

July 6, 2005

MEMORANDUM TO: Kathy L. Lyons-Burke
Senior Information Technology Security Officer
Office of Information Services

FROM: Roy P. Zimmerman, Director **/RA/**
Office of Nuclear Security and Incident Response

SUBJECT: INFORMATION SYSTEM SECURITY OFFICER
APPOINTMENT MEMORANDUM

In accordance with Management Directive (MD) 12.5, "NRC Automated Information Security Program," I, as the Secure Video Teleconferencing System Owner, have appointed Wayne A. Rutz and Nancy R. Fontaine of my staff as the primary and alternate Information System Security Officers (ISSOs) for the NRC's Secure Video Teleconferencing System (SVTS).

Both Rutz and Fontaine will perform ISSO duties as required by MD 12.5, section 2.4 "Information System Security Officer" and Appendix D "Operating System and System Software Maintenance Procedures." They have already completed the NRC ISSO course that is available online at: <http://nrc-isso-course.learnsecuritywith.us/nrcisso2004/access/login.asp>

Please note that the appointment of Mr. Rutz as the ISSO does not create a separation of duties concern regarding SVTS. Other members of my staff have been assigned key duties such as authorizing, approving, and recording transactions, issuing or receiving assets, making payments, and reviewing or auditing the SVTS to minimize the risk of loss or compromise. These assignments ensure that no one individual controls all phases of an activity or transaction, thereby eliminating a situation that permits errors or irregularities to go undetected.

If you have any questions regarding these appointments, please contact A. Lynn Silvius of my staff at 415-2214.

July 6, 2005

MEMORANDUM TO: Kathy L. Lyons-Burke
Senior Information Technology Security Officer
Office of the Chief Information Officer

FROM: Roy P. Zimmerman, Director **/RA/**
Office of Nuclear Security and Incident Response

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W. A. Rutz, Primary ISSO
N. R. Fontaine, Alternate ISSO

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