

COCOM/Service/Agency/Field Activity Letterhead

*This is the only acceptable template for this letter.

From: DoD organization sponsor

Date: DoD Sponsor Letter signed

Memorandum For: DISA/NS

Appointed Validation Official (2nd Ind)

DoD CIO

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

1. OPERATIONAL REQUIREMENT: (Must answer all sections/questionnaires)
 - a. Operational need for connection:
 1. State the DoD mission, program, or project to be supported by this connection
 2. Describe the operational relationship between the DoD sponsor and the contractor or other non-DoD entity as it pertains to the mission, program or project
 3. Describe how the contractor or other non-DoD entity tasks are performed without the connection
 4. Describe specifically how the connection will support the DoD sponsor organization and contractor or other non-DoD entity mission tasks
 5. Indicate any DoD benefit(s) derived by implementing the request as stated (include any mission-criticality and/or time-sensitivity issues)
 - b. Classification/Type of work to be conducted by the contractor or other non-DoD entity:
 1. Specify Classified or Unclassified and/or level, e.g. (Sensitive but Unclassified (SBU) – Secret and Top Secret.
 2. Specify type whether command and control, research and development, modeling and simulation, etc. (Specific to Statement of Work (SOW)/Contract)
 - c. Frequency of use: Describe how frequently the contractor or other non-DoD entity will be required to use this connection in support of your DoD mission, program or project.
2. MISSION PARTNERS/INFORMATION:
 - a. DoD Sponsor Unit:
 - b. DoD Sponsor: (name/title/unclass email/classified email/phone #)
 - c. DoD Security Individual: (name/title/unclass email/classified email/phone # from the sponsoring organization that will be assuming responsibility for this circuit)
 - d. Computer Network Defense Service Provider (CNDSP):

- e. DoD Sponsor IA Representative for Combatant Command/Service/Agency/Field Activity (CC/S/A):
- f. Non-DoD Entity/Contractor/Corporate (no acronyms) including the complete connection location address (street, city, state):
- g. CAGE Code (if revalidating an existing connection, include the CCSD #):
- h. Funding Source: Responsible funding Source (may or may not be a DoD Sponsor):
- i. If Contractor Info: Contract Number, expiration date, contracting officer name, and phone number
- j. Non-DoD Security FSO:

3. CONNECTION DETAILS:

- a. Connection location address (Point of Presence):
- b. Applications/Databases (What application and Database Connection is required):
- c. What Protocols are being utilized: (if applicable)
- d. Specific IP/URL destination addresses: (if applicable)
- e. Final Topology diagram and revalidation of connection/enclave:
The topology should annotate all devices and connections in the enclave to include:
 - 1. Routers
 - 2. IA equipment (firewalls/IDS/etc.,)
 - 3. Servers/data storage devices/workstations/etc
 - 4. All connections, to include enclave entry and exit connections
 - 5. Security classification of environment

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:

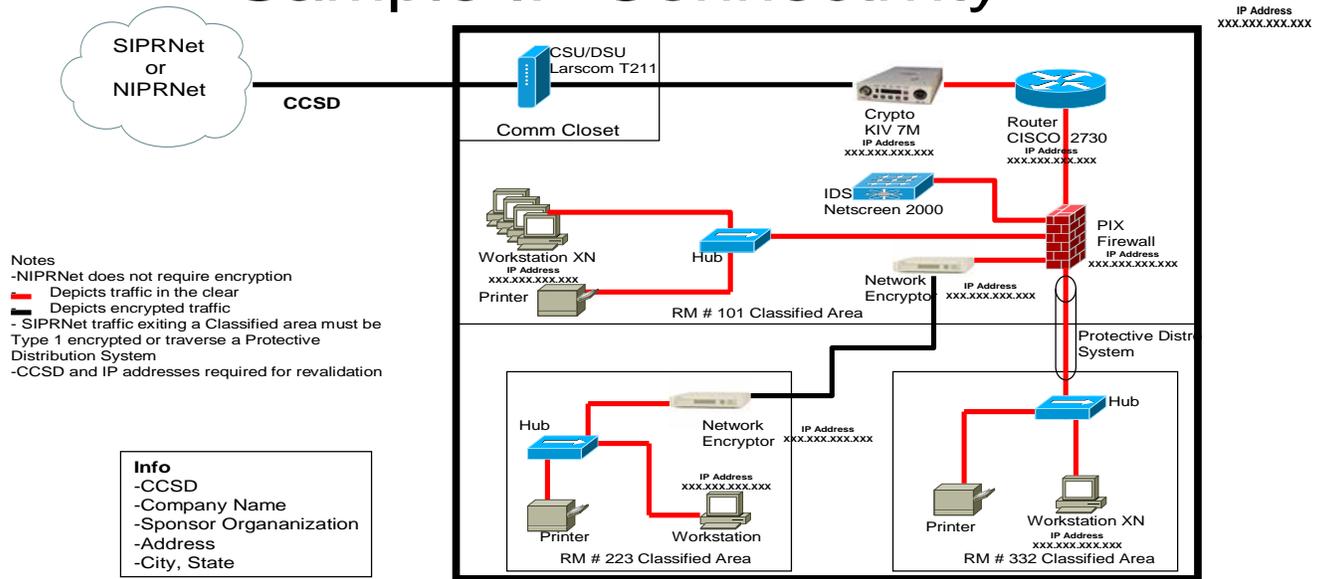
- a. DoDI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP) dated 28 Nov 07
- b. DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) for connections between DoD and contractor information systems dated 28 Feb 06
- c. DoDI 8551.1, Ports, Protocols, and Services Management (PPSM) dated 13 Aug 04
- d. DoDI O-8530.2, Support to Computer Network Defense (CND) dated 9 Mar 01
- e. CJCSI 6211.02D, Defense Information Systems Network (DISN) Responsibilities dated 24 Jan 12
- f. DISN Connection Process Guide (CPG) dated May 11

Signature _____
 Print Name _____
 Agency _____
 Title/Rank _____
 (Signed by an O-6 or equivalent)

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. Concur or non-concur.

Mark A. Williams
Deputy SIPRNet Service Manager
DISA/NS12

2nd Ind (Appointed Validation Official)

Date

We have reviewed the DoD Sponsor's request for [**Non-DoD Entity/Contractor**] to have a DISN connection. Recommend DoD CIO approve this connection.

SIGNATURE
Appointed Validation Official