Nuclear Regulatory Commission
Office of the Chief Information Officer
Information Security Directorate
Computer Security Template

Office Instruction: CSO-TEMP-2017

Office Instruction Title: Formal Deviation Request Memo

Revision Number: 2.2

Effective Date: November 12, 2015

Primary Contacts: Kathy Lyons-Burke, SITSO

Responsible Organization: OCIO/ISD/PCT

Summary of Changes: CSO-TEMP-2017, "Formal Deviation Request Memo" provides
                               the template that must be used to request a formal deviation or
                               waiver from required cybersecurity requirements for an
                               information system.

Training: As required

ADAMS Accession No.:   ML15308A590

Concurrences			
Primary Office Owner	Policy, Standards, and Training		**Date of Concurrence**
Responsible SITSO	Kathy Lyons-Burke		
Directors	OCIO/ISD	Thomas Rich	12-Nov-15
Other Stakeholders	PCT	Kathy Lyons-Burke	12-Nov-15
	CSA	Thorne Graham	12-Nov-15

Concurrence Conducted via email			
Attendees:	Tom Rich	Jon Feibus	Kathy Lyons-Burke

Computer Security Template
CSO-TEMP-2017

Formal Deviation Request Memo

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1   PURPOSE

CSO-TEMP-2017, "Formal Deviation Request Memo" provides the memorandum template that must be used to request a formal deviation from NRC required security controls. CSO-TEMP-2018, "Deviation Request Memo Enclosure" accompanies the formal memorandum and provides supporting details relevant to the request. This template should be filled out in accordance with CSO-PROS-1324, "System Deviation Request Process."

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 memorandum

2   TEMPLATE INSTRUCTIONS

The template sections are completed by the system owner's organization. Information in <blue> in the template should be replaced with the required information and the font color returned to black before submitting the memorandum.

The sensitivity markings in the template are only in effect when the template is populated with system information.

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 First_Name X. Last_Name> 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 is provided where <System Name> is shown.

The system acronym is placed wherever <System Acronym> occurs.

The Agencywide Document and Management System (ADAMS) accession number for the referenced document is provided where <Accession Number> occurs.

The primary information system security officer's (ISSO's) first name, middle initial, and last name are provided where <Primary ISSO First_Name X. Last_Name> is shown.

The primary system ISSO's office telephone number is provided where <XXX-XXX-XXXX> is shown.

The alternate ISSO's first name, middle initial, and last name are provided where <Alternate ISSO First_Name X. Last_Name> is shown.

CSO-TEMP-2017 Change History

Date	Version	Description of Changes	Method Used to Announce & Distribute	Training
04-Nov-15	2.2	Administrative change to reflect change in DAA appointment	Posting to OCIO/ISD web page and notification to ISSOs.	Upon request
29-Apr-14	2.1	Editorial update to fix changing personnel and references	Posting to CSO web page and notification to ISSO forum.	As needed
19-Mar-12	2.0	Updated memo in accordance with new deviation request process	Distribution by posting on CSO web page	As needed
13-Jul-10	1.1	Reformatted to NRC template	Distribution by posting on CSO web page	As needed
09-Jul-10	1.0	Updated DAA names / titles	Distribution by posting on CSO web page	As needed

Attachment

Formal Deviation Request Memo Template

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

<Memo Date>

MEMORANDUM TO: Darren B. Ash
                 Chief Information Officer

                 Glenn M. Tracy
                 Deputy Executive Director for Materials, Waste,
                   Research, State, Tribal, Compliance, Administration,
                   and Human Capital
                 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: FORMAL DEVIATION REQUEST FOR THE <SYSTEM NAME>

This memo constitutes my formal request for a deviation from specific cybersecurity
requirements for the <System Name> (<System Acronym>). The <System Acronym> system is
not able to fully comply with all current cybersecurity requirements due to current limitations.

Enclosure:
As stated

CONTACT: <Primary ISSO First_Name X. Last_Name> <Office or Region Name>
          Telephone number (<XXX-XXX-XXXX>)

cc: <Primary ISSO First_Name X. Last_Name >, Primary ISSO
       <Alternate ISSO First_Name X. Last_Name >, Alternate ISSO
       T. Rich, OCIO/ISD
       K. Lyons-Burke, OCIO/ISD
       T. Graham, OCIO/ISD
       G. Somerville, OCIO/ISD

D. Ash, et. al   -2-

The enclosed Deviation Request Details Spreadsheet (<Accession Number>) identifies the details associated with each deviation.

- the cybersecurity requirement that cannot be met;

- the source that identified non-compliance with the cybersecurity requirement;

- any associated POA&M items;

- details of the requested deviation;

- the reason why the requirement cannot be met, including the resource implications and associated evidence;

- the risk level of the weakness as determined by the original source;

- the compensating controls and mitigating factors that partially or fully mitigate the risk; and

- the residual cybersecurity risk after factoring in the compensating controls and mitigating factors.