# Instructions

* This document was created to assist team collaboration. It is not required.
* Use the fillable text box below each applicable question to capture your answers. Questions are grouped by the systems:
  + Departmental
  + Central
  + PYRL
  + RDS/NASSAM
  + IW/MRE/WebFocus
  + Agency Reporting Data Warehouse (e.g., FLAIR@, FIS)
* Use the response field for question 8 (within the applicable system) to provide any additional information you feel is pertinent for how your agency provides or manages its data security functions.
* For any question that does not apply, respond “N/A”.
* If you use multiple reporting data warehouses, please specify the system name within the response field.
* Using these answers, complete the Smartsheet survey (one survey per agency).

# Questions for Departmental

1. Describe the access control function for your agency, including:

* Whether your access is granted centrally or at different levels of the organization (e.g., within a Bureau or Region)
* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
* Whether the roles are outside of the agency (i.e., contractors, external stakeholders)

Click or tap here to enter text.

1. What is the current, approximate number of users? Describe any anomalies in this number (i.e., increased or decreased count due to short term need). Click or tap here to enter text.
2. Are there instances where a user has multiple IDs (i.e., log in credentials) to access the same system? If yes:

* What is the approximate number of users with multiple IDs? Click or tap here to enter text.
* What is the rationale for providing multiple? Click or tap here to enter text.

1. For the elements listed below, describe how each is used to establish and support your agency’s data security and access needs. In your response include:

* **Indication whether the code is used to assign security on a general basis (all users) or exception basis (certain users) and for what roles/positions**
* Rationale for applying access to this element (e.g., for limiting view of data or managing/controlling workload)

Element 1 – Operating Level Organization (OLO): Click or tap here to enter text.

Element 2 – Organization Code: Click or tap here to enter text.

Element 3 – Site Code: Click or tap here to enter text.

Element 4 – Group Character: Click or tap here to enter text.

Element 5 – Other fields supporting your agency’s security needs: Click or tap here to enter text.

1. **Are there restricted reports / data sets (e.g., vendors, customers, employees) for which your agency grants restricted access or update capabilities?** If yes:

* What type of reports/data sets (e.g., sensitive assets)? Click or tap here to enter text.
* Why is access restricted or the information secured? Click or tap here to enter text.
* How is access restricted or the information secured? Click or tap here to enter text.

1. How often does your agency review the security/user profiles? Click or tap here to enter text.
2. Are there other pertinent considerations, criteria, or constraints applicable to accessing the system or the data within the system? Click or tap here to enter text.

# Questions for Central

1. Describe the access control function for your agency, including:

* Whether your access is granted centrally or at different levels of the organization (e.g., within a Bureau or Region)
* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
* Whether the roles are outside of the agency (i.e., contractors, external stakeholders)

Click or tap here to enter text.

1. What is the current, approximate number of users? Describe any anomalies in this number (i.e., increased or decreased count due to short term need). Click or tap here to enter text.
2. Are there instances where a user has multiple IDs (i.e., log in credentials) to access the same system? If yes:

* What is the approximate number of users with multiple IDs? Click or tap here to enter text.
* What is the rationale for providing multiple? Click or tap here to enter text.

1. For the elements listed below, describe how each is used to establish and support your agency’s data security and access needs. In your response include:

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Element 3 – Site Code: Click or tap here to enter text.

Element 4 – Group Character: Click or tap here to enter text.

Element 5 – Other fields supporting your agency’s security needs: Click or tap here to enter text.

1. **Are there restricted reports / data sets (e.g., vendors, customers, employees) for which your agency grants restricted access or update capabilities?** If yes:

* What type of reports/data sets (e.g., sensitive assets)? Click or tap here to enter text.
* Why is access restricted or the information secured? Click or tap here to enter text.
* How is access restricted or the information secured? Click or tap here to enter text.

1. How often does your agency review the security/user profiles? Click or tap here to enter text.
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# Questions for PYRL

1. Describe the access control function for your agency, including:

* Whether your access is granted centrally or at different levels of the organization (e.g., within a Bureau or Region)
* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
* Whether the roles are outside of the agency (i.e., contractors, external stakeholders)

Click or tap here to enter text.

1. What is the current, approximate number of users? Describe any anomalies in this number (i.e., increased or decreased count due to short term need). Click or tap here to enter text.
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# Questions for RDS/NASSAM

1. Describe the access control function for your agency, including:

* Whether your access is granted centrally or at different levels of the organization (e.g., within a Bureau or Region)
* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
* Whether the roles are outside of the agency (i.e., contractors, external stakeholders)

Click or tap here to enter text.

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# Questions for IW/MRE/WebFocus

1. Describe the access control function for your agency, including:

* Whether your access is granted centrally or at different levels of the organization (e.g., within a Bureau or Region)
* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
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* How is access restricted or the information secured? Click or tap here to enter text.

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# Questions for Agency Reporting Data Warehouse

1. Describe the access control function for your agency, including:

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* Number of individuals that can establish users or assign security

Click or tap here to enter text.

1. Describe the roles (i.e., types of positions or staff) that have access, including:

* Nature of the responsibilities (e.g., finance and accounting, budget, purchasing, auditing)
* Whether the roles are outside of the agency (i.e., contractors, external stakeholders)

Click or tap here to enter text.

1. What is the current, approximate number of users? Describe any anomalies in this number (i.e., increased or decreased count due to short term need). Click or tap here to enter text.
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1. How often does your agency review the security/user profiles? Click or tap here to enter text.
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