

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

Office Instruction: CSO-TEMP-2100

Office Instruction Title: System Decommissioning 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-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.: ML15309A252

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		

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 <Contact Firstname X. Lastname> 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

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
25-Nov-13	1.0	Initial release	Posting to CSO web page and notification to ISSOs.	Upon request

Attachment

System Decommissioning 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: 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: <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