Package #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Provided by DISA]*

COCOM/Service/Agency/Field Activity Letterhead

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)

1. Operational need for connection:
2. State the DOD mission, program, or project to be supported by this connection
3. 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
4. Describe how the contractor or other non-DOD entity tasks are performed without the connection
5. Describe specifically how the connection will support the DOD sponsor organization and contractor or other non-DOD entity mission tasks
6. Indicate any DOD benefit(s) derived by implementing the request as stated (include any mission-criticality and/or time-sensitivity issues)
7. Classification/Type of work to be conducted by the contractor or other non-DOD entity:
8. Specify Classified or Unclassified and/or level, e.g. (Unclassified//for official use only (U//FOUO) – Secret and Top Secret.
9. Specify type whether command and control, research and development, modeling and simulation, etc. (Specific to Statement of Work (SOW)/Contract)
10. 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:

1. DOD Sponsor Unit:
2. DOD Sponsor: (name/title/unclass e-mail/classified e-mail/phone number)
3. DOD Security Individual: (name/title/unclass e-mail/classified e-mail/phone number from the sponsoring organization that will be assuming responsibility for this circuit)
4. Computer Network Defense Service Provider (CNDSP):
5. DOD Sponsor IA Representative for Combatant Command/Service/Agency/Field Activity (CC/S/A):
6. Non-DOD Entity/Contractor/Corporate (no acronyms) including the complete connection location address (street, city, state):
7. Cage Code (if revalidating an existing connection, include the CCSD #):
8. Funding Source: Responsible funding Source (may or may not be a DOD Sponsor):
9. If Contractor Info: Contract Number, expiration date, contracting officer name, and phone number
10. Non-DOD Security FSO:

3. CONNECTION DETAILS:

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

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:

* DODI 8510.01, *Risk Management Framework (RMF) for DOD Information Technology (IT)*, 12 March 2014 ([ref d](#ref_d))
* DOD 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*, 28 February 2006 ([ref s)](#ref_s) for connections between DOD and contractor information systems
* DODI 8551.01, *Ports, Protocols, and Services Management (PPSM),* 28 May 2014 ([ref e](#ref_e))
* DODI O-8530.2, *Support to Computer Network Defense (CND),* 9 March 2001 ([ref k](#ref_k))
* CJCSI 6211.02D, *Defense Information Systems Network (DISN) Responsibilities*, 24 January 2012 ([ref b](#ref_b))
* DISN Connection Process Guide; <http://iase.disa.mil/connect/index.html>
* *DOD CIO Office Sponsor Memorandum,* 14 August 2012 ([ref l](#ref_l))

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

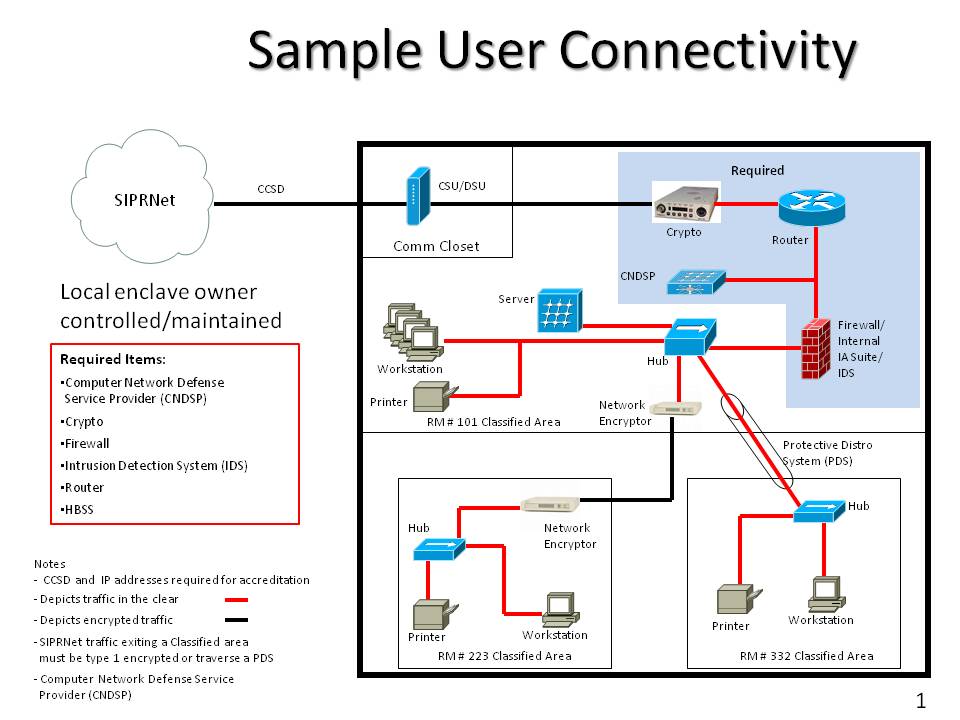
Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by an O-6 or equivalent)

**Sample of an IT Topology Diagram**

ILAP Domain Configuration @ ABCDEF Systems



**Figure 1: Sample User 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. Tunneling SIPRNET traffic through NIPRNET/Corporate network requires DSAWG review approval in accordance with CJCSI 6211.02D, *Defense Information Systems Network (DISN) Responsibilities*, 24 January 2012. ([ref b](#ref_b))

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 partner/sponsor. Concur or non-concur.

DISN Validation Official

DISA Network Services

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

CC/S/A Validation Official