ATTACHMENT K

ISSO DESIGNATION TEMPLATE

APPENDIX A

ASSIGNMENT OF RESPONSIBILITY

1. **Instructions for Completing the Assignment of Responsibility**
2. **Assignment of Responsibility Memorandum Template**

Instructions for Completing the Assignment of Responsibility

Complete the Information System Security Officer assignment memorandum by filling in the names as appropriate. The signed letter shall be maintained as an attachment to the Security Plan and a copy shall be forwarded to the Financial Management Service (FMS) for their files. At any time during the life cycle of the application if the ISSO position is reassigned, a new assignment letter shall be completed and included in the Security Plan attachment, and a copy shall be forwarded to FMS.

Date:

To: <Name of Qualified Lockbox Provider ISSO Designee>

From: <Director>
Financial Services Division

Subject: [General Lockbox Network] IT System Security Officer Appointment

In accordance with the Financial Management Service (FMS) Information Technology (IT) Security Program you are being appointed as the General Lockbox Network (GLN) Security Officer.

As the GLN ISSO, you help ensure that all IT security requirements relevant to this application are implemented and maintained. Your specific responsibilities with regard to the GLN and the IT Security Program are:

X Complete and maintain the Security Plan for the application,

X Provide assistance in the scheduling of the periodic risk assessments,

X Provide assistance in the system security acceptance tests,

X Provide assistance in the completion and the maintenance of the Contingency Plan for the application,

X Provide assistance in the completion of the waiver requests when one is required, and

X Perform the procedures for managing the accounts of authorized application users, i.e., maintain a current list of authorized application users, maintain all completed system access request forms, etc.

If you have any questions concerning any of your IT security responsibilities, you should contact FMS' Financial Services Division at 202-874-6717.

Please acknowledge your understanding of your duties and responsibilities by signing below and returning a copy of this letter to me.

_____ _____

Qualified Lockbox Provider ISSO Signature Date