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MANAGEMENT INFORMATION SYSTEM SECURITY PROFILES

1. **PURPOSE.** This circular establishes the policy and procedures for maintaining and modifying a set of security profiles for computer applications and users of the Bureau of Engraving and Printing Management Information System (BEPMIS). These security profiles are access control mechanisms used to ensure only authorized personnel use the applications and transactions appropriate to their functional responsibilities, thus promoting a separation of duties.
2. **POLICY.** It is the policy of the Bureau of Engraving and Printing (BEP/Bureau) to ensure that data integrity and system security of BEPMIS applications are maintained by security profiles established for the purpose of preventing intentional and accidental misuse of BEPMIS computer applications.
3. **SCOPE.** This circular applies to all Bureau employees and all personnel under contract or subcontract to the Bureau who access applications on BEPMIS.
4. **SUPERSEDES.**
 - a. BEP Circular No. 71-00.19, July 8, 1985, "ADP Security Resource Policy."
 - b. BEP Circular No. 10-08.14, February 7, 1990, "Management Information Systems Security Matrix."
5. **BACKGROUND.** In April 1985, the Bureau of Engraving and Printing implemented its first automated security matrix to administer access control for BEPMIS application systems. Due to the upgrade of the BEPMIS software, the existing security mechanism and procedures have changed. This policy has been revised to reflect these changes.
6. **DEFINITIONS.**
 - a. Security Matrix. The security matrix was a tool for authorizing access to help secure the Bureau's information systems. It consisted of like transactions grouped together for all Computer Associate's Consolidated Application Systems (CAS) and user written applications representing financial, manufacturing and administrative activities carried out in the Bureau.
 - b. Security Profiles. The security profiles are pre-approved groups of transactions that delineate a job function. People are assigned to these groups based on their job requirements for using Computer Associate's Consolidated Application Systems software and user written applications. The security profiles ensure that only

authorized users gain access to the appropriate computer applications needed to perform their job.

7. RESPONSIBILITIES.

a. The User Support Division (USD), Office of Information Systems, shall analyze all requests for changes to the structure of the security profiles.

b. The Computer Systems Security Division (CSSD), Office of Management Control shall:

(1) provide final review, approval and/or disapproval of all requests for changes to the security profiles.

(2) verify that the structure of the security profiles is in compliance with internal controls.

(3) implement approved user access profile changes for existing users.

(4) create Accessor IDs (ACIDS) and user access profiles in both the mainframe's security software package (Top Secret) and the BEPMIS software application for approved new users.

(5) implement all structural changes to the profiles within 10 working days of receipt of the approved profiles structural change request form.

c. Designated Approving Officials shall:

(1) provide a first level review, approval and/or disapproval of all requests for changes to the security profiles.

(2) verify the accuracy of the security profiles for each application under their authority.

d. Access Sponsors shall:

(1) accept full responsibility for authorizing access to users within their organizational component. Users have a duty and responsibility to ensure the ethical conduct and protection of the data associated with the access privileges provided them by the sponsor.

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(2) verify with CSSD all access authorizations for individuals under their authority.

(3) request access for individuals under their authority on a Request for Personnel Access Profile Change (Exhibit A).

(4) initiate any additions, deletions, or modifications to a user's access profile.

8. PROCEDURES.

The following procedures shall be followed to process a request for personnel and structural profile changes or special requests.

a. Request for Personnel Access Profile Change (Exhibit A).

(1) The access sponsor shall initiate a request and provide the individual's name, badge ID, type of change and access desired. The access sponsor shall submit the request to CSSD.

(2) CSSD shall review requests to determine that the requests are within the scope of authorized activities for the computer user. If the scope of activities is not appropriate, the access sponsor and designated approving officials shall resolve the issue(s). If the scope of activities is appropriate, the approving officials shall approve the request and return it to CSSD.

(3) CSSD shall review all requests for access to administrative, financial, manufacturing and product accountability applications for compliance with Bureau internal controls. If the request is in compliance with internal controls, CSSD shall approve and implement the requested access changes as specified on the request within 5 working days and notify the access sponsor of the requested status.

b. Request for a Profile Structural Change (Exhibit B).

(1) Bureau managers shall submit requests for changes to the security profile structure to CSSD.

(2) USD and CSSD shall perform an analysis of the requirements from computer users and analyze the data properties to determine if a structural change is needed.

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(3) USD and CSSD shall review the options to determine the impacts of a structural change on the profiles and established internal controls.

(4) CSSD shall approve or disapprove a profile structural change request received from USD and approved by the appropriate Financial Management Systems, Production and Inventory Management Systems, Purchasing Systems and Product Accountability Systems approving officials. A disapproval request will be returned to USD. An approved request will be implemented by CSSD.

(5) CSSD staff will implement the profile structural change within 10 working days of the receipt of the change request form. CSSD staff will then notify USD when the change is complete.

(6) CSSD will prepare and distribute a report showing the new security profile structure.

c. Special Request for Changes.

All special requests for changes to the security profile structure shall be coordinated directly with USD and CSSD managers prior to submitting a formal request for change.

9. OFFICE OF PRIMARY RESPONSIBILITY. Office of Management Control.

<SIGNED>

Larry E. Rolufs
Director

Distribution "B"

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INSTRUCTIONS FOR COMPLETING REQUEST FOR PERSONNEL ACCESS PROFILE CHANGE FORM

(PLEASE PRINT CLEARLY)

EXHIBIT "A"

REQUEST FOR PERSONNEL ACCESS PROFILE CHANGE (G12PIDMS)

SEE INSTRUCTIONS ON BACK

I. USER'S NAME: _____ II. USER'S BADGE NO: _____

III. USER'S JOB TITLE: _____

IV. USER'S OFFICE: _____

V. ACTION TO BE TAKEN:

- ___ ADD USER TO PROFILE _____
- ___ TO VACS ___ TO KCS ___ TO SACS
- GROUP NO. _____ (for VACS, KCS, SACS only)
- ___ DELETE USER FROM BEPMIS _____
- ___ CHANGE USER PROFILE TO _____
- ___ CHANGE USER ID TO _____
- ___ CHANGE USER NAME TO _____

COMMENTS: _____

VI. ACCESS SPONSOR SIGNATURE : _____
TITLE: _____ DATE: _____

As sponsor for the above mentioned person, I accept full responsibility for all activities accompanied with this authorization.

FOR COMPUTER SYSTEM SECURITY DIVISION USE

Date Received: _____
Date Implemented: _____ by _____ USER ID ASSIGNED: _____
Date User Notified: _____
Date Verified: _____ by _____
Date Filed: _____

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1. USER'S NAME - PRINT THE PERSON'S FULL NAME

II. USER'S BADGE NO - PRINT THE NUMBER THAT APPEARS ON THE FRONT OF THE PERSON'S BADGE

III. USER'S JOB TITLE - PRINT THE PERSON'S JOB TITLE FOR VERIFICATION OF ACCESS PROFILE

IV. USER'S OFFICE - PRINT THE PERSON'S OFFICE AND SECTION

V. PLACE AN 'X' BY THE DESIRED COURSE OF ACTION. IN ORDER TO ADD OR CHANGE A USER'S PROFILE, SEE THE ATTACHED SHEET OF VALID PROFILES

IV. ACCESS SPONSOR SIGNATURE, TITLE AND DATE- MUST BE SIGNED AND DATED BY A MANAGER, SUPERVISOR OR OFFICE CHIEF

SEND COMPLETED FORM TO: COMPUTER SYSTEMS SECURITY DIVISION
 ROOM 321-8A
 ATTN: ACCESS REQUEST

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EXHIBIT "B"

REQUEST FOR PROFILE STRUCTURAL CHANGE (G12PIDMS)

SEE INSTRUCTIONS ON BACK

1. PROFILE NAME: _____

II. PROFILE OFFICE: _____

III. ACTION TO BE TAKEN:

- ADD PROFILE*
- DELETE PROFILE*
- CHANGE PROFILE*

IV. ADD TRANSACTION TO PROFILE:

DELETE TRANSACTION FROM PROFILE:

V. COMMENTS: _____

VI. COORDINATED BY:

USER SUPPORT DIVISION (OIS) _____ DATE _____

VII. APPROVALS: (PROJECT MANAGERS - REQUIRES ALL SIGNATURES)

FINANCIAL SYSTEMS PROJECT MANAGER _____ DATE _____

PRODUCTION & INVENTORY SYSTEMS PROJECT MANAGER _____ DATE _____

PURCHASING SYSTEMS PROJECT MANAGER _____ DATE _____

PRODUCT ACCOUNTABILITY SYSTEMS PROJECT MANAGER _____ DATE _____

OFFICE OF SECURITY PROJECT MANAGER _____ DATE _____

VIII. CONCURRENCE:

COMPUTER SYSTEMS SECURITY DIVISION MANAGER _____ DATE _____

FOR COMPUTER SYSTEMS SECURITY DIVISION USE

Date Received: _____
 Date Implemented: _____ by _____ PROFILE ID ASSIGNED: _____
 Date Verified: _____ by _____
 Date Filed: _____

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**INSTRUCTIONS FOR COMPLETING REQUEST FOR PROFILE
STRUCTURAL CHANGE FORM**

(PLEASE PRINT CLEARLY)

I. PROFILE NAME - LIST THE NAME OF THE PROFILE TO BE ADDED OR CHANGED (see attached list)

II. PROFILE OFFICE - LIST THE OFFICE THE PROFILE BELONGS TO.

III. PLACE AN 'X' BY THE DESIRED COURSE OF ACTION.

IV. PRINT THE TRANSACTION AND APPLICATION TO BE ADDED TO OR DELETED FROM THE PROFILE

V. COMMENTS: - ANY SUPPORTIVE OR ADDITIONAL INFORMATION SHOULD BE INSERTED HERE

VI. COORDINATED BY - MUST BE SIGNED AND DATED BY AN OIS/USD STAFF MEMBER

VII. APPROVALS - MUST BE SIGNED AND DATED BY ALL PROJECT MANAGERS

VIII CONCURRENCE - MUST BE SIGNED AND DATED BY THE OMC/CSSD MANAGER

SEND COMPLETED FORM TO: COMPUTER SYSTEMS SECURITY DIVISION
 ROOM 321-8A
 ATTN: PROFILE CHANGE