State of North Carolina
Office of the State Chief Information Officer

Beverly Eaves Perdue
Governor

Gerald L. Fralick
State Chief Information Officer

Memorandum

To: CIOs, Agency Security Liaisons

From: Ann Garrett, State Chief Security and Risk Officer

Subject: Revised – Statewide Security Standards Deviation Reporting Form

Date: August 3, 2010

The Enterprise Security and Risk Management Office (ESRMO) has revised the Deviation Reporting Form that is used to report and review deviations to the statewide security standards. A deviation from a statewide standard may put state information systems and/or data at risk of damage, loss or exposure. Agencies must be aware of their deviations from statewide security standards and need to regularly assess the risks associated with the deviations. The ESRMO also needs to be aware of the deviations so that staff can help agencies develop risk mitigation measures. There must be a compelling business need for an agency to allow a continuing security standard deviation. Each agency is responsible for evaluating the risk, the justification for that risk, and any compensating measures taken to reduce the risk.

Effective immediately, agencies should use the latest version of the Statewide Security Standards Deviation Report Form attached to this memo for reporting information security standards deviations. Deviation Reports should include a compelling justification, an Enterprise Project Management Office (EPMO) project ID number (if one exists), plans for mitigating the deviation, as well as an estimated completion date when the deviation is expected to no longer be needed. A deviation report must include an EPMO project number whenever a security deviation report pertains to an enterprise project tracked by the EPMO. Deviation reports which lack sufficient information will be returned and may need to be resubmitted to the ESRMO. Deviation reports are reviewed by the ESRMO and ITS Senior Management and then submitted to the State CIO for review. As part of the review process, the State CIO may request the agency institute specific risk mitigation measures.

If you have any questions regarding the deviation reporting process or the Deviation Reporting Form, please contact Michael McCray of the ESRMO staff. He may be reached at Michael.McCray@nc.gov or 919-754-6295. Please contact me directly at Ann.Garrett@nc.gov or 919-754-6300 if you would like to discuss any questions or concerns about statewide security standards and risk management.

Attachment: Statewide Security Standards Deviation Report Form

cc: Gerald L. Fralick, State Chief Information Officer
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Sharon Hayes, ITS Chief Information Officer

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