[blank]

Decommission Request/Plan

VA OIT: OCTO/AES and OIS/ISRM

Request #3509

Initiated by David Tracy

Not submitted

1: System Details

1.1: System Name	1.2: System eMASS ID#

1.3: System Authorization Termination Date (ATD)

1.4: Privacy Sensitivity- (PHI/PII) ☐	1.5: VASI ID#

1.6: Has VASI Decommission been initiated?

[X] Not Started

1.7: Has this system been replaced with another Authorization?

☐

1.8: eMASS ID# of the replaced Authorization

2: System Points of Contacts

2.1: Business Office / Organization

2.2: Business Owner (Requester)

2.3: Product / Portfolio

☐

2.4: Product Line Manager

2.5: Information System Owner (ISO)

2.6: Information System Security Officer (ISSO)

2.7: Vendor Name

2.8: Vendor POC & Contact Information

3: Decommission Artifact Checklist

3.1: This section provides a checklist of artifacts that may be required for your system. Please check all that apply based on the Authorization Requirements Decommission SOP and upload to eMASS. Please check all that apply to your system.

☐

3.2: "Decommissioned Boundary Information: This section should define the ATO boundary and any external/internal connections. List the description information about internal/external minor applications that are connected to the decommissioned ATO boundary. Ensure to list any HW/SW that is a part of the ATO boundary that will not be decommissioned.
(This will provide information about ISs, services or applications that are currently connected. The information provided is to assist in ISs, services or applications from being orphaned.) "

4: "Data Disposition Overview: This section should specify if the data will be migrated or archived, and in which format. Ensure
to include information for the disposition owner, disposition location, and disposition retention timeframe. All electronic records
should be managed following the National Archives regulations, NARA Records management Guidance and Regulations, and
should be migrated/archived in accordance with contract requirements and records disposition schedules.
It is recommended that the data disposition leverage the VA Data Disposal/Media sanitization process"

4.1: Define the plan for disposition of the data/data files and related documentation within the IS, service, or application being decommissioned. Include all necessary formats and information specific to the IS, service, or application. Information to include: Location the data is being dispositioned/archived to, location the data is coming from, if the data is mandated, timeframe the data shall be retained, if the data is privacy sensitive, name of the IS, service, or application DO, ISO and ISSM. Be sure to define a detailed description of the data handling, migration, and loading procedures. When data will be transported using machine-readable media, describe the characteristics of each media component. Be sure to define whether the data is being dispositioned or archived.

4.1.1: Completion Date / Estimated Scheduled

5: Data Back-Up Process: This section should specify the location the data will be backed-up to,

the retention timeframe, is the data is privacy sensitive, verification the back-up was tested for functionality and where the data is coming from. Be sure to verify that any data going through a back-up process must be issued a Back-Up Certificate. All electronic records should be managed following the National Archives regulations, NARA Records management Guidance and Regulations, and should be migrated/archived in accordance with contract requirements and records disposition schedules.

5.1: "Define the plan for a back-up process of the data/data files and related documentation within the IS, service, or application being decommissioned. Include all necessary formats and information specific to the IS, service, or application.

Information to include: Location the data is being backed-up to, location the data is coming from, if the data is mandated, timeframe the data shall be retained, verification the data back-up was tested for functionality, if the data is privacy sensitive, name of the IS, service, or application DO, ISO and ISSO. "

5.1.1: Completion Date / Estimated Scheduled

6: Ports, Protocols, and Services: This section should specify any protocols that will be terminated/decommissioned in the process of decommissioning the IS, service or application, any ports that will be closed, any services that will be terminated, and any additional functions that will be terminated.

6.1: Define the plan for releasing/decommissioning any IP blocks or addresses associated with the decommissioned IS, service, or application. Include any ports that will be closed for the security of the IS, service, or application. (Ports listed here, must correspond with the Ports/Protocols information within the designated eMASS package and the PPS form. Include the names of any services or additional functions that will be terminated in the process.

6.1.1: Completion Date/ Estimated Scheduled

7: Hardware Disposal Overview: This section should specify processes/procedures taken to properly dispose of HW. HW cannot be disposedof if the HW has not gone through the sanitization process. It is recommended that the hardware being disposed leverage the VA Data Disposal/Media sanitization process.

7.1: "Describe the plan for disposing of hardware that was used exclusively by the decommissioned IS, service or application. It is recommended that the hardware being disposed leverage the VA Data Disposal/Media sanitization process.

*HW cannot be disposed if it has not gone through a sanitization process or does not have a Certificate of Sanitization associated with the serial number of the HW."

7.2: Completion Date/ Estimated Scheduled

8: Sanitization Procedures: This section should specify all HW pieces that are to be sanitized.

8.1: Include the HW type, the HW serial number, the process and procedures taken to sanitize the modernized or decommissioned IS, service or application and the date the sanitization was performed.

8.2: Completion Date / Estimated Scheduled

9: Decommission Risks: This section should specify any risks while decommissioning the IS, service, or application.

9.1: Describe the major risk factors in the decommission effort and strategies for their control or reduction. Descriptions of the risk factors that could affect the decommission feasibility, the decommission schedule, or costs should be included. Describe the system security and access rights associated with the IS, service or application, any security features associated with the system, its network configuration, its user authentication capabilities, data-level security considerations, and any other security features, as well as how those security features will be accommodated or modified by the receiving/target system.

9.2: Completion Date / Estimated Scheduled

* = required field