

## Agency In Process Request Template

**Background:** Once an Agency has confirmed partnership with a Cloud Service Provider (CSP) for the initial FedRAMP Authorization, **and 3PAO testing has been confirmed to occur within 6 months**, an In Process Request may be submitted to the FedRAMP PMO. The In Process Request serves as the formal confirmation from a federal agency that they are committed to partnering with a CSP for initial FedRAMP Authorization. For a CSP to be listed as In Process on the FedRAMP Marketplace, the PMO must be in receipt of a completed Work Breakdown Structure, and the CSP must fulfill one of the additional requirements listed below.

**Instructions:** This document is meant to serve as a template for a federal agency's FedRAMP In Process Request for a cloud service offering. Please complete the highlighted sections of this document and return a copy to the FedRAMP PMO at [info@FedRAMP.gov](mailto:info@FedRAMP.gov). The In Process Request may be submitted via email or as an attachment.

**Work Breakdown Structure:** In addition to submitting an In Process Request, all CSPs and agencies must submit a Work Breakdown Structure (WBS) to the FedRAMP PMO to validate the 6-month testing requirement defined in FedRAMP's [Marketplace Designations for CSPs](#). CSPs may not be listed on the FedRAMP Marketplace as In Process until the full 3PAO assessment is scheduled to occur within 6 months and the authorizing agency is confident an ATO will be issued within 12 months.

Please review requirements for In Process Requests on page 4 of FedRAMP's Marketplace Guidance before submitting an In Process Request to the PMO.

The email containing this In Process Request **must come from or include** the Agency Authorizing Official (AO) in the CC line.

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DATE: XX/XX/XXXX

TO: FedRAMP PMO <[info@fedramp.gov](mailto:info@fedramp.gov)>

FROM: Name of Authorizing Official  
Title  
AUTHORIZING OFFICIAL (AO)

SUBJECT: Name of Cloud Service Provider - Name of Cloud Service Offering  
CSO Type - (IaaS, PaaS, SaaS) FedRAMP In Process Request

As the Authorizing Official for the **Agency**, this letter is to notify you that **Agency or Subagency** is actively working with **Cloud Service Provider** and plans to issue an Authority to Operate (ATO) at the **Li-SaaS/Low/Moderate/High** impact level within 12 months for the **Cloud Service Provider/Cloud Service Offering** system. **A full 3PAO assessment is planned for no more than 6 months from the date of this letter.** The 3PAO assessment start date is **\_\_\_\_\_**.

**Additional Requirements Satisfied:** **\_\_\_\_\_** (Please include at least one of the following)

- Interest in completing a formal kick-off meeting that includes the agency, CSP, FedRAMP PMO, and, if applicable, 3PAO (**Note that this is highly recommended, even if one of the below requirements is satisfied**)
- Acknowledgement of **FedRAMP Ready** status of Cloud Service Offering on the Marketplace
- Proof of a contract award for the use of the CSO (**attach if applicable**)
- Statement indicating that the service is already in use

As requested in the FedRAMP Marketplace Designations for Cloud Service Providers document, below are the requested details.

**Agency Partnership POC:** **First Last | Title | email | phone**

**Agency Technical Review POCs:** **First Last | Title | email | phone**

**CSP POC:** **First Last | Title | email | phone**

**CSP Technical POCs:** **First Last | Title | email | phone**

**SIGNATURES:**

(Name of CSP Project Manager)      X \_\_\_\_\_

(Name of Authorizing Official)      X \_\_\_\_\_