

**USER ACCOUNT RECERTIFICATION PROCESS**

1. The System Administrator will produce a system-generated list of all user accounts, and their levels of access, if applicable.
2. From the system-generated list, the System Administrator will select user accounts to be recertified.
  - a. The Annual User Account Recertification will include all user accounts.
  - b. The Quarterly User Account Recertification will include a random sample of user accounts. The number of samples will be equal to the lesser of:
    - (1) One-fourth of the total number of user accounts.
    - (2) Forty-five user accounts.
3. The System Administrator will cross-check names with access request/authorization forms to confirm that an appropriately signed and authorized APHIS Form 513, APHIS User Account Control Form, is on file for each user, and that the employee's or other authenticated user's level of system access are appropriate. Section 5.b. of this Directive lists systems which are exempt from this step.
4. The System Administrator will send the list to the users' supervisors or COTRs for review and recertification.
5. The System Administrator will take appropriate action to modify or terminate user accounts, as indicated by User Account Recertification results.
6. The System Administrator will prepare a report of User Account Recertification results, corrective actions and supporting documentation (User Account Recertification Report) for review and approval by the System Owner.
7. The System Owner will review and sign User Account Recertification Reports to verify the results of the recertification and that appropriate corrective actions were taken. If weaknesses in the user account controls for the system are discovered, appropriate remediation will be pursued.
8. The System Administrator will retain all User Account Recertification documentation for 5 years. Documentation will be retained and disposed of by calendar year (no incremental disposal).