



# **IT Security Handbook**

## **Format and Procedures for an IT Security Handbook**

**ITS-HBK-0001**

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ITS Handbook  
Format and Procedures for an IT Security Handbook

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**Approval**



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Jerry L. Davis  
Deputy Chief Information Officer for  
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1/11/10

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Date

Distribution:

NODIS

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**Change History**

<b>Change Number</b>	<b>Date</b>	<b>Change Description</b>

## ITS Handbook Format and Procedures for an IT Security Handbook

### **1 Introduction and Background**

- 1.1 This paragraph allows for introduction to describe background, purpose, use, etc. of the IT Security (ITS) Handbook.
- 1.2 The IT Security Handbook (ITS-HBK) replaces the NASA OCIO 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. (Documents identified in the body of the document or that are required for use/implementation of the ITS Handbook processes and procedures.)
  - a. NPR 2810.1 Security of Information Technology
  - b. NPR 1400.1 NASA Directives System Procedural Requirements

### **2 General Guidelines for Development of an ITS-HBK**

- 2.1 This section explains in step-by-step detail how to execute the process being defined in the handbook.
- 2.2 An ITS-HBK is a “process, procedures, template document”, not a requirements document. Requirements, for which these processes and procedures are supporting, should be in a NASA Procedural Requirement (NPR) or NASA Information Technology Requirement (NITR).
- 2.3 Use the term “shall” for mandatory compliance and “may” for optional compliance with a process or procedures.
- 2.4 Handbook numbering format:
  - 2.4.1 The format for numbering Handbooks shall be: ITS-HBK-NNNN.
  - 2.4.2 The IT Security PE normally assigns the number for a new ITS Handbook based on the next sequence number available from the ITS SharePoint site (IT Security Handbook folder).
  - 2.4.3 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.
  - 2.4.4 In an update to a current handbook, assign the next letter suffix (A, B, C, . . . Z as appropriate).
- 2.5 Handbook document formatting:
  - 2.5.1 Use Normal style for text.
  - 2.5.2 Use Heading 2 for sub-paragraph title to be automatically populated in the Contents.
  - 2.5.3 Use the general guidelines of NPR 1400.1 as to structure, paragraphing numbering, etc.
  - 2.5.4 It is recognized that a handbook may need more flexibility in the format than the requirements of NPR 1400.1.

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### **3 Preparation and Staffing**

#### **3.1 Author:**

- 3.1.1 Follow the instructions of this document to create a new Handbook, or update an existing Handbook, and submit it for approval.
- 3.1.2 Obtain IT Security PE approval on the draft of the ITS Handbook.
- 3.1.3 Vet draft Handbook with the Center IT Security Managers (ITSMs) prior to submitting to Deputy Chief Information Officer (CIO) for IT Security for approval/signature.
- 3.1.4 Prepare an ITS Comment Disposition Worksheet for all the comments received and obtain IT Security PE approval of recommended comment dispositions.
- 3.1.5 Update the Handbook with the PE approved comment dispositions.
- 3.1.6 Using NASA Form 26, send updated document through the IT Security PE to the Deputy CIO for IT Security for approval/signature.
- 3.1.7 After approval/signature, enter the Effective and Expiration dates.
- 3.1.8 Prepare 508 compliant PDF version of the Handbook with soft copy to IT Security PE for posting to NODIS.
- 3.1.9 Provide the signed copy of the Handbook to the IT Security Governance PE (record copy).

#### **3.2 IT Security PE:**

- 3.2.1 Send draft Handbook to Center ITSMs for review/comment by entering an action into the NASA OCIO Action Tracking System (NOATS) prior to submitting Handbook to the Deputy CIO for IT Security for approval/signature.
- 3.2.2 Post the 508 compliant PDF version of Handbook to NODIS (Only the latest version shall be posted to NODIS).
- 3.2.3 Post the 508 compliant PDF version and final MS word version to the ITS SharePoint site.
- 3.2.4 Post the 508 compliant PDF version to the OCIO Electronic Document Records SharePoint site.

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## Appendix A Definitions

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

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## Appendix B Acronyms

ITS	Information Technology Security
ITSM	Information Technology Security Managers
PE	Project Executive
NITR	NASA Information Technology Requirements
NOATS	NASA OCIO Action Tracking System
NODIS	NASA Online Directives Information System
NPD	NASA Procedural Directive
NPR	NASA Procedural Requirements
OCIO	Office of the Chief Information Officer