

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, July 9, 2013
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

[Meeting Documents](#)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [May 14, 2013](#)
4. Enterprise Projects
 - Project Status [Dashboard](#) - Andy Weekly
5. Standards and Guidelines
 - Requests for Waiver
 - Office of the Capitol Commission - [Request for Waiver](#) from the requirements of NITC 7-104: Web Domain Name Standard*
 - Department of Labor - Review and extend [waiver granted](#) on December 14, 2010 and extended on June 12, 2012*
 - Set for 30-Day Comment Period*
 - [NITC 4-201](#): Web Branding and Policy Consistency (Amended)
 - [NITC 5-401](#): Active Directory; User Photographs (New)
 - NITC 8-101: Information Security Policy (Amendment)
 - [NITC 8-301.01](#): Password and Authentication Standard for Public Applications (New)
6. Work Group Updates (as needed)
 - Intergovernmental Data Communications Workgroup - Tim Cao
7. Other Business
8. Adjourn (Next Meeting - August 13, 2013)

* 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.)

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

TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, May 14, 2013, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska
Christy Horn, University of Nebraska
Brenda Decker, CIO, State of Nebraska
Michael Winkle, NET

MEMBERS ABSENT:

Kirk Langer, Lincoln Public Schools

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:01 a.m. There were four 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 [Nebraska Public Meeting Calendar](#) on May 1, 2013. The agenda was posted to the NITC website on May 10, 2013. The [Nebraska Open Meetings Act](#) was posted on the south wall.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF APRIL 9, 2013 MINUTES*

Ms. Decker moved to approve the [April 9, 2013](#) minutes as presented. Ms. Horn seconded. Roll call: Decker-Yes, Horn-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Voluntary Review Project - Project Closure* - Nebraska State Patrol - [Law Enforcement Message Switch](#)

Suzy Fredrickson, Tom Prevo, Dan Johnson, and Steve Carey, Nebraska State Patrol

The Nebraska State Patrol is responsible for the administration and management of the statewide law enforcement message switch. Tom Prevo is designated as the CSO responsible for the administration of the CJIS network and Steve Carey serves as the ISO responsible to coordinate information security efforts at all CJIS interface agencies.

The final report included the following lessons learned:

It's important to clearly define vendor requirements:

- What is the definition of data migration?
 - Is it just moving data or is it also converting it to a useful format?
 - What if the information to be migrated is in a proprietary format and the former vendor isn't willing to cooperate?
 - It's critical to detail ALL information required to be migrated.
- Define implementation and the expected timeframe.
 - It's important to define the criteria the vendor is required to meet after go-live and is expected to remain onsite until complete.

- How will unforeseen issues be addressed as they arise after implementation?

There was little incentive for the vendor to complete the project prior to the six month time frame due to contract language.

- *"The entire retainage amount will be payable upon six (6) months after successful completion of the project."*
- NSP would recommend a shorter period for final payment.
- NSP does not recommend fining a vendor for each day they are late on go-live, as this will be incentive for vendors to implement and incomplete product. Fortunately, we did not use this method on this product or this would have been the case.

There was a critical need for extensive and accurate testing.

- Testing and database searching guidelines were provided by the vendor and should have been agreed upon by the customer before proceeding.
- Since testing was based on a minimal sample dataset many issues went undetected. All users testing all data will inherently result in the discovery of new issues.
- With the exception of the Towed file, NSP will begin migrating as many HOT file data sources to the FBI as possible to avoid the need for future modifications specific to Nebraska.

Agencies need to take into consideration the impact of switching vendors after 15+ years have been spent customizing a proprietary system.

- We will continue to persuade locals to become compliant with federal standards to eliminate the need for future customization. (OFML)

The panel members were given an opportunity to ask questions. The panel advised the project to speak to their legal counsel regarding payment of the retainage fee. The vendor should be obligated to fix the issues before receiving final payment.

It was agreed to table closure of the project until there is a resolution to the vendor's final payment and completion of work.

Other Project Reviews - Nebraska State Patrol - AFIS Upgrade

Suzy Fredrickson, and others, Nebraska State Patrol

The current automated finger print identification system was last updated in 2006. The State Patrol has used the same vendor since 1995. The upgrade is expected to begin in June and be completed by November 2013.

It was recommended to designate this as voluntary reporting project. The panel requested that the project include an implementation plan with milestone dates. When the contract is signed, the vendor will be submitting their project plan as well to review and discuss.

Project Status [Dashboard](#)

Andy Weekly

Per the NITC's request, project budget and costs information has been included. The Nebraska Statewide Radio System did not provide a report for May. There may be missed target dates for the Nebraska Regional Interoperability Network.

Panel members requested a follow-up report from the Nebraska State Accountability (NeSA) project regarding accessibility compliance.

Members also requested a clarification on the estimated expenditure to date on the LINK-Procurement project. The report indicates over \$1 million has been expended, but the project is still in the "design and architect stage."

WORK GROUP UPDATES (as needed)

There were no updates.

OTHER BUSINESS

Ms. Decker invited members to the annual Cyber Security Conference on June 4th.

Ms. Decker moved to adjourn. Ms. Horn seconded. All were in favor. Motion carried.

The next meeting of the NITC Technical Panel will be held at 9 a.m. on June 11, 2013 at Varner Hall.

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

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of July, 2013

Project: LINK – Procurement		Contact: Bo Botelho				
Start Date	01/14/2013	Orig. Completion Date	10/31/2013	Revised Completion Date	01/06/2014	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$1,895,800 (\$1,111,703.02 has been expended)						
Comments						
<p>July update: No change from the last report. Initial kickoff was held 1/14/2013. Currently working on business processes in the design and architect stage.</p> <p>May update: Initial kickoff was held 1/14/2013. Currently working on business processes in the design and architect stage.</p> <p>Additional Comments/Concerns: In the May 2012 status report for LINK-Human Capital Management (HCM), it was determined that the Procurement Project would be delayed pending the implementation of the HCM Project. As a result, the Procurement Project is able to take advantage of 'lessons learned' from the HCM Project. State Purchasing has expanded the architecture/design phase of the project to allow for input from all participating state agencies to ensure a comprehensive statewide business process, while at the same time performing preliminary testing. We are currently more than half way through this phase. In addition, we are concurrently developing conversion and integration requirements from The Procurement Center to the Payroll and Financial Center and vice versa.</p> <p>Please note the 'Total Estimated Costs' included on the Project Status Form submission is for projected subscription obligations only, the spend to date includes subscription, integration, design, preliminary testing and initiative module testing and implementation.</p>						

Project: Network Nebraska Education		Contact: Tom Rolfes				
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	07/01/2013	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$608,000 (\$292,695 has been expended)						
Comments						
<p>July update: No report for July.</p> <p>June update: As of June 1, 2013, the Office of the CIO had received commitments from 5 public schools, 1 nonpublic school, and 1 private college that will be joining Network Nebraska on 7/1/2013. An additional 70 WAN circuits will need to be re-routed between 7/1/2013 and 8/2/2013 as their telecom providers have changed. Commodity Internet projections for 2013-14</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of July, 2013

show a 95% increase in Internet demand for K-12. Backbone bandwidth capacity will be maxed out due to the limitations on the current contract with NebraskaLink. UNCSN network engineers are proceeding with vendor and participant conference calls in anticipation of the summer 2013 upgrade. The Network Nebraska Advisory Group (NNAG) and the Collaborative Aggregation Partnership (CAP) are prepared to finalize the 2013-14 Participation Fee budget and monthly fees for Participants by the June 12 CAP meeting.

May update:

As of May 1, 2013, the Office of the CIO had received commitments from 5 public schools, 1 nonpublic school, and 1 private college that will be joining Network Nebraska on 7/1/2013. An additional 70 WAN circuits will need to be re-routed as their telecom providers have changed. Initial commodity Internet projections for 2013-14 show a 95% increase in Internet demand for K-12. Backbone bandwidth capacity will be maxed out due to the limitations on the current contract with NebraskaLink. E-rate funding for the 2012-13 backbone and statewide Internet was approved on April 1, 2013.

Additional Comments/Concerns:

The Network Nebraska-Education Participation Fee fund account has received UNCSN's 3rd quarter project invoice on 4/29/2013 and has processed it. Software Maintenance and UNCSN Travel have exceeded the Participation Fee budget for those line items. UNCSN's 4th quarter project invoice should arrive in early July.

Project: Nebraska Statewide Radio System (formerly Public Safety Wireless)	Contact: Mike Jeffres					
Start Date	06/01/2009	Orig. Completion Date	09/30/2013	Revised Completion Date		
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate:						
Comments						
<p>July update: No report for July.</p> <p>June update: No report for June.</p> <p>Additional Comments/Concerns: System acceptance and project closeout in process.</p>						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of July, 2013**

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	07/15/2013	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$3,120,000 (\$3,025,000 has been expended)						
Comments						
<p>July update: No report for July.</p> <p>June update: The dual layer authentication is fixed and in final testing before we deploy our training. Memex is working very hard to install the final pieces for NCJIS. Anticipate it will be ready for testing by mid-July.</p>						

Project: Nebraska State Accountability (NeSA) – Year 2012-13 (formerly Statewide Online Assessment)		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2013	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$5,043,820						
Comments						
<p>July update: NDE has completed the corrections review in June. NeSA district and school reports will be delivered on July 10th. Districts will review the reports for possible corrections and submit requests to NDE. Scores for reading, math, science, and writing will be presented in the State of the Schools Report.</p> <p>Board approved a contract with DRC to provide support services for the 2013-2014 assessment system. The new contract will start on July 1, 2013.</p> <p>June update: No report for June.</p> <p>May update: Testing for NeSA-reading, math, and science was completed on May 3, 2013. After scanning of the paper/pencil answer forms by May 23, the scores from both test modes will be combined to produce data files for Nebraska Department of Education to review. Preliminary writing scores were released by Data Recognition Corporation on April 29, 2013. The</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of July, 2013

Nebraska Department of Education and the districts are reviewing the results. Updated results will be released on May 24, 2013. The Nebraska Department of Education is negotiating an assessment contract with Data Recognition Corporation to start July 1, 2013. Board approval is expected during the May board meeting.

Additional Comments/Concerns:

Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2012 through June 30, 2013. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window. Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2013, NDE is estimating that over 125,000 students will participate online in the Reading, Science, and Mathematics testing while about 40,000 students will complete the writing assessment online. Whereas the NeSA reading/science/math test window is from March 25 through May 3, 2013, the NeSA writing test window is January 21 through February 8, 2013. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of May for writing and June for the reading, math, and science. Complete reporting of student results to districts, schools, and parents from DRC will be completed in August 2013 and reported in the State of the Schools Report in October 2013.

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	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$9,649,675 (\$4,355,550 has been expended)						
Comments						
<p>NEMA is struggling with issues of governance and maintenance of the network. Governance would be needed at the local jurisdiction and not at the state agency (there is no state agency is heading the project, it's all run at the local jurisdiction). There is no formal governance heading the project.</p> <p>July update: The contractor has provided more information for the Environmental reviews for Northeast region. Ordering of equipment and installation continues.</p> <p>May update: Contractor is working to identify infrastructure and sites to complete the Northeast and Southeast Regions. Contractor anticipates providing the Environmental information necessary for reviews to NEMA by May 15th. Delivery and installation of equipment is occurring in the other regions.</p>						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of July, 2013**

Additional Comments/Concerns:

It's possible that upcoming target dates might be missed. Based on the uncertainty of the infrastructure needed for the project and the time involved in obtaining the environmental approvals to proceed with the project, any target dates are fluid. In addition there has been a delay in completing, testing and accepting the Pilot Ring primarily due to the difficulty in locating adequate tower sites and negotiating leasing agreements and/or MOU's.

Project: MMIS		Contact:					
Start Date	N/A	Orig. Completion Date			N/A	Revised Completion Date	N/A
	July	June	May	April	February	December	
Overall Status							
Schedule							
Budget							
Scope							
Project Estimate:							
Comments							
Project On Hold until renewed							

Project: Adjudication Re-engineering (Phase 1A)		Contact: Randy Cecrle					
Start Date	09/01/2011	Orig. Completion Date			06/30/2012	Revised Completion Date	01/31/2014
	July	June	May	April	February	December	
Overall Status							
Schedule							
Budget							
Scope							
Project Estimate: \$6,800 (staff salaries are tracked internally and not reported)							
Comments							
<p>July update: No report for July.</p> <p>June update: The completion date was changed from September 30, 2013 to January 31, 2014. A third round of user acceptance testing begins the first week of June.</p> <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>							

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of July, 2013

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.

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.

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.

Future projects will focus on adding the remainder of the pleading types to e-filing.

Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- 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.

Project: NeSIS PeopleSoft Campus Solutions		Contact: Jim Zemke				
ADA Compliance						
Start Date	08/01/2010	Orig. Completion Date	12/31/2011	Revised Completion Date	12/31/2013	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: TBD						
Comments						
<p>July update: No report for July.</p> <p>June update: Work in progress to develop a plan to establish a clearly defined UN institutional position concerning "reasonable accommodation", evaluate current ADA compliance level of our SIS system, and develop a strategy to address any compliance issues.</p> <p>May update: Work in progress to develop a plan to evaluate current ADA compliance level and a strategy to address any compliance issues.</p> <p>The vendor has certified the Campus Solutions student information system was ADA compliant. However, subsequent analysis indicates the some accessibility issues do exist and the level of compliance provided may not be adequate. Any modifications to the Campus Solutions student information system to meet ADA requirements would require significant</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of July, 2013

additional development resources and/or consulting services. Determining the current level of compliance verses ADA's "reasonable accommodation" requirements and how to deal with any system modifications will require top level management involvement, approval, and support.

Project: District Dashboards		Contact: Dean Folkers				
Start Date	07/01/2013	Orig. Completion Date	06/30/2015	Revised Completion Date		
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$213,518						
Comments						
<p>July update: It's possible that upcoming target dates could be missed. May need a no-cost extension due to late start on projects.</p> <p>Dashboard pilot district applications have been received from 15 districts. Eight reviewers are currently reading and rating the applications. Finalists are expected to be determined by the end of July. Contracts will then be written for the September board meeting. The 24 members of the Design Team have submitted their Top 10 data needs and Top 10 questions to be answered by the dashboard. The responses are being collated and will be analyzed to identify the priorities for Nebraska. The Policy Advisory Committee met on June 26 and was apprised of progress to date. NDE has downloaded the source code and sample dashboards from Ed-Fi. The State Board has approved the purchase of 6 additional servers. NDE has begun discussions with OCIO about housing the dashboard on Network Nebraska.</p> <p>June update: It's possible that upcoming target dates could be missed because of a delayed start due to staff changes in Nebraska Department of Education.</p> <p>The License Agreement with the Ed-Fi Alliance, LLC has been signed by all parties. NDE is in process of reconfiguring current hardware and software to enable staff to review source code and sample dashboard we now have. Ed-Fi has provided a list of needed hardware and software which we are ordering. We will be meeting with OICO staff next week to review hardware and software needs and proposal to put the dashboard on Network Nebraska.</p> <p>NDE is gathering input from 24 ESU and District Design Teams on the Top 10 data elements and questions a dashboard designed for Nebraska should contain and answer. The application for the becoming a pilot district to help with assembly of the dashboard is due on June 15. We anticipate having identified the pilot districts by the end of July and having contracts to the August State Board meeting.</p> <p>Additional Comments/Concerns:</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of July, 2013

The project(s) listed below are reporting voluntarily and is not considered as an Enterprise Project by the NITC.

Project: AFIS Upgrade	Contact: Anthony Loth					
Start Date	6/01/2013	Orig. Completion Date	TBD	Revised Completion Date	--	
	July	June	May	April	February	December
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$750,000						
Comments						
<p>July update: The final AFIS Upgrade contract was signed by Colonel Sankey on behalf of NSP and returned to Morphotrak on June 12. Morphotrak will have draft of requirements for our review on July 8. Following finalization of the requirements, Morphotrak will draft an implementation plan and a working schedule to guide us through the project.</p> <p>In addition, Morphotrak is in the process of putting in place a patch to stabilize the system and adding additional storage to allow the system to fully function during the upgrade process. This is scheduled to be implemented on July 5.</p> <p>June update: Currently the project contract is awaiting final signature by Col. Sankey.</p> <p>This is the first report submitted for this project. The project is in the final steps for finalizing agreements and contracts of the upgrade. At this time DAS and OCIO approvals have been received and Nebraska State Patrol is awaiting the proper contract documents to be provided from Mophrotrak. Once the documents are received they will be reviewed and signed by Col. Sankey. This will allow for the AFIS Upgrade to move forward with implementation.</p> <p>Additional Comments/Concerns: None</p>						

Color Legend		
	Red	<p>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.</p>
	Yellow	<p>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.</p>
	Green	<p>Project has no significant risk to baseline cost, schedule, or project deliverables. Strong probability project will meet dates and acceptable quality.</p>
	Gray	<p>No report for the reporting period or the project has not yet been activated.</p>



Dave Heineman
Governor

STATE OF NEBRASKA

OFFICE OF THE CAPITOL COMMISSION
State Capitol 7th Floor
Robert C. Ripley
Capitol Administrator

RECEIVED

JUN 10 2013

OFFICE OF THE CIO

Request for Waiver
Office of the Capitol Commission

Robert C. Ripley, AIA *R. C. Ripley*
Administrator, Office of the Capitol Commission
7th Floor State Capitol
(402)471-0419

Roxanne E. Smith *Roxanne E. Smith*
Capitol Tourism Supervisor
7th Floor State Capitol
(402)471-0449

NITC 7-104 Web Domain Name Standard
All state associated web sites will have a nebraska.gov domain name.

Description of problem or issue

Since 1998, the Office of the Capitol Commission has been using the website www.capitol.org for the Nebraska State Capitol's web presence. We are very proud of our Capitol and via capitol.org share it with many who are seeking general information about capitols. In our 2010 website upgrade and redesign we invested time and money in Search Engine Optimization for www.capitol.org. When [capitol](http://capitol.org) is typed into search engines, the Nebraska State Capitol is the one of the first entries in the search. NITC 7-104 would require us to change our website domain name to www.capitol.nebraska.gov and lose our very high visibility on the internet. Google will penalize us for forwarding the domain, and redirecting our URLs to a new URL will degrade our ranking in search engines.

Description of the agencies preferred solution

The Office of the Capitol Commission requests a waiver from the NITC 7-104 requirement to change our well established www.capitol.org 15 year domain name. Our preferred solution is to be allowed to continue our use of www.capitol.org into the future.

Additional Information and justification showing good cause for the waiver

The .org domains are widely accepted by the public as non-profit or public service websites and as such the Office of the Capitol Commission fits within this category as caretaker of the Capitol and keeper of the Capitol's web presence. We have built considerable equity in www.capitol.org and have been distributing this domain name for over 15 years via our publications and visitor information. OCC has invested our resources in establishing the domain name and the brand surrounding www.capitol.org. The www.capitol.org address is very easy for visitors and school children to remember.

Technical Panel
of the
Nebraska Information Technology Commission

Excerpt from Technical Panel Minutes for December 14, 2010

STANDARDS AND GUIDELINES REQUEST FOR WAIVER

Department of Labor request for waiver from requirements contained in [NITC 8-301](#).

Mr. Weakly provided background information to the panel. The Department is requesting a waiver to the password requirements for access to an online service. The requirement that passwords change every 90 days is considered too restrictive for occasional public or business users and the Department is requesting these passwords expire annually. This is a potentially recurring issue. The password requirements for state employees may not be appropriate for other users. After discussion it was determined that the Security Architecture Work Group should review the password standard and provide recommendation for a revised standard to address this issue.

Mr. Weir moved to grant the waiver to the Department of Labor for 18 months. Ms. Decker seconded. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes, and Decker-Yes,. Results: Yes-4, No-0, Abstained-0. Motion carried.

Excerpt from Technical Panel Minutes for June 12, 2012

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.

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>

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>

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.

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

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.

DATE: Draft - July 8, 2013

HISTORY:
