



U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

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Subject: COALEX Access Security Program

Approval: *J. H. Christensen* Title: Director

1. Purpose

This directive outlines policies and responsibilities and prescribes procedures for the management of the Office of Surface Mining Reclamation and Enforcement (OSMRE) COALEX access security. COALEX access security applies to all OSMRE units and their employees and to the personnel of contractors providing information resource support to the agency.

2. Definitions.

a. COALEX Data Base. The automated legal research/litigation support data base composed of surface mining related regulations, statutes and additional materials purchased by OSMRE for its exclusive use from Head Data Central.

b. ID Number. The identification number assigned to a specific OSMRE employee or contractor for his/her exclusive use for the purpose of accessing COALEX and other Head Data systems for the conduct of OSMRE business. The ID number provides the first level of data base security.

c. Password. The code word that allows an authorized OSMRE user to access the COALEX data base. The password provides the second level of data base security.

d. User. The OSMRE employee or contractor who has been authorized by his/her Supervisor/Manager and the COALEX Data Base Administrator to possess an ID number and the COALEX password for the purpose of conducting OSMRE related research in COALEX and related Head Data systems.

3. Policy/Procedures

a. Policy. The purpose of the program is to protect the COALEX data base against improper use, unauthorized access and disclosure, and to prevent waste, abuse and fraud in the access of COALEX and other Head Data systems.

b. Responsibilities.

(1) The Assistant Director, Program Policy, is responsible for overseeing OSMRE's compliance with Departmental/OSMRE policies pertaining to COALEX access security.

(2) The Chief, Division of Regulatory Programs, in conjunction with the COALEX Data Base Administrator, is responsible for developing and implementing programs to control access to COALEX and other Mead Data OSMRE related services; maintaining records of active/cancelled ID numbers; assigning ID numbers; cancelling ID numbers upon notification by the Supervisor/Manager; changing the system password; providing or arranging for system training; and conducting periodic reviews to assure that all access to the system is authorized and that users are appropriately trained.

(3) The OSMRE and Contract Supervisors and Managers are responsible for assuring that ISM ADP security clearance procedures are followed prior to requesting system access for any employee; assuring that employees receive an adequate level of training at the time that ID numbers are issued; requesting assignment of ID numbers; requesting cancellation of ID numbers for reassigned or departing employees; and assuring that security policies for accessing COALEX and other OSMRE related Mead Data services are adhered to for those employees under their control.

(4) The users of COALEX are responsible for complying with all security requirements pertaining to COALEX and are directly accountable for all activities performed and all costs incurred under user ID numbers/passwords which have been assigned to them for the use of COALEX and related Mead Data systems. Users are responsible for logging off the system immediately upon completing their research. No research may be performed on an ID number except by the person to whom the ID is issued. All activities of active users appear on monthly invoices which are reviewed by the COALEX Data Base Administrator. All research must be related to the conduct of OSMRE business. User ID numbers and passwords should not be revealed to anyone other than the person to whom the number is assigned. Users are responsible for immediately notifying their Supervisor/Manager if the user suspects or has evidence that his/her ID number or the system password has been compromised.

#### c. Procedures.

(1) ID Numbers: Issuance and Cancellation. To obtain or cancel user ID numbers, Supervisors/Managers submit to the COALEX Data Base Administrator a written request which includes the name and current location of the user, the user's current ID number, if any, and the action to be taken. Cancellation requests for reassigned employees must be made within two weeks of the effective date of reassignment. Cancellation requests for departing employees must be made on or before the effective date of the employee's departure. Supervisors/Managers must immediately notify the Data Base Administrator if they suspect or have evidence that a user ID number or the system password has been compromised.

(2) Training. Supervisors/Managers address requests for on-site COALEX training to the Chief, Division of Regulatory Programs. Requests for data base assistance are addressed by users to the COALEX Data Base Administrator. Supervisors/Managers address inquiries regarding the availability of Introductory LEXIS training by Mead Data representatives to the COALEX Data Base Administrator. To obtain authorization for LEXIS training, Supervisors/Managers submit a written request to the COALEX Data Base Administrator which includes the name and location of the user, the user's current ID number, if any, and the desired training date.

(3) Password Changes. The COALEX password is changed periodically by the COALEX Data Base Administrator to ensure access security. The password is also changed as soon as possible if the data base administrator believes the password was compromised. The COALEX Data Base Administrator will notify Supervisors/Managers of details pertinent to password changes. Supervisors/Managers will notify employees of password changes orally, or in writing using the "Special Attention" mail procedures.

(4) System Security Reviews. To ensure COALEX access security, the Chief, Division of Regulatory Programs, periodically will request Supervisors/Managers to review listings of all users with current ID numbers.

4. Reporting Requirements. None.
5. References. None.
6. Effect on Other Documents. None.
7. Effective Date. Upon issuance.
8. Contact. Division of Regulatory Programs, (202) 343-5361.