

MEMORANDUM FOR the Defense Security Service (DSS), National Industrial Security Program (NISP) Authorization Office (NAO)

Subject: Federal Information System (IS) Request at a Cleared Contractor Location

1. The [Information Owner (IO), or Program Security Officer (PSO)] respectfully requests consideration of DSS NAO to allow [System Name], a [Classification Level] system, to process at the following cleared contractor facility as a Federal IS.

Cleared Contractor Name:

Address:

System location:

CAGE Code:

2. The [Program Office] provides the following system information for DSS consideration:
 - The [System Name] directly supports [Program Name or Contract] already functioning in the DSS approved Closed Area.
 - The [System Name] is fully authorized, administered, and accounted for by [Organization].
 - Associated government agency property labels are affixed accordingly.
 - There are no connections between the Federal IS and any systems authorized by DSS.
 - There are no unapproved backside connections between the Federal IS and the Defense Information Systems Network (DISN)/Department of Defense Information Networks (DoDIN) (e.g., Secret Internet Protocol Router Network (SIPRNet)).
 - The Federal IS will not require physical security requirements beyond those established by the NISP and approved by DSS for classified processing.
 - Classified media associated with the system is/will be properly marked and protected in accordance with (IAW) applicable governing policies and other program security classification guidance.
 - Unclassified media is/will be marked as such.

3. It is understood that only physical security oversight is provided by DSS, which is inherited by the Federal IS. If obvious security concerns associated with the Federal IS are identified during routine assessment activities, DSS will coordinate with the facility Information Systems Security Manager (ISSM) and contact the IO.
4. A copy of the authorization letter and contract information for the Federal IS is attached. A copy of the authorization letter and the final acknowledgment from DSS will be maintained with the system. Processing is not permitted beyond the Authorization Termination Date (ATD) and will be reported to the DSS Authorizing Official (AO).
5. *[Note: This section needs to be included for a Special Access Program (SAP) – SAP Facility (SAPF) in which DSS has oversight. The responsible Government PSO must provide a letter to the DSS SAP Office identifying the Federal IS, AO, Authorization to Operate (ATO) date, and PSO contact information.]*

[IO or PSO Signature Block]

Date

Required Attachments:

- 1) Authorization Letter
- 2) IO/PSO Contact Information
- 3) Contract Information

Acknowledged/Disapproved

Defense Security Service

[Authorizing Official Signature Block]

[Region] Authorizing Official

Date