



GINV CAIA-SailPoint IdentityIQ

“Agency Approver” Designation Form

As a result of the GINV migration to CAIA (multifactor authentication), the existing GINV agency “Primary Master Administrators” (PMA), “Master Administrators” (MA) and “User Admins” (UA) for each Agency will be imported to the new CAIA-SailPoint “Agency Approver” group(s).

The CAIA-SailPoint “Agency Approver” group members are those authorized to approve agency user requests to be added to the GINV agency account.

After a user submits their access requests in SailPoint IIQ, the user’s “Manager” (1st approver) will receive an email to approve the access request. Once approved, a second email is sent to the “Agency Approver” (2nd approval) to approve the access request. Once both approvals are complete, the user will be able to access the GINV agency account and role-based access will still be managed within the GINV application.

All “Primary Master Administrators” (PMA) and “Master Administrators” (MA) for each Agency are added to the CAIA-SailPoint “Agency Approver” group by default when the agency “Enrollment Form” and “Change Forms” are processed. **This form cannot be used to change or add a “Primary Master Administrator” (PMA) or “Master Administrator” (MA) to the agency account. Please submit the “G-Invoicing Agency Account Change Form” to add/remove “Primary Master Administrator” (PMA) or “Master Administrator” (MA).*

All GINV agency “User Administrators” will need to complete the form to be added to the “Agency Approval” group.

Any users who would like to be removed from the “Agency Approval” group needs to complete this form. No “Authorizing Official” signature is required for Revoke request.

“Agency Approver” Responsibility Agreement

The information you provide on this form will be used principally to aid in the completion of your access request to the Bureau of the Fiscal Service systems. All or part of this information may be furnished to Federal, State, local and public agencies in the event a violation of law are disclosed. More information on Privacy Policy and Legal Notices is available at www.fiscal.treasury.gov/privacy.html.

Completion of this form is voluntary; however, failure to complete the form requested will result in no consideration for access to the Bureau of the Fiscal Service systems. Although no penalties are authorized if you do not provide the requested information, failure to supply information will result in your not receiving access to the Bureau of the Fiscal Service systems.

Responsibilities:

I am aware that the Bureau of the Fiscal Service’s policy is to treat all information as an asset, whether it is computer programs, software, data or other information collected, stored, and generated in the conduct of its business. To the best of my ability, I will protect information from unauthorized use, modification, destruction, or disclosure, whether accidental or intentional.

- I am aware of the policies and requirements of the Bureau of the Fiscal Service and agree to abide by them.
- I will NOT attempt to circumvent any of the security mechanisms within SailPoint IdentityIQ and IPAC system.
- I will ensure that proper authorizations on requests are checked.
- I will ensure that all fields on the requests are complete and correct.
- I will ensure proper record keeping of all information processed.
- I will comply with all security-related polices, standards, procedures and practices.
- I will notify the Treasury Support Center at 877-440-9476 of any known or suspected violation of information security policy, procedures, or threat to IPAC resources.

I have read and understand the “Agency Approver” Responsibility Agreement and agree to abide by it.

Due Diligence Guidelines

1

2

3

It is very important to verify the identity of the Federal Program Agency, their Agency Approvers, and End Users. The general rule is the more sensitive the information, the more exhaustive the verification process.

1. The Federal Program Agency will provide a name of a minimum of one IPAC “Agency Approver” per agency bureau, agency location code (ALC) or payroll office number (PON), designated with the authority to determine whether an End User should be authorized as an “Agency Approver” and/or End User for the IPAC application.
2. The “Agency Approver” will receive an email for all End User access requests via SailPoint IdentityIQ. The “Agency Approver” has the sole responsibility for approving access requests for End Users within their agency (ALC/PON). The “Agency Approver” is responsible to verify the identity of the End User submitting the access request and whether he/she is authorized to access the functionality in application which has been requested. When the “Manager” and “Agency Approver” receives the email of a pending access request for their agency, he/she must log into the SailPoint IdentityIQ and approve/reject the request as appropriate.

- ¹ **Federal Program Agency** – business entity requiring access to the IPAC system.
- ² **Approver** - term for the individual(s) identified formally by the CFO or Deputy CFO as trusted to authorize requests for other individual(s) at their Agency to access the IPAC system on their behalf.
- ³ **End User** – an individual person employed by a Federal Program Agency who has a business need for access to the IPAC system.

COMMENTS:

11.5.5.1 Write and Maintain a Privacy Act Statement

Pursuant to 5 U.S.C. §552a (e) (3) agencies are required to provide what is commonly referred to as a Privacy Act Statement to all persons asked to provide personal information about themselves, which will go into a system of records (i.e., the information will be stored and retrieved using the individual’s name or other personal identifier such as a Social Security Number). Department of the Treasury (Treasury) policy is to provide a Privacy Act Statement regardless of whether the collection is part of a system of records or not. All Privacy Act statements must be reviewed by the Chief Privacy Officer or Privacy Act Officer.

Please completed the requested information along with the signed Responsibility Agreement, to the Treasury Support Center at email (g invoicing@stls.frb.org)