

Nuclear Regulatory Commission
Computer Security Office
Computer Security Template

Office Instruction: **CSO-TEMP-0003**
Office Instruction Title: **System Owner Designated Representative Appointment Memo**
Revision Number: **1.0**
Issue Date: **April 28, 2015**
Effective Date: **June 1, 2015**
Primary Contacts: **Kathy Lyons-Burke, SITSO**
Responsible Organization: **CSO/PCT**
Summary of Changes: CSO-TEMP-0003, "System Owner Designated Representative Appointment Memo" provides the template that must be used by the system owner to appoint a system designated representative.
Training: Upon request
ADAMS Accession No.: ML15083A118

Concurrences			
Primary Office Owner	Policy, Standards, and Training		
Responsible SITSO	Kathy Lyons-Burke		Date of Concurrence
Directors	CSO	Thomas Rich (J. Feibus for)	06-Apr-15
Other Stakeholders	PCT	Kathy Lyons-Burke	06-Apr-15
	CSA	Thorne Graham	06-Apr-15

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

Computer Security Template

CSO-TEMP-0003

System Owner Designated Representative Appointment Memo

1 PURPOSE

The purpose of CSO-TEMP-0003, "System Owner Designated Representative Appointment Memo," is to provide the template used by a system owner to appoint his or her designated representative for system cybersecurity activities.

2 DESIGNATED REPRESENTATIVE RESPONSIBILITIES

The system owner may designate an individual that reports directly to him or her as the system owner's representative for system cybersecurity responsibilities. 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 designated representative should not be assigned ISSO responsibilities). The system owner's designated representative must be a government employee. This individual:

- Ensures system cybersecurity requirements are met on behalf of the system owner;
- Submits cybersecurity documents on behalf of the system owner; and
- Ensures the system owner is informed regarding the cybersecurity state of the 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 principles reduce the extent of actions that can be performed by a single individual, and require collusion to perpetrate intentional fraud. Separation of duties reduces the damage that a single individual can cause, either intentionally or unintentionally.

4 TEMPLATE INSTRUCTIONS

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. Only the completed template portion should be submitted.

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.

The template sections are completed by the system owner's 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 designated representative’s first name, middle initial, and last name are provided where [<Designated Representative Firstname X. Lastname>](#) is shown.

The system acronym is placed wherever [<System Acronym>](#) occurs.

The designated representative’s telephone number is provided where [<XXX-XXX-XXXX>](#) is shown.

CSO-TEMP-0003 Change History

[illegible]

Attachment

System Owner Designated Representative Appointment Memo



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

<Memo Date>

MEMORANDUM TO: Thomas Rich
Chief Information Security Officer
Computer Security Office (CSO)

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

SUBJECT: <SYSTEM NAME> DESIGNATED REPRESENTATIVE
APPOINTMENT

In accordance with Management Directive (MD) 12.5, "NRC Cybersecurity Program," I have appointed <Designated Representative Firstname X. Lastname> as my designated representative. This appointment supersedes any previous designated representative appointments for <System Acronym>.

The system designated representative will act on my behalf for system cybersecurity activities, including submitting cybersecurity documentation, directing system information system security officers, ensuring system cybersecurity requirements are met, performing system continuous monitoring activities, and addressing system cybersecurity incidents. I understand that I and my designated representative must attend system owner role-based training.

This appointment provides for separation of duties for the <System Name> system such that the appointment of <Designated Representative Firstname X. Lastname> does not create a separation of duties concern. Separate individuals are assigned key duties such as authorizing, approving, and making system changes. 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.

CONTACT: <Designated Representative Firstname X. Lastname> <Office or Region Name>
Telephone number (<XXX-XXX-XXXX>)

cc:
<Designated Representative Firstname X. Lastname>, Designated Representative
Kathy Lyons-Burke, CSO
Thorne Graham, CSO
Ben Ficks, OCHCO/HRTD
Leslie Donaldson, OCHCO/HRTD