

# Chapter 14

## Cyber Security

The DOE Cyber Security Program aims to protect the Department's diverse missions in a cost-effective manner; identify threats, risks, and mitigations; and remain flexible in a changing environment. Key Departmental directives, policies, and procedures governing the implementation of the Cyber Security Program at DOE HQ are:

- DOE Order 205.1B, *Department of Energy Cyber Security Management*
- DOE Policy 205.1, *Department of Energy Cyber Security Management Policy*
- *Headquarters Program Cyber Security Plan (HQ PCSP)*

### HQ Implementation Procedures

The head of each HQ element is responsible for implementing a cyber security program within his or her element that conforms to the policies and procedures set forth in the HQ PCSP. Each Head of Element must appoint, in writing, an Information Systems Security Officer (ISSO) and as many Alternate ISSOs as necessary, to support the organization's classified and unclassified systems (see Attachment 1400-1).

The appointment memorandum must be addressed and distributed as shown (see Attachment 1400-1).

Each ISSO receives guidance and assistance from IM-622 through the point of contact identified below.

### Points of Contact

For cyber security-related matters, call (202) 586-6691.

### Forms/Samples/Graphics

*Sample ISSO Appointment Memorandum* (see Attachment 1400-1)

**ATTACHMENT 1400-1**

**Sample ISSO Appointment Memorandum**

MEMORANDUM FOR (NAME)  
DIRECTOR  
CYBER SUPPORT DIVISION  
OFFICE OF THE CHIEF INFORMATION OFFICER

FROM: (NAME)  
NAME OF ELEMENT

SUBJECT: Information Systems Security Officer Appointment Memo

This memorandum notifies you that (enter employee's name) has been appointed as Information System Security Officer (ISSO)/Alternate ISSO at (enter name of element) effective (enter date of appointment).

She/he will perform ISSO/Alternate ISSO duties as assigned in the Headquarters Program Cyber Security Plan section 5.13 (PCSP) November 2011 and NIST SP 800-37 Rev 1, Appendix D.

For further information, please contact me at (enter email address, phone number)

cc:  
HQ AO  
HQ ISSM/CA  
AU-42