DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

REPLY TO
ATTENTION OF

SAFM-FIM

23 May 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Critical Transaction Code Monitoring and Mitigation for the General Fund Enterprise Business System

1. In support of audit readiness and least privilege access[1], the following policy is issued for the General Fund Enterprise Business System (GFEBS) users who desire or hold roles with transaction codes identified as critical in nature. Critical transaction codes are those that affect the financial statement or system settings or configuration.

2. This policy focuses on Governance, Risk Management and Compliance (GRC) for critical transaction codes (as identified in Appendix A) within the GFEBS system. The following definitions are provided for clarity within this policy.

a. External Users – Users identified as not assigned to the Project Management Office (PMO) of GFEBS

b. Internal Users – Users assigned in direct support to the Project Management Office of GFEBS (e.g., Basis, Help desk, Functional Support, etc.)

3. A list of owners of critical T-codes is included in Enclosure A. T-code owners are responsible for reviewing the Critical T-Code report (provided monthly by GFEBS PMO via email and posted to AKO) to validate users identified on the report appropriately have access to these transaction codes and identify and request access removal for any users who should not have this access. Documentation of review must be maintained on AKO at the site following and presented as documentation in support of audit requests: https:///www.us.army.mil/suite/files/37449439.

4. Critical T-Code Access Removal. When the T-Code owner identifies an individual as having excessive access via a critical T-Code, they must contact the GFEBS Program Management Office (SAP Security) via a Remedy ticket to remove either a role or T-Code to address this excessive access.

a. Role Removal. At the direction of the T-Code owner, a Remedy ticket will be created to document the role removal approval. A one-step GRC request by the GFEBS Program Office will be generated for the access to be removed within two business days from the time the exception is identified.

[1] Agencies will limit collection of information, which identifies individuals to that which is legally authorized and necessary for the proper performance of agency functions. OMB Circular A-130, 8e9b

b. T-Code Removal. If the access is due to an incorrect T-Code in a role, a Change Request will be made by the GFEBS Program Office through the normal change management process to affect the role. Change requests must be closed within six weeks from the time the exception is identified. This is tracked and monitored by the GFEBS PMO and evidence is maintained for audit purposes.

5. Inherently governmental tasks.

a. The following T-codes are restricted and critical in nature and will not be given to any contractor or indirect hire non-US citizen: F110, FMBB, ME21N, ME22N, FMZ1, and FMZ2.

b. As an exception for internal GFEBS users, transaction codes identified above could be provisioned in increments of 24 hours in support of a valid help desk ticket supporting a single problem.

1. Approval to provision sensitive T-codes to any internal user must be received from the GFEBS Functional Director or designee and submitted via Remedy.

2. Year End Support Contingency. If the need exists for supplemental GFEBS PMO fiscal year-end processing augmentation, the GFEBS Functional Director may authorize use of these transaction codes for an extended period of time beyond the 24 hour critical use time window to internal GFEBS users only. Time periods in support of these activities, if approved, will not exceed 30 days.

3. Any use of one of the restricted critical T-codes requires a full audit of activities executed in support of the usage. This evidence must be maintained on AKO at https://www.us.army.mil/suite/files/34504014 for two years and available for audit purposes.

6. Provisioning. Roles containing critical T-codes will be approved by the T-code owners utilizing the GRC provisioning tool. Critical T-code owners are responsible for applying the principle of least privilege.

7. My point of contact for this action is the GFEBS Functional Director who can be reached at (703) 545-8855.

Encl

KRISTYN E. JONES
Deputy Assistant Secretary of the Army
(Financial Information Management)

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Appendix- A

TCODE	TCODE Descriptions	Notes	Owner
FMBB	Budgeting Workbench		ABO
FMMEASURE	Create/Change Funded Program		ABO
GS02	Change Set		ASA(FMC)
CG3Y	Download file		Basis
CG3Z	Upload file		Basis
CMOD	Enhancements		Basis
DB13	DBA Planning Calendar		Basis
DB15	Data Archiving: Database Tables		Basis
FBN1	Accounting document number ranges		Basis
FO42	G/ L Accounts Archiving		Basis
FO44	Vendor Archiving		Basis
FO46	Transaction Figures Archiving		Basis
OIDV	Download SAP Tables into MS Access		Basis
PFCG	Role Maintenance		Basis
PFCG	Role Maintenance		Basis
PFCG	Role Maintenance		Basis
RZ03	Presentation, Control SAP Instances		Basis
RZ04	Maintain SAP Instances	change access	Basis
RZ06	Alerts Thresholds Maintenance		Basis
RZ10	Maintenance of Profile Parameters		Basis
RZ11	Profile Parameter Maintenance	change access	Basis
RZ21	CCMS Monitoring Arch. Customizing		Basis
SA38	ABAP Reporting		Basis
SAINT	Add-On Installation Tool	change access	Basis
SARA	Archive Administration		Basis
SARI	Archive Information System		Basis
SCAL	Factory Calendar with GUI		Basis
SCC1	Client Copy - Special Selections		Basis
SCC4	Client Administration		Basis
SCC5	Delete Client		Basis
SCC6	Client Import - System stability & integrity at risk at risk		Basis

SCC7	Post-Client Import Methods		Basis
SCC8	Client Export		Basis
SCC9	Remote Client Copy		Basis
SCCL	Local Client Copy		Basis
SCPR20	Activate BC Sets		Basis
SCUG	Transfer Users		Basis
SCUM	Central User Administration		Basis
SCWB	Correction Workbench		Basis
SD11	Data Modeler		Basis
SE01	Transport Organizer (Extended)		Basis
SE01	Transport Organizer (Extended)		Basis
SE03	Transport Organizer Tools		Basis
SE06	Set Up Transport Organizer		Basis
SE06	Set Up Transport Organizer		Basis
SE09	Transport Organizer		Basis
SE09	Workbench Organizer		Basis
SE10	Transport Organizer		Basis
SE10	Transport Organizer		Basis
SE11	ABAP Dictionary		Basis
SE11	ABAP Dictionary		Basis
SE11_OLD	SE11_OLD - ABAP Dictionary Maintenance		Basis
SE13	Maintain Technical Settings (Tables)		Basis
SE13	Maintain Technical Settings		Basis
SE14	Utilities for Dictionary Tables		Basis
SE14	Utilities for Dictionary Tables		Basis
SE15	ABAP/4 Repository Information System		Basis
SE16	Data Browser		Basis
SE17	General Table Display		Basis
SE37	ABAP Function Modules		Basis
SE38	ABAP Editor		Basis
SE41	Menu Painter		Basis
SE43	Maintain Area Menu		Basis
SE51	Screen Painter		Basis
SE80	Object Navigator		Basis
SE80	Object Navigator		Basis
SE81	Application Hierarchy		Basis
SE81	Application Hierarchy		Basis
SE82	Application Hierarchy		Basis
SE82	Application Hierarchy		Basis
SE91	Message Maintenance	change	Basis

		access	
SE92	New SysLog Msg Maintenance as of 46A		Basis
SE93	Maintain Transaction Codes		Basis
SHDB	Batch Input Transaction Recorder		Basis
SLICENSE	Administer SAP Licenses	change access	Basis
SM01	Lock Transactions		Basis
SM04	User List	admin access	Basis
SM12	Display and Delete Locks		Basis
SM13	Display Update Records		Basis
SM19	Security Audit Configuration	change access	Basis
SM30	Call View Maintenance		Basis
SM31	Call View Maintenance Like SM30		Basis
SM35	Batch Input Monitoring	admin access	Basis
SM35P	Batch Input: Log Monitoring		Basis
SM36	Schedule Background Job	admin access	Basis
SM37	Overview of job selection	admin access	Basis
SM38	Queue Maintenance Transaction		Basis
SM39	Job Analysis		Basis
SM49	Execute external OS commands		Basis
SM49	Execute external OS commands		Basis
SM50	Work Process Overview	admin access	Basis
SM51	List of SAP Systems		Basis
SM54	TXCOM Maintenance	change access	Basis
SM55	THOST Maintenance	change access	Basis
SM56	Number Range Buffer		Basis
SM58	Asynchronous RFC Error Log		Basis
SM59	RFC Destinations (Display/Maintain)	change access	Basis
SM62	Maintain Job Events		Basis
SM63	Display/Maintain Operating Mode Sets		Basis

SM64	Trigger an Event		Basis
SM69	Maintain External OS Commands		Basis
SM69	Maintain External OS Commands		Basis
SMLG	Maint.Assign. Logon Grp to Instance		Basis
SMLT	Language Management	change access	Basis
SMOD	SAP Enhancement Management		Basis
SMQ1	qRFC Monitor for the outbound queue		Basis
SMQ2	qRFC Monitor for the inbound queue.		Basis
SMQ3	qRFC Monitor (Saved E-Queue)		Basis
SMQA	tRFC/qRFC: Confirm status & data		Basis
SMQE	for qRFC administration and for registering and deregistering events.		Basis
SMQR	Normally, none of the LUWs written in the inbound queue are automatically executed. Each application can activate these queues using APIs. To avoid each application having to write a specific scheduler, qRFC supports a general scheduler – the QIN Scheduler. Each qRFC application can also create its own Scheduler to activate the required queues.		Basis
SMQS	Use to register a destination		Basis
SNRO	Number Range Objects	change access	Basis
SO15	SO15 SAPoffice: Distribution Lists	admin others	Basis
SO23	SO23 SAPoffice: Distribution Lists	admin others	Basis
SOBN01	SOBN01 Personal data		Basis
SP01	Output Controller	admin access	Basis
SPAD	Spool Administration	change	Basis

		access	
SPAM	Support Package Manager	change access	Basis
SPRO	Customizing - Edit Project		Basis
SPRO	Customizing - Edit Project		Basis
SPRO_ADMIN	Customizing - Project Management		Basis
SPRO_ADMIN	Customizing - Project Management		Basis
SQ00	SAP Query: Start queries		Basis
SQ01	SAP Query: Maintain queries		Basis
SQ02	SAP Query: Maintain InfoSet		Basis
SQ03	SAP Query: Maintain user groups		Basis
SQVI	QuickViewer		Basis
ST01	System Trace		Basis
ST05	Performance Trace		Basis
STMS	Transport Management System		Basis
STMS	Transport Management System		Basis
SU01	User Maintenance		Basis
SU01	User Maintenance		Basis
SU01	User Maintenance		Basis
SU02	Maintain Authorization Profiles		Basis
SU02	Maintain Authorization Profiles		Basis
SU03	Maintain Authorizations		Basis
SU03	Maintain Authorizations		Basis
SU10	User Mass Maintenance		Basis
SU10	User Mass Maintenance		Basis
SU12	Mass Changes to User Master Records		Basis
SU20	Maintain Authorization Fields		Basis
SU20	Maintain Authorization Fields		Basis
SU21	Maintain Authorization Objects		Basis
SU22	Auth. Object Usage in Transactions		Basis
SU24	Auth. Obj. Check Under Transactions		Basis
SU80	Archive user change documents		Basis
SU81	Archive user password change doc.		Basis
SU82	Archive profile documents		Basis
SU83	Archive authorization docs.		Basis
SUGR	Maintain User Groups		Basis

SWDC	Workflow Definition: Administration	Basis
SWDC_DEFINITION	Workflow Builder Administration	Basis
SWDC_RUNTIME	Maintain Administrator for Runtime	Basis
SWW_SARA	Archive Work Items	Basis
ZSPPE_NMASS	This points to program ZSPPE_CNMASS_MASS_UPDATE which is a mass change program to update the custom fields on the PRPS table.	Basis
CP01	Create Business Process	DASA-CE
CP02	Change Business Process	DASA-CE
CP04	Delete Business Process	DASA-CE
CP12	Edit Business Processes	DASA-CE
CP14	Delete Business Processes	DASA-CE
CPH1	Create Business Process Group	DASA-CE
CPH2	Change Business Process Group	DASA-CE
CPH4N	Change Standard Hierarchy	DASA-CE
CPP1	Create Actual Assess. for Processes	DASA-CE
CPP2	Change Actual Assess. for Processes	DASA-CE
CPP4	Delete Actual Assess. for Processes	DASA-CE
CPP6	Actual Assess. Processes: Overview	DASA-CE
CPT1	Create Template	DASA-CE
CPT2	Change Template	DASA-CE
CPT4	Delete Template	DASA-CE
CPV1	Create Actual Process Distribution	DASA-CE
CPV2	Change Actual Distribution Process	DASA-CE
CPV4	Delete Actual Process Distribution	DASA-CE
CPV7	Create Plan Process Distribution	DASA-CE
CPV8	Change Plan Process Distribution	DASA-CE
CPVA	Delete Plan Process Distribution	DASA-CE
IM01	Create Investment Program Definition	DASA-CE
IM02	Change Investment Program	DASA-CE

	Definition	
IM11	Create Investment Program Position	DASA-CE
IM12	Change Investment Program Position	DASA-CE
IM22	Change Investment Program Structure	DASA-CE
KA01	Create Primary Cost Element	DASA-CE
KA02	Change Primary Cost Element	DASA-CE
KA04	Delete cost element	DASA-CE
KA06	Create Secondary Cost Element	DASA-CE
KA24	Delete Cost Elements	DASA-CE
KAH1	Create Cost Element Group	DASA-CE
KAH2	Change cost element group	DASA-CE
KAK2	Change statistical key figures	DASA-CE
KB17N	Reverse Manual Allocations	DASA-CE
KB24N	Reverse Direct Activity Allocation	DASA-CE
KB31N	Enter Statistical Key Figures	DASA-CE
KB34N	Reverse Statistical Key Figures	DASA-CE
KB51N	Enter Services	DASA-CE
KB54N	Reverse Activities	DASA-CE
KBH1	Create statistical key figure group	DASA-CE
KBH2	Change statistical key figure group	DASA-CE
KK01	Create Statistical Figure	DASA-CE
KK02	Change Statistical Figure	DASA-CE
KK03DEL	Delete Statistical Key Figures	DASA-CE
KL01	Create Activity Type	DASA-CE
KL01	Create Activity Type	DASA-CE
KL02	Change Activity Type	DASA-CE
KL02	Change Activity Type	DASA-CE
KL04	Delete Activity Type	DASA-CE
KL14	Delete Activity Types	DASA-CE
KLH1	Create Activity Type Group	DASA-CE
KLH2	Change Activity Type Group	DASA-CE
KO01	Create Internal Order	DASA-CE
KO02	Change Internal Order	DASA-CE
KO04	Order Manager	DASA-CE
KO88	Actual Settlement: Order	DASA-CE
KOH1	Create Order Group	DASA-CE
KOH2	Change Order Group	DASA-CE
KOK2	Collective Proc. Internal Orders	DASA-CE

KOK4	Aut. Collect. Proc. Internal Orders	DASA-CE
KON1	Actual Reval.: Int.Orders Ind.Pro.	DASA-CE
KON2	Actual Reval.: Int.Orders Col.Pro.	DASA-CE
KS01	Create Cost Center	DASA-CE
KS02	Change Cost Center	DASA-CE
KS04	Delete cost center	DASA-CE
KS12	Change Cost Centers	DASA-CE
KS14	Delete Cost Centers	DASA-CE
KSC1	Create Actual Indirect Acty Alloc.	DASA-CE
KSC2	Change Actual Indirect Acty Alloc.	DASA-CE
KSC4	Delete Actual Indirect Acty Alloc.	DASA-CE
KSC7	Create Indirect Activity Alloc. Plan	DASA-CE
KSC8	Change Indirect Activity Alloc. Plan	DASA-CE
KSCA	Delete Indirect Activity Alloc. Plan	DASA-CE
KSH2	Change Cost Center Group	DASA-CE
KSH2	Change Cost Center Group	DASA-CE
KSII	Actual Price Determination: CCtrs	DASA-CE
KSS2	Actual Cost Splitting: Cost Centers	DASA-CE
KSU1	Create Actual Assessment	DASA-CE
KSU2	Change Actual Assessment	DASA-CE
KSU2	Change Actual Assessment	DASA-CE
KSU4	Delete Actual Assessment	DASA-CE
KSU5	Assessment	DASA-CE
KSU7	Create/Plan Assessment	DASA-CE
KSU8	Change Plan Assessment	DASA-CE
KSUA	Delete Plan Assessment	DASA-CE
KSV1	Create Actual Distribution	DASA-CE
KSV1	Create Actual Distribution	DASA-CE
KSV2	Change Actual Distribution	DASA-CE
KSV2	Change Actual Distribution	DASA-CE
KSV4	Delete Actual Distribution	DASA-CE
KSV5	Execute Actual Distribution	DASA-CE
KSV5	Execute Actual Distribution	DASA-CE
KSV7	Create Plan Distribution	DASA-CE

KSV8	Change Plan Distribution	DASA-CE
KSVA	Delete Plan Distribution	DASA-CE
KSW1	Create Periodic Reposting	DASA-CE
KSW2	Change Periodic Reposting	DASA-CE
KSW4	Delete Periodic Reposting	DASA-CE
KSW5	Execute Actual Periodic Reposting	DASA-CE
KSW5	Execute Actual Periodic Reposting	DASA-CE
KZA1	Maintain Overhead Tables	DASA-CE
KZB2	Calculation Base: Cost Element/Origin	DASA-CE
KZB4	Calculation Base: Cost Center/Activity Type	DASA-CE
KZE2	Credit	DASA-CE
KZM2	Maintain quantity based overhead	DASA-CE
KZS2	Costing Sheet	DASA-CE
KZZ2	Maintain percentage overhead	DASA-CE
OKEON	Change Standard Hierarchy	DASA-CE
OKOZ	Maintain overhead tables	DASA-CE
ZSCM_ACTUP	Manual Activity and Business Process Allocation Upload from Load Spreadsheet	DASA-CE
ZSCM_BIZ_PROC_LOAD	Business Process Upload Extension	DASA-CE
ZSCM_INTERN_ORD_LOAD	Internal Order Upload Extension	DASA-CE
ZSCM_TABLE_AREARESP	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_ATTRIB1	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_ATTRIB2	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_DMISID	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_FCACD	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_FDC	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_INTIND	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_OUID	Check Table for Cost Master Data	DASA-CE

ZSCM_TABLE_PRGAREA	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_TDA	Check Table for Cost Master Data	DASA-CE
ZSCM_TABLE_UIC	Check Table for Cost Master Data	DASA-CE
FDKUSER	Maintain users and accounts for Internet Services	DASA-FIM
FMCYLOAD	Copy Budget Data load	DASA-FIM
FS00	General Ledger Account Maintenance	DASA-FIM
KCS7	Maintain fiscal year	DASA-FIM
LSMW	Legacy System Migration Workbench	DASA-FIM
MASSD	Mass Maintenance	DASA-FIM
DP91	SD: Resource-Related Billing Doc.	DASA-FO
DP96	Mass Month-End RRB process - batch	DASA-FO
F103	Transfer Receivables	DASA-FO
F104	Receivables Prov.	DASA-FO
FM5I	FIFM: Create Fund	DASA-FO
OB_GLACC11	G/L acct record: Mass maintenance 01	DASA-FO
OB_GLACC12	G/L acct record: Mass maintenance 02	DASA-FO
OB_GLACC13	G/L acct record: Mass maintenance 03	DASA-FO
OB13	Edit Chart of Accounts List	DASA-FO
ABAVN	Asset Retirement by Scrapping	OACSIM
ABSO	Miscellaneous Transactions	OACSIM
AS01	Create Asset Master Record	OACSIM
AS02	Change Asset Master Record	OACSIM
CJ88	Settle Projects and Network	OACSIM
F110	Parameters for Automatic Payment	USAFMCOM
F110	Parameters for Automatic Payment	USAFMCOM
FBRA	Reset Cleared Items	USAFMCOM
FCH5	Create Check Information	USAFMCOM
FI01	Create Bank	USAFMCO

		M
FI02	Change Bank	USAFMCOM
FI06	Mark Bank for Deletion	USAFMCOM
FI12	Change House Banks/Bank Accounts	USAFMCOM
FINT	Item Interest Calculation	USAFMCOM
MEMASSPO	Mass Change of Purchase Orders	USAFMCOM
MEMASSRQ	Mass-Changing of Purch. Requisitions	USAFMCOM