

NON DOD - DISN CONNECTION REVALIDATION TEMPLATE

*This is the only acceptable template for this letter.

Package # _____
[provided by DISA]

COCOMs/Services/Agency's Letterhead

From: DoD organization sponsor

Date: DoD Sponsor Letter sign

Memorandum For DISA/NS

SUBJECT: Non-DoD DISN Connection Revalidation for [Name of Non-DoD Agency 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 agency as it pertains to the mission, program or project
 3. Describe how the contractor or agency tasks are performed without the connection
 4. Describe specifically how the connection will support the DoD sponsor organization and contractor or agency mission tasks
 5. Indicate any DoD benefit(s) derived by implementing the request as stated (include any mission-critical and/or time-sensitivity issues)
 6. State whether there has been any change to the mission, contract, location, or sponsor. Any one single change will require a full evaluation through DISA to the CC/S/A CIO to DoD CIO.

[If revalidating an existing connection, do not short change this section. It must be completed in full detail]

- b. Classification/Type of work to be conducted by the contractor or agency:
 1. Specify Classified or Unclassified
 2. Specify whether operations, sustainment, 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 agency 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/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)

- d. Computer Network Defense Service Provider (CNDSP):
- e. Non-DoD Agency/Contractor/Corporate (no acronyms) including the complete connection location address (street, city, state):
- f. DoD Contract Name/Number/Expiration Date:
- g. Cage Code:
- h. CCSD #:

3. CONNECTION DETAILS:

- a. Complete 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 IAW:

- 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)

(Page break to remain between the main body and endorsement pages. All information in red below is to

be completed. The completed document is to be emailed back to SSMO@DISA.MIL)

Endorsement:

1. The DISA NS1 Division has reviewed the supporting documentation for this request and acknowledges SIPRNet is still the appropriate DISN solution for **CCSD XXX** in support of **Non-DoD agency** located at *City, State* to the classified DOD enclave SIPRNet through the end of the contract or end of the ATO, whichever comes first.
2. The previous DoD CIO approval will remain in effect unless one of the four following changes occurs:
 - a. Sponsor
 - b. Mission
 - c. Location
 - d. Contract

In the event any one item changes, a full DoD CIO revalidation will be required.

3. As the DoD sponsor, *Unit* must also ensure connectivity requirements are properly coordinated, periodic inspections are conducted and adequate controls are in place IAW:
 - a. DoDI 8510.01, DoD Information 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
4. It is the sponsor's responsibility to ensure this connection has been registered in the SIPRNet IT Registry (<https://147.254.164.141>).
5. Failure to comply with the conditions of this endorsement could result in a recommendation for immediate termination of the connection.
6. For additional information contact the SIPRNet Management Office at SSMO@disa.mil or the DGSC at 1-800-554-3476.

Mark A. Williams
Deputy SIPRNet Service Manager
DISA/NS12