

C-A OPERATIONS PROCEDURES MANUAL

C-A TPL 08-02 Cyber Security -- Controlling the MCR Group Account Password
for the Linux Workstations

Text Pages 2 through 3

Attachments

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reviewed by: _____ Date

Approved by: _____ Date
Assoc. Chairman for ESHQ

P. Ingrassia

C-A TPL 08-02

Revision 00
October 15, 2007

C-A TPL 08-02 Cyber Security -- Controlling the MCR Group Account Password for the Linux Workstations

1. Purpose

- 1.1** This procedure describes the method to control the distribution of the password for the group account for MCR workstations.
- 1.2** The variance that was required in order to maintain a group account for the MCR workstations states that a log will be kept of all individuals who receive the password.

2. Responsibilities

- 2.1. The System Administrator is responsible for changing the password for the Group Account for the MCR Linux workstations.
- 2.2. The Head of Operations is responsible for determining the “qualifications” for individuals to obtain the password.
- 2.3. The MCR Group Leader is responsible for giving out the password and for maintaining a list of names of individuals who were given the password.

3. Prerequisites

- 3.1. The target group for this procedure is the Controls Group Software GL, the Head of Operations, and the MCRGL .
- 3.2. The Training requirement is read and sign.
- 3.3. The minimum number of persons that must be trained before this procedure may be used is three, the Controls Group Software GL, the Head of Operations, and the MCRGL.

4. Precautions

- 4.1. None

5. Procedures

- 5.1 The System Administrator shall create a new group account password for MCR work stations, once per operating cycle.

5.1.1 Group Leaders will periodically create new passwords for machines under their purview with group accounts.

5.2 The Head of Operations shall determine the qualifications for individuals who may be given the password. The Head of Operations shall communicate the qualifications to the MCRGL

5.3 Given the guidance from the Head of Operations, the MCRGL shall give out the MCR work station password when requested by an individual.

5.3.1 The MCRGL/DGL shall maintain a list of individuals who received the password.

5.3.2 The MCRGL/DGL shall require individuals who receive the password to not give the password to others.

5.3.3 The MCRGL/DGL shall require individuals who receive the password to log out or lock the screen when they leave a console

6. Documentation

6.1 MCR Group Account Log

7. References

7.1. Variance 2007-8

8. Attachments

8.1 MCR Group Account Log

