| **assessment case** | | |
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| ASSESSMENT – Base Control, Part 1 of 1 | | |
| Assessment Information from Special Publication 800-53A Rev. 1 (June 2010) | | |
| **PS-4** | PERSONNEL TERMINATION | |
| **PS-4.1**  **PS-4.1.1**  **PS-4.1.2**  **PS-4.1.3**  **PS-4.1.4** | **ASSESSMENT OBJECTIVE:**  *Determine if:*   1. *the organization terminates information system access upon termination of individual employment;* 2. *the organization conducts exit interviews of terminated personnel;* 3. *the organization retrieves all security-related organizational information system-related property from terminated personnel; and* 4. *the organization retains access to organizational information and information systems formerly controlled by terminated personnel.*   **POTENTIAL ASSESSMENT METHODS AND OBJECTS:**  **Examine**: [*select from:* Personnel security policy; procedures addressing personnel termination; records of personnel termination actions; list of information system accounts; other relevant documents or records].  **Interview**: [*select from:* Organizational personnel with personnel security responsibilities]. | |
| **Additional Assessment Case Information** | | |
|  | | **POTENTIAL ASSESSMENT SEQUENCING:**  precursor controls: None  concurrent controls: AC-2, PE-2, PE-3, PS-5  successor controls: None |
| **Action Step** | | **Potential Assessor Evidence Gathering Actions**  **\*\*See “**[**Assessment Case Overview**](http://csrc.nist.gov/groups/SMA/fisma/assessment-cases-overview.html)**” for selecting, tailoring and executing action steps\*\*** |
|  | | *\*\*Assessment Case Assessor Note:* More convincing evidence (i.e., greater assurance) of correct implementation and operating as intended can be obtained through the assessment case actions by:   1. **Replacing bracketed values in action gathering statements to apply greater rigor in the assessment** (e.g, . replacing [“*reviewing*”] with “*studying*” or “*analyzing*”; replacing [“*observing*”] with “*inspecting*” or “*analyzing*”; replacing [“*basic*”] with “*focused*” or “*comprehensive*”); 2. **Replacing bracketed values in action gathering statements to apply greater sample coverage in the assessment** (e.g, . replacing [“*basic”*] sample with “*focused*” or “*sufficiently large”* sample); 3. **Defining additional action steps to the list of action steps suggested herein that exercise additional test methods** (i.e., Examine, Interview or Test) on additional assessment objects. |
| **PS-4.1.1.1** | | **Examine** personnel security policy, procedures addressing personnel termination, security plan, or other relevant documents; [*reviewing*] for the measures to be employed to terminate information system access upon termination of individual employment. |
| **PS-4.1.1.2** | | **Examine** personnel termination records and information system account management records for an agreed-upon [*basic*] sample of terminated personnel; [*reviewing*] for evidence that the measures identified in PS-4.1.1.1 are being applied. |
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| **PS-4.1.2.1** | | **Examine** personnel security policy, procedures addressing personnel termination, security plan, or other relevant documents; [*reviewing*] for the measures to be employed to conduct an exit interview upon termination of individual employment. |
| **PS-4.1.2.2** | | **Examine** exit interview records, personnel termination records, or other relevant records for an agreed-upon [*basic*] sample of terminated personnel; [*reviewing*] for evidence that the measures identified in PS-4.1.2.1 are being applied. |
| **PS-4.1.2.3** | | **Interview** an agreed-upon [*basic*] sample oforganizational personnel with exit interview responsibilities; conducting [*basic*] discussions for further evidence that the measures identified in PS-4.1.2.1 are being applied. |
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| **PS-4.1.3.1** | | **Examine** personnel security policy, procedures addressing personnel termination, security plan, or other relevant documents; [*reviewing*] for the measures to be employed to retrieve all organizational information system-related property from terminated personnel.  Note to assessor: Examples of information-system related property include access cards, identification cards, keys, facility passes, property passes, and technical system manuals. |
| **PS-4.1.3.2** | | **Examine** information system access termination records, personnel termination records, personnel termination checklists, property clearance records, or other relevant records for an agreed-upon [*basic*] sample of terminated personnel; [*reviewing*] for evidence that the measures identified in PS-4.1.3.1 are being applied. |
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| **PS-4.1.4.1** | | **Examine** personnel security policy, procedures addressing personnel termination, security plan, or other relevant documents; [*reviewing*] for the measures to be employed to retain organizational access to organizational information and information systems formerly controlled by terminated personnel. |
| **PS-4.1.4.2** | | **Interview** an agreed-upon [*basic*] sample of organizational personnel with personnel security responsibilities; conducting [*basic*] discussions for evidence that the measures identified in PS-4.1.4.1 are being applied. |
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