



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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BUMEDINST 5292.1
BUMED-N8
9 Apr 2025

BUMED INSTRUCTION 5292.1

From: Chief, Bureau of Medicine and Surgery

Subj: PROVISIONING NAVY ENTERPRISE RESOURCE PLANNING ACCESS

Ref: (a) DoD Instruction 8520.03 of 19 May 2023
(b) Navy Medicine End-to-End Role Activation Process Handbook, November 2024

Encl: (1) Definitions

1. Purpose. To establish policy and procedures for provisioning new access to Navy Enterprise Resource Planning (ERP) and modifying or terminating existing access to Navy ERP, per reference (a).

2. Scope and Applicability. This instruction applies to all Budget Submitting Office 18 personnel (active duty, Reserve, civilian, and contract staff).

3. Roles and Responsibilities

a. Basic User Access. Each supervisor and command user management lead (UML) are to coordinate and assist new employees as they onboard to their new command or role. Each supervisor must direct their subordinates to Naval Identity Systems (NIS) to request a new ERP account. This process is detailed in reference (b), section 3. Reference (b) is available at https://esportal.med.navy.mil/bumed/m8/M86/DONERP/UserManagement1/End-to-End%20Role%20Activation%20Process_V2 BUMED%20N82%20Desk%20Guide_5NOV24.pdf. Once approved in NIS, the account is automatically assigned basic user roles in Access Enforcer (AE) (civilian timesheet or entry) consisting of 2 steps:

(1) Edit Identity Request (sets user's personal information). Approved by each user's supervisor, Edit Identity Request provides: the user's supervisor validated completion of Department of Defense (DoD) approved Cyber Awareness Challenge training within the last 12 months, organization or unit identification code, worksite details, and contracting information for contractors.

(2) Request for Basic Access. Approved by user, security manager, and supervisor.

b. Power User Access. This request is completed with AE. This process is detailed in reference (b), section 5. AE is part of Navy ERP's organic governance, risk and compliance module which prevents unauthorized access to Navy ERP. Provisioning requests

forwarded through AE will route to the user's supervisor, security manager, information owner, Financial Systems (BUMED-N82), and through the information systems security manager for approval.

c. Access Termination. Account terminations must be completed in NIS by the supervisor or command UML.

d. Contractor Input. Contractors, their trusted agent, or their contracting officer's representative will update their contract's details upon gaining access to NIS per reference (b), section 3.

4. Training. Each user is responsible for completing required DoD training to activate the user's roles in Navy ERP's training tool, Success Factors. Command UMLs are responsible for assisting end users with assigning and activating required trainings.

5. Supervisory User Recertification. Navy Medicine (all commands under BSO 18) is subject to Complementary User Entity Controls (CUEC) whereby supervisors must recertify their subordinates continued need for their current level of access across all material systems, including Navy ERP. Recertification data is routed quarterly through Navy Medicine's Termination, Information Assurance and Cyber Awareness training compliance, Clearance Eligibility, Recertification, and Segregation of Duties (TICRS) tool.

6. Anticipated Future State. Navy Medicine anticipates the widespread adoption of Defense Information Systems Agency Identity, Credential, and Access Management (ICAM) by fiscal year 2028 across the DoD. Provisioning processes may change during the interim.

7. Privacy Act. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The Department of the Navy recognizes that the privacy of an individual is a personal and fundamental right that must be respected and protected. The Department of the Navy's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities must be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII must be per the Privacy Act of 1974, as amended and implemented, per SECNAVINST 5211.5 as amended.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N82 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

DEFINITIONS

1. Navy Enterprise Resource Planning (ERP). An integrated mission support hardware and software system providing financial transparency and total asset visibility across the naval enterprise. Navy ERP uses a commercial off-the-shelf product, configured to integrate with Navy and DoD requirements, that unifies and streamlines mission support activities using a common data set, available in near real-time.
2. Complementary User Entity Controls (CUEC). A required process applied by a service provider or system owner to all users to establish sufficient security to meet audit standards and prevent waste, fraud, and abuse. One example is a CUEC governing access to an accounting system. The system owner is unaware of BUMED's force structure or who should have access to a particular system, based on Navy Medicine internal business processes.
3. Governance, Risk, and Compliance. Refers to an integrated suite of software capabilities for implementing and managing an enterprise Governance, Risk, and Compliance Program. These tools support an organizational strategy for managing governance, risk management, and compliance with Federal Government regulations.
4. Defense Information Systems Agency Identity, Credential, and Access Management (ICAM). Encompasses the full range of activities related to the creation of digital identities and maintenance of associated attributes, credential issuance for person or non-person entities, authentication, and making access management control decisions based on authenticated identities and associated attributes. This strategy provides a set of goals focused on establishing measurable and achievable transformation of core ICAM elements to achieve ICAM activities. These core elements enable ICAM to be fast, reliable, secure, and auditable across the DoD enterprise in a manner enhancing user experience and supports the DoD Chief Information Officer's ICAM vision.
5. Access Enforcer (AE). A provisioning tool employed for Navy ERP access. Currently, roles are requested via AE.
6. Naval Identity Systems (NIS). A provisioning tools employed for Navy ERP access. NIS is the planned DON enterprise ICAM solution, which will deliver an initial operating capability of identity and privileged access management for the Navy ERP system.