

APHIS DESKTOP SECURITY EXCEPTION REQUEST (DSER)

Block 1 to be completed by APHIS MRPBS ITD CSB PPT

1. DESKTOP SECURITY EXCEPTION REQUEST NUMBER

2. DATE OF REQUEST

Blocks 2 through 7 to be completed by Requestor

3. REQUESTOR NAME

REQUESTOR PHONE NUMBER (including area code)

4. REQUESTOR PROGRAM UNIT (AC, BRS, IS, LPA, MRPBS, PPD, PPQ, VS, WS, OR OFFICE OF THE ADMINISTRATOR)

5. SCOPE - Provide a list of computers for which this exception is being sought. For each computer, list the manufacturer, model number, serial number, physical location(s), and whether the computer is networked or standalone. You may attach this list on a separate page.

6. REQUEST - Explain why the requested changes are necessary. Describe the situation or technical/functional problem experienced by the user(s) which prompted this request. Describe the proposed changes to the standard APHIS desktop configuration. Include a description of all other options considered to resolve the problem, and why you chose the proposed solution. Be specific.

7. RISK ASSESSMENT AND JUSTIFICATION - State whether the proposed change increases the security risk to the computers listed in Block 5 (Scope) or to the APHIS IT network and/or infrastructure. If "NO," explain why not. If "YES," describe what additional measures will be taken to mitigate the increased risk. Be specific.

Block 8 to be completed by Program Unit Information Systems Security Manager (ISSM)

8. PROGRAM UNIT ISSM COMMENTS AND RECOMMENDATION

RECOMMENDATION

APPROVE

DENY

PRINT NAME AND TITLE PROGRAM UNIT, ISSM

DATE

Block 9 to be completed by APHIS MRPBS ITD CSB PPT

9. PPT COMMENTS AND RECOMMENDATION

RECOMMENDATION

APPROVE

DENY

PRINT NAME AND TITLE POLICY, PLANNING, AND TRAINING STAFF

DATE

Block 10 to be completed by CSB Manager

10. CSB MANAGER COMMENTS AND RECOMMENDATION

RECOMMENDATION

APPROVE

DENY

PRINT NAME AND TITLE CSB MANAGER

DATE

Block 11 to be completed by APHIS Information Systems Security Program Manager (ISSPM)

11. ISSPM COMMENTS AND RECOMMENDATION

RECOMMENDATION

APPROVE

DENY

PRINT NAME AND TITLE APHIS ISSPM

DATE

Block 12 to be completed by APHIS Chief Information Officer (CIO)

12. CIO DECISION

DECISION

APPROVE

DENY

SIGNATURE APHIS CIO

DATE

APHIS DESKTOP SECURITY EXCEPTION REQUEST

INSTRUCTIONS

- 1. General Guidance**
Complete this request within 30 calendar days from date of receipt by MRPBS/ITD/PPT.
- 2. Requestor**
 - a. Complete Blocks 2 through 7.
 - b. Forward request to Program Unit ISSM.
- 3. Program Unit ISSM**
 - a. Complete Block 8.
 - b. Retain a copy of the request.
 - c. Forward request to DesktopSecurity@aphis.usda.gov
- 4. MRPBS, ITD, CSB, PPT**
 - a. Complete Blocks 1 and 9.
 - b. Retain a copy of the request.
 - c. Forward request to CSB MANAGER.
- 5. CSB MANAGER**
 - a. Complete Block 10.
 - b. Forward request to APHIS ISSPM.
- 6. APHIS ISSPM**
 - a. Complete Block 11.
 - b. Forward request to APHIS CIO.
- 7. APHIS CIO**
 - a. Complete Block 12.
 - b. Forward request to DesktopSecurity@aphis.usda.gov
- 8. MRPBS, ITD, CSB, PPT**
 - a. Retain a copy of the completed request.
 - b. Email a copy of the completed request to:
 1. Requestor.
 2. Program Unit ISSM.
- 9. End of Process**