

5239
03 Feb 00

MEMORANDUM

From: Director, Branch Dental Clinic _____, Naval Dental Center Southwest
To: Appointee Name

Subj: APPOINTMENT OF AUTOMATED DATA PROCESSING SYSTEMS SECURITY
OFFICER (ADPSSO)

Ref: (a) SECNAVINST 5239.3
(b) NAVDENCENSOUTHWESTINST 5239.1D

1. In accordance with references (a) and (b), you are hereby appointed ADPSSO for _____, Naval Dental Center Southwest.
2. Per reference (b), as ADPSSO, your major responsibilities include:
 - a. Act as the focal point of all automated systems (AISs) security matters for the AISs within Headquarters Administration.
 - b. Execute the AIS Security Program as it applies to the AISs under your cognizance, including the preparation and submissions of any accreditation support documentation requested by the Information System Security Manager (ISSM).
 - c. Maintain an inventory of all AIS hardware, implemented system software releases, and major functional application systems.
3. You will report directly to the ISSM regarding all AIS security Matters.

I. M. DIRECTOR

Copy to:
MID file
Appointee

Area ADPSSO Signature/Date