



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SERVICES AGENCY

JUL 17 2008

MEMORANDUM FOR NONAPPROPRIATED FUND (NAF) PURCHASING PERSONNEL

FROM: HQ AFSVA/SVC  
10100 Reunion Place, Ste 304  
San Antonio TX 78216-4188

SUBJECT: Policy for Field-Level Access to IBPS to Include Separation of Duties

1. This letter prescribes new policies and procedures for separation of duties and related user account maintenance including system access requirements within the Air Force Services Internet Based Purchasing System (IBPS). It identifies the procedures for separation of system roles and responsibilities for the operation of the IBPS. These policies will be subject to review during Staff Assistance Visits or audits. Compliance with this letter is mandatory. Violation of the provisions of this instruction may be the basis for disciplinary or other appropriate action.
2. Effective immediately, IBPS Managers must personally identify all users requesting access to IBPS and must verify that the access and authority levels requested in the system correspond to their job duties. Personnel without a specific need to access IBPS will not be granted access. Access to IBPS is granted on a need-to-know basis with specific roles identified for each user. If the IBPS Manager identifies a user who has misrepresented their job responsibilities or has inaccurately identified their access requirements, they must document the conflict in separation of duties in a digital email to the requestor's supervisor and deny the new IBPS user request or the update to the existing accounts.
3. Users requesting access to IBPS will not be permitted a role defined within the application with a higher level of access than their position responsibilities. In addition, an IBPS Manager cannot grant access to another IBPS Manager at the same level or higher. For example, a base-level IBPS Manager could only grant access to an IBPS Manager at the activity level and could not grant access to another base-level or MAJCOM- level IBPS Manager.
4. IBPS users must notify the IBPS Manager of any changes to their job circumstances (terminations, retirements, role changes, etc.) to ensure proper user responsibilities are maintained in the IBPS system. If you have any questions, please contact my POC, Mr. Richard Jones at DSN 487-6931, ext. 7223.

A handwritten signature in black ink, appearing to read "Will A. Foran".

WILLIAM A. FORAN, YC-03, DAF  
Director, AF NAF Purchasing