SOUTH DAKOTA VARO COMPUTER ACCESS AND BACKGROUND INVESTIGATION BRIEFING

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Access tools that VBA Offers

- VBMS
- Share
- Virtual VA
- MAP-D
- Stakeholder Enterprise Portal
- Citrix Access Gateway (CAG)

Providing secure VA information regarding the Veterans' claims
At the VA-NSOC Remote Access Gateway Web Portal window, enter your site domain\username, (vbayour user name) and password. These would be the same credentials you would use when logging on to your computer that is connected to a domain.

**Please note:** This information is controlled and managed by your local RO ISO Staff. Therefore, for questions or concerns, including password changes, please consult your local RO ISO Staff.

You are accessing a U.S. Government information system, which includes:
1. this computer,
2. this computer network,
3. all computers connected to this network, and
4. all devices and storage media attached to this network or to a computer on this network.
This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:
You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

If you have any further questions regarding Citrix Remote Access and associated resources, please contact the VA Service Desk at 1-888-596-4357 or via email at VASD@va.gov.
Information Security Awareness Training

Mandatory for all VA employees, contractors, VSO's, students, interns, and volunteers. This training is required for all individuals who have been granted a VA user identification (ID) and password to access any VA computer system.

Â VBA Annual Requirements:

Â RO, VSO employees and volunteers must complete the TMS courses for Information Security Awareness and Privacy Awareness.

Â RO, VSO employees and volunteers must complete the veteran-employee and veteran relative form prior to network and computer access.

Â Agree to the Rules of Behavior (ROB). This is a binding agreement between you and the VA. The ROB are annually agreed to again as part of the Information Security Awareness training.
Rules of Behavior (ROB)

• It is a mandatory VA and federal requirement that all employees sign a certification of receipt and understanding of the ROB before initial system access is granted and annually thereafter.

• VBA ROB addresses:
  - Privacy policies for protecting veterans’ personal data against unauthorized disclosure
  - Acceptable use of government systems and software, to include the Internet
  - Misuse of government systems, mishandling of veteran data, and unauthorized disclosure of sensitive information could result in disciplinary action and termination of employment
Annual Certification of Veteran-Employee and Veteran Relatives

VA Form 20-0344

Annual Certification of Veteran-Employee and Veteran Relatives

- Required if an employee is granted access to VBA IT systems and to ensure that the claims records of all veteran-employees and employee veteran-relatives are identified and properly secured.

- Example on next slide.
Annual Certification of Veteran-Employee and Veteran Relatives

Complete **Section I**, Blocks 1 – 6

**Section II**, If you are receiving VA benefits as a veteran or a dependent

Complete **Section III** if you have relatives who are veterans

Finally, do not forget block 19 - to sign and date
Veteran records may be sensitized.
Employees have restricted sensitive access.
ISO reviews daily security violation logs.
PIV Card Readers

ÅSCM 3310v2
Background Investigations
According to FIPS (Federal Information Processing Standards Publication) 201, the minimum requirement to be issued a PIV badge is a successfully adjudicated Special Agreement Check (SAC; i.e. fingerprints) and an initiated National Agency Check with Written Inquiries (NACI).

Information needed to initiate a NACI background investigation:

- Name
- Address
- Date of Birth
- Place of Birth
- Social Security Number
- e-mail Address
Steps in the process:

Complete the forms in the application package. They include:

Â OF-306 Declaration for Federal Employment

Â OF-612 Optional Application for Federal Employment OR Resume

Â Fingerprint Memo AND OF-87 Fingerprint Chart

Â VA Form 20-0344 Annual Certification of Veteran Status and Veteran-Relatives
Fingerprints can be completed at the nearest Police Department. The official chart (SF-87) is included in the package. If there is a cost, that cost is *not* paid by the Department of Veterans Affairs.

- Sign the fingerprint chart *and* the fingerprint memo.
- Have the Security Officer taking the prints sign the fingerprint chart *and* the fingerprint memo.
Mail all (5) completed forms to:

Coleen Wright (21/HR)
Dept. of Veterans Affairs ï VBA
2501 W. 22\textsuperscript{nd} Street
Sioux Falls SD 57105

The VA Form 20-0344 Annual Certification of Veteran Status and Veteran-Relatives will be given to the ISO when the package is received.
When the background investigation package is received, a NACI investigation will be initiated for you. You will be contacted by e-mail with the instructions on how to complete the online investigation. There will be 2 signature pages that you will need to return to the HR Liaison for submission with the rest of your NACI package.

Online investigations must be completed within 15 days of initiation of the NACI. Timeliness is extremely important.

Once that has been completed, the ISO will be able to complete the remaining authorizations and credentialing for you.
When it has been determined that you will need to have a PIV badge for access to VBA systems, you will be notified by the Sioux Falls Regional Office and the SD Division of Veterans Affairs. PIV badges are obtained through the Sioux Falls VA Medical Center and the Fort Meade VA Medical Center.
Summary:
Steps needed to Get Access

- Trip training.
- VA Privacy and Information Security Awareness and Rules of Behavior certification and FTI Training in TMS
- Signed VA Form 20-0344 (Annual Certification of Veteran Status and Veteran-Relatives).
- Proof of Accreditation from Office of General Counsel (OGC)
- Background Check initiated with HR