**Roles and Responsibilities**

**Acronyms**

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| --- | --- |
| Acronym | Description |
| C3PAO | Certified Third-Party Assessment Organization |
| CA | Certified Assessor |
| ATM | Assessment Team Member |
| OSC | Organization Seeking Assessment |
| AB | CMMC Accreditation Body |

**Roles**

|  |  |
| --- | --- |
| Organization | Role |
| C3PAO | Business Development Manager  Contract Manager  Certified Assessor (CA) \*  Assessment Team Members (ATMs) \*  Program Manager  Quality Analyst |

\* onsite at OSC during the Assessment.

**Responsibilities**

|  |  |
| --- | --- |
| Responsibility | C3PAO Role (s) |
| Establish and Manage Contract between OSC and C3PAO for delivery of CMMC Assessment | Business Development Manager  Contract Manager |
| Employ, or establish contract with, a Certified CMMC Assessor to deliver assessment | C3PAO Management  Or  Contract Manager |
| Assign Certified Assessor to Plan and Scope the Assessment (Phase I) | Program Manager |
| Plan and Scope Assessment | Certified Assessor  Assessment Sponsor (from OSC) |
| Assign Assessment team members to assist Certified Assessor (must be RP or CP) | Program Manager |
| Review and Approve Assessment Scope | Program Manager |
| Assign Certified Assessor and Assessment Team to conduct CMMC Assessment (Phase II) | Program Manager |
| Conduct onsite (Phase II) portion of Assessment | Certified Assessor  Assessment Team Members |
| Deliver Assessment Report to C3PAO | Certified Assessor |
| Perform Stage I Quality Audit | Quality Analyst |
| Submit Assessment Report to AB via eMass | Quality Analyst |
| AB Performs Stage II Audit | Certified Quality Auditor (AB) |