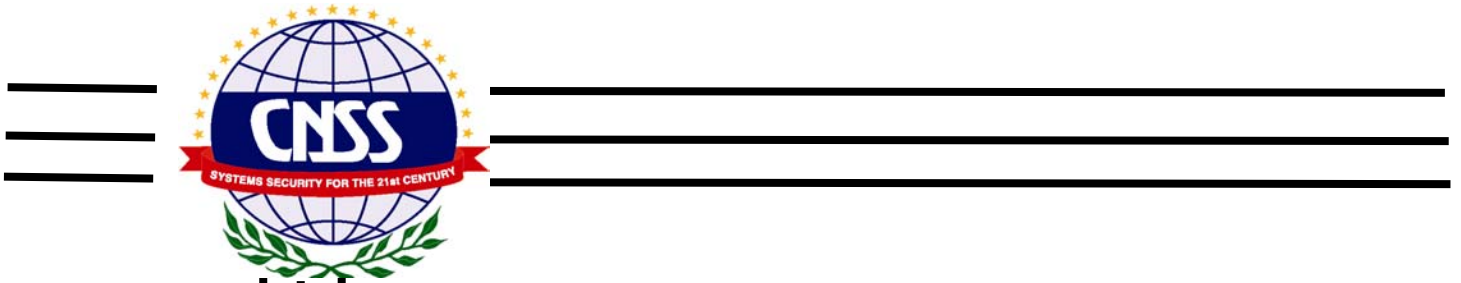


CNSSD No. 900
16 December 2004



**Governing Procedures of the
Committee on
National Security Systems (CNSS)**

COMMITTEE ON NATIONAL SECURITY SYSTEMS

CNSSD No. 900



CHAIR

FOREWORD

1. This Directive is issued pursuant to National Security Directive No. 42, entitled, "National Policy for the Security of National Security Telecommunications and Information Systems," dated July 5, 1990, and subsequent authorities.
2. This Directive establishes the operating procedures for the Committee on National Security Systems (CNSS) and its two permanent Subcommittees: the Subcommittee on Telecommunications Security (STS) and the Subcommittee on Information Systems Security (SISS); and defines the interrelationship between and among the Committee, the Executive Agent, and the National Manager.
3. This Directive supersedes National Security Telecommunications and Information Systems Security Directive No. 900, entitled "Governing Procedures of the National Security Telecommunications and Information Systems Security Committee," dated April 2000.
4. Representatives of the Committee on National Security Systems may obtain additional copies of this directive at the address listed below.

/s/

Linton Wells II

**Governing Procedures of the Committee on
National Security Systems (CNSS)**

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SECTION I - Establishment and Purpose

1. National Security Directive No. 42 entitled, "National Policy for the Security of National Security Telecommunications and Information Systems" (herein referred to as NSD-42), dated July 5, 1990, establishes initial national objectives, policies, and an organizational structure to guide the conduct of national activities directed toward safeguarding, from hostile exploitation, systems which process or communicate national security information; establishes a mechanism for policy development; and assigns responsibilities for implementation. NSD-42 establishes an interagency group at the operating level, an Executive Agent, and a National Manager to implement these objectives and policies. The National Security Telecommunications and Information Systems Security Committee (NSTISSC) was established to consider technical matters and develop operating policies, guidelines, instructions, and directives, as necessary to implement the provisions of NSD-42. On October 16, 2001, the President signed Executive Order 13231, Critical Infrastructure Protection in the Information Age, re-designating the NSTISSC as the Committee on National Security Systems (CNSS). The Department of Defense continues to chair the CNSS under the authorities established by NSD-42. This was reaffirmed by Executive Order 13284, dated January 23, 2003, Executive Order Amendment of Executive Orders and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security.

2. The purpose of this document is to establish the operating procedures governing the CNSS and Subcommittees, as well as delineate the interrelationships between and among the Committee and its Members, the Executive Agent, and the National Manager.

SECTION II - Membership

3. The Committee shall be chaired by the Assistant Secretary of Defense for Networks and Information Integration ASD (NII)/Department of Defense Chief Information Officer, and be composed of voting representatives from the U.S. Government departments and/or agencies listed in ANNEX A.

4. Heads of departments and agencies listed in ANNEX A shall designate a primary representative and alternate(s) to serve on and attend Committee functions, meetings, or activities. This designation must be submitted in writing to the Chair and state that the individuals will be empowered to speak for their department or agency. Full name, SSN, mailing address (for receipt of both classified and unclassified documents), email address, fax numbers (secure and unclassified), and telephone numbers must be included.

5. Personnel participating in the activities of the Committee and Subcommittees shall possess, at a minimum, a current TOP SECRET security clearance with SI access. Written verification of security clearances shall be submitted annually.

6. The Committee shall establish criteria and procedures for permanent Observers from other departments or agencies affected by specific matters under deliberation. Observers may attend Committee meetings and participate in Committee activities upon invitation of the Chair.

SECTION III - Supporting Structure

7. The Committee shall have two Subcommittees: A Subcommittee on Telecommunications Security (STS) and a Subcommittee on Information Systems Security (SISS). The Subcommittees shall share information and coordinate recommendations concerning implementation of protective measures. The Subcommittees shall be comprised of representatives from the organizations participating on the Committee.

8. The Committee or Subcommittees, by a majority vote, may establish additional groups to support their activities and responsibilities. The composition of these groups will be determined on a case-by-case basis.

9. The procedures, clearance requirements, and specific responsibilities for these groups shall be governed by separate charter.

10. The Committee shall have a Secretariat staffed and managed by the National Security Agency (NSA). Personnel from Member or Observer organizations may be assigned to the Secretariat.

SECTION IV - Responsibilities

11. The CNSS shall:

- a. Develop specific operating policies, objectives, and priorities as may be required to implement NSD-42.
- b. Provide Information Assurance (IA) guidance to U.S. Government departments and agencies.
- c. Prepare and submit aperiodically to the Executive Agent (ASD NII/Department of Defense Chief Information Officer) an evaluation on the status of IA to include a review of the current year Federal Information Security Management Act report summary.
- d. Approve the release of IA products or associated IA information to foreign governments or international organizations.
- e. Establish and maintain a national system for promulgating operating policies, directives, instructions, and advisory information. The Executive Secretary of CNSS will be responsible for maintaining the CNSS issuance system in accordance with CNSSD No. 901, Committee on National Security Systems (CNSS).
- f. Establish special groups to support Committee responsibilities, monitor their progress, and provide guidance.

12. Principal or alternate Members to the Committee shall:

- a. Focus on national-level Committee roles and responsibilities.
- b. Be actively involved in all Committee matters.
- c. Be knowledgeable of the Committee structure and processes.
- d. Ensure that supporting staffs are properly trained.
- e. Be empowered to act on all Committee issues on behalf of their respective organizations.
- f. Ensure timely staffing of Committee actions within their organizations.
- g. Provide their respective organizations' positions on issues before the Committee.

h. Serve as representatives to special groups established to support Committee activities, and provide guidance to individuals representing their organizations on other Committee groups.

i. Keep their respective organizations apprised of Committee issues.

j. Identify new issues of common concern.

k. Ensure that Committee issuances receive attention at the appropriate level to implement within their respective organizations, unless a waiver has otherwise been specifically authorized.

13. The Chair shall:

a. Keep the Executive Agent informed of significant current issues.

b. Preside over Committee meetings.

c. Keep Members and Observers apprised of all Committee activities.

d. Approve and sign Committee actions.

e. Assign actions and responsibilities as needed to support Committee goals and objectives.

f. Appoint the Chairpersons of the two Subcommittees.

14. The specific responsibilities of the Subcommittees are separately delineated in ANNEX B.

15. The Executive Secretary (to include the Secretariat staff) shall:

a. Provide on-going training to the Committee Members regarding the CNSS structure, processes, and voting procedures.

b. Provide administrative support to the Committee, Subcommittees, and special groups.

c. Maintain official records of meetings and other activities.

d. Prepare, distribute, and maintain official records of CNSS correspondence.

e. Maintain a national system for promulgating CNSS operating policies, directives, instructions, or other issuances.

f. Maintain current records of the names and security clearances of all participants.

g. Develop and distribute projected yearly meeting schedules for the Committee and Subcommittees.

16. NSA shall provide personnel, facilities, and support to the Executive Secretary.

SECTION V – Meetings

17. A quorum must be present for a meeting of the Committee or Subcommittee to be convened. A quorum shall constitute the presence of more than one half of the membership.

18. The Committee and Subcommittees shall meet at the call of the Chair or, upon request to the Chair by a majority of its representatives. The Committee and Subcommittees shall meet at least once each calendar quarter or more frequently by request of the Chair.

19. Recommended agenda items shall be submitted to the Chair, through the Executive Secretary.

20. Special groups shall meet at the call of their respective Chairs or as established by charter.

21. Notice of scheduled Committee and Subcommittee meetings and proposed agendas shall be provided by the Executive Secretary ten calendar days prior to the meeting date.

22. Minutes of all meetings shall be prepared by the Executive Secretary and submitted to the representatives for review no later than 20 working days following the meeting. The minutes shall include deliberations, decisions, and actions.

SECTION VI - Committee Voting

23. All issues before the Committee will be decided and recommendations and decisions made by a simple majority vote (i.e., more than half of those voting).

24. All Members shall have one vote on matters before the Committee. The Chair shall vote only in the event of a tie. Voting options include the following:

a. Concur.

b. Concur with comments (conditional concur).

c. Nonconcur: A comment sheet providing a rationale must accompany Nonconcurs.

d. Abstain: Abstentions are encouraged in those instances where a Member does not have a vested interest in the subject matter. Members who abstain may document a formal position for the record. Although Abstentions are recognized as a Member response, they are not counted in the final vote tally.

25. Minority views may be submitted at the discretion of any Member and are reserved for those instances where a Member disagrees with, or otherwise cannot meet the parameters of a specific action or issuance.

26. Observers have no voting privileges. Written comments on issues before the Committee are both expected and encouraged.

27. Representatives shall neither promise nor cast proxy votes.

28. Principal Member voting privileges may be delegated within respective organizations. The Executive Secretariat shall be notified when such delegations have been effected and be provided the identity of the individual (see paragraph 4) authorized to cast such votes.

29. Voting shall be accomplished by mail, by electronic means, or at meetings.

SECTION VII - Reporting Procedures

30. The Executive Secretary shall provide Members and Observers information on all decisions, recommendations, findings, and recorded minority or dissenting views.

31. Upon request representatives to the Committee shall notify the Chair, through the Executive Secretary, of the date and means that CNSS issuances have been implemented within their respective organizations.

32. Subcommittees and special group reports and recommendations shall be provided to the Executive Secretary for appropriate action.

Encls:

ANNEX A - CNSS Membership

ANNEX B - Charter for Permanent Subcommittees

ANNEX A
COMMITTEE ON NATIONAL SECURITY SYSTEMS MEMBERSHIP

Chair

The Committee on National Security Systems shall be chaired by the Assistant Secretary of Defense for Networks and Information Integration ASD (NII)/Department of Defense Chief Information Officer.

Representatives

The Committee shall be comprised of a voting representative from each of the following:

- National Security Council
- The Secretary of State
- The Secretary of the Treasury
- The Secretary of Defense
- Director, Office of Management and Budget
- The Attorney General
- The Secretary of Commerce
- The Secretary of Transportation
- The Secretary of Energy
- The Secretary of Homeland Security
- Director of Central Intelligence
- Chairman, Joint Chiefs of Staff
- Director, National Security Agency
- Administrator, General Services Administration
- Director, Federal Bureau of Investigation
- The Chief of Staff, United States Army
- The Chief of Naval Operations
- The Chief of Staff, United States Air Force
- Commandant, United States Marine Corps
- Director, Defense Intelligence Agency

ANNEX B
CHARTER FOR THE PERMANENT SUBCOMMITTEES

SECTION I - Establishment and Purpose

1. This charter establishes and specifies the organization, responsibilities, and missions of the two CNSS Subcommittees: the Subcommittee on Telecommunications Security (STS), and the Subcommittee on Information Systems Security (SISS). Nothing in this charter alters or supersedes existing authorities established by public law.

2. Matters under the cognizance of the Subcommittees shall comprise measures that protect and defend the availability, integrity, authentication, confidentiality and non-repudiation of information systems including the following:

- a. Telecommunication technology.
- b. Secure voice systems.
- c. Secure record and data systems.
- d. Space and satellite telecommunications systems.
- e. Command and control telecommunications systems.
- f. Compromising emanations.
- g. Electronic Key Management/Key Management Infrastructures.
- h. Operations Security (OPSEC) aspects of telecommunications security.
- i. Information systems security and related topics.
- j. Computer security aspects of telecommunications and network security.
- k. Insider threat.
- l. Enterprise Architecture.
- m. Global Information Technology
- n. Other related subjects as appropriate.

SECTION II - Responsibilities

3. The STS and SISS are responsible for:

- a. Developing, recommending, and implementing policies, objectives, and priorities required to achieve the objectives of NSD-42.
- b. Maintaining cognizance of information systems security initiatives undertaken within the private sector.
- c. Providing a forum for exchanging telecommunications and information systems security guidelines among CNSS Members.
- d. Ensuring the development of aperiodic assessments on the status of national security systems. These assessments will contain information on threats and evidence of exploitation of such systems. These reports shall be submitted to the CNSS Chair.

e. Developing telecommunications and information systems security guidance for dissemination to broader audiences. Guidance refers to directions, decisions, instructions, or advice that addresses telecommunications and information systems security standards, criteria, equipment, and applications.

f. Establishing other temporary groups to address specific security issues and maintain cognizance of their progress and results. Interaction and coordination among such groups are encouraged and shall take into consideration common areas of interest.

g. Providing status reports and identifying issues that require the attention of the CNSS.

h. The Chair may direct other duties and activities to be performed.

SECTION III - Membership

4. The Chair of the CNSS will appoint the Chairs of the STS and the SISS.

5. The STS and SISS shall be composed of representatives from each of the CNSS voting organizations. STS and SISS principal representatives may have designated alternates to act on their behalf in the event of absences. Both principals and alternates shall be fully empowered to speak for their organizations and to commit resources in support of Subcommittee activities.

6. Observers, as well as representatives from outside the CNSS, may be invited to participate in STS and SISS activities.

7. Both the principal and alternate representatives to the Subcommittees shall have TOP SECRET SI security clearances. Clearance certifications shall be forwarded at the direction of the Executive Secretary.

8. Member and Observer organizations represented on the STS and SISS shall notify the Executive Secretary in writing of the appointment of their principals and alternates. The Secretariat shall be notified within ten working days of any changes in Subcommittee representation. Membership notifications must include the individual's full name, social security number, telephone/fax numbers, and e-mail and mailing addresses for both classified and unclassified correspondence.

9. Members and Observers of the Subcommittees shall ensure that their organizations are represented at meetings.

10. STS and SISS representatives shall respond in a timely manner to all suspense actions. Responses of a representative are the official position of their respective organization and should be fully coordinated.

SECTION IV - Meetings

11. The STS and SISS shall meet at least once each calendar quarter, or more often at the call of the Chair or a majority of the representatives.

12. Meetings shall not be convened unless a quorum is present. A quorum shall constitute the presence of more than one-half of the Members.

13. Recommended agenda items for meetings shall be submitted to the Chair through the Secretariat.

14. Notice of scheduled Subcommittee meetings and final agendas shall be provided to the Executive Secretary ten calendar days prior to the meetings.

15. Minutes shall be prepared by the Secretariat and submitted to the Members for review no later than 20 working days following meetings. The minutes shall include Subcommittee deliberations and decisions.

SECTION V - Voting and Procedures

16. For issues internal to the Subcommittees, decisions shall be reached based on a majority vote (i.e., one more than half of the voting Members).

17. Voting representatives to the two Subcommittees shall have a single coordinated vote on all issues referred to the Subcommittees for formal review and approval by the CNSS. Decisions of the Subcommittees on these issues will be decided by a majority vote (i.e., one more than half of the voting Members).

18. Observers as well as representatives from outside the CNSS shall have no voting privileges on issues before the Subcommittees, but are expected and encouraged to comment. Representatives of Observer organizations may register dissenting opinions with accompanying rationales.

19. Issues to be addressed by the Subcommittees can be submitted by Members, Observers, or by the CNSS. In the case of the latter, the Secretariat will submit such issues and recommendations for action to the Subcommittee Chairs.

20. The Subcommittees shall establish other procedures as may be necessary to conduct their activities.

SECTION VI - Special Groups

21. The Subcommittees are empowered to establish special groups to assist in carrying out their responsibilities. The respective Chairs shall approve the heads of these groups. Special groups shall meet at the call of their respective heads, or as established by separate charter.

22. Each organization participating in the STS or SISS shall provide representation to at least one special group that reports to their respective Subcommittee.

23. Contractor support to working groups - The development of policy is an intrinsic government function. Contractors may participate as subject matter experts in the policy development process only at the working group level. Contractors may not vote on issues before a working group; chair a working group; and produce a policy document by themselves with no government involvement. Government representatives must make all decisions. If contractors are used at the working group level, there should be a commitment letter, a nondisclosure agreement, and all guidelines and constraints clearly defined.