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TO: Agency Directors
Agency Chief Information Officers

FROM: Michael Cockrill 
Washington State Chief Information Officer

SUBJECT: 2016 IT Security Reporting

For 2016, agencies are required to provide the following to satisfy their annual IT security reporting requirements:

1. Attestation from the Agency Head that your agency has an IT security program in place and that your agency is in compliance with all components of state IT Security Standard 141.10, or that you are in compliance except for deviations you identify. This includes any non-compliant conditions identified in your last three-year security audit that have yet to be resolved or mitigated.
2. Information pertaining to annual employee IT security awareness training.

Additionally, we would like to know if your agency would benefit from training on specific sections of the IT Security Standards.

You are encouraged to submit your information electronically. Instructions on how to submit your information securely can be found [here](#). Please distribute this memo to those in your agency who will be responsible for submitting this information.

This information is due not later than Friday, September 30, 2016. Questions concerning this process should be directed to Scott Bream, State Office of Cyber Security, at (360) 407-8679 or scott.bream@ocs.wa.gov.

Thank you in advance for your cooperation, and your efforts to keep Washington's IT assets secure.