MEMORANDUM OF UNDERSTANDING

FOR

<u>POTATOLK</u>

1.   **Purpose**

The purpose of this Memorandum of Understanding (MOU) is to serve as a written understanding between Federal Communications Commission and the <u>Federal Agency offering services.</u> This MOU documents the responsibilities of the principal organizations involved in the deployment of POTATOLK.

2.   **Objectives, Scope, and Major Activities**

- ❑ **Objective:** The objective of <u>POTATOLK</u> is to provide a service that can permit to 2 people to chat so send messages between them.

- ❑ **Scope:** The scope of <u>POTATOLK</u> is to support sending messages and information between two potatolk client or other types of clients that work with the API Server. <u>POTATOLK</u> establishes the means and a standard for integrating existing, developing, and future. <u>POTATOLK</u> will provide seamless, integrated, automated <u>information type</u> information addressing all functional areas including <u>list functional areas (e.g. FOD, IT, HRM, etc.).</u>

- ❑ **Major Activities:** The major activities of this system will be to manage POTATOLK in accordance with ITI G.Marconi<u>,</u> FCC Computer Security Program Directive, FCC Instruction 1479.2 <u>and</u> other relevant FCC guidance.~~IDODI 5000.2 principles.~~ The FCC ~~ject~~ system custodian will ensure that the system, designing and engineering concept, architectural and interface baselines and interoperability at all levels is consistent with FCC policies, including the System Development Life Cycle (SDLC) and change management processes.

3.   **Responsibilities**

- ❑ **Federal Communications Commission (FCC)**

As the principal FCC representative for the <u>POTATOLK</u> functional area, the <u>Team3</u> is the proponent for the <u>POTATOLK</u> and is ultimately responsible for review and validation of the system documentation and proposed system modifications. In addition, the Team 3 will:

1. Seek support for, program for, budget, and provide the funding necessary for successful integration of the system, including all necessary information assurance, data and computer security requirements;
2. Ensure that appropriate ITC program managers and the Customer Service Representative are kept appraised of any planned or proposed system modifications so that adequate time for consideration can be offered to the system;
3. Ensure that required ~~of a~~strategic <u>function</u>al <u>plan for</u> POTATOLK are developed;
4. Provide all required information pertaining to the system, its characteristics and configuration to allow FCC personnel to classify the system as required by OMB Circular A-130, Appendix III and other Federal mandates;
5. Ensure compliance with all applicable Federal mandates with regard to computer-based system usage; and
6. Sign this agreement and act in the best interest of the FCC to ensure continued availability and integrity of <u>POTATOLK</u> and associated data.

❑ **MOU Federal Agency Name**

The **Group Server**, Team 3 will provide all necessary computer based services to the FCC, **Team 3** to ensure successfully deployment of POTATOLK. In addition the **Group Server** will:

1. Provide strategic guidance and oversight to FCC, **Team 3** on the secure and adequate implementation of POTATOLK;
2. Ensure that baseline agreements on system availability, reliability and accessibility are met or otherwise highlighted and discussed with the FCC, **Team 3**;
3. Define/redefine requirements and push solutions/capabilities to the FCC as quickly as possible;
4. Ensure system alternatives and solutions will be supportable and usable by FCC users;
5. Perform the systems engineering, test, configuration management, and total integration effort in concert with FCC points of contact. Define the system architecture, interfaces and develop support concepts for the FCC system(s);
6. Work with the other signatories of this MOU to ensure total program involvement and understanding is reached and to ensure the program is executed in a successful manner and the goals are met;
7. Exercise the functional responsibility for the management of POTATOLK, reporting to the FCC point of contact on all issues concerning integration of processes and data in the system; and
8. Monitor execution of the services provided by POTATOLK, including the infrastructure efforts required ensuring continued availability.

4. **Services**

All services provided under this MOU shall be highlighted in this section, including but not limited to:
- Description of the information system architecture;
- Description of communication links;
- Description of system specific algorithms to be implemented;
- Advanced notification of any planned system modifications, including client modifications;
- Testing that will be done internally at both ends of the interface;
- Support and resource required by both the FCC and the management agency;
- System availability schedule (e.g., 24/7, 8/5, etc.);
- System reliability plans;
- System security (e.g., data being transmitted across the system will be encrypted at "x" bit, etc.);
- Data/system backed-up schedule;
- Contingency and Disaster Recovery plans will adequately document system/data recovery efforts;
- System security plan(s), if applicable;
- Systems risk analysis, computer security certification and accreditation, and security test and evaluation overview, if applicable.

5. **Duration and Amendments of the MOU**

This MOU will be reviewed annually from the date signed. The FCC System Program Manager will be responsible for this review.

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FOR
SYSTEM NAME BEING INTERCONNECTED/DEPOYED

AGREEMENT/SIGNATURE PAGE

By signing this page, all parties agree to ensure compliance with applicable Federal and respective agency policies, mandates and instructions that will ensure the continued availability, confidentiality and integrity of information being process by or through this system.

Federal Communications Commission

Project Manager Printed Name: _____ Date:_____

        Signature: _____

        Telephone Number: _____ E-Mail Address: _____

Customer Service Representative Printed Name: _____ Date: _____

        Signature: _____

        Telephone Number: _____ E-Mail Address: _____

Computer Security Officer Printed Name: _____ Date: _____

        Signature: _____

        Telephone Number: _____ E-Mail Address: _____

MOU Federal Agency Name

Project Manager Printed Name: _____ Date:_____

        Signature: _____

        Telephone Number: _____ E-Mail Address: _____