



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

IMOP

21 Feb 2019

MEMORANDUM FOR RECORD

SUBJECT: Designation of Information System Owner (ISO) for IMCOM Learning Management System College of Installation Management, APMS AITR Number DA205284; IMCOM Virtual Training Tool College of Installation Management, APMS AITR Number DA305670; IMCOM School for Family and Morale Welfare and Recreation Web Portal, APMS Candidate Number 12272, and for IMCOM School for Family and Morale Welfare and Recreation Wiki, APMS Candidate Number 12355.

1. References:

- a. Department of Defense Memo, Control Systems Cybersecurity, 18 Dec 2018
- b. Department of Defense Directive 8510.01 Risk Management Framework (RMF) for DoD Information Technology, 24 May 2016
- c. Department of Defense Directive 8500.01, Cybersecurity 14 March 2014
- d. Army Regulation 25-1, Army Information Technology, 23 June 2013
- e. Army Regulation 25-2, Information Management Information Assurance, dated 23 March 2009
- f. Department of the Army Pamphlet 25-1-1, Information Technology Implementation Instructions, dated 26 September 2014
- g. Department of the Army Pamphlet 25-1-2 Information Technology Contingency Planning, dated 06 June 2012

2. I designate Thanh Bui as the Information System Owner for IMCOM Learning Management System College of Installation Management, APMS AITR Number DA205284; IMCOM Virtual Training Tool College of Installation Management, APMS AITR Number DA305670; IMCOM School for Family and Morale Welfare and Recreation Web Portal, APMS Candidate Number 12272, and for IMCOM School for Family and Morale Welfare and Recreation Wiki, APMS Candidate Number 12355. The appointed ISO must be a U.S. Citizen and U.S. Government Civilian or a member of the U.S. Military.

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3. Special Instructions

- a. ISO's will complete the following mandatory training:

Risk Management Framework: <http://csrc.nist.gov/groups/SMA/fisma/rmf-training.html>

Enterprise Mission Assurance Support Service (eMASS):
https://powhatan.iie.disa.mil/cyber_tools_training/ctt/emass.asp

Army Portfolio Management Solution (APMS) 101 Tutorial
<https://cprobe.army.mil/enterprise-portal/web/apms>

Information Technology Approval System (ITAS) v2
https://army.deps.mil/army/cmds/imcom_HQ/G6/SitePages/ITAS.aspx

Authorizing Official (AO) Training
https://iatraining.us.army.mil/html/studentfiles/vodmain.htm#course_id=168&module_id=10384&page=1&reqtype=module

- b. The ISO is responsible for:

(1) The registration, management and annual review and update of the Information System (IS) and or Information Technology (IT) services in the Army Portfolio Management Solution (APMS), eMASS and ITAS. This includes Government Owned Government Operated (GOGO), Government Owned Contractor Operated (GOCO) and Contractor Owned Contractor Operated (COCO) IS and IT services IAW reference c.

(2) Meeting fiduciary and statutory reporting requirements for the assigned IS or IT service(s) as specified IAW references d, e, and f.

(3) Uploading appointment orders, a completed System Authorization Access Request Form (DDFM 2875) and mandatory training certificates your Army Training and Certification and Tracking System (ATCTS) profile.

(4) Verifying, validating and documenting a favorable background check for users requiring access to IMCOM IS, using the DD Form 2875, with the IMCOM Security Officer.

(5) Subsequent to the initial AO approved Authority-to-Operate, the ISO is responsible for ongoing assessments of the security controls, updating risk assessment,

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determining mitigation steps and obtaining concurrence by AO within the IS eMASS package.

(6) Further responsibilities and procedures for meeting these are identified in the IMCOM ISO Guide located on the IMCOM eMASS service desk at:

https://army.deps.mil/army/cmds/imcom_HQ/G6/CS/SitePages/eMASSServiceDesk.aspx

4. The ISO will include their appointment and responsibilities in their performance plans.
5. Your ISO appointed will be terminated when you are officially notified in writing you have been relieved of these responsibilities and as necessary another ISO has been appointed and trained to assume these responsibilities.
6. Specific questions regarding the training or your responsibilities as the ISO can be obtained from your organization Information System Security Officer (ISSO) or the IMCOM Information Systems Security Manager (ISSM).



STEPHANIE L. HOEHNE
Director, G357

ACKNOWLEDGEMENT OF ACCEPTANCE

I hereby acknowledge receipt of this letter of authority. I further certify that I have read and understand the terms and conditions contained herein and will perform my duties in accordance with those terms and conditions.



(Signature/Date)