

FedRAMP General Document Acceptance Criteria



FedRAMP

Version 1.0

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Revision History

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03/12/ 2015	0.6	All	Draft	Steve Levitas
05/05/2015	0.7	All	Incorporated Monette Respress' comments about acceptability of figures	Steve Levitas
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ABOUT THIS DOCUMENT

WHO SHOULD USE THIS DOCUMENT

The following individuals should read this document:

- Writers and reviewers of documents

HOW THIS DOCUMENT IS ORGANIZED

This document is divided into the following primary sections and appendices:

Section	Contents
Section 1	Introduction
Section 2	Document Review Criteria
Section 3	Acceptability Threshold
Appendix A	Table of Acronyms

HOW TO CONTACT US

Questions about FedRAMP or this document may be directed to info@fedramp.gov.

For more information about FedRAMP, visit the website at <http://www.fedramp.gov>.

1. INTRODUCTION

The purpose of this document is to describe the general document acceptance criteria for the Federal Risk and Authorization Management Program (FedRAMP) to both writers and reviewers. This acceptance criterion applies to all documents FedRAMP reviews that do not have special checklists or acceptance criteria predefined for them.

This document does not include security and/or technical review criteria used by Information System Security Officers (ISSOs) and Joint Authorization Board (JAB) Technical Representatives (TRs) to assess the technical quality of documents. See the *FedRAMP Review and Approve Process Standard Operating Procedure* for more information on FedRAMP reviews and acceptance criteria.

2. DOCUMENT REVIEW CRITERIA

Table 1 describes the description and severity levels of the criteria to be considered during a general document acceptance review. The Description column includes the common items associated with the criteria to provide guidance. The reviewer determines the defect and its criterion. The Severity level (Low, Medium, and High) items are provided for guidance only. The reviewer determines the severity level based on their judgment.

Table 1. Document Review Criteria

Criterion	Description	Severity	Comment
Clarity	<ul style="list-style-type: none"> ▪ Correct and consistent format ▪ Correct and continuous section numbering ▪ Logical presentation of material ▪ Current dates and timely content ▪ Non-standard terms, phrases, acronyms, and abbreviations are defined ▪ Proper titles and labels on figures ▪ No ambiguous statements or content 	High <ul style="list-style-type: none"> ▪ Material is ambiguous, unclear, or incomprehensible 	
		Medium <ul style="list-style-type: none"> ▪ Material can be interpreted or understood after parsing 	

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Criterion	Description	Severity	Comment
	<ul style="list-style-type: none"> ▪ Minimal and appropriate use of passive voice ▪ No awkward phrases, typographical errors, spelling errors, missing words, or incorrect page and section numbers ▪ Reasonable sentence and paragraph lengths ▪ Use of generally accepted rules of grammar, capitalization, punctuation, symbols, and notation ▪ Appropriate and accurate identification of cross-references ▪ Figure text is readable; figure graphics are sharp 	<p>Low</p> <ul style="list-style-type: none"> ▪ Detracts from the understanding of the material ▪ Typos, misspellings, undefined abbreviations, and similar minor defects 	

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Criterion	Description	Severity	Comment
Completeness	<ul style="list-style-type: none"> ▪ Responsive to all applicable FedRAMP requirements ▪ Includes all appropriate sections of FedRAMP Template ▪ Includes all attachments and appendices ▪ Includes Table of Contents, Tables and Figures when applicable ▪ Figures include required information, correctly labelled, and keys to color and line formats 	<p>High</p> <ul style="list-style-type: none"> ▪ Unresponsive to FedRAMP requirement ▪ Incomplete or poor response to FedRAMP requirement that compromises security ▪ Does not include appropriate section of FedRAMP Template ▪ Missing attachment or appendix essential to the completeness or understanding of the material 	
		<p>Medium</p> <ul style="list-style-type: none"> ▪ Incomplete or poor response to FedRAMP requirement that <u>does not</u> compromise security ▪ Missing nonessential attachment or appendix 	
		<p>Low</p> <ul style="list-style-type: none"> ▪ Missing Table of Contents, List of Tables, or List of Figures when applicable 	

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Criterion	Description	Severity	Comment
Conciseness	<ul style="list-style-type: none"> ▪ Content and complexity is relevant to the audience ▪ No superfluous words or phrases 	High <ul style="list-style-type: none"> ▪ Content or complexity is irrelevant to the audience 	
		Medium <ul style="list-style-type: none"> ▪ Superfluous words or phrases that detract from the reader's understanding of the material 	
		Low <ul style="list-style-type: none"> ▪ Superfluous words or phrases that <u>do not</u> detract from the reader's understanding of the material 	
Consistency	<ul style="list-style-type: none"> ▪ Terms have the same meaning throughout the document ▪ Items are referred to by the same name or description throughout the document ▪ The level of detail and presentation style is the same throughout the document ▪ The material does not contradict predecessor documents ▪ All material in a subsequent documents has a basis in the predecessor document ▪ Figure content agrees with text 	High <ul style="list-style-type: none"> ▪ Material contradicts predecessor document ▪ Material has no basis in predecessor document 	
		Medium <ul style="list-style-type: none"> ▪ Inconsistencies detract from the reader's understanding of the material 	
		Low <ul style="list-style-type: none"> ▪ Presentation style is different ▪ Inconsistencies are understandable 	

APPENDIX A: TABLE OF ACRONYMS

Acronym	Meaning
FedRAMP	Federal Risk and Authorization Management Program
ISSO	Information System Security Officer
JAB	Joint Authorization Board
TR	Technical Representative