

Departmental Clearance & Approval Record

U.S. Department of Housing
and Urban Development
Office of Administration

Note to Clearing Offices: If your response has not been received by the Deadline Date, the Originating Office may proceed without it.

1. Job Control Number(s) OCIO-10-01	2. Classification Number	3. Type of Action <input type="checkbox"/> Clearance <input type="checkbox"/> Final Clearance <input type="checkbox"/> Reclearance <input type="checkbox"/> Approval	4. Deadline Date 11/30/09
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5. Complete Title

HUD Handbook 2400.25 REV-2 chg-1, Information Technology Security Policy

6. Principal Audience or User <input type="checkbox"/> HUD Staff <input checked="" type="checkbox"/> Program Participants	6a. Proposed Distribution (spell-out, do not use codes)
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7. Person most familiar with the Document Joyce Little	7a. Organization Code / Office QACC	7b. Telephone Number 202-402-7404	7c. Room Number 4156
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8. Type of Document

<input type="checkbox"/> New Handbook	<input type="checkbox"/> Handbook Revision	<input type="checkbox"/> New Form	<input type="checkbox"/> Federal Register Notice	<input type="checkbox"/> Regulation	<input type="checkbox"/> Other (specify)
<input checked="" type="checkbox"/> Handbook Change	<input type="checkbox"/> Notice	<input type="checkbox"/> Form Revision	<input type="checkbox"/> Publication	<input type="checkbox"/> Special Directive	

9. Mark the boxes for the organization(s) reviewing this document. (specify under "other" the HQ/Field staff components within the reviewing offices, e.g., admin officers)

<input checked="" type="checkbox"/> ADM	<input checked="" type="checkbox"/> GNMA	<input checked="" type="checkbox"/> PIH	<input checked="" type="checkbox"/> Chief Proc. Ofcr.	<input checked="" type="checkbox"/> S/Departmental EEO	<input type="checkbox"/> CIR	<input checked="" type="checkbox"/> Public Affairs	<input checked="" type="checkbox"/> Enf. Ctr.
<input checked="" type="checkbox"/> CPD	<input checked="" type="checkbox"/> H	<input checked="" type="checkbox"/> OGC	<input checked="" type="checkbox"/> CFO	<input checked="" type="checkbox"/> S/Labor Relations	<input type="checkbox"/> S/SDBU	<input checked="" type="checkbox"/> Chief Information Officer	
<input checked="" type="checkbox"/> ADSFM	<input checked="" type="checkbox"/> IG	<input checked="" type="checkbox"/> PD&R	<input checked="" type="checkbox"/> FHEO	<input checked="" type="checkbox"/> S/Lead Hazard Control	<input checked="" type="checkbox"/> REAC	<input type="checkbox"/> PECO	<input type="checkbox"/> Other

10. Front-End Risk Analysis <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	11. Information Collection Requirements (Paperwork Reduction Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	12. Impact on Small Entities (Regulatory Flexibility Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	13. Finding of No Significant Impact (FONSI) / Environmental Impact Statement (EIS) (National Environmental Policy Act) <input type="checkbox"/> EIS Required <input type="checkbox"/> FONSI Required <input type="checkbox"/> FONSI Not Needed
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14. Organization	Signature & Title of Clearing/Approving Official	Date	Concur (no comments)	Concur (comments attached)	Non-Concur (comments attached)
OCIO	Jerry Williams, Chief Information Officer	11/8/09			

15. List HQ/Field components involved in developing the document (drafts, discussions, etc.)

16. Comments:

17. Return this record to Gloria Moses	17a. Telephone Number x2622	17b. Room Number 4180
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of the Chief Information Officer

Special Attention of: **Transmittal for Handbook No: 2400.25 REV-2 Chg-1**

Issued: 10/21/09

1. This Transmits: HUD Handbook 2400.25 REV-2 Chg-1 , Information Technology Security Policy
2. Summary:

In response to OIG Audit# 2008-DP-0002: FHA Information Controls Over its Information Technology Resources, Rec. 3A, the Office of IT Security is submitting through the departmental clearance process a change to the HUD IT Security Policy Handbook 2400.25 Rev-2. Below are the proposed changes that will be reflected in Handbook 2400.25 Rev-2 Chg-1

Rev-2 Chg-1 - Section 2.3 Chief Information Security Officer, p. 7

The Chief Information Security Officer (CISO) directs the management of HUD's information security program. The CISO with the support of the OITS staff establishes a strong foundation for HUD security by maintaining the HUD information security program. The CISO interacts with internal and external resources, sponsors an Information System Security Forum, and coordinates security compliance across HUD organizational elements.

Rev-2 Chg1 - Section 2.22 Program Office Information System Security Officer, p.12

The Information System Security Officer (ISSO) is responsible for ensuring that the management, operational, and technical controls for securing the system(s) belonging to the program office are in place and effective. They are the principal points of contact for information systems security and actively participate in the Information Security System Forum. They are responsible for all security aspects of their assigned systems from inception ~~until~~ through disposal, as well as for ensuring system availability. Security responsibilities will be included in ~~the~~ their annual performance plans.

Rev-2 Chg-1 - Section 2.33 User Representative (Section Addition), p.15

User representatives are individuals that represent the operational interests of the user community and serve as liaisons for that community throughout the system development life cycle of the information system. The user representative assists in the security certification and accreditation process, when needed, to ensure mission requirements are satisfied while meeting the security requirements and employing the security controls defined in the system security plan.

Table of Content Handbook 2400.25, Rev-2 Chg-1, dated 11/30/09 (attached)

3. Filing Instructions:

Remove:

Table of Contents
Handbook 2400.25, Rev-2, dated 4/30/2007

Section 2.3 Chief Information Security Officer
Handbook 2400.25, Rev-2, p.7, dated 4/30/07

Section 2.22 Program Office Information System
Security Officer
Handbook 2400.25, Rev-2, p.12, dated 4/30/07

Insert:

Table of Contents
Handbook 2400.25, Rev-2 Chg-1, ,dated 11/30/09

Section 2.3 Chief Information Security Officer
Handbook 2400.25, Rev-2 Chg-1 , p.7, dated
11/30/09

Section 2.22 Program Office Information System
Security Officer
Handbook 2400.25, Rev-2 Chg-1, p.12, dated
11/30/09

Section 2.33 User Representative (Section
Addition)
Handbook 2400.25, Rev-2 Chg-1, p.15, dated
11/30/09

Table of Contents

1.0	Introduction.....	1
1.1	Purpose.....	1
1.2	Scope.....	1
1.3	Authority for Policy	2
1.4	Policy Basis.....	2
1.5	NIST Framework	2
1.6	Relationship to Other Documents and Processes.....	4
1.7	Laws and Regulations	5
1.8	Exceptions.....	6
2.0	Roles and Responsibilities	7
2.1	Secretary of the Department of Housing and Urban Development	7
2.2	Chief Information Officer	7
2.3	Chief Information Security Officer.....	7
2.4	Office of Information Technology Security	7
2.5	Physical Security/Facilities Group/Security Officer.....	8
2.6	Deputy Chief Information Officer for IT Operations	8
2.7	HUD Computer Security Incident Response Center0	8
2.8	HUD Privacy Officer	8
2.9	Office of Security and Emergency Planning	8
2.10	Systems Engineering Oversight and Performance Management Division	9
2.11	Office of the Chief Procurement Officer (OCPO)	9
2.12	Contracting Officer	9
2.13	Government Technical Representative	10
2.14	Government Technical Monitor.....	10
2.15	Office Technical Coordinator	11
2.16	Office of Human Resources	11
2.17	Office of the Inspector General.....	11
2.18	HUD General Counsel	11
2.19	Investment Review Board.....	11
2.20	Configuration Control Management Board	11
2.21	Program Office/System Owner.....	11
2.22	Program Office Information System Security Officer	12
2.23	System Administrator	12
2.24	System Security Administrator	12
2.25	Certification Agent.....	12
2.26	Authorizing Official	12
2.27	Supervisor	13
2.28	Users	13
2.29	Individuals with Key Contingency Roles	14
2.30	Service Provider.....	14
2.31	Office of System Integration and Efficiency.....	14
2.32	Developers	15
2.33	User Representative	15