

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

Office Instruction: CSO-TEMP-1510

Office Instruction Title: Proposed System Change Notification Memo

Revision Number: 1.2

Effective Date: November 12, 2015

Primary Contacts: Kathy Lyons-Burke, SITSO

Responsible Organization: OCIO/ISD/PCT

Summary of Changes: CSO-TEMP-1510, "Proposed System Change Notification Memo" provides the template that must be used to submit a proposed system change to the NRC Designated Approving Authority (DAA) for review and approval. This template is an **interim** measure to be used until a formal process and templates are completed.

Training: Upon Request

ADAMS Accession No.: ML15309A175

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-1510

Proposed System Change Notification Memo

1 PURPOSE

The purpose of CSO-TEMP-1510, "Proposed System Change Notification Memo" is to provide the template that must be used to submit a proposed system change to the NRC Designated Approving Authority (DAA) review and approval. This template is an interim measure to be used until a formal process and templates are completed.

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 NRC system owner's first name, middle initial, and last name are provided where <System Owner Firstname X. Lastname> is shown.

The NRC 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 first name, middle initial, and last name of the individual who will be the primary contact for all matters related to the proposed system change are provided where <Contact First name X. Last name> is shown.

The telephone number of the primary contact is provided where <XXX-XXX-XXXX> is shown.

The overall security categorization (low, moderate, or high) of the system is provided where <system security categorization level> is shown. The breakout immediately following this value indicates the specific level for confidentiality, integrity, and availability breakout that are used to determine the overall value. The level for each is provided where [low, moderate, high] is shown.

This memorandum is required to enclose information documented in accordance with CSO-TEMP-1511, "Proposed System Change Information Template."

3 MEMORANDUM REFERENCES AND DISTRIBUTION

This memorandum must reference any tickets, especially any issued by the Office of the Executive Director for Operations.

The Memorandum and enclosure must be in the Agencywide Document Access and Management System (ADAMS) as official records and the accession numbers provided to the Office of the Chief Information Officer (OCIO) / Information Security Directorate (ISD) as part of the request.

Memorandum and enclosure distribution must include the OCIO/ISD RIDS mailbox and office RIDS mailboxes for all offices referenced.

CSO-TEMP-1510 Change History

Date	Version	Description of Changes	Method Used to Announce & Distribute	Training
04-Nov-15	1.2	Administrative change to reflect change in DAA appointment	Posting to OCIO/ISD web page and notification to ISSOs.	Upon request
11-Mar-15	1.1	Editorial change - modified to send proposed changes to the Major Information Technology (IT) Investments DAA with a copy to CSO.	Posting to CSO web page and notification to ISSOs.	Upon request
11-Aug-14	1.0	Initial release	Posting to CSO web page and notification to ISSOs.	Upon request

Attachment

Proposed System Change Notification Memo



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:

<SYSTEM NAME> PROPOSED SYSTEM CHANGE
NOTIFICATION

This memorandum constitutes my formal notification of a proposed change <System Name> (<System Acronym>). A security assessment of the U.S. Nuclear Regulatory Commission (NRC) <Subsystem/System Acronym> and its constituent subsystem-level components (if applicable) has been conducted

<System Acronym> is categorized as a <System Security Categorization Level> (confidentiality of <low, moderate, high>, integrity of <low, moderate, high>, availability of <low, moderate, high>) sensitivity Information Technology System. Classified information and Safeguards information processing are not permitted.

CONTACT: <Contact Firstname X. Lastname> <Office or Region Name>
Telephone number (<XXX-XXX-XXXX>)

Enclosures:
As stated

cc: T. Rich, OCIO/ISD
K. Lyons-Burke, OCIO/ISD
T. Graham, OCIO/ISD
G. Somerville, OCIO/ISD

OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION

D. Ash, et. al

-2-

The enclosure provides information associated with the system and the proposed change. I look forward to your analysis of this proposed change and a determination of the next steps to obtain an authorization to operate the proposed change.