

SP800-140Br1 Security Policy Template Completion Instructions

November 17th, 2023

The Security Policy is created by combining a complete template with the structure information in the MIS. The template is a Microsoft Word document that contains specific elements for the final Security Policy and designates sections for the vendor to include the text, images, tables, etc. that provide the relevant information for those sections.

The areas of the template to be maintained are:

- the overall structure of the document including the number and text of the section headings (with the exception of headings marked with [O] – see below)
- the content controls located throughout the document which are used as markers for the content to be included from the MIS
- the existence and placement of the table of contents and the table of tables. The format of these may be changed.

The items that can be changed as the template is completed are:

- the Title page by adding logos, additional headings, etc.
- the footer and/or header of the document, but not removing page numbers
- the font types and sizes of all the aspects of the document
- the document margins

There are the following indicators within the template that help guide the vendor

- Sections marked with [O] are optional and should be deleted if not used, including the section number and heading
- If a non-optional section is N/A for the module, leave the section in and indicate that it is not applicable, with a description of why, if applicable
- In general additional text may be entered where applicable and many areas indicate this with the <Text> indicator. These should be deleted.

Generated Tables

- There's a custom style called "CMVPTable" that is used when creating the tables. Change this style to change the style of the tables SPBuilder creates.

The same program used by the CMVP to combine the completed template and MIS is available to vendors and laboratories to create draft/example final versions of the Security Policy. The use of this program is option and is only provided to create an unofficial version of the Security Policy so that the vendors and labs will know what the final version will look like.