

**US Department of Education  
Student Financial Assistance (SFA)  
Modernization Partner Program  
Security and Privacy Infrastructure  
Task Order 18 Monthly Report 8/10/00**

## **Overview**

The office of Student Financial Assistance has made a significant investment in the Modernization Blueprint as the foundation of future process and systems improvements. These processes and systems should be implemented in a secure environment and in a manner that protects the personal, private information of students, parents, and borrowers. This task order proposes development of the security and privacy organization and processes necessary to support such a secure and private environment.

## **Overall Objectives**

The objectives of this proposal are (1) to help SFA secure its current environment and (2) to plan its security and privacy strategy for new initiatives. The task order has the following four outcomes:

- SFA capability to perform risk and vulnerability assessments to identify and document security and privacy risks, recommend mitigating controls and assume business unit responsibility for residual risks as part of its ongoing security and privacy strategy
- A security and privacy organization to support the requirements of current and future business initiatives
- Policies & procedures syndicated with SFA business units and systems administrators
- Communication and training plan coordinated with SFA University and the Director of Communications to ensure that key security and privacy messages are communicated to SFA employees and business partners

## **Monthly Task Activities**

During the period of July 10, 2000 through August 10, the SFA Security and Privacy Champion worked to create a training curriculum for System Security Officers (SSO), Security and Privacy Advocates, and System Managers within SFA. In addition, a plan to communicate security awareness and guidance throughout SFA was developed and routed for comment. SFA has adopted the training in order to enhance security awareness, which is compliant with federal guidance and follows industry best practices.

Risk assessment work continued with a comprehensive risk assessment report scheduled for delivery on August 18<sup>th</sup>. This work will provide a basis for the System Managers and SSO's to develop major application security plans targeted for completion Oct 1, 2000. Last month it was reported that this schedule was thought to be at risk of delay due to system manager schedule conflicts. Intervention by the SFA Security and Privacy Champion helped to resolve

the concern, which would have led to a four week schedule delay. It is anticipated that the draft report will be delivered on August 18, on schedule.

The security team delivered an organization plan to the SFA Security and Privacy Champion in July. This document describes primary roles and responsibilities for SFA employees assigned responsibility for security management. This includes the SSOs, System Managers, Security and Privacy Advocates, Functional Managers, and the Chief Security Officer (CSO). The CSO Staff functions are particularly described and will lend themselves to the creation of security personnel position descriptions per Department of Education guidance. The proposed staffing plan for the CSO is also described in this document.

### **Major Task Activities Completed Through July 10, 2000**

- Draft Communications Plan completed June 30, 2000;
- Completed Security and Privacy Policy Guide Draft which is now circulating to security and system contacts in the Channels for review and buy-in;
- Participated in monthly Departmental and security related meetings;
- Began A-130 security reviews of major applications;
- Began to review training courses for SFA security personnel including a review of commercial off-the-shelf materials pertaining to information security and privacy;
- Developed requirements for an incident/corrective action tracking system and created a Microsoft Access database for SFA to use to track resolution; and
- Began planning for an SFA Security training program including Security Officer training and SFA employee security awareness.

### **Major Task Activities Planned Through August 10, 2000**

- Deliver the draft Communications Plan by July 30, 2000;
- Continue A-130 reviews of SFA major applications;
- Modify the draft SFA Security and Privacy Policy Guide;
- Complete the Communications Plan draft;
- Complete the Security and Privacy Organization Plan draft; and
- Participate in monthly Departmental and security related meetings.

### **Major Task Activities Completed Through August 10, 2000**

- Delivered the draft Communications Plan August 1, 2000;
- Continued A-130 reviews of SFA major applications;
- Completed changes and delivered the draft SFA Security and Privacy Policy Guide;
- Delivered the Communications Plan draft;
- Delivered the Security and Privacy Organization Plan draft; and
- Participated in monthly Departmental and security related meetings.

## **Major Task Activities Planned Through August 31, 2000**

- Deliver the draft A-130 reviews of SFA major applications;
- Conduct two Security and Privacy Workshops for SSOs;
- Develop a Security and Privacy Awareness day agenda; and
- Participate in meetings on security standards and policy.