

ENCLOSURE C – NON-DoD DISN CONNECTION REQUEST LETTER TEMPLATE

This appendix provides the template for the Non-DoD DISN Connection Request Letter. Once completed, submit the letter according to the instructions identified within the Main Body, Section 3.2, of this Guide.

NOTE: A full validation review is required on an existing circuit(s) when any of the following changes/conditions occurs:

- a. New Sponsor
- b. New Contract
- c. Change of Location
- d. Change/Expansion of Mission

If the Non-DoD connection has previously been approved by OASD(NII), and none of the above conditions exist, the sponsor does not have to revalidate the connection through OASD(NII) during a reaccreditation action. In other words, OASD(NII)'s approval does not expire if there are no changes from the original request.

Package # _____
[provided by DISA]

COCOMs/Services/Agency's Letterhead

From: (your organization)
Date:

Memorandum For: DISA/NS____
Combatant Command /Service/Agency POC
OASD(NII)
IN TURN

SUBJECT: Non-DoD DISN Connection (Validation) for [Name of Non-DoD Agency or Contractor] located at [City, State]

1. OPERATIONAL REQUIREMENT:

- a. Operational need for connection:
 - State the DoD mission, program, or project to be supported by this connection
 - Describe the operational relationship between the DoD sponsor and the contractor or agency as it pertains to the mission, program or project
 - Describe how the contractor or agency tasks are performed without the connection
 - Describe specifically how the connection will support the DoD sponsor organization and contractor or agency mission tasks
 - Indicate any DoD benefit(s) derived by implementing the request as stated (include any mission-critical and/or time-sensitivity issues)
- b. Classification/Type of work to be conducted by the contractor or agency:

- Specify Classified or Unclassified and/or level.
 - Specify type whether command and control, research and development, modeling and simulation, etc.
- c. Frequency of use: Describe how frequently the contractor or agency will be required to use this connection in support of your DoD mission, program or project.
 - d. Topology: Provide a detailed readable diagram with this letter (an attachment).

2. MISSION PARTNERS/INFORMATION:

- a. DoD Sponsor Unit:
- b. DoD Sponsor: *(name/unclas email/classified email/phone #)*
- c. DoD Security Individual: *(name/unclas email/classified email/phone # from the sponsoring organization that will be assuming responsibility for this circuit)*
- e. Non-DoD Agency/Contractor (no acronyms) including the complete connection location address (street, city, state):
- f. CAGE Code (if revalidating an existing connection, include the CCSD #):
- g. Funding Source:
- h. If Contractor (contract name, expiration date, contracting officer name and phone number).
- i. Non-DoD Security Individual:

3. CONNECTION DETAILS:

- a. Connection location address:
- b. Applications/Databases:
- c. Protocols:
- d. Specific IP addresses:
- e. Topology diagram of connection/enclave:

4. As the DOD Sponsor, I must ensure connectivity requirements are properly coordinated, periodic inspections are conducted, and adequate controls are in place in accordance with:

- a. DoDI 8510.01, Department of Defense Information Assurance Certification and Accreditation Process dated 28 Nov 07
- b. DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) for connections between DOD and contractor information systems dated 28 Feb 06.
- c. CJCSI 6211.02C, DISN: Policy and Responsibilities dated 09 Jul 2008.

Signature _____

Print Name _____

Agency _____

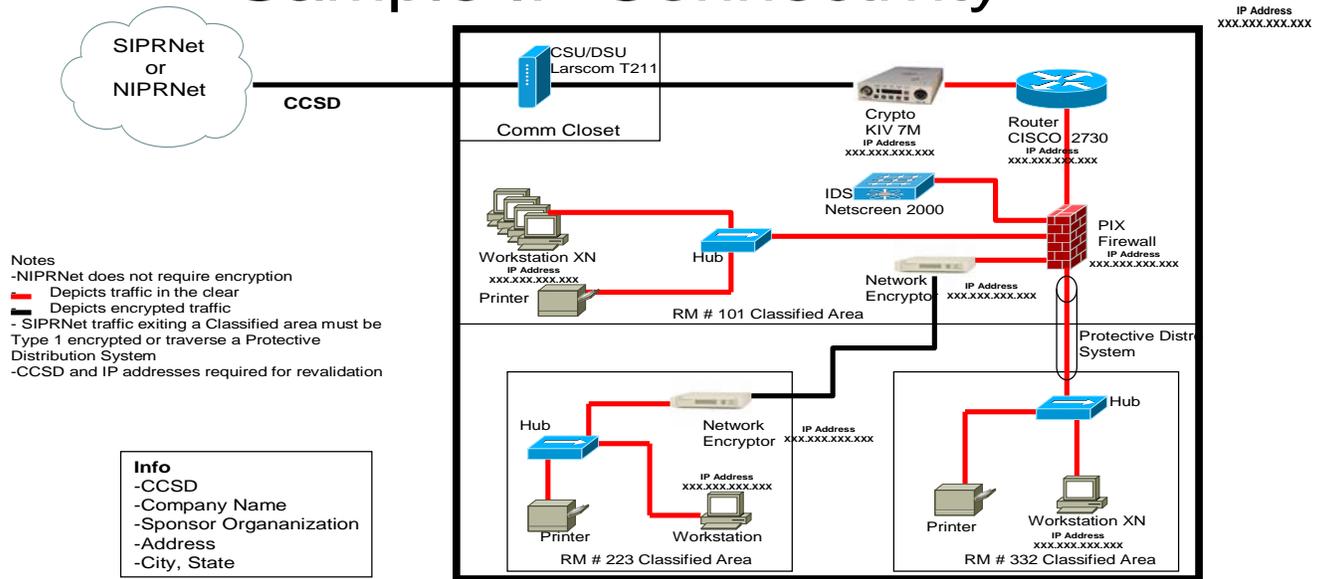
Title/Rank _____

(Signed by an O-6 or equivalent with funds releasing authority)

SAMPLE OF AN IT TOPOLOGY DIAGRAM

ILAP Domain Configuration @ ABCDEF Systems

Sample IP Connectivity



Identify equipment ,(e.g., LARSCOM Access T-1 XXX DSU/CSU,; CISCO WC-1DSU-T1-V2-RF; Cisco 3600 Router; Cisco IDS 4210 Sensor,Cisco 4900 Catalyst Switch) and include all IP addresses, etc.

The letter must include signature pages below. All sections in red must be filled out by the Sponsor. Signatures will be obtained within the respective offices.]

1st Ind

Date

We have reviewed/discussed this connection request with the customer/sponsor. This is/is not an appropriate solution.

SIGNATURE
(DISN Service Manager)

2nd Ind

Date

We have reviewed the DoD Sponsor's request for [**Agency/Contractor**] to have a DISN connection. Recommend OASD(NII) approve this connection.

SIGNATURE
(Combatant Command/Service/Agency POC)

3rd Ind

TO: **Sponsor or CC/S/A**

2. OASD(NII), Enterprise Operations Directorate has reviewed the supporting documentation for this request and grants approval to connect [**Name of Non-DoD Agency or Contractor**] located at [City, State] to the specified DoD network/service, as determined by DISA.
3. As DoD continues to improve the protection of its networks, it is incumbent upon the sponsor to ensure that these connections are placed behind our Federal DMZ by the end of the current approved Authority to Operate timeframe or no later than the end of FY10. As the DoD sponsor, [**your organization**] must ensure connectivity requirements are properly coordinated, periodic inspections are conducted and adequate controls are in place in accordance with paragraph 4 of the original memorandum :
4. Failure to comply with the conditions of this endorsement could result in abrupt termination of the DoD connection.
5. For additional information contact Mr. Byron Mckinnon, (703) 607-5244 or byron.mckinnon.ctr@osd.mil.

CARL CONSUMANO
OASD(NII)/DoD CIO
Enterprise Operations Directorate

NOTE 1: Make sure all pages of the Non DOD DISN Connection Request Template are kept together and forwarded as a complete package.

NOTE 2: This 3rd Ind must be enforced with a page break to ensure that this endorsement is on a separate page.

