

**DHS Information Systems Security Officer (ISSO) /**

**Alternate Information Systems Security Officer (AISSO) Designation**

**Affiliation**

*{Select one.}*

[ ] DHS Employee.

[ ] DHS Support Contractor. If support contractor, provide name of contracting company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designating Official**

*{System Owner, Senior Site Manager, or ISSO, as appropriate}*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review and Approval**

*{by the Information Systems Security Manager}*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**

*{Comments}*



ISSO / AISSO Acknowledgment of Responsibilities

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type name), have been formally designated an [ ] Information Systems Security Officer (ISSO) / [ ] Alternate Information Systems Security Officer (AISSO) for the Test\_2015-01-15-1052 (major application or general support system, as appropriate), and I understand that I am responsible for coordinating information technology security regulations and requirements as described in appropriate security policy publications and handbooks including the following:

* Ensuring that security requirements for the major application or general support system with which I am involved are being or will be met.
* Ensuring that requests for certification and accreditation of computer systems are completed in accordance with the published procedures.
* Ensuring that protective measures for physical security threats such as deadbolt locks on doors, placement of electrical wiring, etc., are in place.
* Ensuring compliance with all legal requirements concerning the use of commercial proprietary software, e.g., respecting copyrights and obtaining site licenses.
* Maintaining an inventory of hardware and software within the program/development offices or field site facility.
* Coordinating the development of a Contingency Plan and ensuring that the plan is tested and maintained.
* Ensuring risk analyses are completed to determine cost-effective and essential safeguards.
* Ensuring preparation of security plans for sensitive systems and networks.
* Attending security awareness and related training programs and distributing security awareness information to the user community as appropriate.
* Reporting IT security incidents (including computer viruses) in accordance with established procedures.
* Reporting security incidents not involving IT resources to the appropriate security office.
* Providing input to appropriate IT security personnel for preparation of reports to higher authority concerning sensitive and/or national security information systems.

DHS Component: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_