DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: IN‑SERVICE SECURITY MANAGEMENT PLAN
3. DESCRIPTION AND INTENDED USE

The In‑Service Security Management Plan (ISSMP) describes the Contractor’s plan for meeting the system security requirements for the in‑service phase for those products that are Products Being Supported (or will become Products Being Supported under an associated or linked Contract (Support) when this data item is being developed under a Contract (Acquisition)) and that:

could be susceptible to security vulnerabilities that may affect the Commonwealth’s security obligations and compliance requirements (as would be determined by a competent contractor acting reasonably in making such a determination);

are the subject of, or included within the scope of, a Security Authorisation, including in relation to physical security, Emanation Security (EMSEC), Information and Communications Technology (ICT) security, cyber security, and personnel security (but, for personnel security, only in relation to Contractor Personnel operating, maintaining, or upgrading a Security System-of-Interest (SSoI) or an associated Target of Security Assessment (ToSA)); and/or

are required by the Contractor to undertake the system security services (eg, Software such as Splunk®).

The Contractor uses the ISSMP to:

define, manage and monitor the Contractor’s system security and related activities for the in‑service phase and to demonstrate how the associated security objectives applicable to the in‑service phase will be achieved, including supporting any Security Authorisations that will require periodic revalidation during the in‑service phase;

ensure that those parties (including the Commonwealth and Subcontractors) performing system security activities during the in‑service phase understand their respective responsibilities, the processes to be used, and the time-frames involved, including in relation to:

responding to cyber incidents;

ensuring business continuity and disaster recovery; and

continuous monitoring; and

demonstrate that it has the capability and capacity to meet its system security responsibilities for the SSoIs / ToSAs and other security-related Support System Products during the in‑service phase.

The Commonwealth uses the ISSMP:

to understand and evaluate the Contractor’s approach for meeting the system security requirements of the Contract for the in‑service phase;

to gain assurance that the Contractor has a sound system security program in place that complies with applicable Government and Defence security requirements and policies and that will satisfy the objectives of the program;

to plan the integration of the Contractor’s system security activities for the in‑service phase with the Commonwealth’s security activities, particularly in relation to interacting with the respective security authorities;

as an input into the Commonwealth’s own planning, particularly in relation to liaising with the applicable security authorities for each SSoI; and

as one of the suite of cyber security artefacts provided to the relevant Defence authorities as part of obtaining and/or maintaining the required ICT/cyber Security Authorisations for a SSoI.

1. INTER-RELATIONSHIPS

The ISSMP is subordinate to the following data items, where these data items are required under the Contract:

Support Services Management Plan (SSMP);

Contractor Engineering Management Plan (CEMP);

Configuration Management Plan (CMP); and

Quality Plan.

The ISSMP inter-relates with the following data items, where these data items are required under the Contract:

the security-related data items required under the Contract (other than those identified under clause 4.1);

Materiel System Security Management Plan (MSSMP) governing the acquisition phase;

Software Support Plan (SWSP); and

the plans and Engineering Change Proposal(s) (ECP(s)) associated with any Major Changes.

1. APPLICABLE DOCUMENTS

The following documents form a part of this DID to the extent specified herein:

Note to drafters: Amend the list of Applicable Documents to suit the Contract. Do not include documents that are included within the ‘Governing Security Documents’.

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| 1. Governing Security Documents | 1. (see the Glossary for the definition of this term) |
| 1. ANP4605 | 1. Navy Cyberworthiness |
| 1. AFSMAN | 1. Air Force Security Manual, Volume 1 |
|  | 1. National Institute of Standards and Technology (NIST), ‘Cybersecurity Framework (CSF)’, Version 2.0, February 26, 2024 |
| 1. AS/NZS ISO 31000:2018 | 1. Risk Management – Principles and Guidelines |
| 1. NIST SP 800-30 | 1. Guide for Conducting Risk Assessments, Revision 1, September 2012 |
| 1. NIST SP 800-37 | 1. Risk Management Framework for Information Systems and Organizations: A System Life Cycle Approach for Security and Privacy, Revision 2, December 2018 |
| 1. NIST SP 800-53A | 1. Assessing Security and Privacy Controls in Information Systems and Organizations: Building Effective Assessment Plans, Revision 5, January 2022 |
|  | 1. ACSC Publication, ‘Strategies to Mitigate Cyber Security Incidents’, February 2017 |
|  | 1. ACSC Publication, ‘Strategies to Mitigate Cyber Security Incidents – Mitigation Details’, February 2017 |
|  | 1. ACSC Publication, ‘Guidelines for System Monitoring’, September 2023 |
|  | 1. ACSC Publication, ‘Guidelines for Security Documentation’, September 2023 |
| 1. ISO/IEC 27001:2022 | 1. Information security, cybersecurity and privacy protection – Information security management systems – Requirements |
| 1. ISO/IEC 27032:2023 | 1. Cybersecurity – Guidelines for internet security |
| 1. ISA/IEC 62443 series | 1. Security for Industrial Automation and Control Systems |
| 1. ISO/IEC 27005:2022 | 1. Information security, cybersecurity and privacy protection – Guidance on managing information security risks |
| 1. Defence ICT/Cyber SCRM Framework | 1. The Defence ICT/Cyber Procurement Supply Chain Risk Management Framework, October 2020 |
| 1. Form XP 188 | 1. Security Report |
|  | 1. CASG Risk Management Product Risk Matrix |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the ISSMP should summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content – General Requirements
     1. Interpretation

If the ISSMP is being developed under the Contract (Acquisition):

references to the Contract, Contractor and Subcontractors in clauses 6.2.2 to 6.2.5 shall be interpreted to be the Contract (Support), Contractor (Support) and Subcontractors (Support), respectively; and

if there is no linked Contract (Support), the requirements of clauses 6.2.2 to 6.2.5 shall be developed to the extent practicable (eg, by assuming generic contractor(s) (support) and subcontractors (support)).

* + 1. Overview

The ISSMP shall provide an overview of the ISSMP and the security-related Services for each SSoI to be provided under the Contract, including:

defining the scope and purpose of the ISSMP;

describing the scope and objectives of the system security program for the in‑service phase, including:

providing an overview of each SSoI and, if applicable, each ToSA, and identifying other applicable Support System Products from a security perspective; and

providing an overview of any shared responsibilities for system security between the Contractor and the Commonwealth (eg, in relation to responding to cyber incidents, ensuring business continuity and disaster recovery, and continuous monitoring);

identifying and describing the nature and significance of the security risks and threats that will be managed through the ISSMP; and

describing any constraints, assumptions and risks associated with the system security program.

The ISSMP shall provide a list of key stakeholders involved with the system security program for the Contract, including:

System Owner;

Security Authorisation authorities and associated delegates; and

where Digitally Enabled Systems and Equipment (DESE) supported under the Contract is either integrated into, or installed onto, Defence systems and platforms, the in‑service agencies responsible for managing and supporting those systems and platforms.

The ISSMP shall describe the mechanisms by which the general requirements for security documentation, as set out in the Information Security Manual (ISM), will be satisfied, including (for example):

Control ISM‑0888: “Security documentation is reviewed at least annually and includes a ‘current as at [date]’ or equivalent statement”; and

Control ISM‑1602: “Security documentation, including notification of subsequent changes, is communicated to all stakeholders”.

* + 1. System Security Organisation and Roles

The ISSMP shall describe the organisations and the roles of the organisations involved with the system security program for the Contract, including:

within the Contractor’s organisation;

Subcontractors, including original equipment manufacturers; and

Associated Parties, including Defence agencies, regulatory authorities and other Commonwealth Contractors, as applicable.

The ISSMP shall identify the technical / design support network of organisations, including:

identifying the Subcontractors and other companies, which provide technical advice for security activities; and

describing the nature and scope of the technical advice to be provided.

The ISSMP shall identify the qualifications, experience and training required by persons filling any Key Staff Positions for the system security program for the Contract.

The ISSMP shall provide details of the Contractor’s security team that is dedicated to the provision of security-related Services for each SSoI / ToSA, including numbers and skills.

* + 1. System Security Risk Management

The ISSMP shall describe the risk management processes to be applied to the Contractor’s system security program for the Contract, cross-referring to the risk management elements of the Approved SSMP[[1]](#footnote-1) and the applicable elements of the Approved ADF regulatory / assurance plans as appropriate, including:

the processes to be used to identify system security risks;

Note to drafters: The following clause refers to the CASG Risk Management Product Matrix, which is identified as an Applicable Document in clause 5. This enables a 5x5 matrix to be employed for the purposes of project or product risk management using the Predict! tool. The Security Authorisation process, however, requires the use of a 6x6 matrix in accordance with the DSPF. Drafters should amend the following clause and the Applicable Documents to suit their contract-management circumstances (ie, to select the risk matrix that will result in the least work for the contract-management team, either translating into the DSPF 6x6 matrix if the CASG matrix is retained, or translating into Predict! if the following clause is amended to incorporate the DSPF matrix).

the processes to be used for analysing, assessing and evaluating system security risks, including the specific assessment criteria to be used, cross-referring to the CASG Risk Management Product Risk Matrix in relation to assessing risks to ‘Security & Cyber’;

the risk register(s) to be used for recording each system security risk (eg, Security Risk Management Plan (SRMP) and Cyber Supply Chain Risk Plan (CSCRP)), including its attributes, evaluation and treatment(s);

the processes to be used to determine the specific risk treatment strategies to be employed, particularly the application of risk controls (eg, as per the ISM); and

the mechanisms to be used to keep the Commonwealth Representative apprised of any changes to system security risks.

The ISSMP shall describe how security requirements will be incorporated into the Contractor’s Cyber Supply Chains to address ICT/cyber security risks for DESE (eg, in accordance with the Defence ICT/Cyber SCRM Framework), cross-referring to any CSCRP required under the Contract and describing how the Contractor’s Cyber Supply Chain risk assessments will be kept current and the Commonwealth will be kept apprised of changed circumstances, as new suppliers of DESE are identified.

* + 1. System Security Program Activities – General

Note: In relation to security monitoring and testing, clause 6.3.4 of this DID provides additional requirements that the ISSMP must address.

The ISSMP shall describe the Contractor’s processes for undertaking the security-related Services for the SSoIs, as required by the Contract, including:

providing an overview of the methodology to be employed to achieve the objectives, outcomes and requirements set out in clause 3 of this DID;

describing how the applicable standards and other documents, referred to under clause 5, will be adapted to the Contractor’s system security program; and

describing how each of the system security requirements set out in the Contract will be undertaken, including when and by whom, and the processes and tools to be employed.

The ISSMP shall describe any simulation and other tools, instruments, items of equipment, Software, test facilities and any other major elements that will be required to satisfy the system security requirements of the Contract.

The ISSMP shall contain a high-level schedule indicating key activities, events and milestones for the system security program for the Contract, including in relation to physical security, EMSEC, ICT security and cyber security.

* 1. Specific Content – ISM-Mandated Security Plans
     1. Interpretation

The ISSMP shall address the requirements of clauses 6.3.2 to 6.3.4 as follows:

Each of the ISM-mandated security plans defined by clauses 6.3.2 to 6.3.4 shall be set out in a manner that is suitable for ICT and cyber Security Authorisation purposes (eg, addressing all parties responsibilities and the interactions between them).

Subject to clause 6.3.1.2, the ISSMP shall identify, either as part of the ISM-mandated security plans or in a separate section of the ISSMP (and cross-referencing to the ISM-mandated security plans), the nature and scope of the Contractor’s and Subcontractor’s responsibilities and activities under each of the plans, so that the governance requirements of the Contract are satisfied.

If the ISSMP is developed under a Contract (Acquisition):

if the ISM-mandated plans are required to be applied under the Contract (Acquisition) (eg, for system deployment or V&V), references to the Contract, Contractor and Subcontractors shall be interpreted to be the Contract (Acquisition), Contractor (Acquisition) and Subcontractors (Acquisition), respectively;

if the ISM-mandated plans are not required to be applied under the Contract (Acquisition) and there is a linked Contract (Support), references to the Contract, Contractor and Subcontractors shall be interpreted to be the Contract (Support), Contractor (Support) and Subcontractors (Support), respectively; and

in all other circumstances, the ISSMP is not required to address the requirements of clause 6.3.1.1b.

* + 1. Incident Response Plan

Note: A security incident is a suspicious approach, event or action (whether deliberate, reckless, negligent or accidental) that:

1. fails to meet the expected outcomes of Defence security as outlined in the DSPF;
2. compromises Defence's protective security arrangements; and
3. results in (or has the potential to result in) loss, damage, harm or disclosure to Defence information, assets and/or personnel.

The ISSMP shall include an ‘**Incident Response Plan**’ for responding to security incidents pertaining to each SSoI, which includes:

the roles and responsibilities of all personnel (eg, Commonwealth, in-service support contractors (including, where applicable, the Contractor) and in-service support subcontractors (including, where applicable, Subcontractors)) during an incident, including:

system users, system support staff, system administrators, etc based on the incident type;

the identification of the position that will have ultimate responsibility for the operational management of an incident; and

the authorised methods of communication between the various parties, including responsible personnel;

the authorities within the different organisations responsible for initiating:

a formal (administrative) investigation; and

a police investigation of an incident;

the minimum level of Training for investigators, users and system administrators (eg, Cert IV in Forensics and Security Investigations);

guidelines on what situations and scenarios constitute an incident;

the types of incidents likely to be encountered (eg, malware, system intrusion, data compromise, and unauthorised system change) and for each incident type:

the goals and objectives of the incident response;

the expected response, including the processes for threat containment and eradication; and

the steps necessary to ensure the availability of critical systems during the incident;

management of the vulnerability exploited within the compromised system elements;

system contingency measures and/or relationships to other response processes and procedures to ensure the continued safety and operational effectiveness of the SSoI;

Note: In accordance with DSPF Principle 77, “Once the risk of immediate harm has been effectively managed, a Security Report must be submitted to SICC [Security Incident Coordination Centre] via the Security Report within 24 hours of the incident occurrence or discovery”. A copy of this report is also to be provided to the Commonwealth Representative at the same time, including any supporting information.

incident reporting mechanisms, including both internally (eg, using a Form XP 188) and externally to relevant operational authorities (eg, the Australian Cyber Security Centre) and including those parties that need to be informed in the event of a security incident;

criteria for investigation into a security incident involving external entities (eg, as could be requested from a law enforcement agency, the Australian Cyber Security Centre or other relevant authority); and

the steps necessary to ensure the integrity of evidence for use in investigation.

The Incident Response Plan shall detail the management of, and contents of, the Incident Register to be used to capture the necessary details associated with each security incident, including fields to allow the tracking of the following information:

the date the incident was discovered;

the date the incident occurred;

a description of the incident, including the people and locations involved;

the action taken;

lessons identified;

to whom the incident was reported; and

whether or not any further investigations were undertaken.

The Incident Response Plan shall describe the intervals and process for testing incident response and recovery capability, and for confirming that the plan remains fit for purpose.

* + 1. Business Continuity and Disaster Recovery Plan

The ISSMP shall include a ‘**Business Continuity and Disaster Recovery Plan (BDCRP)**’ for ensuring the continued operation of each SSoI (or critical elements thereof) in response to either:

a security incident or a series of security incidents that have a high likelihood of compromising Defence operations involving the SSoI; or

a disaster that would compromise Defence operations involving the SSoI.

Note: Different elements of an SSoI may involve different considerations in relation to business continuity and/or disaster recovery. Where applicable, the BCDRP should identify these differences so that it is clear exactly what will occur for the different elements in relation to business continuity and disaster recovery.

The BCDRP shall:

identify the management structures and the roles and responsibilities of applicable personnel (eg, Commonwealth, in-service support contractors (including, where applicable, the Contractor) and in-service support subcontractors (including, where applicable, Subcontractors)) associated with business continuity and/or disaster management and recovery, including the relationships with incident response management;

identify the critical services, functions and assets associated with each SSoI in the context of Defence operations, cross-referring to the Business Impact Levels (BILs) in the Security Classification and Categorisation Guide (SCCG) at Attachment J;

categorise the identified elements according to their priority for maintaining continuity of operations and/or for recovery after a disaster;

define the maximum acceptable outage time for the critical services and functions and the associated recovery time objective in the context of the maximum acceptable outage time;

describe credible scenarios that could cause a system interruption, such as a natural disaster, civil disturbance, major ICT failure or major cyberattack;

describe the strategies for maintaining business continuity in response to the identified scenarios and in the context of the prioritised services, functions and assets;

describe the strategies for disaster management and recovery in the context of the identified scenarios, the prioritised services, functions and assets, and the recovery time objectives;

describe the processes to be implemented to ensure that personnel are prepared for potential system disruptions that could compromise Defence operations using the SSoI, including, for example, the conduct of business continuity and disaster recovery exercises and testing;

describe the processes for activating and managing the business continuity and/or disaster management and recovery mechanisms and activities, including:

identifying the likely triggers;

describing the potential requirements for relocating systems, equipment, personnel and other items during a disaster, including ensuring the safety of personnel as the highest priority;

describing the associated internal and external communications;

describing the coordination with other interested parties throughout a disruption; and

describing the likely temporary arrangements to be implemented during a disruption;

describe the systems, processes and personnel necessary to return business / mission activities from the temporary measures adopted during the disruption to normal operations;

describe the processes for data backup and recovery to ensure that minimal data is lost in the event of an interruption to the SSoI and the SSoI can be recovered within the required timeframes, including the use of remote locations for data backup, testing backup and restoration processes, and security considerations for the data backups;

describe the implementation and maintenance of communication and warning procedures, including those necessary to manage the incident response and coordination with other interested parties throughout a disruption;

describe the processes for maintaining capabilities and response readiness, such as table top exercises, and for confirming that the plan remains fit for purpose; and

describe any other elements required for managing business continuity and disaster recovery (eg, employee contact lists, vital records, and alternate site operations, resources and transportation).

* + 1. Continuous Monitoring Plan

Note: The requirements of this clause are broader than the ISM requirements for a continuous monitoring plan.

The ISSMP shall a ‘**Continuous Monitoring Plan**’ for undertaking continuous monitoring of each SSoI (or applicable element thereof) during the in‑service phase to proactively identify, prioritise and respond to security Issues (eg, vulnerabilities), including:

identifying the management structures and the roles and responsibilities of applicable personnel (eg, Commonwealth, in-service support contractors (including, where applicable, the Contractor) and in-service support subcontractors (including, where applicable, Subcontractors)) associated with continuous monitoring of each SSoI, including the relationships with incident response management and business continuity and disaster recovery management;

describing the use of agencies and websites that provide advice of known vulnerabilities, such as the ACSC Alerts and the Known Exploited Vulnerabilities (KEV) catalogue at [www.cisa.gov/known-exploited-vulnerabilities-catalog](http://www.cisa.gov/known-exploited-vulnerabilities-catalog);

describing the use of automated system event logging tools and processes (if applicable), as described in the ACSC Guidance Document, ‘Guidelines for System Monitoring’, to assist with the identification of security vulnerabilities and security incidents, including:

describing how the system event logging systems and processes have been implemented;

identifying the system events to be logged and the associated event details to be captured;

describing the mechanisms for security vulnerability / incident identification and reporting based on the logged system events (eg, automatically to the system administrator and/or system security manager within particular timeframes); and

management of the event log, including protection, retention, and auditing;

in addition to any automated system event processes, describing the types of intermittent monitoring and testing activities to be employed (eg, vulnerability assessments, vulnerability scans and penetration tests), including the likely nature and scope of these activities and the timeframes for conducting them;

describing the analysis and investigation activities to be undertaken when potential or actual security Issues (eg, vulnerabilities) are identified, including the stakeholders to be consulted and the report(s) to be provided to the Commonwealth;

describing the processes to be employed to prioritise the implementation of mitigations, taking into account the cost of mitigations and the implications for Defence operations, other Contract work, the health and safety of personnel, and the environment; and

describing how the mitigation work will be implemented and managed, particularly when configuration changes are required.

1. An Approved SSMP is unlikely to exist if the ISSMP is developed under an acquisition contract. [↑](#footnote-ref-1)