

## Company Letter Head

### MEMORANDUM FOR RECORD

SUBJECT: Information System Security Manager (ISSM) Appointment

References:

- a. DoD 5220-22-M, *National Industrial Security Program Manual*, Incorporating Change 2, May 18, 2016.
- b. Defense Security Service (DSS) Assessment and Authorization Manual (DAAPM) v2.0, May 6, 2019.

1. Effective immediately, [INSERT NAME] is appointed to the ISSM in support of [INSERT FACILITY NAME], [INSERT CAGE CODE].
2. The ISSM will acquire and maintain the appropriate knowledge in accordance with NISPOM, Chapter 8, Section 103 and DAAPM, section 3.6. Required training depends on the complexity and scope of the systems managed by the ISSM and associated responsibilities.
3. I confirm that the above named individual meets the qualifications required for oversight of the system security program and policies.
4. The ISSM shall perform the duties and responsibilities as outlined in the above cited references to ensure the appropriate operational security posture is implemented and maintained.
5. This appointment will remain in effect from the date noted above until rescinded in writing, the ISSM is found not competent, or the individual is replaced.

The point of contact for this action is the Facility Security Officer, [INSERT NAME], at [INSERT PHONE NUMBER and EMAIL].

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FIRSTNAME LASTNAME

Signature

Date

FSO/another KMP or Program Manager

### ISSM Acceptance of Appointment Requirements

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FIRSTNAME LASTNAME

Signature

Date