



**Homeland
Security**

DHS 4300A
Sensitive Systems Handbook
Attachment P
Document Change Requests

Version 11.0
August 5, 2014

Protecting the Information that Secures the Homeland

Document Change History

Version	Date	Description
2.0	March 31, 2004	Initial release
3.0	July 29, 2005	Minor editorial changes
4.0	June 1, 2006	No change
5.0	March 1, 2007	No change
6.0	May 14, 2008	No change
6.1	September 23, 2008	<p>Section 1.0 Updated Introduction text to specify that the form shall only be submitted by the “Component Information Systems Security Officer (CISO)/Information Systems Security Manager (ISSM).”</p> <p>Request Form Changed “IT Security Policy” to “Information Security Policy.”</p>
7.0	August 7, 2009	No change
9.1	July 24, 2012	Edited for spelling and grammar. Change Request form redesigned
11.0	August 5, 2014	.Email address for reporting changed to INFOSEC@HQ.DHS.GOV. Request Form no longer allows requests for National Security Systems documents (4300B series).

Introduction

This Attachment to the DHS 4300A Sensitive Systems Handbook contains, following this page, the Change Request form to be used for requesting changes to any DHS policy directive or handbook. Change Request forms shall be submitted only by Component Information Systems Security Officers (CISO) or Information Systems Security Managers (ISSM). The forms should be filled out electronically, saved as a Microsoft Word file, and emailed to the DHS Director of Information Security Policy at INFOSEC@HQ.DHS.GOV.



Homeland Security

DHS IT Security Program Document Change Request

Date: _____

Tracking Number: _____
(To be filled in by DHS staff)

From (name): _____
Component: _____ If "Other," please specify:
Telephone Number: _____
E-mail address: _____

Document for which change is requested:

- DHS Management Directive 4300.1: Information Technology Systems Security
- DHS Sensitive Systems Policy Directive 4300A
- DHS 4300A Sensitive Systems Handbook

Document Version Number: _____

Section/Paragraph Affected: _____

Description of issue or problem: _____

Suggested change or modification (include the suggested text): _____

Justification for the Change Request: _____

Tracking Number: _____
Suggested change reviewed by (name): _____
Decision:

- Approved
- Disapproved. Reason for disapproval: _____

Director, Information Security Policy

(For approved changes): **Change included in document Version _____ dated _____**

Email completed form to the Director for Information Security Policy at INFOSEC@HQ.DHS.GOV.