



# IT Security Handbook

Format and Procedures for IT Security  
Policies and Handbooks -

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Responsible Office: OCIO/ Deputy CIO for Information Technology Security -

ITS Handbook (ITS-HBK-0001A)  
Format and Procedures for IT Security Policies and Handbooks

Distribution:

NODIS

Approved



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Valarie Burks  
Deputy Chief Information Officer for  
Information Technology Security

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Date

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Change History

<b>Version</b>	<b>Date</b>	<b>Change Description</b>
1.0	1/11/10	Initial Draft
1.0A	3/29/11	Included guidelines for ITS-related Policies and Procedural Requirements. Included the development and implementation procedures for notifying Centers and designated officials when handbooks are updated. Updated Format.

ITS Handbook (ITS-HBK-0001A) -  
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Table of Contents

1.0	Introduction and Background.....	5 -
2.0	General Guidelines for Development of ITS-related Policies and Procedural Requirements .....	5 -
3.0	General Guidelines for Development of an ITS Handbook.....	5 -
4.0	Preparation and Staffing .....	6 -
	Appendix A: Definitions .....	7 -
	Appendix B: Acronyms .....	8 -

## 1.0 Introduction and Background

- 1.1 - This handbook outlines the general guidelines that shall be followed for the development of IT Security (ITS) policies, - procedural requirements, and Handbooks. -
- 1.2 - The IT Security Handbook (ITS-HBK) replaces the IT Security Standard Operating Procedures (ITS-SOP). -
- 1.3 - This handbook shall be used as the basic template for all ITS Handbooks. -
- 1.4 - **Applicable Documents:** -
  - - *NPR 2810.1, Security of Information Technology*
  - - *NPR 1400.1 NASA Directives System Procedural Requirements*
  - - *NASA Form 26*

## 2.0 General Guidelines for Development of ITS-related Policies and Procedural Requirements

- 2.1 - ITS-related NASA Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and NASA Information Technology - Requirements (NITRs) shall follow the Office of Internal Controls and Management Systems' *NPR 1400.1, NASA Directives System Procedural Requirements* and NASA Online Directives Information System (NODIS) procedures. -
- 2.2 - Once an ITS-related NPD, NPR or NITR has been approved and posted to NODIS, the IT Security Project Executive (PE) - will notify Center ITSMs and designated officials via e-mail. -

## 3.0 General Guidelines for Development of an ITS Handbook

- 3.1 - This section explains in step-by-step detail how to execute the process being defined in the handbook. -
- 3.2 - The ITS Handbook is a "process, procedures, template type document," not a requirements document. Requirements, - for which these processes and procedures are supporting, should be in the NPR or NITR. -
- 3.3 - Use the term "shall" for mandatory compliance and "may" for optional compliance with a process or procedure. -
- 3.4 - **Handbook numbering format:** -
  - 3.4.1 - The format for numbering ITS Handbooks shall be: ITS-HBK-NNNN. -
  - 3.4.2 - The IT Security PE normally assigns the number for a new ITS Handbook based on the next sequence number (for *NPR 2810.1* the next sequence in the control family) available from the ITS SharePoint site (IT Security Handbook folder). -
  - 3.4.3 - Once a number is selected/used, post the document to the IT Security Handbook folder of the ITS SharePoint site so - the same number is not used again. -
  - 3.4.4 - In an update to a current ITS Handbook, assign the next letter suffix (A, B, C,....Z as appropriate). -
- 3.5 - **Handbook document formatting:** -
  - 3.5.1 - Use Normal style for text. -
  - 3.5.2 - Use Heading 2 for sub-paragraph title to be automatically populated in the Contents. -
  - 3.5.3 - Use the general guidelines of *NPR 1400.1* as to structure, paragraph numbering, etc. -
    - 3.5.3.1 - The Introduction and Background paragraph in the ITS Handbook is used to describe the background, purpose, use, etc. - of the ITS-HBK. -
    - 3.5.3.2 - The Introduction and Background section shall include Applicable Documents. Applicable Documents are those - documents identified in the body of the document or that are required for use/implementation of the ITS Handbook - processes and procedures. -
  - 3.5.4 - It is recognized that an ITS Handbook may need more flexibility in the format than the requirements of *NPR 1400.1*. -

ITS Handbook (ITS-HBK-0001A) -  
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**3.6 Handbook Comment Process: -**

- 3.6.1 - New ITS Handbooks and existing ITS Handbooks with significant changes shall be vetted through the Center IT Security - Managers (ITSMs), and other designated officials, prior to submission for approval/signature. -
- 3.6.2 - Center ITSMs shall be sent a review action via the NASA Office of Chief Information Officer (OCIO) Action Tracking - System (NOATS). -
- 3.6.3 - As appropriate, other designated officials, such as Mission Directorate representatives, shall be sent the ITS Handbook - for review and comment via e-mail. -

**3.7 Handbook Update Notification Process: -**

- 3.7.1 - Once an ITS Handbook has been approved/signed, the IT Security PE will notify Center ITSMs and designated officials - via e-mail. -
- 3.7.2 - The IT Security PE will ensure that the handbook is posted to NODIS, the OCIO Electronic Document Records SharePoint - site, both the internal and external IT Security Division websites, and other relevant locations. -

## **4.0 Preparation and Staffing**

**4.1 Author: -**

- 4.1.1 - Follow the instructions of this document to create a new ITS Handbook, or update an existing ITS Handbook, and - submit it for approval. -
- 4.1.2 - Obtain IT Security PE approval on the draft of the ITS Handbook. -
- 4.1.3 - Vet draft ITS Handbook with the Center ITSMs prior to submitting to Deputy Chief Information Officer (CIO) for IT - Security for approval/signature. -
- 4.1.4 - Prepare an ITS Comment Disposition Worksheet for all the comments received and obtain IT Security PE approval of - recommended comment dispositions. -
- 4.1.5 - Update the ITS Handbook with the IT Security PE approved comment dispositions. -
- 4.1.6 - Using *NASA Form 26*, send updated document through the IT Security PE to the Deputy CIO for IT Security for - approval/signature. -
- 4.1.7 - Provide the signed copy of the ITS Handbook to the IT Security PE (record copy). -

**4.2 IT Security PE: -**

- 4.2.1 - Ensure draft ITS Handbook is sent to Center ITSMs, and other designated officials, for review/comment by entering an - action into NOATS prior to submitting ITS Handbook to the Deputy CIO for IT Security for approval/signature. -
- 4.2.2 - After approval/signature of the ITS Handbook, enter the Effective and Expiration dates. -
- 4.2.3 - Prepare 508 compliant PDF version of the approved/signed version of the ITS Handbook. -
- 4.2.4 - Post the 508 compliant PDF version of ITS Handbook to NODIS . -
- 4.2.5 - Post the 508 compliant PDF version of ITS Handbook to both the internal and external IT Security websites. -
- 4.2.6 - Post the 508 compliant PDF version and final Microsoft Word version to the ITS SharePoint site. -
- 4.2.7 - Post the 508 compliant PDF version to the OCIO Electronic Document Records SharePoint site. -

## Appendix A: Definitions

<b>Handbook</b>	Instructions for carrying out an official NASA process or procedure
<b>Information Technology Security Managers</b>	Officials in each Center who have responsibility for information technology security
<b>Project Executive</b>	The NASA OCIO individual responsible for the associated subject matter
<b>NASA Online Directives Information System</b>	A system that allows NASA employees to view directives and other documents online

## Appendix B: Acronyms

<b>ITS</b>	Information Technology Security
<b>ITS-HBK</b>	ITS Handbook
<b>ITS-SOP</b>	IT Security Standard Operating Procedures
<b>ITSM</b>	Information Technology Security Manager
<b>NITR</b>	NASA Information Technology Requirement
<b>NOATS</b>	NASA OCIO Action Tracking System
<b>NODIS</b>	NASA Online Directives Information System
<b>NPD</b>	NASA Policy Directive
<b>NPR</b>	NASA Procedural Requirement
<b>OCIO</b>	Office of the Chief Information Officer
<b>PE</b>	Project Executive