**Background**: Once a Cloud Service Provider has confirmed partnership for authorization with their federal agency partner, and testing has been confirmed to occur within 6 months, an In Process Request may be submitted to the FedRAMP PMO.

**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.

Please review requirements for In Process requests on page 4 of FedRAMP’s “[Marketplace Designations for CSPs](https://www.fedramp.gov/assets/resources/documents/FedRAMP_Marketplace_Designations_for_Cloud_Service_Providers.pdf)” 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

TO: FedRAMP PMO - Info@FedRAMP.gov

CC: Ryan.Hoesing@GSA.gov, Bridget.Dorward@gsa.gov, [Dylan.Sundy@gsa.gov](mailto:Dylan.Sundy@gsa.gov), Matt.Silber@gsa.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** **Sponsorship** **POC**: First Last | Title | email | phone

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

**SIGNED:**

Signed by (Name of Authorizing Official) **X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**