



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
OFFICE OF THE CHIEF INFORMATION OFFICER / G6
606 THAYER ROAD
WEST POINT, NEW YORK 10996-1926

XXXX-ZZ

DD MMMM 20YY

MEMORANDUM THRU

Layer 1 of Chain of Command, US Military Academy, West Point, NY 10996

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FOR USMA CIO/G6, ATTN: COL Teague, US Military Academy, West Point, NY 10996

SUBJECT: Request for Exception to Policy (ETP) to allow X for Y for Academic Year (AY) YY-T – AY YY-T.

1. References:

- a. USMA Regulation 25-2 Cybersecurity
- b. USMA Policy 25-2-XYZ

2. CIO/G6 recommends the following routing based on the source of the request

a. Dean

(1) Course Work: Course Director→Program Director→Department Head→CIO/G6

(2) Academic Club: OIC→Department Head→CIO/G6

(3) Researcher: Principal Investigator (PI) → Research Center Director→Department Head→CIO/G6

(4) Dean Staff: Requestor → Vice Dean of Operations→CIO/G6

b. USCC

(1) BTO Element: Requestor→BTO→CIO/G6

(2) Non-Academic Club: OIC→DCA Director→CIO/G6

(3) Other USCC Element: Requestor→Commandant or DepComm→CIO/G6

c. Other Military Academy Directorates (MADs)

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SUBJECT: Request for ETP to allow X for Y for AY YY-T – AY YY-T.

(1) Requestor→Chain of Command→MAD Principal→CIO/G6

3. Bottom Line Up Front:

a. Who, what, when, where, and why. With the 'What' cite references with specificity to allow later reviewers a rapid check of scope of ETP deviation from the reference. Use enclosures as necessary to expand on any particular W (e.g., a list of cadets/courses, unless very short, likely needs to go to an enclosure). ETP requests must be time bounded (e.g., <= 1 calendar year, renewals perfect feasible, but need reviews before renewal).

4. Mitigations to reduce requestor-identified risks imposed by the ETP. Pre-coordination of these mitigations, and the memorandum writ large, with USMA CISO and USMA CTO will improve the speed of review by the CIO/G6's technical advisors and the approval of the CIO/G6 (as Authorizing Official Designated Representative (AODR) and as office of primary responsibility (OPR) for Cybersecurity).

5. Operational Impacts if ETP not approved.

6. Formatting requirements taken from AR 25-50 Managing Army Correspondence www.apd.army.mil/pdf/files/r25_50.pdf. Contact michael.lanham@westpoint.edu if there are errors in the template. Use the Styles in this template to automatically establish paragraph spacing, autonumbering, automatic indents for 1st, 2nd, 3rd, and 4th indent levels with automatic numbers.

a. With thanks to Vangelis Bibakis' <http://randomtextgenerator.com/> for generating the random latin. Don't forget, if you have an sub-paragraph a, you need a sub paragraph b.

(1) Don't forget, if you have an sub-paragraph (1), you need a sub paragraph (2).

(2) Bonus timeo ad si ex eadem mirum potui. Aeternum vim hoc res ens ignorata lectores putandum.

(a) Don't forget, if you have an sub-paragraph (a), you need a sub paragraph (b).

(b) And there are no further indentation levels than 1.a.(1).(a) IAW AR 25-50.

b. Don't forget, if you have an sub-paragraph a, you need a sub paragraph b.

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SUBJECT: Request for ETP to allow X for Y for AY YY-T – AY YY-T.

7. Remember that AR25-50 drives authors to use <= 2 pages with additional details moved to enclosures to achieve the 2 page aim point.

8. The POC for this action is username@westpoint.edu at 845-938-1234.

4 Encls

1-2. as

3. Memo foo, 3 Jul 16

4. Memo bar, 4 Jul 16

FIONA J. SHREK

LTC, IN (FA47)

Course Director, MN4321

CF:

MAD Principal (or other applicable element of Chain of Command)

USMA Change Management Council (CMC)

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Enclosure 1 A meaningful descriptive phrase goes here