



PROCUREMENT MEMORANDUM 2023-05

ACTION

MEMORANDUM FOR: Senior Bureau Procurement Officials
Heads of Contracting Offices

FROM: Olivia J. Bradley
Senior Procurement Executive and
Director of Acquisition Management

SUBJECT: Semi-Annual Oversight of Contract Writing System
User Accounts

Background

The Government Accountability Office's *Standards for Internal Control in the Federal Government* states that documentation is a necessary part of an effective internal control system and that appropriate segregation of duties helps prevent fraud, waste, and abuse. Additionally, NIST Special Publication 800-53, Rev.5, *Security and Privacy Controls for Federal Information Systems and Organizations*, Access Control-2 Account Management, states that the organization creates, enables, modifies, disables, and removes information system accounts in accordance with agency policies and reviews accounts for compliance with account management requirements.

Procurement Memorandum 2018-01, entitled *Annual Oversight of Contract Writing System User Accounts* dated April 2, 2018, established requirements for an annual review of Department of Commerce (Department) contract writing system user accounts. However, the requirements of NIST Special Publication 800-53 as updated by Rev. 5 changes the user account validation process occurrence from annually to semi-annually.

Purpose

The purpose of this memorandum is to implement the requirement to perform semi-annual reviews of the Department's contract writing system user accounts to confirm that users still require access to, and to maintain appropriate levels of access within the system.

Policy

In accordance with the Department's Functional Change Control and Data Standardization Board, Bureaus are responsible for determining user access roles within their contract writing system. These roles will be defined in each Bureau's User Access Form. Organizational management is responsible for notifying System Administrators when a user's role or access has changed or is no longer needed. Each

Bureau shall complete a semi-annual review of all user accounts to ensure user access has been appropriately obtained and managed.

Required Actions

On or before both December 1st and June 1st of each year, Bureau Procurement Officials shall execute their processes for performing semi-annual reviews of user accounts and confirming compliance with this Procurement Memorandum by providing copies of their processes for performing semi-annual reviews of user accounts to OAM_Mailbox@doc.gov.

Effective Date

This Procurement Memorandum is effective immediately and remains in effect until rescinded. This memorandum rescinds Procurement Memorandum 2018-01.

Questions

Please direct any question to OAM_Mailbox@doc.gov.