

# Centralized Receivables Service Security Access Request Form and Rules of Behavior

## Security Access Request Form Instructions

The instructions below apply to the Access Request Form on the next page.

### Section A

- 1) Select Employee Type
- 2) Select Action Requested
- 3) Enter Effective Date
- 4) Enter Last Name, First Name, and Middle Initial
- 5) Enter Work Phone Number and Work Email address
- 6) Enter Agency Name and Bureau Name
- 7) Enter Street Address, Room Number (if applicable), City, State, and Zip Code. Ensure that P.O. Boxes are **NOT** used in this address. Security requirements dictate that an actual physical location be specified (for instance, room or cubicle number, floor or level number, and so forth).
- 8) Select one of the CRS Roles.

#### **Pilot Agencies**

CRS Agency <Agency Code>

#### **Treasury**

CRS DMS

CRS Operations

#### **Financial Institution (US Bank only)**

CRS Administrator

CRS Payment Solutions Agent

CRS Payment Solutions Research

CRS Payment Solutions Supervisor

CRS Servicing Agent

CRS Servicing Supervisor

CRS System Administrator

Further clarification can be found in Appendix A of this document.

- 9) Select Environment
- 10) Enter any comments in the Comments box
- 11) Requesting user must read and sign the Rules of Behavior (ROB) in Appendix B

## **Section B**

To be completed by the requesting user's supervisor.

- 1) Enter the Supervisor Name (printed)
- 2) Enter the Supervisor Title
- 3) Supervisor must sign form in the Signature Block
- 4) Supervisor must date the form
- 5) Enter the Supervisor E-mail Address
- 6) Enter the Supervisor Phone Number

## **Section C - For CRS Use Only.**

To be completed by US Bank Staff.

**FAX or E-mail completed forms to CRSOperations –**

**Fax to: 512-342-7468 or  
Email to: CRS Operations @fms.treas.gov**

# Centralized Receivables Service

Access Request Form

## Section A – CRS User Information

To be completed by the requesting user

1. Employee Type <input type="checkbox"/> Pilot Agency <input type="checkbox"/> Treasury <input type="checkbox"/> Financial Institution			
2. Action Requested <input type="checkbox"/> Grant <input type="checkbox"/> Revoke <input type="checkbox"/> Revise			3. Requested Effective Date
4a. Last Name	4b. First Name		4c. M.I.
5a. Phone Number	5b. Email Address		
6. Agency			
6a. Bureau			
<small>* Please Note : Address must include actual room number, P.O. Boxes are NOT acceptable addresses for User ID Password delivery</small>			
7a. Street Address			
7b. Room Number	7c. City	7d. State	7e. Zip Code
8. Select CRS Role ( Double click in box for Agency Role)		9. Environment <input type="checkbox"/> Production <input type="checkbox"/> Test	
10. Comments:			
11. Go To Appendix B			

## Section B – Agency Authorization

To be completed by the requesting user's supervisor

1. Supervisor's Name		2. Title	
3. Supervisor's Signature			4. Date
5. Supervisor's E-mail		6. Phone Number	

## Section C – For CRS Use Only

1a. USER ID:	1b. SID Token Serial #:
2. Entered into CRS By (Name):	2a. Date Completed:
3. Entered into CRS By (E-mail):	
4. RoB Received:	

Please send completed forms to:

E-mail [CRSOperations@fms.treas.gov](mailto:CRSOperations@fms.treas.gov) or

FAX 512-342-7468

## Appendix A

Roles => Functions    v	CRS_Agency_<Agency Code>	CRS_Operations	CRS_DMS	CRS_Administrator	CRS_Payment Solutions Agent	CRS_Payment Solutions Research	CRS_Payment Solutions Supervisor	CRS_Servicing Agent	CRS_Servicing Supervisor	CRS_System_Administrator
View all cases		x	x	x	x	x	x	x	x	x
View cases belonging to the agency	x									
Create cases	x									
Add comments to cases	x	x			x	x	x	x	x	
Add attachments to cases	x	x			x	x	x	x	x	
Add new Debtor during new case setup	x									
Revise existing Debtor Address/Phone during new case setup	x									
Role Specific In Basket - PS Agent					X	X	X			X
Role Specific In Basket - PS Res						X	X			X
Role Specific In Basket - PS Supv							X			X
Role Specific In Basket - CRS Agent								X	X	X
Role Specific In Basket - CRS Supv									X	X
Maintenance to Case Information					x	x	x	x	x	x
Administration for external users				x						
Administration for Bureau, Program, System Settings				x						
FMS reports - gather data and sent as Xcel document				x						
Dashboards (near Real-Time)	x	x	x	x	x	x	x	x	x	
AdHoc Reports (Historical)	x	x	x	x						

## Appendix B

### Centralized Receivables Service (CRS) Rules of Behavior

#### Introduction

These Rules of Behavior are to be followed by all users of the Centralized Receivable Service (CRS). These rules clearly delineate responsibilities of and expectations for all individuals with access to the application. Non-compliance of these rules will be enforced through sanctions commensurate with the level of infraction. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation.

#### 1. Responsibilities

All authorized users who have access to CRS shall read, acknowledge understanding, and sign the Rules of Behavior.

By agreeing to and signing these rules, the user signifies:

- Understanding of the Bureau of the Fiscal Service application security requirements;
- Acceptance of the Bureau of the Fiscal Service application security requirements;
- Acknowledgement that disciplinary action may be taken based on violation of the Rules of Behavior.

Federal Program Agency (FPA) and Financial Institution (FI) Management shall verify that the users who require access to CRS have read and accepted (via signature on the acceptance form) these Rules of Behavior.

#### 2. Other Policies and Procedures

These Rules of Behavior are intended to enhance and define the specific rules each user must follow while accessing CRS. The Bureau of the Fiscal Service has based these rules on its policy and procedures described in the following directives:

- Bureau of the Fiscal Service Baseline Security Requirements.
- Treasury Department Publication (TD P) 15-71, Treasury Security Manual.
- Federal Information Security Management Act (FISMA), Title III of the E-Gov Act.

#### 3. Application Rules

Users must ensure that the Bureau of the Fiscal Service Information Technology resources with which they have been entrusted are used properly, as directed by Bureau of the Fiscal Service policies and standards, taking care that the laws, regulations, and policies governing the use of such resources are followed and that the value of all information assets is preserved.

Users must follow approved Bureau of the Fiscal Service procedures to request or to revoke access to CRS.

Users must complete and submit the appropriate access management forms.

Users are responsible for all actions that are taken under their Logon ID and password.

Users will access CRS in a responsible way and only to accomplish legitimate business.

Users must not read, alter, insert, copy, or delete any Bureau of the Fiscal Service data except in accordance with assigned job responsibilities. Ability to access data does not equate to authority to

manipulate data. In particular, users must not browse or search Bureau of the Fiscal Service data except in the performance of authorized duties.

Users will not disclose their passwords to other people or knowingly or carelessly make it possible for other people to access CRS using their Logon ID and Password.

Users will not write their password down.

Users will change their passwords if it is possible their password has been compromised or when prompted by CRS.

Users must not attempt to circumvent any CRS security control mechanisms.

Users are aware that their assigned Logon IDs and passwords serve as their electronic signature for all activity while active in CRS.

Users are aware of their responsibility for complying with the CRS policies and safeguards.

Users must complete and document IT security awareness training as required by applicable government directives.

Users must report any known or suspected breaches of CRS security to the Bureau of the Fiscal Service Desk (304-480-7777).

#### **4. Application Access**

Users will access CRS via an Internet connection.

Users must secure the workstation from unauthorized use when leaving a browser session unattended while using the application.

#### **5. Interconnections**

Users are given access to CRS based on a need to perform specific work. Users are to work within the confines of the access allowed and are not to attempt access to systems or applications to which access has not been authorized.

Users of systems that interconnect or share data with CRS will be held accountable for these Rules of Behavior in addition to the Rules of Behavior that apply to their system.

ACCEPTANCE	
I have read the Bureau of the Fiscal Service's Centralized Receivables Service (CRS) Rules of Behavior, and fully understand the security requirements of this information service, application, and data. I further understand that violation of these rules may be grounds for administrative and/or disciplinary action and may result in actions up to and including termination or prosecution under Federal law. I acknowledge receipt of and will comply with the Rules of Behavior for the Centralized Receivables Service.	
Name (Type):	
Signature:	Date: