Department of Energy
Washington, DC 20585

October 28, 2008

MEMORANDUM FOR	DISTRIBUTION
FROM	GEORGE J. MALOSH DEPUTY DIRECTOR OF FIELD OPERATIONS
SUBJECT	Revised Site Security Plans for Office of Science Laboratories and Immediate Implementation of Cyber Security Fiscal Direction
REFERENCE	Site Security Plan Format Guide

This memorandum serves as the official written request for submittal of a revised Site Security Plan (SSP). Each office should use the attached Format Guide. The SSP is to be submitted no later than December 15, 2008 and should be consistent in program and budget formulation to facilitate uniform execution of the Office of Science Safeguards and Security program.

Offices are to ensure that the Budget Execution Plans required by paragraph 1.1.2 of the SSP Format Guide are comprehensive enough to comply with all of the requirements in DOE M 470.4-1 Part 1, Section A, Appendix 1, 1-1, "The Safeguards and Security Management Plan."

Furthermore, effective immediately, Fiscal Year (FY) 2009 FS1005 cyber security funds shall only be used for the tasks and assignments listed below.

FS1005 CYBER SECURITY Tasks and Assignments:

- Assignment of an Information Systems Security Manager
- Assignment of a Certification Agent(s)-includes forensics analyst
- Assignment of a full time Information System Security Officer (s)
- Security-related cyber Plans Of Action And Milestones
- SC HQ-mandated Security Implementations

Please submit the revised SSP for your organization via e-mail to Collis Woods (collis.woods@science.doe.gov) by COB December 15, 2008.

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