

**CNSSD No. 901  
16 December 2004**



**Committee  
on National Security Systems (CNSS)  
Issuance System**

**COMMITTEE ON NATIONAL SECURITY SYSTEMS**



**Chair**

**FOREWORD**

1. This directive is issued pursuant to National Security Directive (NSD) No. 42, "National Policy for the Security of National Security Telecommunications and Information Systems," dated July 5, 1990, and the Committee on National Security Systems Directive (CNSSD) No. 900, and subsequent authorities. This document provides guidance to the uniform development, coordination, and dissemination of issuances that address the confidentiality, availability, authentication, integrity and non-repudiation of U.S. Government telecommunications and information systems.

2. Those national issuances promulgated under the former National Communications Security Committee, and the National Security Telecommunications and Information Systems Security Committee shall remain in effect until revised or rescinded by action of the CNSS. This directive supersedes NSTISSD No. 901, dated April 2000.

/s/  
Linton Wells II

**COMMITTEE ON NATIONAL SECURITY SYSTEMS  
ISSUANCE SYSTEM**

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**SECTION I - Purpose and Applicability**

1. This directive establishes guidance and delineates the responsibilities for issuing Committee on National Security Systems (CNSS) policies, directives, instructions, and advisory/information memoranda. It is intended to ensure uniform management in the development, coordination, publication, dissemination, and implementation of those documents. The provisions of this directive apply to all federal departments and agencies within the Executive Branch that own, procure, use, operate, or maintain national security systems.

**SECTION II - Scope of CNSS Publications**

2. The CNSS Issuance System includes the following documents:
- a. CNSS Policies (CNSSP) address information assurance issues from a broad perspective. They establish national-level goals and objectives. The Executive Agent or the Chair (Assistant Secretary of Defense for Networks and Information Integration ASD (NII)/Department of Defense Chief Information Officer as defined in CNSSD 900) of the CNSS signs CNSSPs, after coordination among and approval by the Committee. Policies are binding upon all U.S. Government departments and agencies.
  - b. CNSS Directives (CNSSD) address information assurance issues that go beyond the general policy documented in the CNSSPs. They provide detail for achieving CNSS policies. The Executive Agent or the Chair of the CNSS signs the CNSSDs, after

coordination among and approval by the Committee. Directives are binding upon all U.S. Government departments and agencies.

c. CNSS Instructions (CNSSI) provide guidance and establishes technical criteria for specific information assurance issues. CNSSIs include technical or implementation guidelines, restrictions, doctrines, and procedures. The National Manager (Director, National Security Agency/Central Security Service as defined in CNSSD 900) signs the CNSSIs following coordination with and approval by the Committee. Instructions are applicable to all U. S. Government departments and agencies.

d. CNSS Advisory/Information Memoranda (CNSSAM) address ad hoc issues of a general nature relating information assurance issues. The National Manager signs the CNSSAMs. They are advisory or informative in nature and not binding upon U.S. Government departments and agencies.

### **SECTION III - General Guidelines**

3. The following guidelines will be followed in the preparation and coordination of CNSS issuances.

a. Policy or technical issues intended for dissemination through the CNSS issuance system may be proposed by any U.S. Government organization and submitted to the CNSS for consideration. Proposed issuances shall be brought to the attention of the two Subcommittees prior to submission to the Committee.

b. Issuances developed by special groups will be submitted to the Chairs of the STS and SISS and coordinated with both Subcommittees prior to submission to the Committee.

c. Proposed CNSS policies, directives, and instructions shall be coordinated with and approved by the Committee as required by this directive before submission to the appropriate authority for signature and promulgation.

d. CNSS policies, directives, instructions, and advisory/information memoranda are numbered in accordance with the system outlined in ANNEX A and will be disseminated, at a minimum, to the Members of the Committee.

e. Issuances being revised and/or superseded will be so stated in the FOREWORD of the publication.

f. Proposed revisions to or cancellations of CNSS issuances will follow the same coordination procedures as their originals.

g. All CNSS issuances are subject to a complete review every two years, subsequent to its issued date. CNSS issuances shall be reviewed to ensure present issuances are adequate; redundancies, conflicts, and required changes are identified; and obsolete publications are scheduled for revision and rescission.

#### **SECTION IV - Procedures and Responsibilities**

4. The Office of Primary Interest (OPI) for proposed CNSS policies, directives, instructions, and advisory/information memoranda shall:

a. Coordinate issuances within their respective organizations. (Note: Informal coordination with other Member department and agencies is acceptable and encouraged.)

b. Submit, subject to approval of their respective organizations, proposed issuances to the Secretariat for consideration by the full Committee.

5. The CNSS Secretariat shall establish, manage, and maintain a CNSS issuance system in accordance with the following procedures:

a. Coordinate drafts, revisions, and cancellations with CNSS Members and Observers.

b. Assign and record issuance numbers.

c. Publish and disseminate CNSS issuances, to include changes and cancellations.

d. Maintain and publish an index of all CNSS issuances, that shall be reviewed on an aperiodic basis.

e. Review proposed CNSS issuances for completeness, accuracy, and compliance with established policies and other issuances governing the CNSS system.

f. Ensure that CNSS Members and Observers are given the opportunity to coordinate or approve issuances within their agencies as required by CNSSD No. 900, Governing Procedures of the Committee on National Security Systems (CNSS).

g. Advise the Chair of any major issues.

h. Submit, upon final coordination or approval, all issuances to the appropriate authority for signature.

6. The heads of U.S. Government departments and agencies shall:
  - a. Implement and disseminate CNSS policies, directives, and instructions in a timely manner within their organizations.
  - b. Disseminate CNSS advisory/information memoranda in a timely manner within their organization.
  - c. Provide a coordinated response on all proposed CNSS issuances in accordance with suspense dates established by the Secretariat.

Encls:

ANNEX A - Categories and Numbering for CNSS Issuance System  
ANNEX B - Recommended Procedures for Preparing CNSS Policy Issuances

## ANNEX A

### Categories and Numbering for CNSS Issuance System

#### Policies:

INFOSEC/IA*	001-099
COMSEC	100-199
COMPUSEC	200-299
TEMPEST	300-399

#### Directives:

INFOSEC/IA*	500-599
COMSEC	600-699
COMPUSEC	700-799
TEMPEST	800-899
Administrative	900-999

#### Instructions:

INFOSEC/IA*	1000-2999
COMSEC	3000-3999 Systems 4000-4999 General
COMPUSEC	5000-6999
TEMPEST	7000-8999
Administrative	9000-9999

#### Advisory and Information Memoranda:

INFOSEC/1-(YR)*	- One-up series by year
COMSEC/1-(YR)	- One-up series by year
COMPUSEC/1-(YR)	- One-up series by year

TEMPEST/1-(YR) - One-up series by year  
INFORMATION - One-up series by year  
ASSURANCE/1-YR

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\*INFOSEC/IA - CNSS issuances that deal with the protection and defense of information systems (telecommunications and/or computer related equipment) and the information contained in or processed over these systems.



## **ANNEX B**

### **Recommended Procedures for Preparing CNSS Policy Issuances**

#### **ISSUE IDENTIFICATION**

1. The Committee, Subcommittees, or individual Member organizations will identify issues that require addressal in the form of a CNSS policy issuance and notify the Secretariat of the subject.

2. The Secretariat will advise the membership of the initiative and solicit the participation of the primary stakeholders in a policy draft working group. Stakeholders are identified as those organizations or individuals that have the expertise or knowledge necessary to address the issue, and/or the greatest equities at risk in the context of the subject matter of the proposed policy. The Secretariat shall determine the appropriate composition of the draft policy working group and so advise the full membership. The composition of the working group shall include personnel with the expertise, knowledge, and empowerment to speak for and represent their respective organizations.

#### **PROCEDURES**

3. Following selection of the members of the policy drafting working group, the Secretariat will schedule the first meeting of the group at a time and location convenient to its members.

4. At the initial meeting of the working group, the members shall:

- a. Select a member of the group to serve as Chairperson;
- b. Ensure the members understand the issues to be addressed by the draft policy and that there is agreement on the policy goals and objectives; and
- c. Establish a drafting strategy and timetable for developing a draft and effecting working group coordination.

5. Members of the draft policy working group are expected to think and act from a national perspective.

6. Pending completion of the above, a draft strawman policy will be prepared by a member or members of the working group for coordination among its members. The complete drafting and working group coordination process should not exceed 30 days at which time a "final" policy draft will be ready for formal coordination within the STS/SISS and the Committee, respectively.