



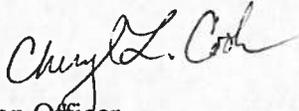
United States Department of Agriculture

Departmental
Management

Office of the Chief
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TO: Douglas C. Nash
Chief Information Officer
Forest Service

FROM: Cheryl L. Cook 
Chief Information Officer
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JAN 17 2014

SUBJECT: FY 2014 Guidance for Short-Term State, Local, and Tribal Emergency Response Personnel Regarding Logical Access to Department Networks and Resources

On June 14, 2013, the United States Department of Agriculture (USDA) and the United States Department of Interior (DOI), Chief Information Officers approved a request to accept risk for granting short-term state and local emergency response personnel without full background investigations access to USDA and DOI general support systems (GSS) during the FY 2013 fire season. With the impending arrival of the FY 2014 fire season, I am issuing the following guidance for granting such access for this fire season. The Department of Interior is issuing similar guidance to ensure that common policies and practices are followed throughout our respective organizations.

This memorandum applies to Forest Service wildfire program activities for the 2014 fire season only. This effort will function as a proof of concept and the activities will be evaluated again in November 2014. Except as specified, this memorandum does not make exception to or change current procedures for controlling physical access at local facilities, or any other USDA security policy.

This memorandum grants qualifying short-term state, local, and tribal emergency response support personnel access to federal networks and resources without possessing HSPD-12 identity credentials, to include fingerprint checks and/or background investigations. Each of the affected organizations will adhere to the 25 mitigating controls described in the Attached memorandum, *DOI_USDA Non-Federal Access Risk Assessment FY14*, Any permanent or temporary entity; (for example, a dispatch center or an incident organization), that grants short-term state, local and/or tribal emergency response personnel access to USDA networks without full background investigations will follow these procedures:

- Establish an appropriate number of short-term computer user accounts consisting of predefined login names and passwords to be assigned to these short-term emergency response personnel. Each issuing office shall document the granting of these short-term accounts.
- Provide all short-term non-federal emergency employees with *Rules of Behavior* for use of information technology systems for review and signature.

- Conduct and track Information Technology Security Awareness Training as outlined in Attachment A, *Information Technology Security Awareness Training Procedures for Short-Term Non-Federal Emergency Response Personnel*.
- Provide short-term emergency response personnel with Information Technology Security Awareness training as found in Attachment B, *Information Technology (IT) Security Awareness Training For Non-Federal, Short-Term Emergency Response Personnel*.
- Establish a Service Level Agreement (SLA) between each dispatch center and the servicing Information Technology organization using the template found in Attachment C, *Service Level Agreement*. The SLA must be in place prior to establishing the user accounts for short-term emergency response personnel.
- Document any security violations involving non-federal state, local, and tribal employees and immediately report them to the appropriate authority.

Each affected organization is responsible for transmitting this guidance to all affected elements of the organization, for implementing the guidance in coordination and collaboration with interagency partners, and for providing appropriate monitoring and oversight.

cc: Chief, Forest Service

Attachments:

- File Name: DOI_USDA Non-Federal Access Attachment A_FY14,
Title: *Information Technology Security Awareness Training Procedures for Short-Term Non-Federal Emergency Response Personnel*.
- File Name: DOI_USDA Non-Federal Access Attachment B_FY14,
Title: *Information Technology (IT) Security Awareness Training For Non-Federal, Short-Term Emergency Response Personnel*.
- File Name: DOI_USDA Non-Federal Access Attachment A_FY14,
Title: *Service Level Agreement*.
- File Name: DOI_USDA Non-Federal Access Attachment B_FY14,
Title: *Risk Acceptance Details for Granting Short-Term State, Local, & Tribal Emergency Response Personnel, without Full Background Investigations, Access to USDA and DOI General Support Systems*