR will be unavailable until the secure ADP room question (within the "General Information" section) is answered.

If Reviewer needs to make corrections to SCOAR, they can either make the corrections themselves or revert SCOAR back to step 1, which will send an e-mail to the Preparer notifying them that corrections are necessary.

After review (step 2) of SCOAR is complete and submitted to the Certifier, answers **cannot** be modified.

If corrections are needed to SCOAR **before** certification, the Certifier will have the option to either revert SCOAR back to step 1 or step 2. An e-mail will be sent to the Preparer (step 1) or the Reviewer (step 2) notifying them that corrections are necessary.

D   Negative Responses and Plan of Actions and Milestones (POA&M)

Specific questions that are answered "no" or contain a negative response will require the Preparer to enter a justification. Additional functionality for all negative responses and POA&M tracking will be added for the FY 2015 assessment.

E   Metrics/Reports

For Certifiers (by State), a SCOAR completion status dashboard with data exporting capability through Excel will be available from the SCOAR Home Page.

For Preparers and Reviewers (by office), after the Preparer has answered all SCOAR questions, a detailed report can be printed and/or saved from the assessment summary detail page. Use the print option from user's Internet browser and select:

- user's local printer to print a hard copy
- "Adobe PDF" to save.

5   Contact Information

   A   Completing SCOAR

For questions about completing SCOAR:

- County Offices should contact their SLR

- State Offices should contact their SLR or ISO Compliance Support at **SecurityCompliance@kcc.usda.gov**.

   B   Technical Issues

For technical issues with SCOAR, State and County Offices should contact ISO Compliance Support at **SecurityCompliance@kcc.usda.gov**.

   C   Notice Guidance

For questions about this notice, contact either of the following:

- Seabelle Ball by e-mail at **seabelle.ball@wdc.usda.gov**
- Kendall Kukowski by e-mail at **kendall.kukowski@kcc.usda.gov**.