

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, August 14, 2012
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

[Meeting Documents](#) (19 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [June 12, 2012](#)
4. Enterprise Projects
 - Final Report - Recommendation to Close Project*
 - DHHS - ACCESSNebraska - Karen Heng
 - Project Update
 - Nebraska Regional Interoperability Network (NRIN) - Bob Wilhelm
 - Project Status [Dashboard](#) - Andy Weekly
5. Standards and Guidelines
 - Requests for Waiver
 - Department of Revenue - [Request for Waiver](#) from the requirements of [NITC 8-301](#)*
 - New Resource Document
 - [NITC 7-RD-01](#): Telecommunications Facilities and Services*
6. FY2013-2015 Biennial Budget - [IT Project Review Timeline](#)
7. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group - Christy Horn
 - Learning Management System Standards Work Group - Kirk Langer
 - Security Architecture Work Group
 - Intergovernmental Data Communications Work Group - Tim Cao
8. Other Business
9. Adjourn

* Denotes Action Item

(The Technical Panel 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.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>

Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on July 3, 2012. The agenda was posted to the NITC website on August 10, 2012.

TECHNICAL PANEL
June 12, 2012, 9:00 a.m.
Varner Hall-Board Room
3835 Holdrege Street, Lincoln, NE
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Christy Horn, University of Nebraska
Jayne Scofield, Alt. for Brenda Decker, CIO, State of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on June 6, 2012. The agenda was posted to the NITC website on June 6, 2012. The Open Meetings Act was posted on the South wall.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MAY 8, 2012 MINUTES

Mr. Langer moved to approve the May 8, 2012 minutes as presented. Mr. Winkle seconded. Roll call vote: Scofield-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS - PROJECT UPDATES

Department of Education - Nebraska State Accountability (NeSA- Reading, Math, and Science)
This item was moved to later in the agenda.

ENTERPRISE PROJECTS - DASHBOARD

Skip Philson, Office of the CIO

Access Nebraska. The project will provide a close-out report to the Technical Panel at the July meeting.

Network Nebraska. The tight timeline is reason for the yellow status. The cutoff of July 2nd is nearing for the internet and backbone services. Weekly calls have been made with vendors. There is an alternate plan to provide for month-to-month service with current vendor.

Public Safety Wireless. The Office of the CIO (OCIO) will be meeting with Motorola next week to discuss equipment and coverage sites. They will be replacing damaged antennas during the storms.

Interoperability Project. The ring testing in Scottsbluff failed. The OCIO is in the process of verifying when the grant monies expire. An extension has been granted twice. The project will be invited to report at the August meeting.

Adjudication Re-engineering. The project is waiting on judges to make decisions on standardization of language on Release of Liability pleading.

Mr. Philson informed the panel that he will be retiring on July 20th. Andy Weekly will be providing future Enterprise Project Updates.

STANDARDS AND GUIDELINES – REQUEST FOR WAIVER, DEPARTMENT OF LABOR

Rick Becker, Office of the CIO

In December 2010, the Technical Panel granted an 18-month waiver from the password standard to the Department of Labor to allow for alternate requirements for external users. At that time, the Technical Panel requested that the Security Architecture Work Group review the password standard and provide recommendations for a revised standard to address this issue. The Work Group has yet to make its recommendations. Mr. Becker's recommendation was to grant a 12-month waiver extension.

Mr. Winkle moved to grant the Department of Labor a 12-month extension. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, and Scofield-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES

Learning Management, Kirk Langer. Since the last Technical Panel meeting, Mr. Langer has not met with Mr. Blomstedt. Mr. Rolfes reported that Mr. Blomstedt has been working with the agency requesting the funding but not sure how far it has progressed.

Ms. Horn arrived to the meeting.

Accessibility, Christy Horn. A workshop is being developed to start doing training on web accessibility for web specialists and faculty. The equipment is in place and it is now ready for installation. The office has been doing research on screen readers other than JAWS. ENVITA does the same thing as JAWS but is much easier to learn. After the research has been completed, Mr. Weir recommended that the NITC publish this type of info on the NITC website. He stated that he serves on review board for GIS project grants. At the review meeting, the question has been raised regarding GIS and accessibility with mobile devices. Mr. Horn stated that there are GPS programs for mobile devices with voice activated detailed turn-by-turn voice directions for persons with disabilities.

Security Architecture Work Group – Mr. Weakly was not present to report.

Intergovernmental Data Communications, Tim Cao. Mr. Cao was not present to report.

PROJECT UPDATES - DEPARTMENT OF EDUCATION, NEBRASKA STATE ACCOUNTABILITY (NESA- READING, MATH, AND SCIENCE)

John Moon

Mr. Moon reviewed some of the percentage data submitted with his project report. Online testing results are available right away for the schools. School Districts have to wait a bit for the distractive online testing results. The Project is working on resolving over 7,000 duplicate record errors due to testing being offered both online and paper. ELL and Accessibility students usually take the paper test. Amendments had been made to the contract and a new contract is being negotiated with a new vendor. In addition, a new RFP is being developed that will hopefully be released in this Fall. Technical Panel members were given an opportunity to ask questions. The new Department of Education's I.T. Director, Valorie Foy, will be starting July 1st.

Ms. Horn expressed continued concerns regarding accessibility issues for students with disabilities.

Mr. Langer stated that Lincoln Public Schools is exploring the use of alternative device technologies better suited to instructional use and markedly more cost-effective than traditional computers. Mr. Langer gave examples that included Apple and Android tablets, and Google Chromebooks. The current online testing environment is not available for mobile devices due to its reliance upon both Flash and Java code.

At a time when school district revenues are continuing to decline, they are looking at those technologies that deliver productivity at a price point less than traditional options that include greater potential but are

not affordable. Mr. Langer pointed out that at this point in time the financial realities of school districts, and their need for cost-effective technologies, is incompatible with the intransigent technology demands of the NeSA test that require more expensive options. Mr. Langer stated that because of this school district officials can't submit a budget request to school boards for cost-effective technologies like tablet devices.

In addition, Mr. Langer repeated previously expressed concerns regarding the NeSA scores reporting timeline. The real data is not available until mid to late August which makes it hard for teachers to develop IP plans for the school year. Instructional decisions are dependent upon test score data that is not provided in a timely manner with the online testing despite the greater efficiency afforded to the state by putting the tests online. Mr. Moon indicated that schools have immediate access to the raw data and that so long as there are paper tests being administered, the reporting timeline will be slow. NeSA writing scores are not available yet but will be available next year. Mr. Langer and Mr. Winkle expressed concerns that adjustments were made to the contract but none of them included the Technical Panel's concerns regarding accessibility, mobile devices, reporting timelines, and an administrative decision to proceed with a contract that was out of compliance with stated requirements. Mr. Langer implored the Department of Education to broaden input in the development of a forthcoming RFP in the interest of addressing these issues as well as considering the total cost of implementation including the burden placed upon school districts to significantly improve their student-to-computer ratio.

Members wished to continue the discussion with the agency at the next meeting. Mr. Moon will also invite Ms. Foy to attend. Staff will ask Matt Bloomstedt from the ESUCC to attend as well.

OTHER BUSINESS

The next NITC meeting will be held mid to late August.

ADJOURNMENT

Mr. Langer moved to adjourn. Ms. Scofield seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:40 a.m.

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

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2012

Project: Access Nebraska (Q)		Contact: Karen Heng				
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	3/31/2012	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>July update: No report.</p> <p>June update: ACCESSNebraska caseload transition was <u>completed</u> in March 2012.</p> <p>There are no major technology pieces still in development. Enhancements are being planned for the system. One enhancement is an electronic display board for the Customer Service Centers. The next tool for web services will be a Partner Inquiry feature where agencies working on the same customer as DHHS can look up the DHHS case status and information around case status. An updated Online Application that will provide the customer with data previously submitted to the Department will be available for customer use starting in August 2012.</p> <p>ACCESSNebraska development is complete. The entire system (web services, document imaging, customer service centers, and universal case management) is operating as planned. The technology has operated very smoothly with very few outages or downtime. System evaluation, user input, and customer service surveys are being utilized to determine future enhancements and direction. ACCESSNebraska has met the goal of utilizing technology and program policy efficiencies to improve client services and modernize the economic assistance service delivery system.</p> <p>This project should require no further reporting. Karen Heng will attend the August 14 Tech Panel meeting.</p>						

Project: LINK – Human Capital Management (formerly Talent Management System)		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>July update: No report.</p> <p>LINK Website</p> <ul style="list-style-type: none"> The LINK website has been successfully rolled out to all state employees and includes a central location for all LINK applications; a Wellness and Benefits Resource page; and a current Benefits page. Additional information such as user guides, online training and technical requirements are posted on LINK as well. <p>Career Center and Recruitment / Selection</p> <ul style="list-style-type: none"> Final integration testing is in progress with a completion date of June 15, 2012. Finalizing this integration will allow applicant data to be auto-populated to the Employee Work Center saving HR Partners time in the hire/rehire 						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of August, 2012

process.

Employee Development Center (Learning / Performance / Succession)

- First round of testing for the EDC – Performance system has been completed with approximately 65% of the 200 users contacted participating in the testing across the state.

Employee Work Center (Benefits / Human Resources)

- The Employee Work Center was rolled out to HR Partners statewide on May 9, 2012. Biweekly payrolls have been processed twice and one monthly payroll has been processed. There were no major problems reported.
- The Benefits Open Enrollment event was successfully rolled out to all State employees on May 25, 2012. There have been over 2,000 entries today (5/25/12). The initial feedback from employees is the process is user friendly. The only issue that was expected was resetting passwords, and even though employees have the ability to reset their own password in the Employee Work Center, this request is the main request received by the Link Help Desk.

Project: LINK - Procurement		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	tbd	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
The focus has been on the Employee Work Center up to this point. The expectation is that next reporting period the Procurement implementation will have started again.						

Project: Network Nebraska Education		Contact: Tom Rolfes				
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July Update: Two tribal colleges, one nonpublic school, and two public school districts will be new Network Nebraska members by 7/1/2012, and one public school district will be deleted due to a school district merger. UNCSN staff are working with the telecommunications providers and ESU staff to help manage and coordinate the circuit upgrades and backbone replacement.</p> <p>Additional Comments/Concerns: The Network Nebraska-Education Participation Fee Budget ended the 2011-12 year \$160,885 over budget due to the acquisition of new equipment (i.e. 6 core routers, traffic shaper, 10Gbps Ciena gear). The negative variance is estimated to be retired by 6/30/2013 with the new Participation Fee rate of \$203.48/month/entity.</p>						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2012

Project: Public Safety Wireless (Q)		Contact: Mike Jeffres				
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: System acceptance testing is in planning with coverage testing to begin in September.</p> <p>Additional Comments/Concerns: Discussions with Motorola on system acceptance planning and project closeout.</p>						

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	06/22/2012	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: The dual layer authentication is fixed and in final testing before we deploy our training.</p> <p>Additional Comments/Concerns: In the process of full deployment.</p>						

Project: Online Assessment		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2012	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: The 2012 aggregated student results will be shared with districts and the public on August 13th and 21st respectively. NeSA testing for reading, math, and science finished with 154,416 students tested. About 85 % of the reading assessments were completed online with about 78% of the students assessed online for math. Over 55,000 students took the science assessment online about 87% of students in grades 5, 8, and 11. Final corrections of assessment errors will completed by</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of August, 2012

September 15th and reported on the 2012 State of Schools Report (SOSR) in November. The 2012 SORS will include disaggregated data for reading, math, science, and writing.

As of August 8, 176 schools including sixteen new districts have signed up to participate in the 2012-2013 Check for Learning (C4L) formative assessment system. Updates were made to system during the summer including revisions to development of reading assessments, item searches, student data upload, and reports. On August 27th, the school districts will be able to upload student information, and administer tests. The reading test development change, a priority for teachers, will be effective by October 29th.

The 2012-2013 writing assessment window will be January 21 through February 8, 2013, while the window for reading, math, and science will be March 26 through May 3, 2013. The eDirect Enrollment system will collect student numbers for assessment purposes such as Braille, Large Print, etc. from October 8 through October 19.

Project: Nebraska Regional Interoperability Network (NRIN)		Contact: Bob Wilhelm				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: Testing of the Panhandle Pilot Ring occurred on June 5th and 9th. The Regional and state representatives were satisfied that the testing met the final testing criteria and the contractor, CSI, was advised that they were authorized to implement the remainder of the project. Since that time much equipment for the Southwest Ring has been ordered with PSIC funds as that grant ends on June 30, 2012. Additional purchasing of equipment for the Southwest ring has and will continue under the State Homeland Security Grant Program (SHSGP) funds that were identified for this project. Adequate infrastructure (towers, etc.) continue to be problematic for this project.</p>						

Project: MMIS		Contact:				
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date	n/a	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Project On Hold until renewed						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2012

Project: Adjudication Re-engineering (V) (Q)	Contact: Randy Ceclre					
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	12/31/2012	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: Reporting Period Status Information The draft of the e-filing rules was completed in June, 2012. Internal review meetings with the Judges were held on June 27 and 28, 2012. A Rule Hearing is scheduled for August 29, 2012.</p> <p>Analysis (process, screen/views, and data attributes) has been completed on the above functions. The Analysis was completed ahead of schedule from what was previously planned in early July. Analysis documentation is in the process of being updated. Design through mock-ups and proto-types are in progress. Database schema (tables and relationships) design and creation has been started.</p> <p>In addition, the following data quality projects are in progress:</p> <ol style="list-style-type: none"> 1. Parties / Entity Types Definition and Update – The court’s “Parties” table needs to be enhanced to add entity types such as Employee, Employer, etc. so that the types can be used in the Drafting and Signature functions. 2. Attorneys Bar Number Cleanup – The Attorney’s Bar Numbers are being reviewed and updated where necessary. Also in the second half of the year the WCC will begin working with the Supreme Court on a data feed from the Nebraska Bar Association to keep our “Attorneys” table updated programmatically. 3. Current Internal System Enhancements. A number of minor enhancements need to be put in place, such as adding an additional address line to the Parties table. <p>-----Project Description Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.</p> <p>Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.</p> <p>Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.</p> <p>Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing, are separate from the rest of the courts in the state.</p> <p>Because of the court’s limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents by outside attorneys, which utilize internal WCC electronic docket information. PDFs are generated for printing and “wet signatures” and the submittal with the “/s/” signature format as is the current rule and practice by the other courts in the state.</p> <p>Tentatively, Project 2 will focus on adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.</p> <p>Other adjudication functions to be addressed following Project 2 include:</p> <ul style="list-style-type: none"> • Scheduling and Calendar management, • Public access to case status and case documents, • Judge’s Decisions and Orders management, 						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of August, 2012

- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,
- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs following Project 2, other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

Please note: The project listed below is reporting voluntarily and is not considered as an Enterprise Project by the NITC.

Project: Law Enforcement Message Switch Replacement (V)		Contact: Suzy Fredrickson				
Start Date	08/01/2011	Orig. Completion Date	05/11/2012	Revised Completion Date	n/a	
	July	June	May	April	March	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>July update: No report.</p> <p><u>Project milestones:</u></p> <ol style="list-style-type: none"> 1. Establishing a Project Schedule - Complete 2. Development of Design Specifications - Complete 3. Receipt of Software Licensing - Complete 4. Server Installs - Complete 5. Implementation of Interfaces – Datamaxx developing interfaces for DMV, VTR, PO - Complete 6. Regression Testing - Complete 7. User Testing - User testing is complete. Issues were reported and are being addressed by the vendor. – In Progress 8. Training - Complete 9. Documentation - Complete 10. Production Cut Over – Not Started <p>Currently performing user testing. Issues are being reported and resolved as they arise.</p> <p>Go live originally scheduled for 5/11 will not begin until milestone 7 (testing) is complete.</p>						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2012**

On-Going Issues:			
Application	Issue	Report Date	Comment
Student Information System	ADA Compliance	June, 2012	None.

Color Legend		
	Red	Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope.
	Yellow	Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.
	Green	Project has no significant risk to baseline cost, schedule, or project deliverables. Strong probability project will meet dates and acceptable quality.
	Gray	No report for the reporting period or the project has not yet been activated.

August 14, 2012

Nebraska Information Technology Commission

RE: Request for Waiver, Password Construction

Agency: Nebraska Department of Revenue

Contact Person: Jack Hardy
IT Services Manager
402.471.5694
jack.hardy@nebraska.gov

NITC Standard at Issue: Password Construction

Problem or Issue: Currently the Nebraska Department of Revenue (Department) relies on the use of a State Identification Number and PIN to authenticate users for its public facing web applications. The Department and Office of the Chief Information Officer (OCIO) are working on a new authentication system which will use individual usernames and passwords. This system will allow an individual user to be associated with a given organization and be assigned the necessary roles. The Department is also working with the Department of Labor to allow users to have the same username and password for both agencies' web applications. The development of this new authentication process is unlikely to be completed prior to the need for additional web applications. Specifically, Cigarette Tracking and the Prepaid Wireless Surcharge web applications need to be opened early in 2013 to be in compliance with legislative requirements.

Description of the agency's preferred solution: Allow the Department to continue using State Identification Numbers and PINs to authenticate users until the new authentication process has been developed. We are requesting this waiver for an 18 month period.

Any additional information and justification: The Department's preferred solution will allow us to continue offering new web applications in the short term while developing a longer term permanent solution.

NITC 8-301

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 8-301

Title	Password Standard
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 systems; therefore all users must select, use, and manage passwords to protect against unauthorized discovery or usage.

2. Standard

2.1 Password Construction

The following are the minimum password requirements for State of Nebraska passwords:

- Must contain at least eight (8) characters
 - Must not repeat any character sequentially more than two (2) times
- Must contain at least three (3) of the following four (4):
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol
- Must change at least every 90 days
- Can not repeat any of the passwords used during the previous 365 days.

2.2 Non-Expiring Passwords

An agency may request a non-expiring password by submitting the form found in Appendix A. All non-expiring passwords should meet the character requirements listed in Section 2.1.

2.2.1 Automated System Accounts. Agencies may use non-expiring passwords for automated system accounts. Examples of automated system accounts include those that perform backups or run batch jobs.

2.2.2 Multi-user Computers. Agencies may use non-expiring passwords on multi-user computers. Examples of multi-user computers include those computers in kiosks or training labs, where users have limited or restricted access to state resources.

2.2.3 System Equipment/Devices. It is common for many devices (e.g. IP cameras, HVAC controls) in today's IT environment to utilize login capabilities to protect the device from unauthorized access. While many of these devices make use of a user ID and password in a manner similar to those found while authenticating a user, the distinction to be made is that the User ID is used to authenticate the device itself to the system and not a person.

Attachment A: Non-Expiring Password Request (Word Document)

HISTORY: Adopted on September 18, 2007. Amended on November 12, 2008.

PDF FORMAT: <http://nitc.ne.gov/standards/8-301.pdf>

Non-Expiring Password Request

This is a request for a non-expiring password for the following application, system, or account:

To the limits dictated by the State of Nebraska and Federal laws, agency data and system owners are responsible for determining how critical and sensitive information is for their applications to insure integrity, availability, and confidentiality.

Security Classification Levels

The NITC Data Security Standard recognizes four basic levels of security classifications that are associated with varying degrees of known risks. (See NITC 8-RD-01: NITC Security Officer Instruction Guide). They can be summarized as follows:

HIGHLY RESTRICTED is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. It is highly critical and demands the highest possible security.

CONFIDENTIAL is for less sensitive information intended for use within your organization, yet still requires a high level of security. It may be regulated for privacy considerations. (e.g. HIPAA)

INTERNAL USE ONLY is for non-sensitive information intended for use within your organization. The security is controlled, but not highly protected.

UNCLASSIFIED/ PUBLIC is for information that requires minimal security and can be handled in the public domain.

Agency Justification

The undersigned agency representative has been authorized to request a **non-expiring password** for the application and data named above with a **security classification level** of _____ and includes the following as supporting justification:

* * * * *

Office of the CIO Action

___ Granted ___ Denied

Comments:

Agency Representative	Date	Office of the CIO State Information Security Officer	Date

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 7-RD-01 (Draft)

Title	Resource Document: Telecommunications Facilities and Services
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Purpose

This resource document is intended to provide guidance to agencies on telecommunications facilities and services needed in an ordinary office setting and to provide a suggested allocation of responsibilities between a Lessor and Lessee (Tenant Agency). Any such work in a state owned building should meet these minimum requirements.

2. Responsibilities of Lessor and Lessee (Tenant Agency)

2.1. Responsibilities of the Tenant Agency

The Tenant Agency will obtain all telecommunication services, except local cable-television or satellite-television services, from the Office of the Chief Information Officer (OCIO).

The Tenant Agency will pay the monthly charges for said telecommunication services.

The Tenant Agency will pay any charges for local cable-television or satellite-television services. This includes costs to install satellite-television receiving equipment and cabling.

The Tenant Agency will contact the OCIO should any of the items in this document not meet the needs of the agency.

2.2 Responsibilities of the Lessor

The Lessor should insure adequate entrance facilities are provided for the telecommunication services required by the Tenant Agency. This includes all necessary tie cables between the service provider’s terminal and/or demarc blocks and all remote wiring-closets/consolidation-points used to attach services to the station cabling serving the telecommunication information outlets. Costs associated with the installation and/or upgrading of existing entrance facilities and/or tie cables should be incurred by the Lessor.

The Lessor should provide a telecommunications information outlet at each desk and/or workstation in the quantities and locations as outlined in this document. Each telecommunications information outlet should consist of two modular jack connectors: one telephone (voice) jack and one computer (data) jack.

3. Telecommunications Facilities and Services - Recommended Requirements

3.1. Telecommunications Information Outlet Cabling Requirements

Each telephone cable shall be a solid copper, 24 AWG, 100 Ω balanced twisted-pair (UTP) Category 3 cable with four individually twisted-pairs, which meet or exceed the mechanical and transmission performance specifications as outlined in the most current ANSI TIA-568 Commercial Building Telecommunications Cabling Standard, as of the signing date of the lease agreement.

Each data cable shall be a solid copper, 23 or 24 AWG, 100 Ω balanced twisted-pair (UTP) Category 6 cable with four individually twisted-pairs, which meet or exceed the mechanical and transmission performance specifications as outlined in the most current ANSI TIA-568 Commercial Building Telecommunications Cabling Standard, as of the signing date of the lease agreement.

3.2. Telecommunications Information Outlet Connector Requirements

Each voice outlet shall be an 8-pin modular, Category 3, unkeyed jack, using the USOC pin/pair assignment.

Each data outlet shall be an 8-pin modular, Category 6, unkeyed jack, using the T568B pin/pair assignment.

3.3. Telecommunications Cabling Installation Requirements

The Lessor shall provide a complete and working telecommunication distribution system. This system shall include, but is not limited to: all station, riser, aerial, and intra-campus cables as required; conduits, raceways, and all associated cable support hardware; telephone and data outlet connectors, face plates, and identification labels; termination blocks and brackets, patch panels and mounting brackets, distribution rings; all cable terminations and testing; and all associated appurtenances as required by the distribution system.

Each telephone and computer jack shall be terminated on separate cables, which shall be terminated on separate connecting blocks/panels at a common central location.

Installation, termination, and testing of telecommunications information outlet components shall be performed by qualified personnel, employed by a company whose primary business is providing telecommunication services. This does not include work normally performed by an electrical contractor.

All work shall be performed in accordance with the equipment manufacturer's requirements.

All cable terminations shall be performed at the respective terminal boards, equipment cabinets, and station outlets.

All station cabling shall be "home run" to appropriate distribution frame, block, or equipment cabinet. No splices will be allowed in these lines.

Distribution panels are not to be located in a plenum area or above accessible ceilings.

All cables installed above accessible ceilings shall be neatly bundled utilizing commercially available products and attached to appropriate supports. Cables installed randomly and disorderly will not be allowed.

All cables shall be installed in a fashion not to interfere with the general maintenance of other electrical/mechanical devices, as well as in a manner that other electrical/mechanical devices will not interfere with the operation of the cables intended application.

All installations shall conform to the most current ANSI TIA-568 Commercial Building Telecommunications Cabling Standard, as well as any associated technical systems bulletin, as of the signing date of the lease agreement.

Further information may be obtained by contacting the OCIO (Phone: 402-471-3851).

3.4. Telecommunications Information Outlet Testing Requirements

Each Voice and data cable link shall be tested and conform to the most current ANSI TIA-568 Commercial Building Telecommunications Cabling Standard, as of the signing date of the lease agreement. Testing shall be accomplished using level III or higher field testers.

3.5. Telecommunications Information Outlet Documentation Requirements

Each information outlet faceplate and closet termination point shall be labeled.

The Lessor shall provide a floor plan of the occupied space to the Tenant Agency. This floor plan shall indicate the following: outlet locations and labeling scheme; wiring closets and/or station-cabling concentration points; telephone rooms; data server rooms; and, if more than one wiring closet serves the occupied space(s), a visual representation shall indicate the floor area(s) being served by each closet.

The Tenant Agency shall maintain a current copy of the Lessor-provided floor plan, indicating any moves, adds, or changes to the information outlets which occurred during the period of the lease. At the end of the lease term, the Tenant Agency shall provide the Lessor a copy of this updated and current floor plan.

3.6. Regulatory and Other Requirements

Wiring methods, conductor applications, and insulation materials shall meet all applicable provisions of the National Electrical Code and Federal Communications Commission Rules and Regulations as well as applicable State and Local Codes.

All new cables and wires installed shall be listed by Underwriters Laboratories, Inc.

All cables installed shall meet appropriate fire ratings.

4. Definitions

4.1. Demarc – (demarcation point). The physical point at which separation is made between the telecommunications service provider's cable facilities and those owned by the end user/building owner. The point in which the provider's service is handed off to the user's cable facilities and/or equipment. Multiple demarc locations in one physical structure are common. Tie cables which provide connectivity between entrance facilities and demarc locations are owned by the local service provider.

4.2. Entrance Facilities. An entrance to a building for both public and private network service cables (including antennas) including the entrance point at the building wall and continuing to the entrance room or space. Entrance facilities are often used to house electrical protection equipment and connecting hardware for the transition between outdoor and indoor cable. The Entrance Facility includes overvoltage protection (often referred to as a terminal) and connecting hardware for the transition between outdoor and indoor cable.

4.3. Telecommunication Facilities. The aggregate of equipment used for various modes of transmission, such as digital data, audio signals, image and video signals. This equipment is provided by the local service provider and the Office of the Chief Information Officer.

4.4. Telecommunication Service. Any service provided by a telecommunication provider and/or by the Office of the Chief Information Officer.

4.5. Tie Cable. Cabling facilities used to connect two physical points together. Ex: multi-conductor cable used to extend services from an entrance room or space to a remote wiring closet or station-cabling cross-connect field. Riser cables, used to extend services between floors of a structure, are also considered tie cables. Tie cables can be copper or optical fiber in construction.

VERSION DATE: DRAFT - August 10, 2012
HISTORY:
PDF FORMAT: (to be added)

**Nebraska Information Technology Commission
FY2013-2015 Biennial Budget Review Timeline**

	Task	Due Date
1	IT Project Proposals due	9/15/2012
2	Projects posted on website	9/17/2012
3	Initial assignment of reviewers by staff and notice sent to Technical Panel members	9/18/2012
4	Reviewers receive projects and scoring sheets by email	9/20/2012
5	Completed scoring sheets due from reviewers	10/1/2012
6	Distribute summary sheets, with reviewer scores and comments, to submitting agencies for comment/response	10/2/2012
7	Agency response due (optional)	10/5/2012
8	Technical Panel meeting	10/9/2012
9	State Government Council meeting	10/11/2012
10	Education Council meeting	10/17/2012
11	NITC meeting	10/29 - 11/14
12	Report Submitted to Governor and Legislature	11/15/2012