

Agency In Process Request Template

Background: Once an Agency has confirmed partnership with a Cloud Service Provider (CSP) for 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. 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.

DATE: XX/XX/XXXX

TO: FedRAMP PMO <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 Low/Moderate/High or 3 months for Li-SaaS**) for the **Cloud Service Provider/Cloud Service Offering** system. A full 3PAO assessment is planned for no more than **6 months for Low/Moderate/High or 1 month for Li-SaaS** 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**

SIGNED:

Signed by (**Name of Authorizing Official**) X _____