

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

Office Instruction: **CSO-TEMP-0001**
 Office Instruction Title: **System Information System Security Officer Appointment Memo Template**
 Revision Number: **1.4**
 Issuance Date: **August 1, 2016**
 Effective Date: **August 1, 2016**
 Primary Contacts: **Kathy Lyons-Burke, SITSO**
 Responsible Organization: **OCIO/ISD/PCT**
 Summary of Changes: CSO-TEMP-0001, "System Information System Security Officer Appointment Memo Template" provides the template that must be used by the system owner to appoint a system ISSO.
 Training: Upon request
 ADAMS Accession No.: ML16210A096

Concurrences			
Primary Office Owner	Policy, Standards, and Training		
Responsible SITSO	Kathy Lyons-Burke		Date of Concurrence
Directors	ISD	Thomas Rich	28-Jul-16
Other Stakeholders	PCT	Kathy Lyons-Burke	28-Jul-16
	CSA	Thorne Graham	

Concurrence Meeting Conducted via email			
Attendees:	Kathy Lyons-Burke	Jon Feibus	Thomas Rich
	Thorne Graham		

Computer Security Template

CSO-TEMP-0001

System Information System Security Officer Appointment Memo Template

1 PURPOSE

The purpose of CSO-TEMP-0001, "System Information System Security Officer Appointment Memo Template," is to provide the template used by a system owner to appoint a system Information System Security Officer (ISSO). 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.

Memo delivery of the final signed memorandum via email is preferred and paper distribution of the final signed memorandum need not be provided. As the agency moves toward electronic workflow, paper concurrence copies may also be eliminated.

2 INFORMATION SYSTEM SECURITY OFFICER RESPONSIBILITIES

The system-level information system security officer is the designated security representative of an information technology (IT) system owner. This is a trusted position with special access to and authority over an IT system. This role must not be assigned to an individual who has other trusted responsibilities (e.g., a system administrator should not be assigned ISSO responsibilities). The system ISSO need not be a government employee; however, the ISSO must have NRC interests as their primary interest and must not therefore be a contractor or subcontractor of a contractor with system development, operations, or maintenance responsibilities. This individual:

- Oversees the security aspects of the IT system and its day-to-day security operations.
- May be responsible for more than one IT system.

The system owner appoints a primary and an alternate ISSO for each system.

3 SEPARATION OF DUTIES

Separation of duties is used within systems to manage individual functions in order to reduce the opportunities for fraud and inadvertent actions that result in compromises, inappropriate authorizations, and illegal activity. The separation of duties principle reduces the extent of actions that can be performed by a single individual, and requires collusion to perpetrate intentional fraud.

Separation of duties is required for internal controls and has been commonly used for financial transactions for many years. For example, many corporations require multiple signatures on a check. Separation of duties for systems has expanded beyond just financial systems due to the ease with which a single individual can bypass basic management controls and abuse that power. Separation of duties reduces the damage that a single individual can cause, either intentionally or unintentionally.

4 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 is provided where <System Name> is shown.

The primary ISSO's first name, middle initial, and last name are provided where <Primary ISSO Firstname X. Lastname> is shown.

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

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

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

The following text should be included in the memo if the system owner desires to have the system ISSO submit system documentation and system changes that are not significant to the non-major IT investments Designated Approving Authority (DAA). If this is desired, the brackets should be removed and the text turned to black. If this is not desired, the brackets and text should be deleted.

[The primary and alternate system ISSOs are authorized to submit system documentation and system change requests for non-significant system changes on my behalf to the non-major information technology (IT) investments Designated Approving Authority (DAA) as long as they ensure I am copied on the transmission. I will continue to provide submissions to the Major IT Investments DAA.]

4.1 Concurrence Page

The concurrence page must be an exact duplicate of the last page of the memo. If the memo is only one page the concurrence page must be the exact duplicate of that page. Type the concurrence grid(s) at the bottom of the concurrence page. Adjust the top and bottom margins (on the concurrence page only) so that the concurrence grid(s) fit on the duplicate page.

4.1.1 Distribution List

Place the distribution notation and list on the bottom of the concurrence page, above the concurrence grid flush with the left margin. Add appropriate ticket numbers where <Ticket Number(s)> is shown, or if there are no ticket numbers, delete the text: <Ticket Number(s)> (if applicable). Add in the Office of the Chief Information Officer (OCIO) Regulatory Information

Distribution System (RIDS) email box and any other relevant RIDS boxes where [<Appropriate RIDS box\(es\)>](#) is shown.

4.1.2 Accession Number

The Agencywide Document Access and Management System (ADAMS) accession number of the memo is placed where [<MLnnnnnnnnn>](#) is shown.

4.1.3 Concurrence Block

The acronym for the office of the person concurring is provided where [<Office or Region Acronym>](#) is shown.

The acronym for the office organization of the person concurring is provided where [<Org Acronym>](#) is shown.

The initial of the first name of the person concurring is provided where [<FI>](#) is shown.

The last name of the person concurring is provided where [<LName>](#) is shown.

The date of concurrence is provided in the format mm/dd/yy where [<Date>](#) is shown.

CSO-TEMP-0001 Change History

Date	Version	Description of Changes	Method Used to Announce & Distribute	Training
30-Apr-09	1.0	Initial release	Posting to CSO web page and notification to ISSOs.	Upon request
05-Feb-14	1.1	Updated to reflect new individuals and to include statement that memo supersedes all previous appointments	Posting to CSO web page and notification to ISSOs.	Upon request
06-May-14	1.2	Added Ben Ficks to distribution to allow role identification in learning management system	Posting to CSO web page and notification to ISSOs.	Upon request
14-Apr-15	1.3	Modified to allow ISSO to submit non-significant changes to the non-major information technology investments DAA with copy to the system owner and designated representative, if appropriate	Posting to CSO web page and notification to ISSOs.	Upon request
01-Aug-16	1.4	Administrative modification to comply with MD 3.57 and to reflect organizational changes.	Posting to ISD web page and notification to ISSOs.	Upon request

Attachment

System Information System Security Officer Appointment Memo Template

OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 – 0001

<Memo Date>

MEMORANDUM TO: Thomas Rich, Chief Information Security Officer
Information Security Directorate

FROM: <System Owner Firstname X. Lastname>, Director
<Office or Region Name>

SUBJECT: <SYSTEM NAME> INFORMATION SYSTEM SECURITY
OFFICER (ISSO) APPOINTMENT

In accordance with Management Directive (MD) 12.5, "NRC Cyber Security Program," I have appointed <Primary ISSO Firstname X. Lastname> as the primary and <Alternate ISSO Firstname X. Lastname> as the alternate ISSO for the <System Name><System Acronym>. This appointment supersedes any previous ISSO appointments for <System Acronym>.

The system ISSOs are my cyber security representatives for the system. The system ISSOs will perform ISSO duties as assigned in Management Directive and Handbook 12.5 and in accordance with requirements identified on the Computer Security Office web page. This includes completion of the NRC ISSO course and applicable annual ISSO role-based training.

[The primary and alternate system ISSOs are authorized to submit system documentation and system change requests for non-significant changes on my behalf to the non-major information technology (IT) investments Designated Approving Authority (DAA) as long as they ensure I am copied on the transmission. I will continue to provide submissions to the Major IT Investments DAA.]

CONTACT: <Primary ISSO Firstname X. Lastname>, <Office or Region Name>
<XXX-XXX-XXXX>

OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION

T. Rich

- 2 -

This appointment provides for separation of duties for the <System Name> system such that the appointment of <Primary ISSO Firstname X. Lastname> as the primary system ISSO and <Alternate ISSO Firstname X. Lastname> as the alternate system ISSO do not create a separation of duties concern. Separate individuals are assigned key duties such as authorizing, approving, and recording transactions, issuing or receiving assets, making payments, and reviewing or auditing. These assignments eliminate opportunities for a single individual with the power to perform inappropriate actions undetected to conceal issues and irregularities and ensure that no one individual controls all phases of an activity or transaction thereby creating a situation that permits management controls to be bypassed.

cc: <Primary ISSO Firstname X. Lastname>, Primary ISSO
<Alternate ISSO Firstname X. Lastname>, Alternate ISSO
Kathy Lyons-Burke, OCIO/ISD
Thorne Graham, OCIO/ISD

OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION

OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION

T. Rich

- 2 -

This appointment provides for separation of duties for the <System Name> system such that the appointment of <Primary ISSO Firstname X. Lastname> as the primary system ISSO and <Alternate ISSO Firstname X. Lastname> as the alternate system ISSO do not create a separation of duties concern. Separate individuals are assigned key duties such as authorizing, approving, and recording transactions, issuing or receiving assets, making payments, and reviewing or auditing. These assignments eliminate opportunities for a single individual with the power to perform inappropriate actions undetected to conceal issues and irregularities and ensure that no one individual controls all phases of an activity or transaction thereby creating a situation that permits management controls to be bypassed.

cc: <Primary ISSO Firstname X. Lastname>, Primary ISSO
<Alternate ISSO Firstname X. Lastname>, Alternate ISSO
Kathy Lyons-Burke, OCIO/ISD
Thorne Graham, OCIO/ISD

DISTRIBUTION: <Ticket Number(s)> (if applicable)

TRich, OCIO/ISD

TrainingSupport.Resource@nrc.gov

<Appropriate RIDS box(es)>

ADAMS Accession No: ML<nnnnnnnnn>

OFFICE	<Office or Region Acronym>/<Org Acronym>	<Office or Region Acronym>/<Org Acronym>	<Office or Region Acronym>/<Org Acronym>
NAME	<FI> <LName>	<FI> <LName>	<FI> <LName>
DATE	<Date>	<Date>	<Date>

OFFICIAL RECORD COPY