



COMMONWEALTH of VIRGINIA

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Office of the Comptroller

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October 9, 2009

MEMORANDUM

TO: CARS Security Officers, CIPPS Security Officers, and Fiscal Officers

FROM: Lewis R. McCabe, Assistant State Comptroller
Accounting and Reporting

SUBJECT: FINDS Security Access Modifications and Reauthorization

The Financial Information Downloading System (FINDS) provides agencies with a means to produce their own internal reports by downloading both CARS extracted data and CIPPS extracted data. Some of the information available in CARS and CIPPS contains sensitive data. The Virginia Information Technologies Agency has published Information Security Standards to “establish a baseline for information security and risk management activities for agencies across the Commonwealth of Virginia (COV).”

Inherent in these standards is the requirement for the System/Data Owners to maintain autonomous control regarding security access to the data generated from the source system. Therefore, FINDS Security Access requests, previously completed with the use of a single form, must now be requested independently through the use of dedicated forms – one for CARS FINDS access and another for CIPPS FINDS access. These two new forms (and procedures) may be found on DOA’s website at www.doa.virginia.gov. In the right-hand column under Links click on DOA Forms, then scroll down to the FINDS – CARS or FINDS – CIPPS link to obtain the form or forms desired.

DOA has noted numerous cases of individuals with current FINDS access that are no longer employed by the agency; however, DOA was never notified to remove the FINDS access.

In order to maintain current and accurate security access records *and* to ensure access granted is based on agency management’s assertion that access provided is appropriate and given only to those individuals that require such access in order to complete the duties of their positions, DOA will implement the following:

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- ✓ Attached to the email is a listing of each person who currently has access to data for your agency via FINDS. The User Type identifies which access the individual has (2 – CIPPS; 5 – CARS; 6 – BOTH). Please review this information and submit new forms for the individuals you wish to have access to FINDS. Please submit these forms to DOA by Friday, November 6, 2009.
- ✓ **Effective November 16, 2009, DOA will delete FINDS access for all individuals that DOA does not receive a new security request form for FINDS access.**
- ✓ Please complete and remit the corresponding form to the address/fax number at the bottom of the form. Please note that the destination addresses/numbers are different for the CARS FINDS Security Request Form and the CIPPS FINDS Security Request Form.
- ✓ The CARS FINDS Security Request form must be signed by both the employee and an individual notated as CSO on the Authorized Signatories (Form DA-04-121) card.
- ✓ The CIPPS FINDS Security Request Form must be signed by an individual notated on the Authorized Signatories card for Payroll. (Beginning with FY 2011 each agency will be required to identify a Payroll Security Officer or PSO on the card.)

Thank you for your attention to this matter. If you have any questions, please contact Melinda Pearson at 804-225-2376, Melinda.Pearson@DOA.Virginia.gov or Lora George at 804-225-2245, Lora.George@DOA.Virginia.gov.

cc: Lora L. George, Director
State Payroll Operations
Melinda L. Pearson, Assistant Director
General Accounting