

Nuclear Regulatory Commission
Computer Security Office
Computer Security Template

Office Instruction: CSO-TEMP-2100

Office Instruction Title: System Decommissioning Request Memo Template

Revision Number: 1.0

Effective Date: November 15, 2013

Primary Contacts: Kathy Lyons-Burke, SITSO

Responsible Organization: CSO/PST

Summary of Changes: CSO-TEMP-2100, "System Decommissioning Request Memo Template" provides the template that must be used for officially requesting to decommission a system.

Training: Upon Request

ADAMS Accession No.: ML13296A089

Concurrences			
Primary Office Owner	Policy, Standards, and Training		
Responsible SITSO	Kathy Lyons-Burke		Date of Concurrence
Directors	CSO	Thomas Rich/ /RA/	25-Nov-13
	PST	Kathy Lyons-Burke /RA/	25-Nov-13
	FCOT	Kathy Lyons-Burke /RA/	25-Nov-13
	CSA	Thorne Graham /RA/	25-Nov-13

Concurrence Meeting Conducted on 06-Nov-13			
Attendees:	Thomas Rich	Kathy Lyons-Burke	

Computer Security Template CSO-TEMP-2100

System Decommissioning Request Memo Template

1 PURPOSE

The purpose of CSO-TEMP-2100, "System Decommissioning Request Memo Template," is to provide the template used to request authorization to decommission a Nuclear Regulatory Commission (NRC) system. 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 system owner 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.

The date of the memorandum is provided where [\[Memo Date\]](#) is shown and formatted as "Month Day, Year"

The system owner's first name, middle initial, and last name are provided where [\[System Owner Firstname X. Lastname\]](#) is shown.

The system owner's office, region, or Office of Information Services division name is provided where [\[Office or Region Name\]](#) is shown.

The name of the system to be decommissioned is provided where [\[System Name\]](#) is shown.

The acronym for the system to be decommissioned is provided where [\[System Acronym\]](#) is shown.

The first name, middle initial, and last name of the point of contact for the system decommissioning is provided where [\[First M. Last, Office\]](#) is shown.

The telephone number of the point of contact for the system decommissioning is provided where [\(XXX-XXX-XXXX\)](#) is shown.

.CSO-TEMP-2100 Change History

[illegible]

Attachment

System Decommissioning Request Memo Template



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

[Memo Date]

MEMORANDUM TO:

Darren B. Ash
Deputy Executive Director
for Corporate Management
Office of the Executive Director for Operations

Michael F. Weber
Deputy Executive Director
for Materials, Waste, Research, State,
Tribal, and Compliance Programs
Office of the Executive Director for Operations

Michael R. Johnson
Deputy Executive Director
for Reactor and Preparedness Programs
Office of the Executive Director for Operations

FROM:

[System Owner Firstname X. Lastname], Director
[Office or Region Name]

SUBJECT:

REQUEST FOR APPROVAL TO DECOMMISSION THE
[SYSTEM NAME]

This memorandum constitutes my formal request for approval to decommission [System Name] ([System Acronym]). The system decommissioning plan and pertinent system information are enclosed.

CONTACT: [First M. Last, Office]

Telephone number (XXX-XXX-XXXX)

Enclosures:
As stated