

Transferring Systems in the National Industrial Security Program Enterprise Mission Assurance Support Service

Job Aid

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



National Industrial Security Program Authorization Office

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1 INTRODUCTION

1.1 BACKGROUND

The Transferring Systems in the National Industrial Security Program (NISP) Enterprise Mission Assurance Support Service (eMASS) Job Aid is designed to assist NISP eMASS users with transferring systems to another eMASS Container. This process will be used when a facility’s classified operations, including authorized systems, will be transferred to a different Commercial and Government Entity (CAGE) Code [Example: Facility A (CAGE Code 12345) is merging with Facility B (CAGE Code 54321) and all classified operations will fall under CAGE Code 54321]. When this occurs, Industry users will perform the actions listed in this Job Aid to successfully transfer systems in eMASS to the correct Container/CAGE Code. **Prior to conducting these actions, Industry is required to work with their assigned DCSA representatives.** The DCSA representatives shall advise Industry on the National Industrial Security Program Operating Manual (NISPOM) requirements that must be met prior to conducting the transfer.

1.2 RESOURCES

In addition to this Job Aid, key resources include:

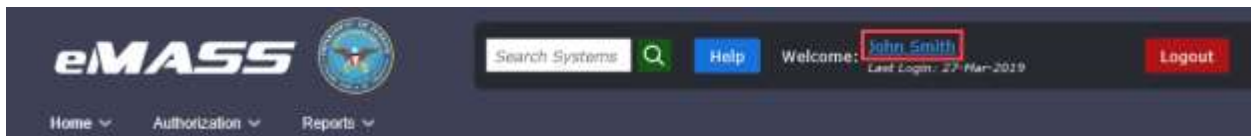
- NISP eMASS Industry Operation Guide;
- DoD 5220.22-M Change-2, National Industrial Security Program Operating Manual (NISPOM);
- DISA eMASS Risk Management Framework (RMF) Functionality Guide;
- DCSA Assessment and Authorization Process Manual (DAAPM);
- NISP eMASS Account; and
- Role Based Access as Information Assurance Manager (IAM)

2 ACCOUNT REQUIREMENTS

Prior to transferring a system in eMASS, the Industry user must have the IAM role in all applicable eMASS Containers/CAGE Codes and be an IAM assigned user for all systems.

In order to confirm that the eMASS Container/CAGE Code IAM role account requirements are met, conduct the following actions:

1. Click on [user name] displayed at the top right of the main navigation bar.



2. Clicking the user name takes the user to the User Details screen. The User Details screen shows the Organizations (eMASS Container/CAGE Code) and assigned roles.
3. If the user does not have the IAM role for all applicable eMASS Containers/CAGE Codes, a request to modify an existing user account must be processed. Reference NISP eMASS Industry Operation Guide (Section 3.1 - REQUESTING MODIFICATIONS TO AN EXISTING USER ACCOUNT).



In order for users to access systems within an eMASS container, they must be an assigned user. Roles are assigned to systems during “New System Registration”. If the user needs to be assigned as an IAM to a system, the IAM associated with the system will need to conduct the following:

1. Select the System.
2. Click the Management Tab.
3. Select Personnel.
4. Click Edit in the Control Approval Chain (CAC)/Package Approval Chain (PAC).
5. Select the applicable users in the IAM Available Users column and drag to the Assigned Users list box.

3 UPDATE SYSTEM NAME AND ACRONYM

Once all eMASS account requirements are met, Industry will update the System Name and Acronym. The CAGE Code is a required element for the NISP eMASS system naming requirements. **Prior to making any changes, Industry must contact the assigned Information Systems Security Professional (ISSP) and follow the guidance in the NISP eMASS Industry Operation Guide for System Name and Acronym.** Reference NISP eMASS Industry Operation Guide (Section 4.1 STEP 1 – SYSTEM INFORMATION). In order to reflect the CAGE Code change, Industry will conduct the following actions:

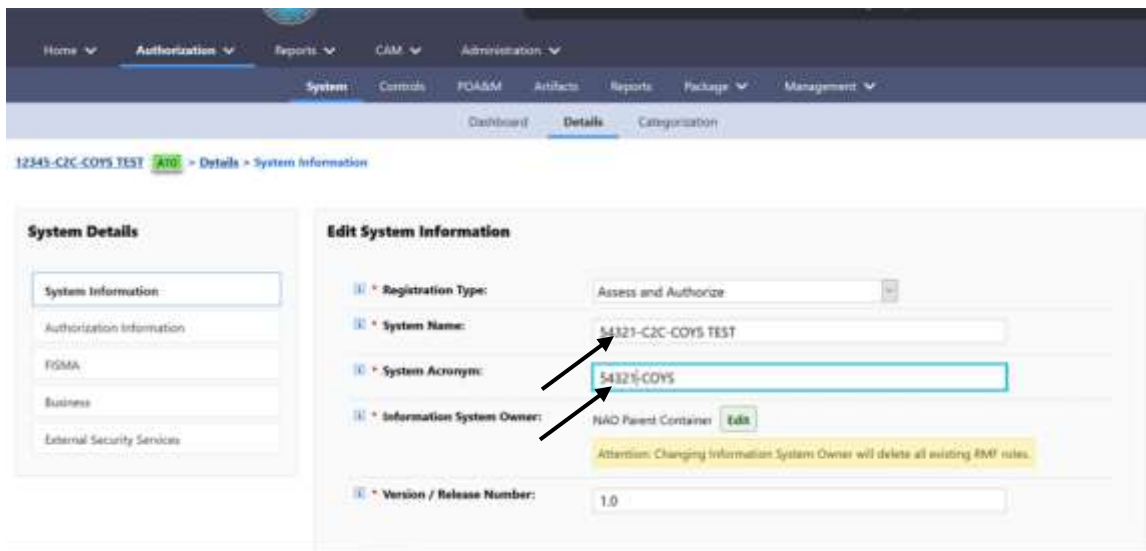
1. Select the System.
2. Under the System tab, select [Details].
3. Select [System Information] on the left-hand side menu. Click [Edit].

The screenshot displays the eMASS web application interface. At the top, there is a navigation bar with the eMASS logo, a search box, a help button, and a user welcome message for Luciana Rodrigues. Below the navigation bar, there are several tabs: Home, Authorization, Reports, CAM, and Administration. The Authorization tab is selected, and within it, the System tab is active. The System Information section is expanded, showing details for the system '12345-C2C-COYS TEST'. A yellow warning box indicates that users should click a link to connect the system record to the COAMS record. The system information table shows the following details:

Registration Type:	Assess and Authorize
System Identification:	7686
System Name:	12345-C2C-COYS TEST
System Acronym:	12345-COYS



- The Industry user will now be able to update the System Name and System Acronym fields. Update the CAGE Code in each field to reflect the new CAGE Code.



- Scroll down and click [SAVE] to complete. The System Name and Acronym will now reflect the CAGE Code change.

Note: eMASS assigns each system a unique System Identification (ID) number. The ID number assigned by eMASS cannot be edited and will remain the same throughout the life of the system.

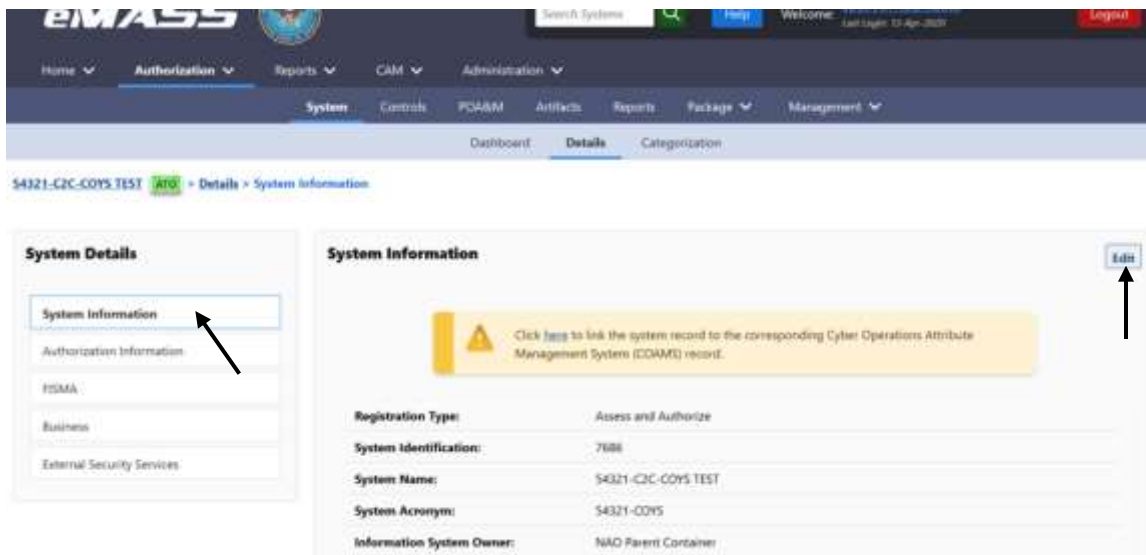
4 UPDATE INFORMATION SYSTEM OWNER

The Information System Owner field in System Information is associated with the applicable eMASS Container/CAGE Code. The drop-down menu will display all the eMASS Container/CAGE Codes associated with the user's account. In order to update this information and transfer the system to the new eMASS Container/CAGE Code, Industry will conduct the following actions:

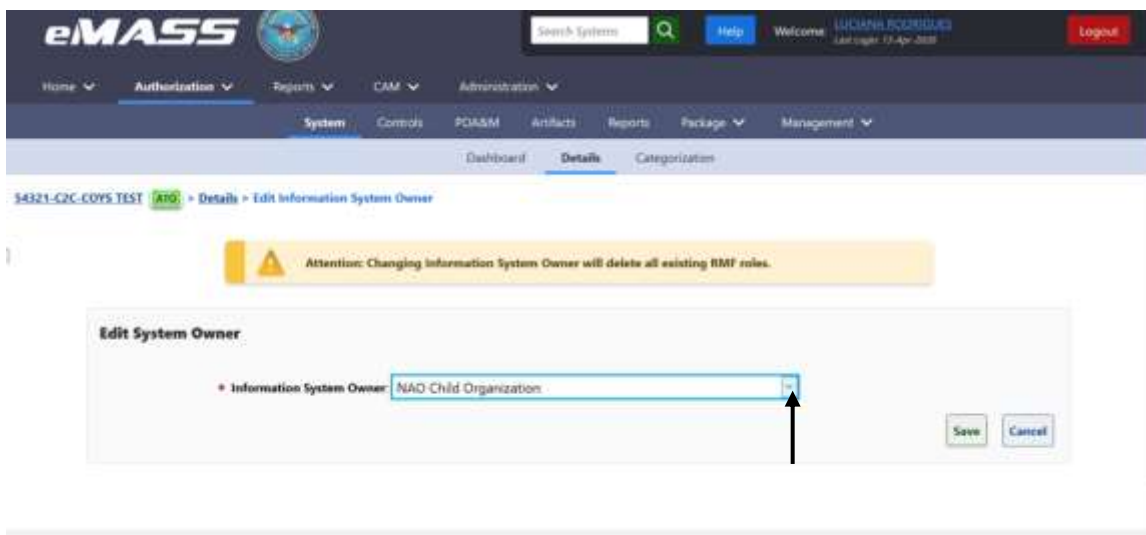
- Select the System.
- Under the System tab, select [Details].



3. Select [System Information] on the left-hand side menu. Click [Edit].



4. Click [Edit] next to the Information System Owner field. The Edit System Owner window will open. Use the drop-down menu to select the new eMASS Container/CAGE Code.



5. Click [SAVE] to complete.

6. Once this action is completed, eMASS will require the user to update the RMF role assignments. The user will be redirected to the New Information System Owner Role Assignment window. Users will assign specific personnel to each role of the PAC and CAC. To assign a user to a specific role, drag the user's name from the Available Users list box to the Assigned Users list box or double-click on the user's name in the Available Users list box. Multiple personnel can be selected for each step.



Package Approval Chain: Personnel assigned to a role in the PAC are responsible for moving the system's RMF package through the assessment and authorization. Conduct the following actions to assign users to the PAC:

- SCA: Select the applicable DCSA Field Office in the SCA Available Users column and drag to the Assigned Users list box or double-click.
- Team Lead: Select the applicable DCSA Field Office in the Team Lead Available Users column and drag to the Assigned Users list box or double-click.
- Regional AO: Select the applicable DCSA Region in the Regional AO Available Users column and drag to the Assigned Users list box or double-click.
- IAM: The IAM Assigned Users list box will be prepopulated with the Industry eMASS user registering the system.

Control Approval Chain: Personnel assigned to a role in the CAC are responsible for assessing and validating security controls, adding and managing the system's Plan of Action and Milestones (POA&M), and adding artifacts and scans. Conduct the following actions to assign users to the CAC:

- IAM: Select the applicable users in the IAM Available Users column and drag to the Assigned Users list box or double-click. *Note: To allow other users within the container to view/edit the system package, add them here.*
- SCA: Select the applicable DCSA Field Office in the SCA Available Users column and drag to the Assigned Users list box or double-click.

Click [SAVE] to complete.

5 DELETE CONTAINER

Once all systems have been updated to reflect the new CAGE Code (System Name and System Acronym) and transferred to the applicable eMASS Container/CAGE Code (Information System Owner), the old eMASS Container can be deleted. After confirmation has been received by the assigned ISSP that all actions are complete, the Industry user will request deletion of the previous eMASS Container. Requests to delete an eMASS Container are processed via the DCSA NAO eMASS team. Submit the request to the DCSA NAO eMASS mailbox: dcsa.quantico.dcsa.mbx.emass@mail.mil and copy the assigned ISSP. In the email, provide the CAGE Code of the eMASS Container and reason for deletion. In addition, provide confirmation that all systems have been transferred to a new eMASS Container/CAGE Code.