Agency Letterhead

**DATE:**

**FROM:** (Agency Head)

**TO:** Michael Cockrill

Washington State Chief Information Officer

**SUBJECT: 2016 IT Security Reporting Cover Sheet**

**Part 1: Verification of the existence of an Agency IT Security Program and compliance with state IT Security Standards**

1. My agency has an IT Security Program in place and is in compliance with all components identified in state IT Security Standard No. 141.10.
2. My agency has an IT Security Program in place and is in compliance with the state IT Security Standard No. 141.10., *except for* components identified in the “Reported Deviations” spreadsheet that accompanies this letter. This includes all non-compliant conditions identified in our last three-year IT Security audit that have not been corrected or mitigated.
3. My agency does not have an IT Security Program. I understand I will be contacted by the State Office of Cyber Security.

**Part 2: Submission of Employee IT Security Awareness Training Participation**

I am providing information regarding annual agency employee IT security awareness training