UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

June 10, 2004

TO: Members of the Licensing Support Network Advisory Review Panel

FROM: Daniel J. Graser **\RA**
Licensing Support Network Administrator

RE: Procedure for Notification and Memorandum of Agreement (NMA) Covering LSN Security

On April 29, 2004 we circulated a draft Notification and Memorandum of Agreement (NMA) to members of the Licensing Support Network Advisory Review Panel (LSNARP) with a request for comments on implementing it in compliance with OMB Circular No. A-130, Appendix III. As noted in our earlier communication, the NMA is intended to comply with Office of Management and Budget regulations relating to federal government ownership and management of automated information resources. (See, OMB Circular No. A-130, Appendix III), albeit not as a regulatory requirement levied by 10 C.F.R. Part 2, Subpart J.

One set of comments regarding the draft NMA was received from the U.S. Nuclear Regulatory Commission Staff, recommending that specific language be included ". . . as part of the MOA or at least as a suggested good practice for the LSN Participant to be aware of." The recommended language provided that:

> "LSN participants will/shall implement and maintain an information technology security program to assure that adequate security is provided for all LSN information collected, processed, transmitted, stored, or disseminated in their computer systems. This would include the development and implementation of policies, standards and procedures to assure that systems processing LSN data provide appropriate confidentiality, integrity, and availability, through the use of cost-effective management, personnel, operational, and technical controls."

The draft version of Notification and Memorandum of Agreement is now being finalized without change, and is being added to the LSN Administrator Guidelines as Appendix C. Additionally, we are revising two existing Guidelines - - "LSN Roles and Responsibilities (Guideline #2)" and "Setting Up a Licensing Support Network Participant Repository (Guideline #22)".

The change to Guideline #2 reflects the request that the organization's designated individual for certifying a participant collection submit an executed version of the NMA at the time of initial certification in accordance with 10 C.F.R. § 2.1009(b). While the individual signing the NMA on behalf of the participant organization should be authorized to commit that organization to

security responsibilities, it can be someone other than the individual acting as the LSNARP point of contact or the person who will be certifying document collection availability pursuant to Subpart J. The change to Guideline #22 incorporates the NRC recommended language in an expanded, existing section that discussed the implementation of one such security procedure, a Firewall. Finally, a revised Table of Contents is included with this transmittal reflecting the above noted changes.

Please do not hesitate to contact us with questions, or for assistance in responding to this request. I can be contacted by phone at 301-415-7401, electronically via e-mail at DJG2@NRC.GOV or via hardcopy at:

Daniel J. Graser
LSN Administrator
U.S. Nuclear Regulatory Commission
Mail Stop T3F23
Washington, D.C. 20585-0001

Copies:

A. Bates, SECY, NRC
M. Janney, ASLBP, NRC
M. Schmit, ASLBP, NRC