



## Interagency Cache Business System Re-engineering (ICBS-R) Project

a NWCG-sponsored project

**Updated 4/17/2008**

### **Rules of Behavior Guidelines:**

- The ICBS system is hosted by the USDA National Information Technology Center (NITC), and is officially "owned" by the Forest Service. In order to comply with department and agency security policies, each user of the system is required to read and sign a "Rules of Behavior" (ROB) document when initially trained, and thereafter on an annual basis.
- Their level of access and who they are employed by will determine which ROB a user signs as their agreement to follow the rules of behavior.
- There are currently four (4) versions of the ROB:
  - FS\_6600\_5 (for those having access to sensitive information)
  - FS\_6600\_6 (for "Associate" users of the system, such as volunteers, non-FS agency employees, contractors, etc.)
  - FS\_6600\_7 (for FS employees)
  - FS\_6600\_8 (for those with "privileged access to the system")
- All of these documents are posted on the "Training" page of the ICBS-R website (<http://icbs.nwcg.gov/Training.html>).
- Administration of this activity is with the Unit ICBS Cache System Administrator. Copies of all signed ROB documents shall be maintained locally by the Cache System Administrator.
- Termination of an ICBS user is the responsibility of the Cache System Administrator for the specific unit.
- Personnel transfer is the responsibility of the Cache System Administrator at each unit.
- Periodic security information is reviewed with users by unit security officers (i.e. at any time, an agency security officer may request current copies of signed ROB documents and compare them with the user accounts, and may ask to review access procedures with the Cache System Administrator).