

United States Department of State

Office of the Director of U.S. Foreign Assistance (F)

Foreign Assistance Coordination and Tracking System (FACTS) Info

User Access Policy

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Submitted by

Program Management Office (F/PM)

DOCUMENT CHANGE HISTORY

The table below identifies all changes that have been incorporated into this document.

Change #	Date	Version #	Description
N/A	May/08	Draft v1.0	FACTS Info User Access Policy Initial Working Draft
0001	June/08	Draft v2.0	Comments incorporated from Internal F/SIME Initial Review
0002	July/08	Draft v3.0	Comments incorporated from State/Legal Office
0003	October/08	Draft v4.0	Comments and Clearance from F Senior Staff
0004	October/08	Draft v5.0	Comments and Clearance from F/PM
0005	November/08	Final v1.0	Comments and Clearance from F/DCCO

TABLE OF CONTENTS

1. INTRODUCTION	1
2. FACTS INFO USER ACCESS POLICIES AND PROCEDURES	1
2.1 FACTS INFO DATA CLASSIFICATION	1
2.2 ACCESS TO FACTS INFO	2
2.3 ACCOUNT ACCESS AND ROLE REQUESTS.....	2
2.3.1 FACTS INFO ROLES	2
2.3.2 STEPS FOR REQUESTING ACCESS	2
2.3.3 CHANGING ACCESS ROLES	2
2.3.4 DISABLING FACTS INFO USER ACCOUNTS	3
ANNEX 1 FACTS INFO SENSITIVE INFORMATION DISCLOSURE AGREEMENT	A1-1

1. INTRODUCTION

FACTS Info is an information system created by the Office of the Director of US Foreign Assistance (F) at the Department of State for two primary purposes:

1. Formulation of the foreign assistance budget
2. Analysis and reporting of data on US foreign assistance programs under the authority of the Director of US Foreign Assistance.

The system draws budget, program and performance data from the Foreign Assistance Coordination and Tracking System (FACTS) and the Mission Strategic Plan (MSP) system and is integral in formulating the Foreign Operations Congressional Budget Justification and the Foreign Operations portion of the Performance Plan and Report. Currently FACTS Info contains the following information:

- Budget Data for 2006-2010
- FY 2007-2008 Operational Plan Data
- FY 2007 Performance Report Data
- FY 2010 Mission Strategic Plan Data

2. FACTS INFO USER ACCESS POLICIES AND PROCEDURES

2.1 FACTS INFO DATA CLASSIFICATION

FACTS Info contains “Sensitive But Unclassified” (SBU) information that must be acquired, maintained and reported in a manner ensuring protection from unauthorized disclosure. Such SBU information is handled in accordance with the standards set by:

- Office of Management and Budget (OMB) Circular A-130 Appendix 3;
- the US Agency for International Development (USAID) Automated Directives System (ADS);
- Title 5, United States Code Section 552 (often referred to as "The Freedom of Information Act");
- Title 5, United States Code Section 552a ("The Privacy Act of 1974") for information retrievable by personally identifiable information;
- Procurement Integrity Act (41 USC §423, implemented at FAR 3.104) for procurement sensitive information;
- The US Department of State Foreign Affairs Manual (including 12 FAM 540);
- Other applicable federal laws.

2.2 ACCESS TO FACTS INFO

Access to FACTS Info is controlled through the use of Microsoft Windows Operating System Authentication. To safeguard this data from unauthorized access, both State Department and USAID’s security policies require that access be restricted to comply with the above-mentioned laws and regulations. Access by any specific individual is at the discretion of F and of the Program Office, Budget Office, Development Planner, or Bureau Planner of the Operating Unit (OU) to which that individual reports. For the purpose of this policy, those who receive individual user requests in each OU’s Program

Office/Budget Office/Development Planner/Bureau Planner are referred to as OU Approving Officers. The F approver is referred to as the F Approving Official. Each OU will establish internal processes and controls to provide appropriate individual access to FACTS Info. All categories of personnel and contractors authorized to view F SBU data are eligible for access to FACTS Info upon approval from F. Access should be based on need and an understanding of the data contained in the system.

2.3 ACCOUNT ACCESS AND ROLE REQUESTS

2.3.1 FACTS INFO ROLES

Access roles are determined by F, which has the discretion to provide or withdraw this access at any time. There are two primary types of access to FACTS Info:

- Read Access: Has data read access for the data contained in FACTS Info, but cannot update or add any data.
- Write Access: Has modification rights to update or enter data in FACTS Info.

2.3.2 STEPS FOR REQUESTING ACCESS

- All F employees are automatically granted access to FACTS Info. F users' level of access to the system (e.g., Read or Write access) will vary based on the individual user's responsibilities in F and within specific F processes. F users should submit a request to the F/PM Information Systems Team via e-mail to activate their access privileges.
- All OU FACTS Info access requests should be submitted to the OU Approving Officer.
- OU Approving Officers will verify, review and then approve or deny the request, based on need and other appropriate factors.
- If a request is approved, the OU Approving Officer will contact the F Approving Official and request access for that individual.
- Before the F Approving Official provides access to a prospective user:
 - a. The user must read and sign the FACTS Info confidentiality agreement (See Annex 1).
 - b. The user must complete FACTS Info user training. In Washington, such training is arranged by F's Program Management Office (F/PM); additionally, there are a number of tutorials the F Approving Official can make available for all users.

2.3.3 CHANGING ACCESS ROLES

Users who need a different access role (for example, changing from read-only to write access) must submit a request to their OU Approving Officer for approval. If the request is approved, the OU Approving Officer will contact the F Approving Official to request a user access role change. The F Approving Official will then change the user's access.

2.3.4 DISABLING FACTS INFO USER ACCOUNTS

F is responsible for enabling and disabling user accounts. FACTS Info user accounts may be disabled at F's discretion. Reasons for disablement may include:

- User separation from the agency.
- Appearance of user unwillingness or inability to protect sensitive information.

ANNEX 1: FACTS INFO SENSITIVE INFORMATION DISCLOSURE AGREEMENT

1. Except as otherwise authorized or required by law, access to the FACTS Info database is limited to current employees of USAID and the Department of State, or individuals acting in the capacity of Federal government employees, who have a need to know the information for duties within the scope of their employment.

2. By accessing FACTS Info, I understand and agree to the provisions stated below with regard to the FACTS Info data system.

- Some information contained in the FACTS Info data system is considered to be sensitive but unclassified, and I will treat it as such. This could include preliminary and planning information, business-confidential information protected by the Trade Secrets Act, or information protected by the Privacy Act of 1974.
- I will not knowingly disclose sensitive information, including procurement sensitive information, directly or indirectly to any person other than a person authorized to receive or have access to such information. I understand that unauthorized disclosure of such information may subject me to administrative disciplinary action and/or to civil and criminal penalties, including fines, imprisonment, and loss of employment under the Procurement Integrity Act or other applicable laws and regulations. I will promptly refer any questions or concerns regarding compliance to the appropriate agency procurement, ethics, or legal official(s).