Date: [Insert Date]

To: [Insert System Owner’s Name], System Owner

National Institutes of Health (NIH)

[Insert System Name]

From: [Authorizing Official]

[Authorizing Official Title]

[Authorizing Official Office]

National Institutes of Health, HHS

Subject: Authority to Operate for the [Insert System Name]

I have reviewed the results of the security assessment of [Insert System Name] and its components. I have determined that the risk to the National Institutes of Health (NIH) operations, assets, and/or individuals resulting from the operation of [Insert System Name] is ACCEPTABLE. Accordingly, I am issuing an Authority to Operate (ATO) to [Insert System Name] in its existing operating environment without any significant restrictions or limitations. This security authorization is my formal declaration that adequate security controls have been implemented in [Insert System Name] and that a satisfactory level of security is currently present in the system.

The security authorization of [Insert System Name] is effective [Insert Date] and will remain in effect for [Insert number of years] as long as: (i) the required security status reports for the system are submitted periodically, as required by NIH or the Department of Health and Human Services (HHS); (ii) the vulnerabilities reported during the continuous monitoring process do not result in additional NIH-level risk which is deemed unacceptable; and (iii) the system has not exceeded the maximum allowable time period between security assessments in accordance with federal, HHS, or NIH policy.

A copy of this letter with all supporting security assessment and authorization documentation will be retained in accordance with the NIH's record retention schedule.

[Authorizing Official], [Authorizing Official Title] Date

Authorizing Official

Copies of the authorization package are available for review at the NIH facilities in the Washington, D.C. metropolitan area. If you have any questions or comments regarding this authorization to operate, please contact the NIH Information Security Program, at nihinfosec@mail.nih.gov.