

Standard Operating Procedure

NASA Information Technology Requirement (NITR) Procedures

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Document Change and Review History

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1. Introduction

1.1 Purpose

This standard operating procedure (SOP) explains the procedure for drafting, reviewing, and issuing NASA Information Technology Requirements (NITRs) for IT Security. It supports the requirement of NASA Policy Directive (NPD) 2810.1 for the Chief Information Officer (CIO) to provide changes/updates to the IT Security NASA Procedural Requirement (NPR) and to assure timely Agency compliance with the dynamic environment of IT Security. It includes information about the numbering scheme and structure of a NITR.

1.2 Scope

This SOP applies to the NASA CIO, the Senior Agency Information Security Officer (SAISO), the Center Information Technology Security Managers (ITSM), and to anyone who submits a proposed IT Security NITR to the Agency Office of the CIO (OCIO).

1.3 Applicable Documents

This guidance was developed in accordance with the following regulatory mandates, directives, and federal publications:

- a. NPD 2810.1, NASA Information Security Policy
- b. NPR 2810.1, Security of Information Technology
- c. NPR 1400.1, NASA Directives Procedural Requirements w/Change 3 (11/26/2007)

1.4 Roles and Responsibilities

The following roles and responsibilities are applicable to this SOP.

1.4.1 Senior Agency Information Security Officer (SAISO)

- a. Concur with or reject proposed NITRs
- b. Write and revise NITRs as necessary
- c. Designate reviewers
- d. Manage the review and approval process

1.4.2 NASA CIO

- a. Approve or disapprove proposed NITRs

1.4.3 Designated Reviewers

- a. Review proposed NITRs and submits comments using the IT Security (ITS) Comment Worksheet, Appendix B.

1.5 Process

Anyone can propose a NITR, but only the SAISO can approve the need, completion and staffing and the resultant recommendation to the Agency CIO for approval and signature. The following is the process for submitting a NITR.

- a. Submit a proposal for a NITR to the SAISO
- b. The SAISO shall:
 - Accept or reject the draft NITR
- c. The SAISO Designated Individual shall:
 - Assign a NITR number
 - Provide initial staff review, recommendations, and markup of the draft NITR
 - Assure the specific paragraphs/subparagraphs of the NPR 2810 to be cancelled and/or amended by the NITR are identified
 - Submit the draft NITR to designated reviewers for review and comment
- d. The Designated Reviewers shall:
 - Review the proposed NITR
 - Send their comments to the SAISO designated individual in accordance with the review schedule
- e. The SAISO Staff shall:
 - Receive and track designated reviewers comments and recommendations
 - Approves, rejects, or modifies reviewer comments and recommendations
 - Prepare an ITS Comment Disposition Worksheet, Appendix C, for use in documenting the SAISO staff decisions on reviewers comments and recommendations
 - Generate a new draft that addresses the reviewers' comments and staff decisions from the Comment Disposition Worksheet
 - Review and approve final draft NITR
 - Provide final NITR to the SAISO for review and approval
 - Prepare final NITR for Agency CIO approval and signature
 - Once approved and signed by the Agency CIO, enter the NITR "Effective Date" which is the CIO signature date. (Note: Each NITR is associated with a NPR. The "Expiration Date" of the NITR shall be that of the NPR)
 - Post signed, finalized NITR on NASA Online Directives Information System (NODIS)
 - Maintain original signed copy of the NITR
 - Inform the reviewers of the disposition of their comments using the comments Disposition Worksheet

1.6 Numbering and Structure of NITR

Use the embedded file in Appendix D as the template for the creation of a new NITR document.

1.6.1 Numbering

The NITR receives a number that begins with the letters “NITR” followed by the number of the NPR to which it refers, followed by a sequence number.

For example, the NITR that refers to NPR 2810.1 has the number NITR 2810-NN. NITR sequence numbers are never reused, even if a NITR has been cancelled due to incorporation into an NPR.

- The NITR chapters are numbered as follows:

Chapter 1: Title (level 1)
1.1 (level 2) Lists within a sentence are lettered as follows:
a. Lists within list are numbered:
(1) Lists within list are numbered as follows:
(a)
(b)
(2)
b.
1.1.1 (level 3) Subparagraph number.
1.1.1.1 (level 4) Subparagraph number.
1.2 (level 2)
1.3 (level 2)

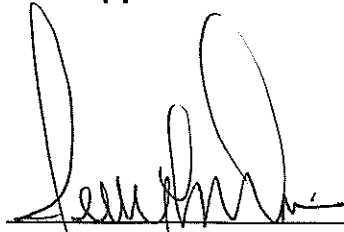
- Appendices are lettered—Appendix A: Title; Appendix B: Title. Number each internal paragraph, and the first number is the letter of the appendix (e.g., A.1).

1.6.2 Structure

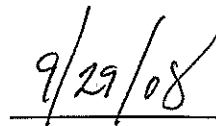
The structure of the NITR is that of an NPR as defined in NPR 1400.1D. The NITR is an addendum to the specific NPR; adding, modifying, or deleting procedural requirements to the NPR. The structure of a NITR is as follows:

- Table of Contents
- Change History (*Blank for the initial NITR.*)
- PREFACE
- P.1 PURPOSE (*Description of the rationale for establishing the NITR and what will be accomplished by the NITR.*)
- P.2 APPLICABILITY (*Statement of the scope of the required application of the NITR.. Most will be the same description used in the NPR.*)
- P.3 AUTHORITY (*Normally will use the statement "Reference paragraph P.3 of NITR_____". If new Public Law or statues not listed in the NPR, then add these to this statement.*)
- P.4 APPLICABLE DOCUMENTS (*List of documents cited in the body of the NITR that contain provisions or other pertinent requirements directly related and necessary to the performance of the activities specified by the NITR*)
- P.5 MEASUREMENT AND VERIFICATION (*Explanation of how compliance to the NITR will be measured*)
- P.6 CANCELLATION (*1. List of documents that will be cancelled upon issuance of this NITR. For a NITR, this could be a specific paragraph, section, or chapter of a NPR.. 2. Include statement: "The next version of NPR _____ cancels this NITR".*)
- Approval
- REQUIREMENT
- Appendix A, Definitions (*If the definition is in the NPR, use that definition unless incorrect and needs to be changed. If need to change the definition, should identify this as part of the requirements/purpose of the NITR.*)
- Appendix B, Acronyms (*If the acronym is in the NPR, use that acronym unless incorrect and needs to be changed. If need to change the acronym, should identify this as part of the requirements/purpose of the NITR.*)

2. Approval



Jerry L. Davis
Deputy CIO IT Security
Senior Agency Information Security Officer



Date

Appendix A: Glossary

CIO	Chief Information Officer
IT	Information Technology
ITS	Information Technology Security
ITSM	Information Technology Security Manager
NITR	NASA Information Technology Requirement
NPD	NASA Procedural Directive
NPR	NASA Procedural Requirements
OCIO	Office of Chief Information Officer
SAISO	Senior Agency Information Security Official
SOP	Standard Operating Procedure

Appendix B: IT Security (ITS) Comment Worksheet

Use the embedded file in this appendix as the template for the IT Security Comment Worksheet.



Template - ITS
Document Comments

[http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix B.xls](http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_B.xls)

Appendix C: IT Security (ITS) Comment Disposition Worksheet

Use the embedded file in this appendix as the template for the IT Security Comment Disposition Worksheet.



Template - ITS
Comment Disposition

http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_C.xls

Appendix D: NITR Structure Template

Use the embedded file in this appendix as the template for NITRs.



NITR Template.dot

http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_D.doc