Indian Health Service
Division of Information Security

OIT Guidelines on
Navigating IHS Security Program Web Pages

GL 05-04

April 2005

FOR OFFICIAL USE ONLY
This information is intended for IHS use only. Disclosure is not expected to cause serious harm to IHS, and access is provided freely to all internal users via the organization's Intranet.

DOCUMENT INFORMATION

REVISIONS/RESCISSIONS
None

AUTOMATIC RESCISSION DATE
None

REVIEW
This guideline will be reviewed annually to maintain its currency and will expire in three years from the date of its approval.

EXCEPTIONS TO THIS GUIDELINE
None

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1.0 Record of Changes

Change No.	Date	Subject	Page No.
1	04/05/05	Finalized	NA

2.0 Introduction

This document is a user's navigation guide to using the IHS Security Program Web pages. It is a sample taken as of April 2005, therefore, the actual content of the pages at the time of reading this document may vary some but the main structure should remain very similar.

The IHS Security Team (IST) maintains these pages with assistance from the Web Team. It is intended to bring together all facets of the IHS Security Program into one location to provide various types of users the information they need about security to perform their jobs on a daily basis. Some of the links on the IHS Security pages link to other pertinent IHS documents such as the Indian Health Manual which is the policy of the IHS, not just Information Technology policy but policy governing all facets of the Indian Health Service. One will also find links to pertinent Department of Health and Human Services policy, procedures, and guidelines. To make searching easier for the user, IST has also provided links to other important security information and regulation. Users are encouraged to make comments and suggestions for the IHS Security Program Web pages so that IST can provide the maximum benefit for its users. You can contact the IHS Security Team by sending an e-mail to ITSCSecurity@IHS.gov.

Those users who have been designated as having significant security responsibilities should visit these pages often for updates, Standard Operating Procedures issued for a review and comment and other significant security information necessary to carry out their security responsibilities.

Security documents that are considered to contain information that may cause potential harm to the agency if their contents were released publicly (i.e., outside of IHS) will not be posted on these Web pages. They will be available by request to any user who has a demonstrated business need to know. It is understood that items provided on this Web site carry the following disclaimer: *For Official IHS and HHS Use only. This information is intended for HHS/IHS, use only. Disclosure is not expected to cause serious harm to HHS/IHS, and access is provided freely to all internal users via IHS Intranet.*

3.0 Using the IHS Security Web Site

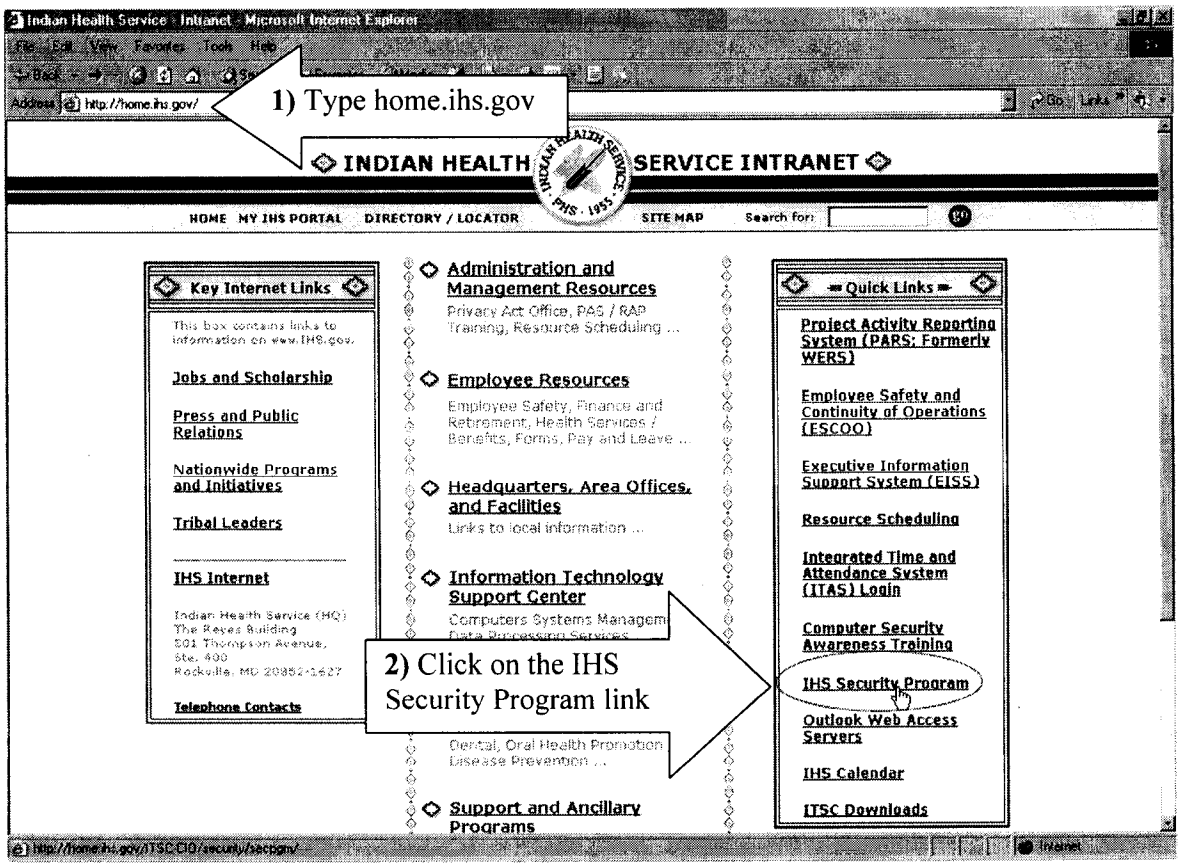
Follow these steps to access to IHS Security Web site

1. Point the chosen internet browser to http://home.ihs.gov.

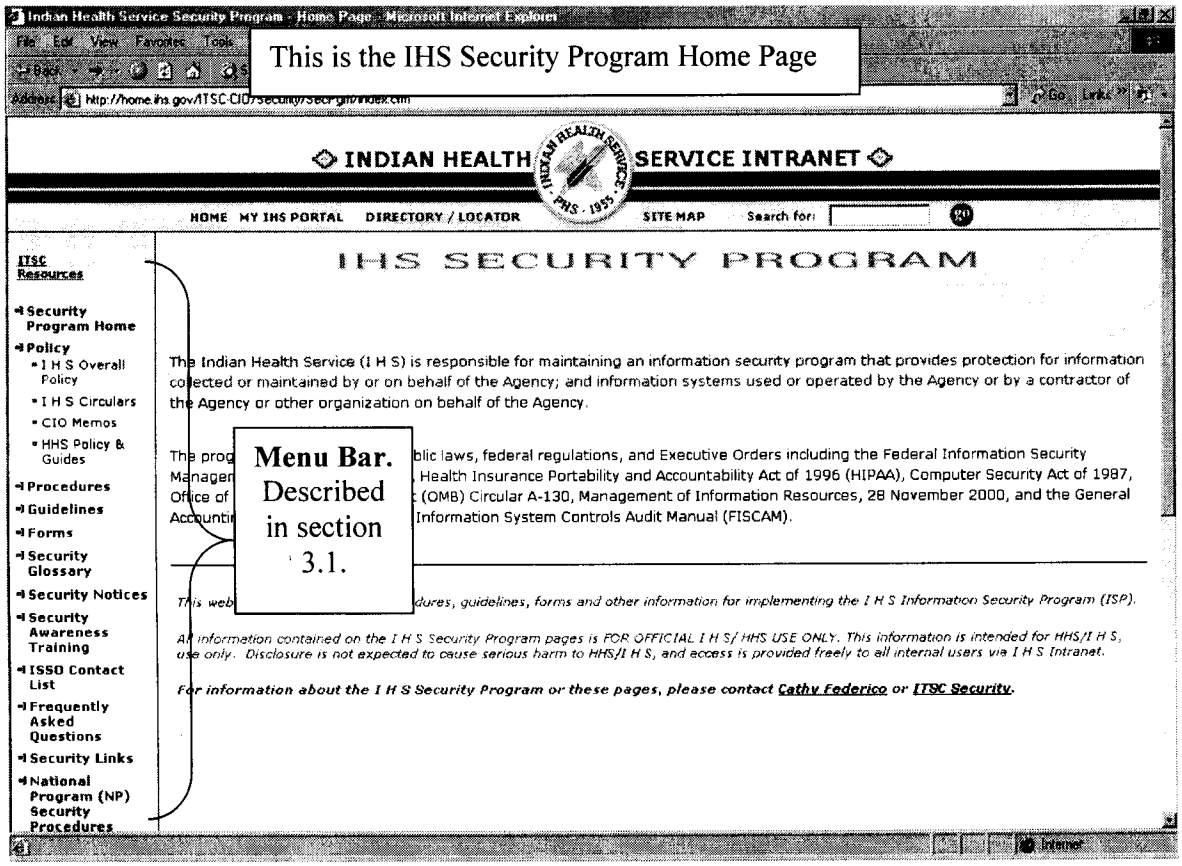
2. Click on the **IHS Security Program** link located on the right side of the page in the Quick Links box.

   Or

3. Use the direct address: http://home.ihs.gov/ITSC-CIO/security/secpgm/).



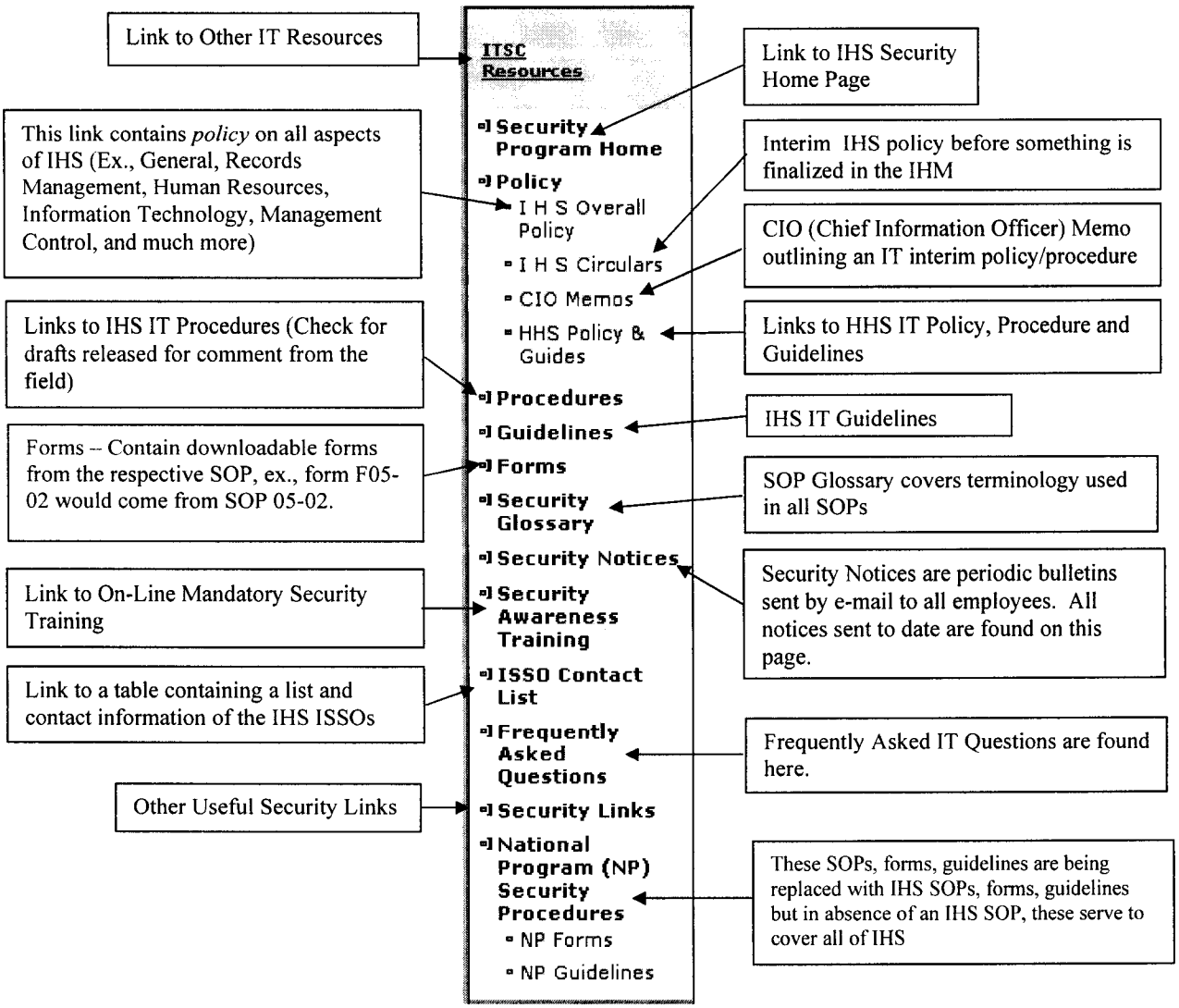
4. The IHS Security Program home page will display, as shown below. The home page is the main page of the Web site. The home page serves as an entrance and introduction to the site.



Sections 3.1 through 3.4 explain the menu bar, main IHS Procedures page, Guidelines page, and Forms page. Each page is explained with screen captures with descriptions on how to read the page.

3.1 Menu Bar

A menu bar is a menu arranged horizontally or vertically on a Web site. Each page of the Security Web site will have the menu bar displayed on the left side of the screen. The menu bar allows you to easily move around the Security Web site by simply clicking on any of the links. Each of the links are described below.

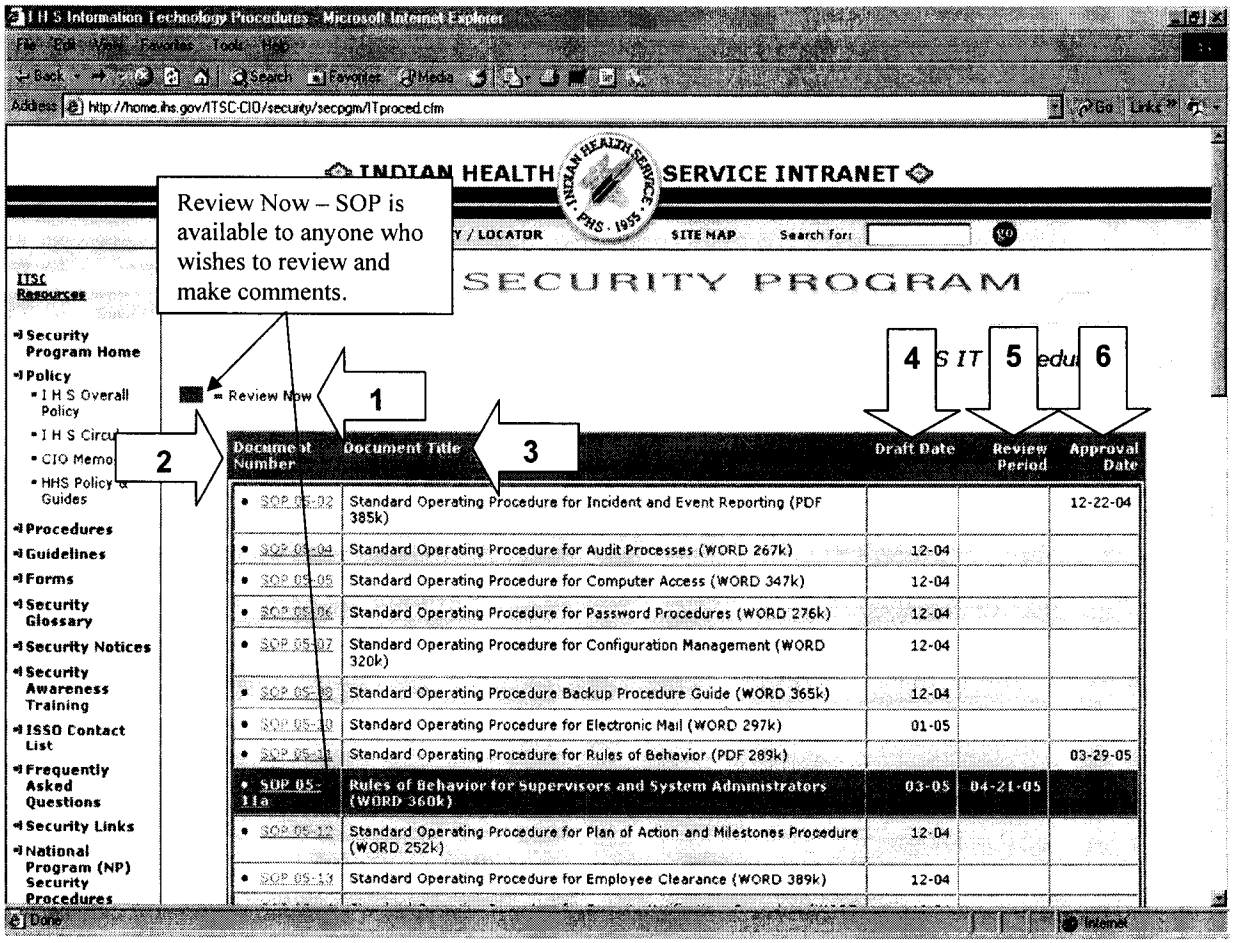


3.2 Procedures

The Procedures page, contains a table of all the Information Technology (IT) Standard Operating Procedures (SOP).

3.2.1 Understanding the Procedures Page

Below is a screen capture of the Procedures page. Each of the arrows identifies a column which is explained by the arrow's corresponding number below the screen capture.



1. **Review Now:** SOP is available to anyone who wishes to review and make comments.

2. **Document Number:** Example SOP 05-16: SOP (Standard Operating Procedure), 05 stands for year updated, 16 is the procedure number.

3. **Document Title:** Name of the SOP and basic topic area covered in the SOP

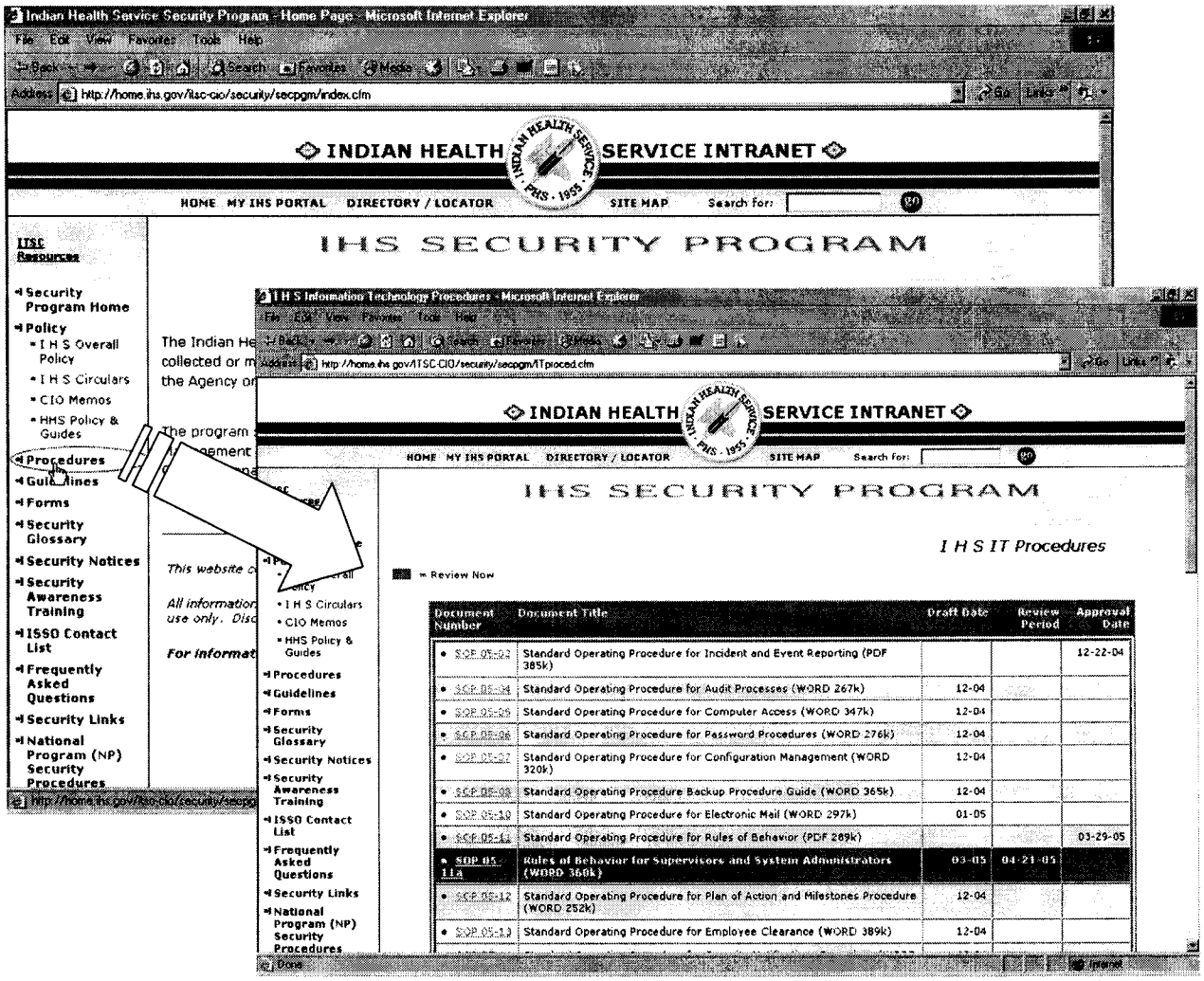
4. **Draft Date:** Date of the most recent SOP draft

5. **Review Period:** Closing Date of Peer Review of Draft (Must provide comments to ITSC Security by closing date). Please provide these comments to the IHS Security team by sending an e-mail to ITSCSecurity@IHS.gov.

6. **Approval Date:** Date of Final Approved SOP for IHS implementation. Note that all SOPs will be reviewed at least annually.

3.2.2 Accessing the Procedures Page

To access the Procedures Web page, click on the **Procedures** link from the IHS Security Program home page. You can also directly access this page by entering http://home.ihs.gov/ITSC-CIO/security/secpgm/ITproced.cfm into your Web browser.



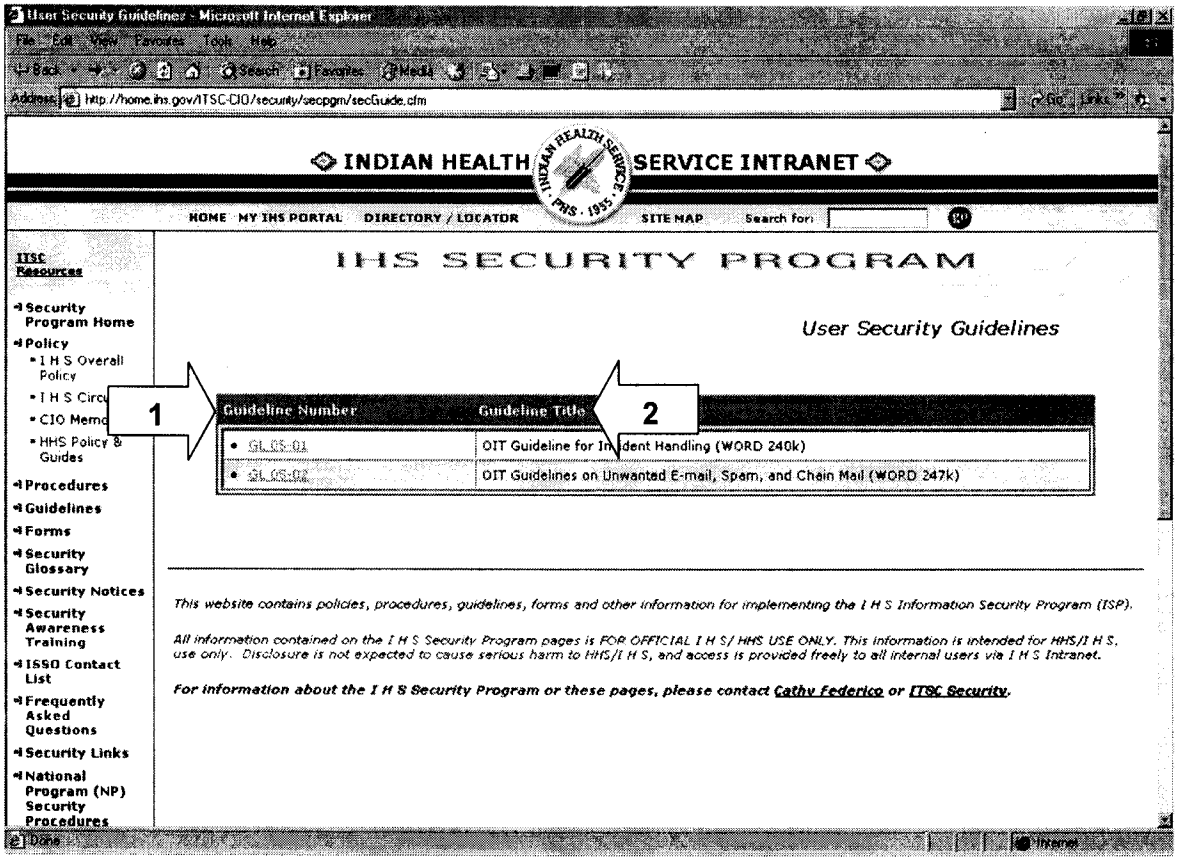
3.3 Guidelines

Guidelines are supplemental information to policy, SOPs, or other IT directives. These are not considered policy but are highly suggested that they be implemented across the agency.

3.3.1 Understanding the Guidelines Page

Below is an example from the IHS Information Technology (IT) Guidelines page (http://home.ihs.gov/ITSC-CIO/security/secpgm/secGuide.cfm).

Each of the arrows identifies a column which is explained by the arrow's corresponding number below the screen capture.

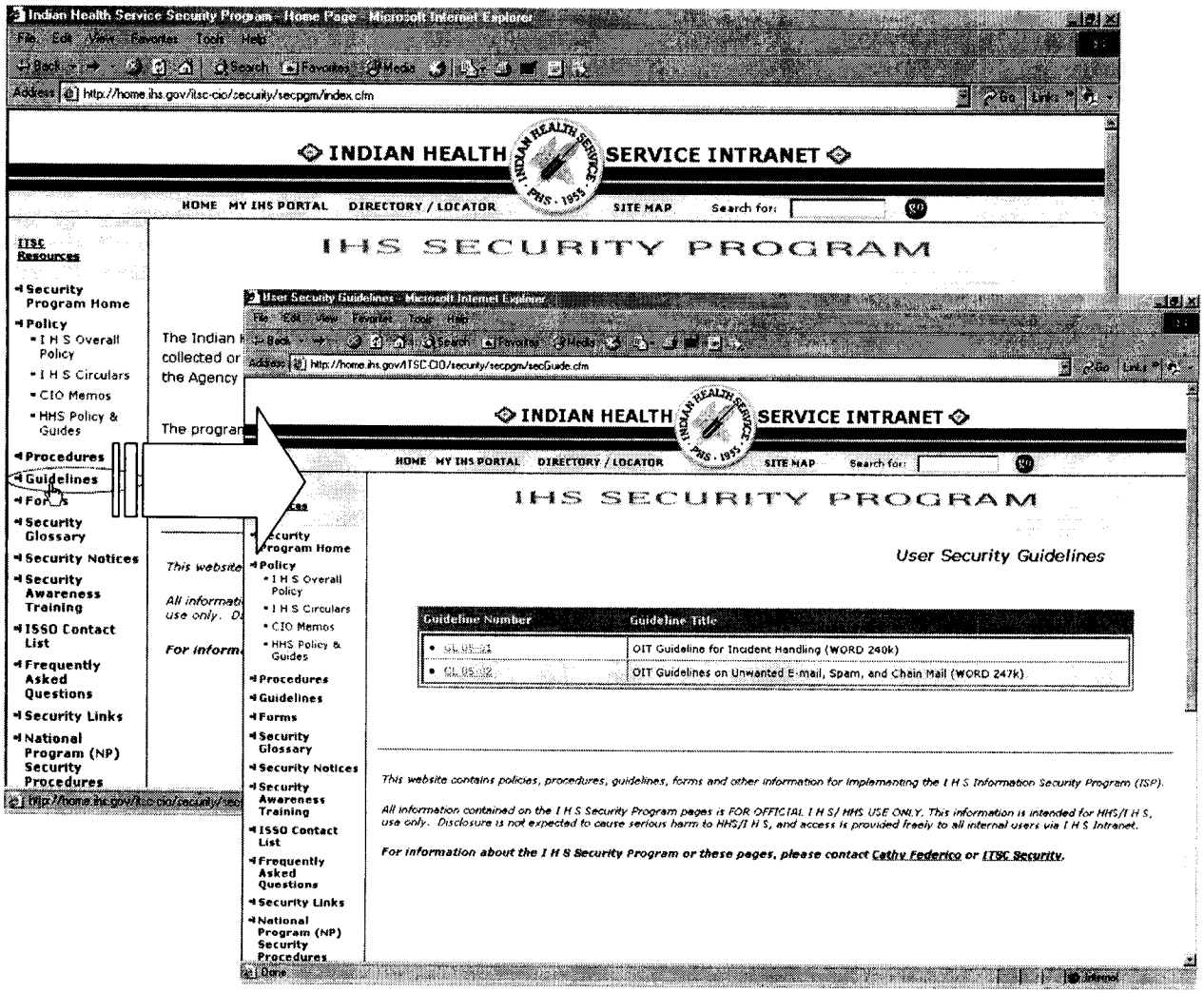


1. **Guideline Number:** This is the official guideline number. GL indicates that the document is a guideline. The 05 stands for year updated, 01 is the guideline number.

2. **Guideline Title:** Name of the guideline and basic topic area covered.

3.3.2 Accessing the Guidelines Page

To access the Guidelines Web page, click on the **Guidelines** link from the IHS Security Program home page. You can also access the page by entering http://home.ihs.gov/ITSC-CIO/security/secpgm/secGuide.cfm directly into your Web browser.

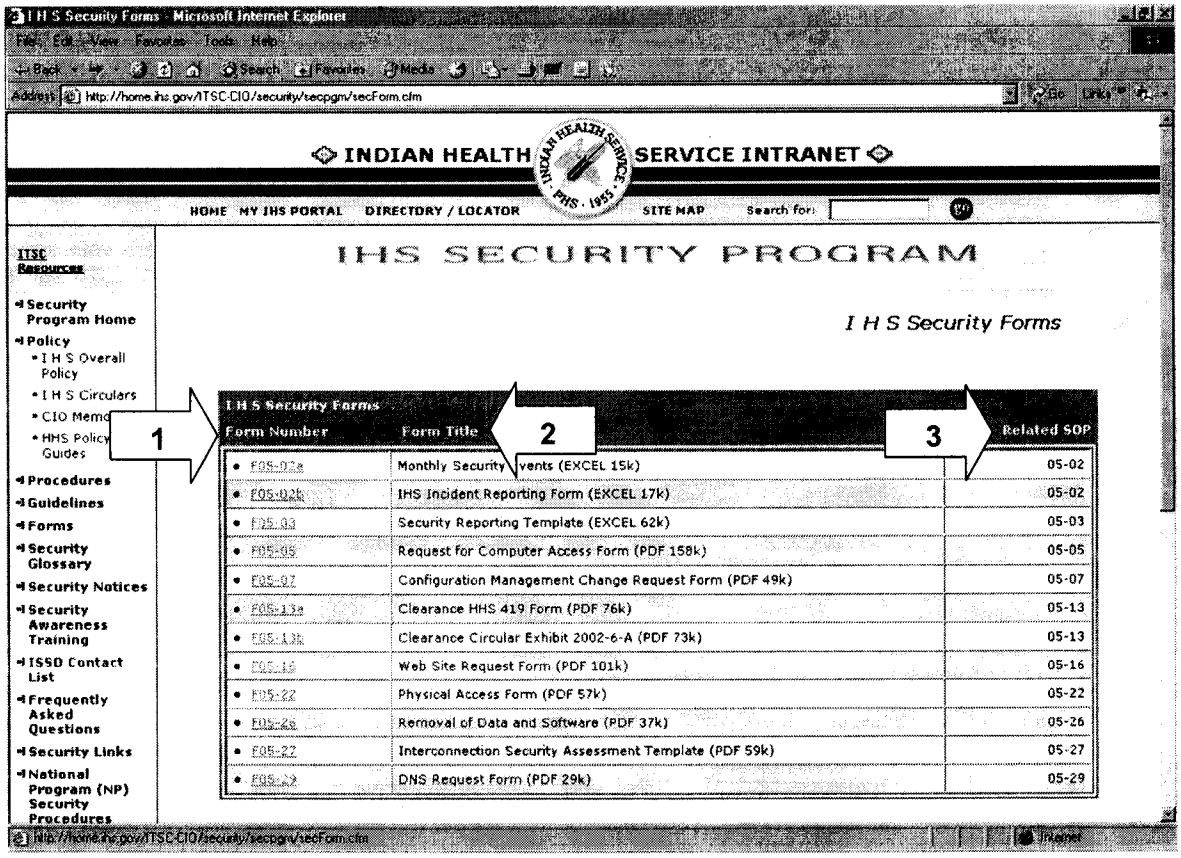


3.4 Forms

These are downloadable copies of any form found in the respective SOP on the subject. Please note that besides being an SOP and a Form, there may also be applicable Guidelines.

3.4.1 Understanding the Forms Page

Below is an example from the IHS Information Technology (IT) Forms page (http://home.ihs.gov/ITSC-CIO/security/secpgm/secForm.cfm). Each of the arrows identifies a column which is explained by the arrow's corresponding number below the screen capture.



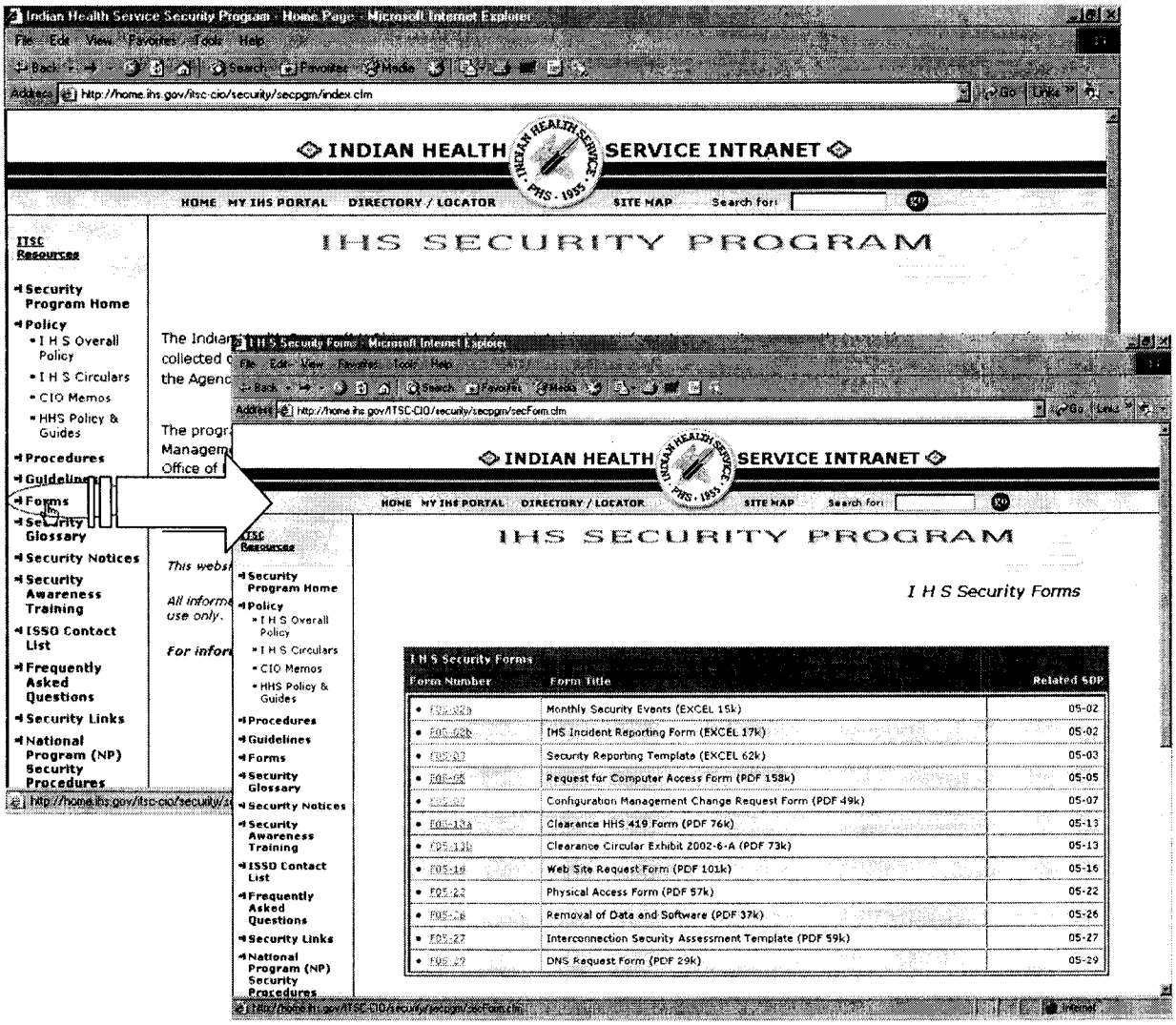
1. **Form Number:** This the official form number. The form number relates back to the related SOP. Example: F05-02a would be the Monthly Security Events Report form from SOP 05-02 Standard Operating Procedure for Incident and Event Reporting. The "F" indicates that the document is a form. The 05 stands for year updated, 01 is the form number.

2. **Form Title:** Name of the form and basic topic area covered.

3. **Related SOP:** This is the SOP to which the form is related.

3.4.2 Accessing the Forms Page

To access the Forms Web page, click on the **Forms** link from the IHS Security Program home page. You can also access the page by entering http://home.ihs.gov/ITSC-CIO/security/secpgm/secForm.cfm directly into your Web browser.



Martin, R. Frank

From: Federico, Kathleen (OIT)
Sent: Wednesday, April 06, 2005 11:20 AM
To: Federico, Kathleen (OIT); IHS ALL
Subject: RE: IHS Security Program Web Page Navigation Guide

If this is a duplicate, accept my apologies. Attachment – Navigation Guide - included.

Cathy Federico
Think about *how you can,* rather than *why you can't*
Asst. ISSO
Phone: 505-248-4381
Cell: 505-975-4230
Fax: 505-248-4199
Focus on the process not on blame
This email may contain confidential and/or privileged information. If it is evident that you are not the intended recipient, please notify the sender immediately and destroy this email. Unauthorized copying, disclosure, or distribution of the material in this email is strictly forbidden.

From: Federico, Kathleen (OIT)
Sent: Tuesday, April 05, 2005 4:46 PM
To: IHS ALL
Subject: IHS Security Program Web Page Navigation Guide

Attached please find a guideline for navigating the IHS Security Program website located on http://home.ihs.gov.

This site is where IHS posts information pertaining to information security. On this site you will find links to:

- Indian Health Service (IHS) Manual (covers Indian Health Service Policy for the agency, not just IT)
- IHS Circulars
- IHS IT Policy and Procedure (Standard Operating Procedures (SOP))
- IHS Computer Security Notices (the ones I send out by mail and then post to intranet)
- IHS IT Guidelines (relating to security)
- IHS IT Forms (relating to security including computer access, incident reporting, etc.)
- IT Glossary of Terms
- IHS Computer Security Awareness Training
- HHS Policy and Procedure pertaining to IT
- Listing of IHS Information Systems Security Officers (ISSO)
- Other Security Links

All employees (users) should become familiar with the IHS Security Program pages and their contents.

Cathy Federico
Security is NOT a one time process. It is NOT an IT problem; it IS a BUSINESS problem
Asst. ISSO

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Cell: 505-975-4230
Focus on the process not on blame
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