
NCAS Information Expert Security Request Form (OSC SEC04) Field Definitions

I.E. security allows certain operators reporting capabilities. I.E. restrictions for an operator are defined on the **NCAS Information Expert Security Request Form, OSC SEC04**. This form is divided into two main sections. The first section is completed by the agency. It is divided into three areas. The second gray section is for OSC use only.

The second area allows the requester to designate the **Type of Request** and to provide additional general information about the requesting agency and the operator. The **Type of Request** must always be completed. If the requester has completed OSC SEC01, the general information may be omitted on OSC SEC04.

The requester must **always** complete the third area when requesting an **ADD** operator or a **CHANGE** to an operator. Completion of this area determines the operator's primary I.E. responsibilities and which I.E. libraries the OSC NCAS I.E. Security Administrator should assign to the operator.

If the Agency Security Administrator is requesting application security and I.E. access for a new operator, he or she should complete security forms OSC SEC01 and OSC SEC04. If the Agency Security Administrator is requesting I.E. access **only** for a new operator, a change to an operator's I.E. access, or the deletion of an operator's I.E. access, he or she should complete OSC SEC04.

OPERATOR NAME	Operator's <i>complete</i> name. Always required.
OPERATOR ID #	Operator ID number assigned by the OSC NCAS Security Administration Team. This box should be left blank when adding an operator. It is required when changing or deleting an operator's access rights.
TYPE OF REQUEST	Indicate the type of security request: A = Add Operator = Add a new operator to the NCAS I.E. System C = Change Operator = Change an existing operator's I.E. security D = Delete Operator = Delete an existing operator from the NCAS I.E. System Always required.
AGENCY	Agency name or abbreviation (Department of Correction or DOC). This is required if the type of request is a CHANGE or a DELETE operator I.E. access or an OSC SEC01 form has not been completed.
AGENCY #	A two-digit OSC assigned agency identifier. (For example, the agency number for DOC is 42.) This is required if the type of request is a CHANGE or a DELETE operator I.E. access or an OSC SEC01 form has not been completed.

REGION	P or NC23. Always required.
ORG	<p>ORG is a 20-byte alphanumeric user-defined field. The agency may use the ORG field for its own internal reporting requirements. Because the ORG field is the secondary sort for security reports, it is the agency's responsibility to maintain this field and define each operator within the agency's internal structure.</p> <p>If an agency has divisional locations, the ORG field may identify the agency's department or division location for the operator. (For example, a DOC operator may be located at the Division of Prisons.)</p> <p>The ORG field may represent a further breakdown of the agency's internal organizational structure. In this case, the ORG field is similar to the NCAS Responsibility Cost Center (RCC). The agency may designate a valid structure that represents its organization and is a logical basis for grouping NCAS operators within the agency. Some agencies select the data elements located somewhere in positions six (6) through twelve (12) of the General Ledger Center. Other agencies may select positions one (1) through four (4).</p>
RACF ID	Mainframe system access is defined to Resource Access Control Facility (RACF) and assigned to the operator by the Agency Security Administrator. This is required if the type of request is a CHANGE or a DELETE operator I.E. access or if an OSC SEC01 form has not been completed.
RACF GROUP	The RACF ID is defined to a RACF Group by the Agency Security Administrator. This is required if the type of request is a CHANGE or a DELETE operator I.E. access or if an OSC SEC01 form has not been completed.
OPERATOR'S JOB TITLE AND DESCRIPTION	A brief description of the operator's job functions. For example, Accounts Payable Processor may describe an operator's job and related duties. This is required if the type of request is a CHANGE or a DELETE operator I.E. access or if an OSC SEC01 form has not been completed.

OPERATOR RESPONSIBILITIES DEFAULT I.E. LIBRARIES

THE OPERATOR WILL The requester should check the appropriate box. This is **required** if the type of request is an **ADD** operator I.E. access or a **CHANGE** operator I.E. access.

OPTION 1: Technical support: Operator assigned to MIS group

OPTION 2: Functional or technical: Operator assigned to agency group

OPTION 3: Functional or technical operator who develops I.E. reports: Operator assigned to agency group

THE OPERATOR WILL The requester should check the appropriate box. This is **required** if the type of request is an **ADD** operator PRIMARILY RUN I.E. access or a **CHANGE** operator I.E. access. **Mark at least one.**

If *Option 1* in the above section is checked, the default I.E. library is DPXX (where XX is the agency number).

If *Option 3* in the above section is checked, the default I.E. library is USERXX (where XX is the agency number).

If *Options 1 and 3* in the above section are **not** checked and:

- Line 1 is checked, the default I.E. library is FINANXX (where XX is the agency number).

- Line 2 is checked, the default I.E. library is MTMGTX (where XX is the agency number).

- Line 3 is checked, the default I.E. library is MISCXX (where XX is the agency number).

- Line 4 is checked, the default I.E. library is ADMINXX (where XX is the agency number.)

The libraries are maintained by the agency's I.E. Security Administrator. This person should have access to TSO and a good knowledge of JCL. The users can copy RUN-STATEMENTS from the Public Libraries into their default libraries before submitting the reports. Because these are shared libraries, it should never be assumed that any member is as a user last left it. Always check the RUN-STATEMENTS before submitting a job. The RUN-JCL should also be checked to ensure that the correct files are being read and that the reports will be printed on the correct printer.

ADMINIXX Only run I.E. reports found in Public Libraries

DPXX Used by the MIS staff for development of agency-specific reports. The reports can be moved to other libraries for reporting.

FINANXX Established for users who primarily run financial (GL, FC, and BC) reports.

MISCXX Established for users who primarily run AR or FA reports.

MTMGTXX Established for users who primarily run materials management (AP, PS, and IN) reports.

PRODXX Used for production reporting. Access is restricted to MIS staff.

USERXX Used by the Non-technical staff for development of agency-specific reports.

REQUESTED BY

The signature (and date) of the Agency Security Administrator. This signature is **required** when OSC SEC01 is **not** attached.

OSC USE ONLY

OPERATOR ID #

Operator ID number assigned by OSC NCAS Security Administration Team.

INITIAL PASSWORD

The initial password in an **ADD** request will **always** be the employee's first name and the agency's ID number.

I.E. GROUP

I.E. group is assigned by the OSC NCAS I.E. Security Administrator.

I.E. DEFAULT LIBRARY

I.E. Default Library is assigned by the OSC NCAS I.E. Security Administrator.

I.E. SECURITY COM-
PLETED BY

When the I.E. security has been completed, the OSC NCAS I.E. Security Administrator stamps the form with the date of completion and the position number of the employee processing the request.