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

Office Instruction: CSO-TEMP-1325

Office Instruction Title: Authority To Use Request Memo Template

Revision Number: 1.1

Effective Date: November 12, 2015

Primary Contacts: Kathy Lyons-Burke, SITSO

Responsible Organization: OCIO/ISD/PCT

Summary of Changes: CSO-TEMP-1325, "Authority To Use Request Memo Template"
                                   provides the template that must be used to request an authority
                                   to use another agency system.

Training: Upon Request

ADAMS Accession No.:   ML15309A224

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
	Thorne Graham		

1 PURPOSE

The purpose of CSO-TEMP-1325, "Authority To Use Request Memo Template," is to provide the template that must be used to request an authority to use another agency system. This type of system will be referred to as a "sponsor agency 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 the Chief Information Officer division name is provided where <Office or Region Name> is shown.

The name of the sponsor agency system to which the request to use applies is provided where <Sponsor Agency System Name> is shown, and the system acronym is placed wherever <Sponsor Agency System Acronym> is shown.

A brief description of how NRC will use the sponsor agency system is provided where system purpose description> is shown.

A brief description of how use of the sponsor agency system benefits the NRC is provided where <NRC benefits> is shown.

The name of the NRC system is provided where <NRC System Name> is shown, and the system acronym is placed wherever <NRC System Acronym> is shown.

The name of the agency that has authorized the system to operate is provided where <Agency Name> is shown, and the agency acronym is provided where <Agency Acronym> is shown. The date of the system authorization expiration is provided in the format "month day, year" where <Authorization Date> is shown.

The overall security categorization of the information NRC will use with the system is provided where <NRC information sensitivity> is shown. The breakout immediately following this value includes the confidentiality, integrity, and availability breakout of the overall value. The breakout is provided where <low, moderate, high> is shown.

The overall security categorization of the sponsor agency system is provided where <Sponsor agency system security categorization level> is shown. The breakout immediately following this value includes the confidentiality, integrity, and availability breakout of the overall value. The breakout is provided where <low, moderate, high> is shown.

The interconnection table provides information on the interconnections from the sponsor agency system to NRC systems. There is a single row of the table for each NRC system that has an interconnection with the sponsor agency system. The NRC system name is provided where <Interconnecting System Name> is shown and the NRC system acronym is provided where <Interconnecting System Acronym> is shown. The method of interconnection between the sponsor agency system and the NRC system is provided where <interconnection method> is shown. The name of the cryptographic module used to protect the NRC information is provided where <cryptographic module name> is shown and the cryptographic module's FIPS certificate is provided where <FIPS certificate> is shown.

Contact information for personnel at the sponsor agency must also be provided. The full name of the point of contact indicated by the first column is entered in the second column where <Full Name> is shown. The phone number for the individual is provided in the third column where <XXX-XXX-XXXX> is shown and the individual's email address is provided in the fourth column where <email address> is shown.

The authority to use package is an enclosure and includes the documents identified in the documentation table. The Agencywide Document Access and Management System (ADAMS) accession number for each required document is provided where <Accession Number> is shown. The first rows identify documents related to the agreements between NRC and the sponsor agency regarding use of the system. This is followed by a section for documents that describe the nature of NRC's use of the sponsor agency system. The last sections identify documents for the NRC systems that interconnect with the sponsor agency system.

CSO-TEMP-1325 Change History

Date	Version	Description of Changes	Method Used to Announce & Distribute	Training
04-Nov-15	1.1	Administrative change to reflect change in DAA appointment	Posting to OCIO/ISD web page and notification to ISSOs.	Upon request
29-Jan-14	1.0	Initial release	Posting to CSO web page and notification to ISSOs.	Upon request

Attachment

Authority To Use 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: <SPONSOR AGENCY SYSTEM NAME> AUTHORIZATION TO
                   USE REQUEST

We will use <Sponsor Agency System Name> to <system purpose description>. The benefits
to the NRC of using this system include <NRC benefits>.

This memorandum constitutes my formal request for an authority to use the <Sponsor Agency
System Name> (<Sponsor Agency System Acronym>) that is owned and authorized to operate
by <Agency Name><Agency Acronym> until <Authorization Date>. NRC will use <NRC
information sensitivity> information (confidentiality of <low, moderate, high>, integrity of <low,
moderate, high>, availability of <low, moderate, high>) and the <Sponsor Agency System
Acronym> security categorization level is <Sponsor agency system security categorization
level> (confidentiality of <low, moderate, high>, integrity of <low, moderate, high>, availability of
<low, moderate, high>).

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

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

D. Ash, et. al   -2-

The following systems have interconnections with the <Agency Acronym> <System Acronym> system using the indicated Federal Information Processing Standard (FIPS) validated cryptographic module:

System	Interconnection Method	FIPS Cryptographic Module
<Interconnecting System Name> <Interconnecting System Acronym>	<interconnection method>	<cryptographic module name> <FIPS certificate>
<Interconnecting System Name> <Interconnecting System Acronym>	<interconnection method>	<cryptographic module name> <FIPS certificate>
<Interconnecting System Name> <Interconnecting System Acronym>	<interconnection method>	<cryptographic module name> <FIPS certificate>
<Interconnecting System Name> <Interconnecting System Acronym>	<interconnection method>	<cryptographic module name> <FIPS certificate>

The contact information for <System Acronym> at <Agency Acronym> is:

Point of contact:	<Full Name>	<XXX-XXX-XXXX>	<email address>
System Owner:	<Full Name>	<XXX-XXX-XXXX>	<email address>
Information System Security Officer:	<Full Name>	<XXX-XXX-XXXX>	<email address>

The enclosed authority to use package contains:

Document Title	ADAMS Accession Number
Memorandum of Understanding (MOU)	<Accession Number>
Service Level Agreements (SLA)	<Accession Number>
Interconnection Security Agreement (ISA)	<Accession Number>
<Agency Acronym> <System Acronym> Documents	
Security categorization approval for NRC information used within the sponsor agency system	<Accession Number>
Privacy Impact Assessment (PIA) for NRC information used within the sponsor agency system	<Accession Number>
Information System Security Officer (ISSO) appointment memo for NRC ISSO of sponsor agency system	<Accession Number>
Contingency Plan Test Verification	<Accession Number>

D. Ash, et. al   -3-

Document Title	ADAMS Accession Number
Annual Control Testing Verification	<Accession Number>
Sponsoring Agency Authority to Operate (ATO) Memo	<Accession Number>
<Interconnecting System Acronym> Documents	
System Security Plan	<Accession Number>
Privacy Impact Assessment	<Accession Number>
System Security Categorization	<Accession Number>
ISSO Appointment Memo	<Accession Number>
<Interconnecting System Acronym> Documents	
System Security Plan	<Accession Number>
Privacy Impact Assessment	<Accession Number>
System Security Categorization	<Accession Number>
ISSO Appointment Memo	<Accession Number>