

# Nuclear Regulatory Commission Computer Security Office Computer Security Template

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Office Instruction: CSO-TEMP-3000

Office Instruction Title: Standards Working Group (SWG) Membership Appointment Memo

Revision Number: 1.0

Effective Date: September 28, 2012

Primary Contacts: Kathy Lyons-Burke, SITSO

Responsible Organization: CSO/PST

Summary of Changes: CSO-TEMP-3000, "Standards Working Group (SWG) Membership Appointment Memo" provides the template that must be used for officially appointing members to the SWG.

Training: Upon Request

ADAMS Accession No.: ML12229A342

Approvals				
Primary Office Owner	Policies, Standards, and Training		Signature	Date
<b>Standards Working Group Chair</b>	Bill Dabbs		/RA/	9/18/12
<b>Responsible SITSO</b>	Kathy Lyons-Burke		/RA/	9/17/12
<b>CSO Standards DAA</b>	CISO	Tom Rich	/RA/	9/18/12
	Director, OIS	Jim Flanagan	/RA/	9/19/12

# Computer Security Template CSO-TEMP-3000

## Standards Working Group (SWG) Membership Appointment Memo

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### 1 PURPOSE

The purpose of CSO-TEMP-3000, “Standards Working Group (SWG) Membership Appointment Memo,” is to provide the template used to document the official appointment of members to the SWG. This front matter and all explanatory information up through the change history table apply to the template only. The front matter and explanatory information must be removed before completing and submitting the memo.

### 2 TEMPLATE INSTRUCTIONS

The template sections are completed by the SWG member organization. Information in [blue] in the template should be replaced with the required information and the font color returned to black before submitting the authorization form.

SWG members must be willing and able to perform the duties outlined in the SWG Charter. The current charter is available via the CSO web page.

The individual requesting to be a member of the SWG must obtain approval from his or her management (i.e., Branch Chief or higher) to ensure that the proper technical representative is selected to participate in the SWG and that the manager agrees to provide the member with sufficient time and resources to actively participate. The request memo is finalized in the Agencywide Document and Access Management System (ADAMS) and sent to the Computer Security Office (CSO) Senior Information Technology (IT) Security Officer for Policy, Standards, and Training. By submitting the memo, the manager is committing to the technical representative’s representation on the SWG.

The date of the memorandum is provided where [Memo Date] is shown and formatted as “Month Day, Year”

The representative manager’s first name, middle initial, and last name are provided where [Manager Firstname X. Lastname] is shown. The manager’s title (e.g., Branch Chief) is provided where [Manager Title] is shown.

The manager’s office name is provided where [Office Name] is shown.

The first name, middle initial, and last name of the individual that will serve as the primary SWG member office representative are provided where [Primary Firstname X. Lastname] is shown, and the first name, middle initial, and last name of the individual that will serve as the alternate SWG member office representative are provided where [Alternate Firstname X. Lastname] is shown.

The primary and alternate representatives must sign and date the memo to indicate that they understand the appointment and agree to perform the duties outlined in the SWG Charter.

Upon completion of the authorization form, the requester sends the signed memo to Kathy Lyons-Burke. If there are any issues with the appointment, the manager will be contacted within 10 business days of memo receipt to discuss the issues.

**.CSO-TEMP-3000 Change History**

<b>Date</b>	<b>Version</b>	<b>Description of Changes</b>	<b>Method Used to Announce &amp; Distribute</b>	<b>Training</b>
17-Sept-12	1.0	Initial release	Posting to CSO web page and notification to SWG.	Upon request



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, DC 20555 - 0001

[Memo Date]

MEMORANDUM TO: Kathy L. Lyons-Burke  
Senior Information Technology Security Officer  
Policy, Standards, and Training  
Computer Security Office

FROM: [Manager Firstname X. Lastname], [Manager Title]  
[Office Name]

SUBJECT: Request for Authorization for Standards Working Group (SWG) Membership

This memorandum constitutes a formal request to have [Primary Firstname X. Lastname] serve as an SWG member primary office representative and [Alternate Firstname X. Lastname] serve as an SWG member alternate office representative for the [Office Name]. I authorize these representatives to dedicate time, as needed, to fulfill the roles and responsibilities specified for a SWG member in the SWG Charter.

The undersigned listed representatives concur with the content outlined in the SWG Charter and agree to fulfill the responsibilities specified for an SWG member.

Primary Representative:

[Primary Firstname X. Lastname]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Alternate Representative:

[Alternate Firstname X. Lastname]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc:

[Primary Firstname X. Lastname], Primary Representative  
[Alternate Firstname X. Lastname], Alternate Representative  
Paul Ricketts, CSO  
Thorne Graham, CSO