ENTERPRISE information services

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

STATEWIDE PROCEDURE

| NUMBER | SUPERSEDES |
|---|---|
| 107-004-052_PR | New |
| **EFFECTIVE DATE** February 17, 2026 | **PAGE NUMBER** Pages 1 of 3 |
| **REVIEWED DATE** December 2, 2025 | |

| DIVISION | REFERENCE |
|---|---|
| Enterprise Information Services | • ORS 276A.300, 276A.303, 276A.306, 276A.323, 276A.326, 276A.329, 276A.332, 276A.335<br>• OAR 125-800<br>• Cyber and Information Security Policy 107-004-052 |
| **POLICY OWNER** Cyber Security Services | |
| **SUBJECT** Cyber and Information Security | **APPROVED** _____ Terrence Woods, State Chief Information Officer |

## PURPOSE

This procedure describes Enterprise Information Services (EIS) and agency responsibilities and actions that must be followed to comply with Statewide Policy 107-004-052, Cyber and Information Security.

## APPLICABILITY

Refer to Statewide Policy 107-004-052, Cyber and Information Security, for applicability of this procedure.

## EXHIBITS

- Cyber Security Services (CSS) Assessment Schedule
- Attachment A: CSS assessment finding and recommendations template
- Attachment B: Plan of Action and Milestones template
- Attachment C: Request to use offshore or foreign services

## DEFINITIONS

Refer to Statewide Policy 107-004-052, Cyber and Information Security, for definitions.

## PROCEDURE

### ASSESSMENTS

| RESPONSIBILITY | STEP | ACTION |
|---|---|---|
| Cyber Security Services (CSS) | 1 | Biennially, publish the CSS Assessment Schedule for two calendar years. |
| CSS | 2 | Send assessment engagement letter to agency head and agency IT leader for agency assessments in the upcoming quarter. |
| Agency head and agency IT leader | 3 | Attend CSS assessment engagement kickoff meeting with CSS. |
| CSS | 4 | Conduct assessment of agency security program. |
| Agency | 5 | Participate in CSS assessment of agency security program. |
| Agency head and agency IT leader | 6 | Attend CSS assessment exit briefing where CSS will deliver and discuss findings and recommendations with the agency. |
| CSS | 7 | Deliver final report to agency head and agency IT leader. (Attachments A) |
| Agency | 8 | Document plans of actions and milestones (POAM) and review at least monthly. Quarterly, deliver updated status of identifying and implementing remediations of findings and recommendations for outstanding critical and severe findings. Required POAM elements are defined in Attachment B.<br><br>Note: CSS may meet with the agency quarterly or as needed to provide consultation for remediation of findings. |

### ANNUAL TRAINING

| RESPONSIBILITY | STEP | ACTION |
|---|---|---|
| CSS | 1 | Update and upload annual cybersecurity training in Workday. |
| Agency | 2 | Coordinate with CSS for scheduling training for users. |
| Chief Human Resource Office and agencies as applicable | 3 | Schedule training in Workday for all users. |
| Users | 4 | Complete annual cybersecurity training by December 31 of each year. |

**OFFSHORE AND FOREIGN SERVICES**

| RESPONSIBILITY | STEP | ACTION |
|---|---|---|
| Agency | 1 | Identifies need for services that can only be completed via offshore or foreign means. |
| Agency | 2 | Submit request to use offshore or foreign services to ESO.INFO@das.oregon.gov. (Attachment C) |
| CSS | 3 | Review request and make recommendations to State Chief Information Officer. |
| State CIO | 4 | Make determination on request. |
| CSS | 5 | Respond to agency request. |

**Attachment A: CSS assessment findings and recommendations template**

## Findings and Recommendations

### Finding 1:

| Finding Title | Finding Severity |
|---|---|

| FINDING TITLE | |
|---|---|
| **CIS v8.0 Control** | |
| **CIS v8.0 Safeguard** | |
| **Artifact(s)** | |
| **References** | |

***Finding Detail:*** Content.

***Impact:*** Content.

***Recommendation:*** Content.

| Finding Title | Finding Severity |
|---|---|

| FINDING TITLE | |
|---|---|
| **CIS v8.0 Control** | |
| **CIS v8.0 Safeguard** | |
| **Artifact(s)** | |
| **References** | |

***Finding Detail:*** Content.

***Impact:*** Content.

***Recommendation:*** Content.

## Attachment B: Plan of Action and Milestones (POAM) template

| Plan Element | Plan Element Description | Input by | Input Example |
|---|---|---|---|
| POAM ID | Unique identifier for each POAM item | Agency | AGCY-0101 |
| Safeguard | Applicable control | EIS | 01.01 |
| Finding | Brief description of finding | EIS | Agency's consolidated asset inventory contained 2000 deployed items with nearly all expected attributes enumerated. Comparison of Defender and Tenable data with inventory found 350 assets not listed by agency. |
| Recommended remediation | Proposed remediation action | EIS | Agency should leverage its existing hardware asset management tools to develop and maintain an authoritative inventory of all authorized devices with the potential to receive, store, or process data. The inventory should include end-use devices (including mobile devices), network devices that the organization manages, IoT devices that the organization manages, and servers. For each device, the inventory should document the network address (if static), hardware (MAC) address, machine name, data asset owner, department, and whether the asset has been approved to connect to the network. The inventory should be reviewed for accuracy and updated, at a minimum, bi-annually.<br>Once agency has documented its authorized hardware asset inventory, it should periodically compare output from its asset inventory tools to its authorized hardware asset inventory to review for unauthorized devices. |
| Criticality | Assigned criticality | EIS | Critical |
| Assessed score | Safeguard score at the time of assessment | EIS | 59.6% |
| Issue Date | Date finding was issued | EIS | 12/31/2024 |
| Recommended remediation date | Calculated based on criticality | EIS | 1/30/2025 |
| Agency internal point of contact | Agency personnel assigned to POAM | Agency | Butch Cassidy |
| Remediation Plan | Overall plan to remediate deficiency | Agency | Create asset inventory |

| Plan Element | Plan Element Description | Input by | Input Example |
|---|---|---|---|
| Planned milestones | Planned milestones with project completion dates | Agency | (01) 2025-01-10: Extract full inventory of all systems. (COMPLETE)<br>(02) 2025-01-15: Evaluate assets for approval. (COMPLETE)<br>(03) 2025-01-31: Develop procedure to update inventory. (COMPLETE) |
| Internal comments | Internal agency comments | Agency | Working with BSA and ASCIO-supplied template. |
| Dependency | Description of any dependencies | Agency | |
| Support documents | List any supporting documents | Agency | AssetInventory.xlsx |
| Date closed | Date remediation actions completed | Agency | 1/31/2025 |

## Attachment C: Agency request to use offshore or foreign services

Date:

To: ESO.INFO@das.oregon.gov

From:

Re: Request to use offshore or foreign services

Agency:

Vendor name:

Vendor system:

Needed service(s):

Location of services(s):

Vendor explanation:

Agency director emergency declaration attached: Y / N