DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
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WASHINGTON DC 20310-0107

Office, Chief Information Officer / G-6

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Changes to the Title, Responsibilities and Certification Requirements for Information Assurance Security Officers (IASO)

1. References: Army Regulation 25-2, Information Assurance, dated 23 March 2009

2. This policy memorandum directs changes to the title, responsibilities and certification requirements, as currently defined in AR 25-2, for the Information Assurance Security Officer (IASO).

3. The main role of the IASO is to provide Information Assurance oversight, guidance and support to the general user in accordance with the requirements of the Command's Information Assurance program. The IASO must be familiar with IA policy, guidance and training requirements, per AR 25-2, and Best Business Practices (BBP). The IASO is assigned to the lowest Information Assurance management level, and the number of IASOs shall be based on the quantity necessary to execute effectively the responsibilities documented in this memorandum.

4. Effective 1 July 2011, the title of "Information Assurance Security Officer" is changed to "Information Assurance Support Officer" (IASO). This modification is intended to reflect the support nature of the position and to eliminate the perception that it is technical or managerial in nature. Technical and managerial IA support will come from other IA positions that remain unchanged in AR 25-2.

5. The new IASO responsibilities are as follows.

a. Verify that all requirements for system access to an Information System are met and that there is a signed Acceptable Use Agreement on file.

b. Assist in the preparation, distribution, coordination and maintenance of plans, instructions, policies, guidance and standard operating procedures necessary for implementation of the Command's IA program, and serve as the subject matter focal point for the Command's IA program.

c. Ensure that the Command's or organization's supported users receive initial and annual IA awareness training by verifying completion in the Army Training and Certification Tracking System (ATCTS) or the organization-specific system. The IASO will report non-compliance to the supported Information Assurance Manager (IAM) per established organizational policy and procedures.

d. Assist the supported IAM in ensuring that a Certification and Accreditation package (tactical and garrison) is prepared and maintained in accordance with (IAW) the DoD Information Assurance Certification and Accreditation Process (DIACAP) for any organization that may deploy into a theater of operation while still in garrison.

e. Ensure that implementation and verification of compliance with the command's or organization's SOP address the reporting of security violations and incidents to the servicing Regional Computer Emergency Response Team (RCERT) IAW Section VIII (incident and intrusion) of AR 25-2.

f. In coordination with the supported IAM, ensure that distribution of incident and security violation reports is not limited to the supporting RCERT. Notification must be made in writing to all levels of leadership, as established in the command's policy and procedures.

g. Tenant IASOs will support and assist the supporting IAM in the development and implementation of the Tennant Support Plans when in a garrison environment.

6. IASO responsibilities are not technical or managerial in nature and no longer justify an IA certification. Therefore, the IA certification requirement for IASOs is eliminated and no vouchers will be provided for certification testing of IASOs. IASOs are required to complete successfully the Information Assurance Fundamental Course (https://ia.signal.army.mil/courses.asp). This training will be documented in ATCTS. All IASOs will retain an appointing letter (see AR 25-2, chapter 2-2) to the duties listed in paragraph 5.

7. The position title for all personnel currently identified as IASOs will change to Information Assurance Support Officer in ATCTS as of 1 July 2011; the former title will no longer be available as of that date. Previously, the IASO position was tied to the IAM1 category in ATCTS and the Training and Certification BBP. IASO will now be in a separate category and will no longer be tied to IAM1 certification requirements. IA Program Managers must reevaluate personnel remaining in the IAM1 category to ensure that they are executing IAM duties as outlined in AR 25-2, paragraph 3-2d.

8. If an IASO is currently executing technical duties and responsibilities, he or she must be reappointed as an IA Network Officer or IA Network Manager. That change, as well as the requisite training and certification, must be documented in ATCTS.

9. The expiration date for this policy is 30 April 2012. Changes will be codified in the next revision of AR 25-2.

10. The points of contact for this policy change are: Mr. James Lord, (703) 545-1650 or james.c.lord4.civ@mail.mil; Ms. Phyllis Bailey, (703) 545-1698 or phyllis.e.bailey.civ@mail.mil; and Ms. Doris Wright, (703) 545-1703 or doris.wright@us.army.mil.

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