

# AGENDA

**State Government Council  
of the  
Nebraska Information Technology Commission**

Thursday, July 11, 2013  
1:30 p.m. - 2:30 p.m.  
Executive Building - Lower Level Conference Room  
521 S 14th Street  
Lincoln, Nebraska

## AGENDA

### [Meeting Documents](#)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [April 11, 2013](#)
4. Standards and Guidelines
  - Recommendations to the NITC\*
    - [NITC 4-201](#): Web Branding and Policy Consistency (Amended)
    - [NITC 5-401](#): Active Directory; User Photographs (New)
    - [NITC 8-301.01](#): Password and Authentication Standard for Public Applications (New)
5. [Discussion](#): Use of Social Media by Nebraska.gov - Brent Hoffman, General Manager
6. Agency Reports and Other Business
7. Adjourn (Next Meeting - September 12, 2013)

\* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on June 7, 2013. The agenda was posted to the NITC website on July 3, 2013. [Nebraska Open Meetings Act](#)

**STATE GOVERNMENT COUNCIL**  
of the  
**Nebraska Information Technology Commission**  
Thursday, April 11, 2013, 1:30-2:30 p.m.  
Executive Building - Lower Level Conference Room 521 S 14th Street  
Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Brenda Decker, Chief Information Officer, Chair  
Beverlee Bornemeier, OCIO-Enterprise Computing Services  
Dennis Burling, Department of Environmental Quality  
Josh Daws, Secretary of State's Office  
Keith Dey, Department of Motor Vehicles  
Suzy Fredrickson, Nebraska State Patrol  
Brent Gaswick, Department of Education  
Eric Henrichsen, Department of Health and Human Services  
Joe Kellner, Department of Roads  
Kelly Lammers, Department of Banking  
Glenn Morton, Workers' Compensation Court  
Gerry Oligmueller, Budget Office  
Steve Rathje, Department of Natural Resources  
Jayne Scofield, OCIO-Network Services  
Bob Shanahan, Department of Correctional Services  
Len Sloup, Department of Revenue  
Rod Wagner, Library Commission

**MEMBERS ABSENT:** Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Administrative Services; Pat Flanagan, Private Sector; Dorest Harvey, Private Sector; Lauren Kitner, Policy Research Office; Janice Walker, State Court Administrator's Office; Mike Overton, Crime Commission; and Terri Slone, Department of Labor

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

The Chair, Brenda Decker, called the meeting to order at 1:30 p.m. There were 17 voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on March 5, 2013. The agenda was posted to the NITC website on April 5, 2013. A copy of the [Nebraska Open Meetings Act](#) was located on the podium at the front of the room.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF FEBRUARY 14, 2013 MINUTES\***

Mr. Dey moved to approve the [February 14, 2013](#) minutes as presented. Mr. Rathje seconded. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Abstain, Rathje-Yes, Lammers-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Oligmueller-Yes, Gaswick-Yes, Fredrickson-Yes, Scofield-Yes, Shanahan-Yes, Wagner-Abstain, and Kellner-Yes. Results: Yes-15, No-0, Abstained-2. Motion carried.

**SECURITY UPDATE**

Chris Hobbs, State Security Officer

In a survey of agencies, the following features were identified as being the most important for mobile device management:

- Restricting Access from Non-Compliant Devices
- Locking the Device After a Period of Inactivity
- Lost Phone Recovery
- Asset Management and Inventory
- Local Data Encryption

Mr. Hobbs asked Council members to consider what should be included in a standard for mobile devices for state government.

The work group has been developing a standard for externally hosted data. They are also examining issues related to file hosting services such as Dropbox, and Google Drive. Members were reminded that there will be Qualys training next week in Omaha if any members were interested in attending. The 8<sup>th</sup> Annual Cyber Security Conference will be held on June 4th.

### **VIRUS AND MALWARE UPDATE**

Annie King, Manager, Open Systems

As was discussed at the last SGC meeting, state government had experienced an increase in virus and malware incidents in late January and early February of this year. The source for many of these infections was determined to be an online newspaper. Undetected malware was being distributed via their website. The Office of the CIO will be posting information on how agencies can address this issue. In addition, the SCCM environment is being upgraded which should also help with situations like this one.

### **AGENCY REPORTS AND OTHER BUSINESS**

NASCIO Award Nominations. NASCIO is soliciting nominations for government technology projects that were successfully completed between December 1, 2010 and December 1, 2012. There is also a fast track category for projects completed within 9 months and completed after December 1, 2012. If members would like to submit any projects, they were asked to contact the Mr. Becker.

Service Features for Microsoft Products. As a follow-up from the last meeting, Ms. Decker distributed a table of Microsoft products and related features which compared as-promised functionality from the original Microsoft proposal in 2010 with the functionality currently being provided.

Microsoft Enterprise Enrollment. At our August meeting, the Council recommended extending the Microsoft Enterprise Enrollment at the conclusion of the current term on May 31, 2013. The enrollment includes Windows Enterprise, Office Suite, and ECALs. Microsoft has offered a three year extension. The OCIO has been working with agencies to ensure there is sufficient participation to fund the extension.

IBM Software Audit. IBM has requested a software licensing audit on the use of IBM products by the OCIO, Labor, DHHS and Roads. KPMG is the contractor for IBM working on this audit. The OCIO is currently negotiating with IBM on an audit agreement.

Revenue. There was an issue with one of the tax preparation vendors which affected payments on approximately 800-900 returns. Notice is being sent directly to those affected and information about the issue is posted on the department's website.

### **ADJOURNMENT AND NEXT MEETING DATE**

Mr. Shanahan moved to adjourn. Mr. Henrichsen seconded. All were in favor. Motion carried. The meeting was adjourned at 2:01 p.m. The next meeting of the State Government Council will be held at 1:30 p.m. on June 13, 2013.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

# NITC 4-201

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 4-201 (Draft Revised)

Title	Web Branding and Policy Consistency
Category	E-Government Architecture
Applicability	Applies to all state government agencies, excluding higher education

## 1. Standard

### 1.1 Header

1.1.1 The Brand Graphic shall appear in the upper left of every web page.

1.1.2 Any method of skipping links will come after the Brand Graphic.

1.1.3 The Brand Graphic must be saved on the individual web site.

1.1.4 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).

1.1.5 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3).

~~1.1.6 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 4.3.1).~~

~~1.1.7 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).~~

### 1.2 Footer

1.2.1 The bottom of each web page will contain a link to Nebraska.gov, the official State home page

1.2.2 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.

1.2.3 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

## 2. Purpose

**2.1 Header.** The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

**2.2 Footer.** The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

### **3. Definitions**

**3.1 Brand Graphic.** The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

**3.2 Footer.** The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

**3.3 Web Page.** A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

**3.4 Web Site.** A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

### **4. Responsibility**

#### **4.1 Header Placement**

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.

#### **4.2 Header Availability**

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

#### **4.3 Header Changes**

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (<http://www.webmasters.ne.gov>) and make the allowable changes (see Section 4.3.1) using the appropriate software.

##### **4.3.1 Allowable Changes to the Brand Graphic**

Allowable changes for the Brand Graphic are:

- The color of the text
- The color of the state

- The color of the background
- The color of the star
- The drop shadow is optional
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at: <http://www.webmasters.ne.gov>.
- The use of HTML attributes to dynamically decrease the size of the Brand Graphic in relation to the web page across varying resolutions and devices.

The following changes are *not* allowed for the Brand Graphic:

- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

#### **4.3.2 Brand Graphic Alt Tag and Link**

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be “Official Nebraska Government Website. Go to Nebraska.gov”.

#### **4.4 Footer Placement**

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.

### **5. Exemption**

#### **5.1 Standard Exemption**

Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.

### **6. Related Documents**

**6.1 Brand Graphic Options:** <http://www.webmasters.ne.gov/branding.html>

**6.2 State Privacy and Security Policies:** <http://www.nebraska.gov/policies.html>

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DRAFT DATE: June 26, 2013

HISTORY: Adopted on June 14, 2005. Revised on July 12, 2010. Link in §6.2 corrected on November 13, 2012.

PDF FORMAT: <http://nitc.ne.gov/standards/4-201.pdf>  
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# NITC 5-401

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 5-401 (Draft)

Title	Active Directory; User Photographs
Category	Groupware Architecture
Applicability	All state agencies, boards, and commissions

#### 1. Purpose

Microsoft's Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail portrait photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. This document provides guidance on the use of this feature in the State's shared Active Directory forest.

#### 2. Standard

##### 2.1 Optional Use

Each agency has the option to use, or not use, the photograph functionality in the State's shared Active Directory forest. If an agency chooses to use this functionality, the following requirements and procedures will apply.

##### 2.2 Image File Requirements

- File type: JPEG
- File size: 10K or smaller
- File name: Same as the user login ID plus the .jpg extension (example john.doe.jpg)
- Photo size: 96x96 pixels is recommended
- Photo content: A recent head-and-shoulders photograph of the user (not an avatar, icon, drawing, etc.)

##### 2.3 Procedures

- Each agency is responsible for obtaining photographs of their users.
- The OCIO will provide a mechanism for receiving agency image files to be uploaded.
- Agencies shall not modify the Active Directory thumbnailPhoto attribute directly.

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VERSION DATE: DRAFT - July 2, 2013  
HISTORY:  
PDF FORMAT: (to be added)  
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# NITC 8-301.01

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 8-301.01 (Draft)

Title	Password and Authentication Standard for Public Applications
Category	Security Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

#### 1. Purpose

Passwords are a primary means to control access to applications. The purpose of this standard is to require all users to create, use, and manage passwords to protect against unauthorized discovery or usage.

#### 2. Standard

For Public Applications, the following standards require a minimum level of password complexity and define the application's handling of invalid login attempts, password reset and notification requirements.

##### 2.1 Access Requirements

One of the following methods of access will be utilized:

###### 2.1.1 Password Access

The following are the minimum public password construction requirements:

- Must contain at least eight (8) characters
- Must contain at least three (3) of the following four (4) requirements:
  - At least one (1) uppercase character
  - At least one (1) lowercase character
  - At least one (1) numeric character
  - At least one (1) symbol

###### 2.1.2 PIN Access

The following are the minimum PIN access requirements:

- Must contain at least 4 digits/characters.
- PIN must be pre-generated and given to user through a separate process such as email.

##### 2.2 Password Expiration

Passwords will expire at least every 14 months. The user cannot re-use any of the last three (3) passwords used. Passwords will have a minimum time between user initiated resets of one (1) day.

## **2.3 Account Lock-out**

The following are the minimum lock-out required procedures:

- Accounts not used within 14 months will be marked as inactive.
- Accounts not used within 24 months must be removed from the system.
- Three (3) consecutive failures to enter a correct password will lock-out the account for a minimum of 3 minutes.
- If the user provided an email address while setting up the account, they must be notified by email when the account has been locked-out.

## **2.4 Account Re-activation**

One of the following methods must be utilized when re-activating a user's account:

- Must successfully answer 2 of the 3 security questions presented.
- Identity must be verified by a successful response to an email validation request.

## **2.5 Data Security Requirements**

Access to information must comply with all local, state and federal safeguard requirements. Access to information must comply with any Agency specific information policy. All data must be classified using the classification safeguard requirements.

### **[NITC 1-101: Definitions]**

Add the following new definitions to NITC 1-101: Definitions.

**Personal Identification Number (PIN):** The multiple digit access code generally used in securing systems having only numeric entry ability. Can also be used as a form of information utilized for identifying account access.

**Public Application:** Software that is primarily utilized by citizens and State business partners.

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DATE: Draft - July 8, 2013

HISTORY:  
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- **@Nebraskagov** is the official twitter feed. When a tweet goes out on @nebraskagov it directly hits 2,828 accounts and provides 4.2K impressions for each tweet. The current use of this social media is primarily a transport to mobilize RSS Feeds of Media and Press release headlines. This is an effective way to inform the public of news but it is not engaging socially.
- Social media provides people with the ability to engage with others and share common interests. Two-thirds of online adults (66%) use social media platforms such as Facebook, Twitter, MySpace or LinkedIn. These internet users say that connections with family members and friends (both new and old) are a primary consideration in their adoption of social media tools. (Pew Internet research 2011)
- What we would like to begin doing, as Nebraska.gov is to begin engaging citizens using social media. Nebraska is known for being friendly, helpful and genuine. This this exactly where we would like to begin.
- We would like to welcome visitors, help people find the right services and agencies in a real and genuine fasion.

Here is an example from another State

