

## Frequently Asked Questions

Safeguard Security Report (SSR)

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Stay tuned for more answers to your commonly asked questions!

Q. What are the due dates of the SSR?

A. The due dates of the SSR are in Publication 1075 Section 7.2.4 and are as follows:

	Reporting Period	SSR Due
<b>Federal Agencies</b>		
All Federal Agencies	January 1 through December 31	January 31
<b>All State Agencies and Territories</b>		
AK, AL, AR, AS, AZ, CA	February 1 through January 31	February 28
CNMI, CO, CT, DC, DE, FL, GA	March 1 through February 28	March 31
GU, HI, IA, ID, IL, IN, KS	April 1 through March 31	April 30
KY, LA, MA, MD, ME, MI	May 1 through April 30	May 31
MN, MO, MS, MT, NE	June 1 through May 31	June 30
NC, NH, NJ, NM, NV, NY	July 1 through June 30	July 31
ND, OH, OK, OR	August 1 through July 31	August 31
PA, PR, RI, SC, SD, TN	September 1 through August 31	September 30
TX, UT, VA, VI, VT, WA	October 1 through September 30	October 31
WI, WV, WY	November 1 through October 31	November 30

**Q. How do we complete an SSR?**

A. The SSR is a living document (use the accepted SSR template that was returned with your previous acceptance letter. Do **not** start a new SSR using a blank template)

- Provide a summary response in the agency section and use attachments as supplemental information (unless attachments are requested specifically in one of the corresponding eight areas in the template)
- Report any changes to your agency's environment and/or new technologies each year
- Provide a response to IRS-provided blue comments on the previous submissions
- Notate changes from previous year SSR submissions where applicable

**Q. What are the rules for attachments?**

A. The rules for attachments are as follows:

- Label and title appropriately
- Provide a summary of attachments required in control implementation sections
- Provide clear and concise mapping of attachments in SSR response
- Include HQ, all Data Centers and 10% of Field Offices in internal inspection templates
- *Don't rely solely on attachments*; provide a summary response in agency section

**Q. Who must certify the SSR?**

A. Certification by Head of Agency is required each year with SSR submission. If Head of Agency is different than Agency Director, provide contact information for both individuals in section 2.1 each year.

**Q. How long will it take if we request assistance with our SSR?**

A. Requests received by the mailbox are assigned for triage (72 hours)

- a. Triage and assigned to Computer Security Reviewer or Disclosure Enforcement Specialist (24 hours)
- b. Response issued usually in less than 40 days
- c. If you are experiencing delays, follow up with a 2<sup>nd</sup> request (in your follow up request, please indicate the date of your original request)

Q. What else should we know about SSRs?

A. This table can assist you in preparing your SSR:

<b>SSR DOs</b>	<b>SSR DON'Ts</b>
- Annotate dates of changes and updates	- Do not use Track changes
- Use current template (v1.2)	- Do not use highlights
- Use Word, Excel and PDF attachments only	- Do not embed docs
- Submit via SDT (email is last resort)	- Do not use attachments as the only implementation explanation
- Summarize the applicable portion of each attachment in the control implementation session	- Do not substitute SSR as a Notification
- Update the signature page annually (use an electronic signature or scan a signed document)	

Q. Will we still need to submit a 45-day Notification if an item is listed on our annual SSR?

A. The submission of the Notifications is a requirement independent of a complete SSR governed by Section 7.4 of Pub 1075. Changes must be included on the SSR even if a Notification has been submitted. Notating on the SSR **does not satisfy** the Notification requirement.

Q. Can we share the results of our SSR?

A. It is permissible to share the results of the SSR to mitigate or correct deficiencies identified in the document with your partner state agencies and contractors.

Q. Can we apply for a waiver from the SSR Process?

A. Currently, no SSR “waiver” process exists. An SSR must be submitted annually per section 7.2.4 of Pub 1075, even for agencies with a Safeguard review scheduled.

Q. What are the requirements for a new agency?

A. As part of the onboarding process, **new** agencies are required to have an approved SSR, Security Assessment Report (SAR) and Authority To Operate (ATO) before receiving FTI.