

**TO: ALL TEAPOTS SYSTEM ADMINISTRATORS AND MANAGERS (HQ, Region, Field, OGC and FHAP)**

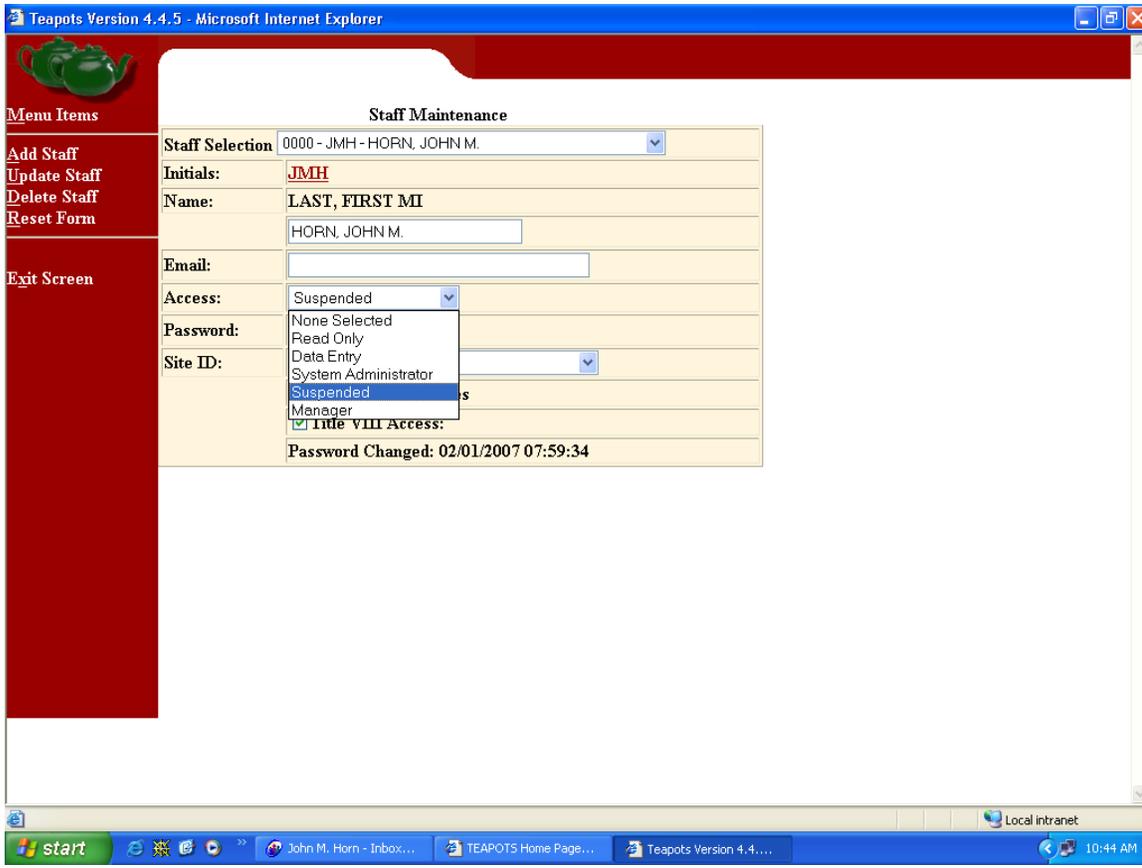
**FROM: John (Marty) Horn, HUD - Office of the Chief Information Officer, TEAPOTS Project Manager**

**SUBJECT: TEAPOTS SECURITY PROTOCOL**

The Federal Information Security Management Act of 2002 provides a comprehensive framework for ensuring the effectiveness of information security controls over information resources that support Federal operations and assets, etc.

One TEAPOTS administrative security control involves the procedure for removing access to TEAPOTS. This comes into consideration when an employee no longer needs access to TEAPOTS for any reason. Termination, retirement and transfer are just a few examples.

Currently, both Systems Administrators and Managers have systemic rights to suspend an employee's access to TEAPOTS. This is done by going to the Staff Maintenance Screen within TEAPOTS, selecting the employee who no longer needs access to TEAPOTS, selecting "suspended" from the "Access: drop-down box" and selecting "Update Staff". See the screen copy below.



**\*\*It is important to remember: DO NOT USE THE DELETE STAFF OPTION. This feature is being removed in a future version of TEAPOTS.**

**As a security clean-up measure, I am requesting that FHEO HQ, Region, Field, OGC and FHAP Office personnel, in charge of staff maintenance, browse through their employee list in TEAPOTS and make sure it is up-to-date. Any employee that no longer needs access to TEAPOTS should be “suspended” as shown above. Again, DO NOT DELETE the employee. Suspend them. When completed, report to your Regional TEAPOTS System Administrator.**

**When Regional TEAPOTS System Administrators have received confirmation from all subordinate Field, OGC and FHAP’s, report to FHEO HQ and myself.**

## **TEAPOTS Access Security Policy**

**FHEO HQ, Region, Field, OGC and FHAP personnel in charge of TEAPOTS Staff Maintenance; upon learning of an employee that should no longer have access to TEAPOTS, for any reason, must suspend that employee's TEAPOTS ID immediately. If your office has nobody in charge of TEAPOTS Staff Maintenance, you should contact your Regional TEAPOTS System Administrator immediately and request the employee's TEAPOTS access be suspended. Suspension shall be completed no later than 1 day after learning of the need to do so. REMEMBER: DO NOT USE THE DELETE STAFF OPTION.**