NPS Information Technology and Communications Services (ITACS)
Technology News / February 2013

Monterey, California : Naval Postgraduate School
TEAMWORK KEY TO SUCCESSFUL CNO VISIT

Supporting an event like a visit from the Navy’s top officer doesn’t just fall into place during the day-to-day operations of ITACS services. The Chief of Naval Operation’s schedule is often fluid right up to the day of the visit, and times and locations of events can and do change suddenly, requiring high levels of flexibility from the support staff.

Admiral Jonathan Greenert visited the NPS campus 1 February, but planning for his visit began weeks before. ITACS audiovisual specialists, Davy Jones, Derek Brown and Kevin Poma, met with officers from Student Services to determine the needs for equipment and personnel support, as well as with members of Institutional Advancement for support of the CNO’s press conference.

Capacity of King Hall made the capture and live stream of the event crucial, as members of the press watched from the Elster Conference Room and faculty and staff overflowed to Ingersoll Hall Auditorium. Additionally, staff members who were unable to break away from their office were able to view the live event from their computers, providing access to the entire campus and those externally connected to the NPS network.

Reports showed that over 300 users watched the brief from their offices, labs and conference rooms around campus, while data showed that both video and audio quality of the stream proved in excellent condition with the streaming server capable of supporting many more simultaneous viewers.

To request services, please contact the Audiovisual Services team at (831) 656-2035 or use the request form at: http://www.nps.edu/Admnsrv/AV/index.html.

OUTREACH AND PARTNERSHIP

Dr. Christine Haska and Mr. John Dundas, CTO from CalTech, presented at the joint conference sponsored by APAN (Asia-Pacific Advanced Network), ESnet (Energy Sciences Network), and Internet2. All three of these organizations represent high-speed advanced networks linking higher education and research institutions and networks in the U.S. and globally. The conference is an important venue for technical collaboration on issues of concern to Research and Education network stakeholders. Dr. Haska and Mr. Dundas were invited to present on planning for emerging technologies by using a framework for evaluating technology strategies, infrastructures, processes, policies and projects.

Dr. Christine Haska and Dr. Mary Doyle, Vice Chancellor for Information Technology and CIO at the University of California, Santa Cruz presented at the EDUCAUSE 2013 West/Southwest Regional Conference in Austin, TX. Dr. Haska and Dr. Doyle were invited to present during the Leadership: Resource and Data Management session, which benefits not only CIOs, but also IT directors and managers. The session presented a variety of methodologies that can be used in developing the IT strategic plans and rubrics for assessing accountability.

CYBERSECURITY INSPECTION SCHEDULED FOR SUMMER

The Naval Postgraduate School is scheduled for a Cybersecurity Inspection (CSI), 9 - 13 September 2013 and will include our secret and unclassified
education networks. ITACS is already preparing for this inspection, running scans, patching systems, reconfiguring devices and double-checking policy.

The CSI is intended to determine the level of understanding system administrators have regarding information assurance and the importance of adhering to network security policy, as well as to evaluate the networks’ compliance to current DoD and DON policy requirements.

As we continue to prepare for this important inspection, we ask for your assistance and cooperation. There will be some changes that we are obligated to implement to ensure an adequate security posture. We appreciate your patience as we prepare for the CSI.

Dr. Haska has a message in this month’s Update NPS and is meeting with academic departments to explain the purpose of the CSI and how we are preparing to ensure a successful outcome.

Look for future messages to be released regarding the CSI.

**Antivirus Compliance Required**

The Network Access Control (NAC) began enforcing NPS security policy compliance on all systems connecting to the NPS.edu Network beginning the 13th of February. Any computers attempting to access the network without updated antivirus software installed with current definitions or operating systems set to automatically update, will be placed in quarantine until those discrepancies have been remedied.

Computers that are placed in quarantine will be notified via their browser when attempting to connect to the network that they have been placed in quarantine. Those quarantined will be allowed to connect to the NPS software download page, operating system vendors, and antivirus vendors to download and install the necessary software, updates and definitions. Once a quarantined machine has been updated, it will be allowed to access the NPS.edu network.

This security policy applies to all systems attempting access to the network via wired, wireless or VPN connection, whether they are personally owned or government property.

*For further information, please visit the Network Access Control ([https://wiki.nps.edu/x/TgCWBw](https://wiki.nps.edu/x/TgCWBw)) section of the Security Center wiki ([https://wiki.nps.edu/securitycenter](https://wiki.nps.edu/securitycenter))*

**KFS Enhancements for 2013**

The KFS Functional and Technical teams have made several user experience and security enhancements to the Kuali Financial System.

1. **Notification of cost updates on Purchase Orders:** Fiscal Officers and SPFA’s/ASA’s will receive an e-mail notification when there is a cost increase associated with a Purchase Order if that increase is greater than $50. These notifications will occur when the Contract Manager submits a Purchase Order within KFS or if the Purchase Order is amended after an order has been placed. This will allow for better oversight of purchase cost increases by interested parties. The e-mail notification is for information only and does not require action in KFS on the part of the Fiscal Officer or the SPFA/ASA.
2. **Correct automatic scrolling:** Work has been performed to keep pages in KFS from automatically refreshing to the top when documents are saved or submitted in KFS. In addition, KFS now remembers the scrollbar position within the middle of page during lookups returning the user to previous scrollbar position more reliably. This improves the overall user experience during form entry within KFS.

3. **Allow edit of Contract Manager Name:** Users of appropriate privilege can now update the Contract Manager after a Purchase Order has gone into an Open status. This allows for accurate and updated information regarding the Contract Manager at all stages in the Purchase Order lifecycle.

4. **Limit access to attachments in KFS:** In response to IG Recommendations 64-12 and 73-12, restrictions on viewing attachments to Purchase Requisition and Purchase Orders have been put into place. Any attachments included with a purchase requisition will be available for viewing to those individuals who are in the approval chain. The approval chain includes: the end user, the Fiscal Officer, the SPFA/ASA, the Commodity Reviewer, and the AO responsible for the accounts for the purchase requisition. Anyone outside the approval chain will not be able to view the contents of the attached documents. Also, once a purchase requisition is approved and becomes a purchase order, the assigned Contract Manager only can view the attached documents. The exception to this is that the Comptroller Group has access to purchase requisitions and purchase orders. This enhancement significantly improves the security of KFS by restricting access to potentially sensitive documents.

5. **Attachment download security provisions:** Account Organization Sub-Fund reviewers now have the ability to download attachments on Purchase Orders.

6. **Mandatory Screening tab enhancements:** To assist Contract Managers, new fields for Contract Number and additional sources for Non-Office Supplies and Services were added with subtle design improvements.

7. **Contract Manager assignment email:** A notification email is now sent to the Contract Manager Accounting Division group whenever a Purchase Order is assigned.

8. **Fixed document header changes:** Interface changes to support the Internet Explorer web browser were made to the fixed document header by adding additional space to improve readability of KFS messages.

9. **Added report criteria for available balances:** Users that need specific KFS account balance information can now apply filters for account creation date, fiscal officer and organization code fields to assist with pinpointing the data.

10. **International contact information allowed:** Postal codes, telephone, and fax numbers for international vendors can now be included within KFS requisitions.

11. **Improved search results:** A commodity code was added to the search criteria for purchase order and requisition searches, enabling users to view purchases that only contain items within specific categories, such as contracts or hazardous materials.
Updating Personal Information in the Global Address Book

1. Go to the Intranet (VPN if off-campus)
2. Select the Python link from the top menu bar
3. Login using your NPS network user name and password
4. Select “My Profile” from the menu on the left

From here you can update your personal information, family members, personal address, office location, rank, phone number, and more.

For example, if you would like to update your rank, pay grade or command, go to the “Employee Category” below your personal information and make your changes. If you wish to change your office location or phone number, select “Department Assignments” at the bottom of the page and edit your information in the pop-up window that appears (make sure to turn off pop-up blockers within your browser). Changes to home address and family members can be made by clicking on the link at the top right portion of the page.

Remember to always click the “Apply Changes” button prior to closing or exiting the page to save your changes.

Your changes should appear within the Global Address Book in Outlook over the next few days and will appear within the Phone Directory page on the Intranet immediately. If changes do not appear after seven days, please contact the TAC by emailing tac@nps.edu or calling (831) 656-3764, Mon – Fri 0730 – 1700.

Any changes you wish to make to your e-mail address must be performed by the Registrar Office (registrar@nps.edu).

To view detailed steps with screen shots, visit: https://wiki.nps.edu/x/HYBG

TAC STATISTICS
From 1 – 28 February 2013, the Technology Assistance Center (TAC) received 3,200 requests for assistance, 2,528 of which were resolved by the Tier 1/Tier 2 areas. The remaining 672 requests were escalated to groups outside of TAC for specialized assistance. Overall, there has been a 31% decrease in requests for assistance compared to the month of February 2012. Requests for assistance were categorized as follows:

Phone: 1,632
E-Mail: 1,221
Walk-in: 320
Web: 1
Technician: 26

This month, 93% of all calls were resolved within the Service Level Agreement (SLA). Those that were carried over are awaiting parts or pending information from customers.