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MEMORANDUM FOR EXECUTIVE DIRECTOR SYSTEMIC ADVOCACY
                          BUSINESS SYSTEMS PLANNING DIRECTORS

FROM: /s/ Matthew Weir
                       Deputy National Taxpayer Advocate

SUBJECT: Reissuance of Interim Guidance on Systemic Advocacy
                       Management System User Account Management

This memorandum reissues interim guidance memorandum, TAS-13-0512-012 on the Federal Information Security Management Act (FISMA) security requirements in respect to the Systemic Advocacy Management System (SAMS II) user account management.

The SAMS II Security Assessment Report (SAR), dated March 3, 2009, identified a security weakness stemming from the lack of established procedures for managing SAMS II user accounts. The recommendation was to "create a process to ensure user accounts are sufficiently managed and updated based on roles on a regular basis."

In response to the identified security risk, Taxpayer Advocate Service (TAS) Business Systems Planning (BSP) and Systemic Advocacy (SA) have implemented the following procedures:

1. By the 15th of each month, the SAMS II Administrator in BSP will perform a monthly validation of SAMS II user accounts in active status. The validation will ensure:

    - Accounts in active status have currently valid Online 5081 records
    - Accounts are deactivated for employees no longer in TAS

The Administrator will send email notification to the SAMS II Program Manager in SA of accounts that may require corrective action. Within seven (7) days from receipt of notification, the Program Manager will respond to confirm corrective action has been taken or the reasons corrections are not warranted.

2. To help facilitate reviews of SAMS users' permissions (User Roles), the SAMS Administrator will generate Business Objects reports producing separate lists of:

- SAMS Users' currently assigned User Roles
- User activity on SAMS work objects either in open status or closed within the previous twelve months (12) months.

These reports will serve to filter and narrow the scope of review by identifying user accounts that potentially warrant adjustments to Users' Roles. The Administrator will provide the report analysis to the SAMS Program Manager on a Quarterly basis, within 15 days following the end of each quarter. The SAMS Program Manager will review the reports, determine if changes are appropriate, and adjust users' roles as necessary. The Program Manager will notify the Administrator of the review completion no later than 30 days following the close of each quarter.

These procedures will be incorporated in the next revision of IRM 13.2.4. Please contact Paula Stetson, SAMS Administrator, Business Systems Planning at (214) 413-6543, for further information.