



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, D.C. 20350-3000

NO REPLY REFER TO:

2300-23

IC4

31 Mar 22

From: Director, Information Command, Control, Communications, and Computers (IC4) Division, Deputy Commandant for Information (DC I)

Subj: USMC FINANCIAL SYSTEMS USER ACCOUNTS COMPLIANCE REPORTING

Ref: (a) USMC System Account User Review and Analysis Process Standard Operating Procedure (SOP), March 2022
(b) Marine Corps Enterprise Cybersecurity Manual (ECSM) 007 Resource Access Guide, November 2015

Encl: (1) IRM 2300-23 USMC Financial Systems User Accounts Compliance Reporting

1. Purpose. To identify the roles and responsibilities to support enterprise leveling monitoring and reporting of system level user account compliance for USMC financial related systems.

2. Cancellation. In accordance with applicable Marine Corps Orders (MCOs) and National Institute of Standards and Technology (NIST) Controls, this document will be reviewed annually and updated when necessary.

3. Authority. The information promulgated in this publication is based upon policy and guidance contained in references (a) through (c).

4. Applicability. This publication is applicable to Marine Corps systems identified as financial and audit relevant systems in the Department of Defense Information Technology Portfolio Repository DON (DITPR-DON).

5. Scope.

a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.

b. Waivers. Waivers to the provisions of this publication will be authorized by the Director, Information Command, Control, Communications, and Computers (IC4) Division.

6. Sponsor. The sponsor of this technical publication is DCI-IC4-ICC-CIO.


I. A. DARKE
By direction

DIST STATEMENT A: Approved for public release; distribution is unlimited.
DISTRIBUTION: PCN 18652710800

MARINE CORPS
INFORMATION RESOURCES MANAGEMENT (IRM)
2300-23
USMC FINANCIAL SYSTEMS USER ACCOUNTS
COMPLIANCE REPORTING



March 31, 2022

Version 1.0

This page intentionally left blank

Document Approval / Major Revision Change History Record

This table is used for initial release and subsequent revisions. Major revisions are indicated by the number to the left of the decimal point while minor revisions are indicated by the number to the right. Major revisions are required when the intent or process is changed, rendering the prior version obsolete or when the number of minor releases total twenty (20). Changes to this document shall be recorded, described, and approved using the table below:

Release Date (MM/DD/YY)	Release No.	Approvals		Change Description
		Author	Process Owner/Approver	
03/31/22	1.0	IC4 / ICC	IC4 / ICC	Initial policy
		Printed Name	Printed Name	
		Printed Name	Printed Name	
		Printed Name	Printed Name	
		Printed Name	Printed Name	

TABLE OF CONTENTS

EXECUTIVE SUMMARY 6

SECTION 1.0: INTRODUCTION 8

 1.1 Background 8

 1.2 Purpose 8

SECTION 2.0: ROLES AND RESPONSIBILITIES 8

APPENDIX A: GLOSSARY (ACRONYMS & ABBREVIATIONS) A1

APPENDIX B: REFERENCESB1

This page intentionally left blank

EXECUTIVE SUMMARY

This Marine Corps document establishes the formal review process of financial systems user accounts compliance reporting in accordance with (IAW) applicable account management policies. The key objectives are to establish a process to perform weekly reviews of systems users utilizing an authoritative listing, effectively and efficiently revoke access of separated users within USMC systems within 72 hours of their separation, and monitor and enforce the policy and processes for terminated/separated personnel. This document supports the Department of Defense (DoD) and Department of Navy (DON) directives, instructions, and policies governing Information Technology (IT) governance. Additionally, this document provides Enterprise resources in place to gain access to Authoritative HR listings to support separation and transfer identification for system owners.

This page intentionally left blank

1.0 INTRODUCTION

1.1 Background

The Marine Corps (USMC) received Notification of Findings and Recommendations (NFR), and observations in fiscal years 2019 - 2021 for deficiencies related to access control and segregations of duties for USMC owned and operated systems. To support remediation of these findings, Director Information Command, Control, Communications, and Computers (IC4) will provide enterprise and system level user account compliance monitoring and reporting for USMC financial related systems.

1.2 Purpose

To identify the roles and responsibilities to support enterprise leveling monitoring and reporting of system level user account compliance for USMC financial related systems.

2.0 ROLES AND RESPONSIBILITIES

1. Director Information Command, Control, Communications, and Computers (IC4).

Director IC4 will be responsible for:

- a. Performing enterprise and system level user account compliance monitoring, analysis, and reporting in accordance with (IAW) ref (a).
- b. Providing non-compliance reports to system points of contact (POCs) for timely remediation IAW ref (a).

2. Functional Area Managers (FAMs). FAMs will be responsible for providing system program manager POCs authorized to take immediate actions to remediate non-complaint accounts. Non-compliant accounts must be remediated IAW ref (a) and ref (b).

3. Program Managers. Program Managers will be responsible for:

- a. Providing user account and user role information to IC4 in the format and frequency specified in ref (a).
- b. Remediating non-compliant user accounts IAW ref (a) and ref (b).
- c. Maintaining documentation on user account information and remediation actions taken on user accounts per ref (a).

This page intentionally left blank

Appendix A: Glossary (Acronyms & Abbreviations)

Acronym	Defined
DAI	Defense Agencies Initiative
DC I	Division, Deputy Commandant for Information
DC I&L	Deputy Commandant for Installations and Logistics
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DC P&R	Deputy Commandant for Programs and Resources
DoD	Department of Defense
DTMS	Document Tracking and Management Service
ECSM	Enterprise Cybersecurity Manual
EDIPI	Electronic Data Interchange Personal Identifier
GCSS-MC	Global Combat Support System – Marine Corps
GO/SES	General Officer / Senior Executive Service
IC4	Information Command, Control, Communications, and Computers
INFADS	Internet Naval Facilities Assets Store
IRM	Information Resources Manual
IT	Information Technology
MAKE	Marine Ammunition Knowledge Enterprise
MCO	Marine Corps Order
MCPDT	Marine Corps Permanent Duty Travel
MOL	Marine On Line
MROWS	Marine Resource Order Writing Service
NIST	National Institute of Standards and Technology
POC	Point of Contact
SOD	Segregation of Duties
UDMIPS	Unit Diary Marine Integrated Personnel System
USMC	United States Marine Corps

This page intentionally left blank

Appendix B: References

Copies of all references can be found at the following IC4 document repository:

https://usmc.sharepoint-mil.us/:f:/r/sites/DCI_IC4_Audits/Audits%20Documents/Policy%20and%20References?csf=1&web=1&e=yf9LwP

1. USMC System Account User Review and Analysis Process Standard Operating Procedure (SOP), March 2022
2. Marine Corps Enterprise Cybersecurity Manual (ECSM) 007 Resource Access Guide, November 2015

This page intentionally left blank. Last page of IRM.