



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**JUN 27 2016**

## **Personnel Bulletin 16-07**

**SUBJECT:** Federal Personnel and Payroll System Annual User Access Review Requirements

- 1. General:** This Personnel Bulletin is to remind Department of the Interior (DOI) bureaus and offices of the requirement for timely annual review and re-certification of Federal Personnel and Payroll System (FPPS) user accounts; to remind bureaus and offices of the need for ongoing FPPS user access review; and to establish guidance and procedures for ongoing FPPS user access security controls.
- 2. Mandatory Annual Review and Optional Periodic Review of FPPS Users:** The following guidance is provided to all DOI Servicing Personnel Offices to strengthen the FPPS User Access Control Environment by ensuring bureau/office Data Custodians, Security Administrators and/or Security Points of Contact (SPOCs) conduct annual FPPS User Access Reviews, take appropriate and timely action to modify user access when needed, and retain proper evidence of the review. In order to improve compliance and to ensure the security and integrity of the FPPS system, bureaus/offices are **required** to:
  - a. Conduct Annual FPPS User Access Reviews.
  - b. Use the attached Standard Operating Procedure (SOP) *as a guide* for Annual FPPS User Access Reviews.
  - c. Use the attached *FPPS User Access Review Certification* format to retain the review results.
  - d. Retain on file evidence of the completed annual user access review.
- 3. FPPS/Datamart Bi-Weekly Separations Report:** All bureau and office FPPS Security Administrators, SPOCs and/or Data Custodians should run bi-weekly FPPS/Datamart separations reports, and take timely action to disable accounts and remove or modify access for FPPS users who have separated from DOI employment or have changed duties.
- 4. DOI-Access Reports:** FPPS Security Administrators should check the following DOI Access queues and report in order to crosswalk discrepancies with affiliation and/or employment status, as well as separated (de-provisioned) users with FPPS:
  - a. Discrepancy Queue
  - b. Suspended Queue
  - c. Separations Report

Bureaus and offices should contact their DOI Access program managers in order to obtain access to these reports.

- 5. Compliance:** Bureau and office FPPS Data Custodians and Security Administrators must actively monitor and enforce compliance with this FPPS user access review policy in their bureau/office through the review of DOI FPPS security reports, and should contact the appropriate bureau or office personnel as needed in order to assure due diligence. Data Custodians must also keep on file hard copy/written as well as electronic evidence of annual review completion.

In order to demonstrate compliance, after review completion, bureaus/offices must annually provide this evidence to Department of the Interior, Office of Human Resources, Human Resources Information Systems (HRIS).

Please direct any questions regarding this policy/guidance to Peter Symmes at [peter\\_symmes@ios.doi.gov](mailto:peter_symmes@ios.doi.gov) or 202-208-3712.

Attachments



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Raymond A. Limon  
Director, Office of Human Resources