



Washington State - Office of the

## Chief Information Officer

Published on *Office of the Chief Information Officer* (<https://ocio.wa.gov>)

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### IT Security Non-Compliance/Deviation Form

**Agency Name:**

**Contact for Additional Information:**

**Standard(s) to which a deviation is requested:** Section #

1. Describe the reason for non-compliance/deviation with the standard:
2. Provide the business or technical justification:
3. Describe the scope including quantification and requested duration (normally not to exceed one year):
4. Describe all associated risks:
5. Describe any supplemental controls to mitigate risks resulting from the deviation.
6. Include a plan to achieve compliance with the IT security standards:
7. Identify any unmitigated risks:

I have evaluated the business issues associated with this request and I accept any and all associated risks as being reasonable under the circumstances until compliance is achieved.

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**Requesting Agency Head**

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**Date**

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**Director, OCIO**

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**Approval Date**

This IT Security Non-Compliance/Deviation Form must be completed by the agency if it determines that it cannot comply with any component of the OCIO Securing IT Assets policy or standards. The form must detail each component that is not in compliance. For each deviation, the requesting agency shall document:

- The reason for non-compliance/deviation from the IT Security Policy or standard.
- The business need.
- The scope and extent of non-compliance/deviation.
- Mitigating safeguards.
- The specific duration of the deviation.
- Agency Head approval.

Agencies must use this form to document non-compliance/deviation from this standard. The form is submitted to the state CIO for approval through the state chief information security officer at Consolidated Technology Services. For security reasons, please submit only hardcopy IT Security Non-Compliance/Deviation Forms. Do not submit these forms via email. Agencies may submit appeals to the OCIO.

Also see [OCIO Securing Information Technology Assets Policy No. 141](#) <sup>[1]</sup>.

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**Source URL:** <https://ocio.wa.gov/policies/141-securing-information-technology-assets/14110-securing-information-technology-assets-1>

**Links:**

[1] <http://www.ofm.wa.gov/ocio/policies/documents/141.pdf>