CCG Admin Guide

Version 9.24.1

08.31.2024

Security Category: Moderate

Release History

Release	Software Version	Date	Author	Description
Initial Draft	9.24.1	08.31.2024	DF	Initial Content

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1 Introduction

The Systems Administration Manual contains key information and Standard Operating Procedures (SOPs) necessary to maintain the system effectively. The manual provides the definition of the software support environment, the roles and responsibilities of the various personnel, and the regular activities essential to the support and maintenance the system.

1.1 Scope

This Systems Administration Manual covers the CheckMate system. This manual and its processes and procedures are to be used by the CheckMate system administration staff to perform operations in a defined and secure manner. Systems administration staff can consist of anyone involved in the administrator of the system. This can include, but is not limited to:

- Systems Administrators
- Application Administrators[1]
- Account Management Personnel
- Help Desk Personnel
- Information System Security Officers (ISSO)[2]
- System Owner (SO)
- Information Owners (IO)

1.2 Contacts

Figure 1 – Contacts

Role	Title/Name	Address	Phone Number	Email Address
System Owner (SO)				
Information Owner (IO)[3]				
System/Application Administrator (S/AA)[4]				

[1] An Application Administrator is the administrator of a particular application (i.e., IT system), as opposed to a System Administrator, who is responsible for the underlying operating system and hardware.

[2] Detailed procedures performed by the ISSOs are contained in the IT Security Logbook along with the record of their activities.

[3] There may be more than one Information Owner. Repeat as necessary.

[4] There may be more than one System/Application Administrator. Repeat as necessary.

Role	Title/Name	Address	Phone Number	Email Address
Information System Security Officer (ISSO)				
Backup ISSO				
Designated Approving Authority (DAA)				

1.3 Location of this Document

Hard copies of this document are shipped in the box of the sensors.

Electronic copies of this document are stored on checkMate

1.4 IT Security Related Processes Performed by System and Application Administrators

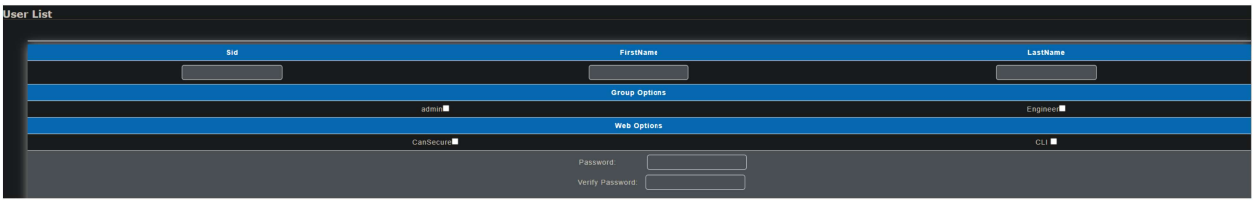
1.4.1 Account Creation

Click on admin and select show users. You will see a screen in which you can create new users and do password resets.

SOP to Create a New Account

1.4.2 Creating Accounts with Elevated Privileges

The two different accounts with elevated privileges are the admin and the engineer. The admin will allow account creation and the engineer will be able to generate reports. By selecting neither you will get a regular user account.



Once accounts are created, you will see them in the user list with the information you provided. If you select show groups you will see the two default engineer and admin as well as a button to create more groups.

1.4.3 Periodic Account Management Procedures

Figure 2 – Account Management Recurring Reviews

Frequency	Review Type	Resulting Action
Weekly	Account usage activity	Ensure accounts that have been unused for 30 days are disabled
Weekly	Privileged User list	Ensure any accounts used by Privileged Users who were reassigned or have left the Library are disabled immediately and deleted within 60 days
Quarterly	User accounts list	Ensure that you are being notified of any emergency or temporary accounts
Quarterly	Account usage activity	Ensure accounts that have been unused for 90 days are deleted (note that this assumes 30 days of inactivity and 60 days of the account being disabled)

1.4.4 Change Management

[need to know where it is tracked]

1.4.5 Patching

[need to know how]

1.4.6 Media Controls

Figure 3 – Program Library Access Control

1.4.7 Sensitive System Positions

Figure 4 – Sensitive Positions

Position	Reason for Sensitivity
ISSO/Backup ISSO	

Position	Reason for Sensitivity
System Administrator	
Application Administrator	
Help Desk	

1.4.8 Maintenance

Figure 5 – Personnel Authorized to Perform Maintenance on System by Component

Component	Authorized Personnel

1.4.9 Physical Security Controls

[are there any]

1.4.10 License Management

[how is this handled]

1.4.11 Maintenance

[need to know how]

1.4.12 Backup and Restore

[need to know how]