

**PORT OF GUAM**


ATURIDAT I PUETTON GUAHAN

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Website: www.portguam.com**Lourdes A. Leon Guerrero**
Governor of Guam**Joshua F. Tenorio**
Lieutenant Governor**POLICY MEMORANDUM NO. 2022-GM03**

To: All Department/Division Heads	Subject: User Access Rights/Privileges Annual Review
Effective Date: September 13, 2022	Revision Date:
Approved by:  RORY J. RESPICIO, General Manager	

I. OVERVIEW

This policy is created to maintain the integrity & security of the Port Authority of Guam's (PAG) JDE E1 & NAVIS N4 systems user access rights/privileges.

This policy is intended to guide all PAG Department and Division Heads in the process of maintaining all user access rights/privileges are current, compliant and secured.

Effective user access rights/privileges maintenance is a team effort involving participation and support of IT, and Division/Department Heads. The responsibility of user access rights/privileges is the responsibility of all Divisions and must be performed annually.

II. PURPOSE

Perform an annual user access rights/privileges review to ensure that current access privileges to information systems and services are relevant, appropriate and in compliance for each individual use.

III. SCOPE

Terminal Operating System (TOS) - NAVIS N4 and the Financial Management System (FMS) – Oracle JDE Enterprise One (E1).

IV. POLICY**A. REVIEW GUIDELINES**

1. Department/Division Heads are responsible for verifying their corresponding department's user role relationship list provided by IT.

2. IT will be responsible for spot checking the user-id list and make necessary revisions based on the Department Heads feedback and recommendation.

B. RESPONSIBILITIES OF ACCESS REVIEW PROCEDURE

1. Information Technology (IT) Division: IT staff will be responsible for the following:
 - a. Produce a report of all active users in E1. - Export file F98OWSEC to excel using E1's data browser. IT staff will spot check active users for any questionable status of their User-ID.
 - b. Produce E1 role relationship matrix report of all active users by Department. - Export file F95921 to excel using E1's data browser. Sort by User-ID, and group all users by department.
 - c. E-mail E1 role relationship matrix of users group by department to the respective department head for review.
 - d. Produce NAVIS/TOS role relationship matrix report of all active users by Department. - Export user table to SNX file and Excel using the menu path administration->security->users. Sort by User-ID and group all users by department.
E-mail NAVIS/TOS role relationship matrix of users group by department to the department head for review.
2. Department/Division Heads are responsible to ensure that the lists provided by IT are accurate. They must review the list of roles for each of their employees and make sure the roles are still applicable to their duties. Upon completion of their review, Department/Division Heads must email IT staff confirming that the list is in order and current. To delete or add an employee onto the list, it is the responsibility of the Department/Division Heads to submit an IT request form to IT Division.
3. IT staff will ensure necessary changes are made based on the Department/Division Heads' feedback received.

V. RESPONSIBILITY AND ACKNOWLEDGEMENT OF POLICY

- A. Responsibility: It is the responsibility of the IT Division to issue this policy to all Department/Division Heads.
- B. Acknowledgement: Department/Division Heads are required to sign an acknowledgement receipt that he/she has received a signed copy and has read the policy. A copy of the signed receipt will be retained in the Information Technology division records and Human Resource personnel jacket.