

**Minerals Management Service
Interim Policy Document**

Effective Date: February 26, 2007

IPD No. 07-02

Program: Offshore Minerals Management

Title: Local OMM Client Administrative Access Rights

Originating Office: Information Technology Division, Offshore Minerals Management

1. **Purpose.** This Interim Policy Document (IPD) provides policy and procedures for requesting local administrative rights and privileges for the Offshore Minerals Management (OMM) Standard Client. This document supersedes OMM Standard Operating Procedure (SOP) No. 2002-02, *Administrative Rights on Computer Workstations*.
2. **Scope.** This IPD applies to all OMM employees, contractors, vendors and agents.
3. **Objective.** All users, regardless of program affiliation, connect to MMS Information Technology (IT) resources via the General Support System MMSNet. To protect the confidentiality, integrity and availability of IT assets it is the policy of the OMM program to limit the use of Microsoft Windows operating system administrative accounts according to the Principle of Least Privilege. This principle states all users are issued the minimum permissions necessary to complete job related tasks.
4. **Authority.** Departmental Manual Chapter 375 DM 19, "Information Technology Security Program".
5. **Policy.** It is the policy of OMM that:
 - A. Local administrative privileges are evaluated on a case-by-case basis by the employee's supervisor, Installation Information Security Manager (IITSM) and the Program IT Security Manager (PITSM). Requests may only be granted for official business requirements that cannot be satisfied using default user privileges and/or assistance from MMS Customer Support. Any abuse will result in suspension of privileges and possible administrative action.
 - B. System-level security is the responsibility of the end-user. If it is determined the system poses an IT security threat to any MMS IT resources it may be disconnected from the network without prior notification. The PITSM may direct MMS Customer Support to re-image the system before it is reconnected.

C. All users granted local administrative privileges shall comply with annual Federal Information Security Management Act (FISMA) training requirements stipulated by Office of Management and Budget (OMB), Department of the Interior (DOI), and MMS policies pertaining to role-based training for IT security.

D. Granted privileges may not exceed a one year period. At the end of the period a new request must be submitted and reviewed.

6. **Procedures.**

A. To request administrative access: complete the Local Administrative Access Request form, Attachment 1, obtain the supervisor's and Local Information Technology (IT) Manager's signature, and forward the request to the OMM Program IT Security Manager (PITSM) for final approval/disapproval. Approved requests will be forwarded to the appropriate IT support office for processing and record retention.

B. Completed forms will be maintained by the PITSM and the requesting office. Copies will be forwarded to the MMS Bureau IT Security Manger (BITSM).

7. **Expiration.** This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded with another IPD.

Associate Director for
Offshore Minerals Management

Attachment

Local Administrator Access Request

User Information

Last: _____ First: _____ Initial: _____

E-Mail Address: _____ Phone #: _____

UserID: _____ Computer Name: _____

Location: _____ How Long Required: _____

Justification: *(Use separate sheet if necessary)* (NTE 1 Year)

Security Statement

1. I understand that all MMS computer systems, Internet connections and the associated equipment; software and data are to be used for official government business only AND in conjunction with DOI and MMS policies. Federal Law prohibits any other use of these items (18 USC, 641). Individuals using MMS computer systems are subject to having any of their activities monitored and recorded. Violations of the law can result in the loss of my computer privileges and disciplinary action.
2. I will use only legally authorized copies of copyrighted or licensed software. I will NOT reproduce, except for backup purposes; any copyrighted or licensed software and related documentation unless I have written authorization from the appropriate vendor.
3. I will select my own passwords and I will NOT share my passwords with anyone. I will not set my password to automatically be saved by my system, therefore threatening the security of my password from unauthorized use.
4. I will handle sensitive information appropriately. I will not disclose information covered by the Privacy Act to unauthorized personnel. I understand that sensitive or proprietary information is not to be exchanged or divulged unless an exchange is necessary for official government business.
5. If I become aware of a security breach or incident such as password sharing or unauthorized use of MMS computers, I will immediately notify my supervisor, the Installation Information Technology Security Manager, and the Program IT Security Manager.
6. I have read and will abide by the MMS IT Rules of Behavior.
http://pipeline.mms.gov/pages/topics/how_we_do_it/how_poli_mms_it_RegsMmsRob.asp

User Signature: _____ Date: _____

Supervisor Printed Name: _____
Approve Disapprove

Supervisor Signature: _____ Date: _____

Local IT Manager Printed Name: _____
Approve Disapprove

Local IT Manager Signature: _____ Date: _____

Program IT Security Manager Printed Name: _____
Approve Disapprove

Program IT Security Manager Signature: _____ Date: _____

Reason if Disapproved:

U.S. Department of the Interior
Minerals Management Service

Transmittal

SUBJECT: Offshore Minerals Management
Local Client Administrative Access Rights

EXPLANATION OF MATERIAL TRANSMITTED:

This IPD provides policy and procedures for requesting local administrative rights and privileges for the OMM Standard Client.

Associate Director for
Offshore Minerals Management

FILING INSTRUCTIONS:

REMOVE:

INSERT:

IPD 07-

OPR: Information Technology Division
Offshore Minerals Management