



Information Technology Policy

IT Policy Waiver Reference Document

Number

RFD-BUS004B

Category

Business

Contact

RA-ITCentral@pa.gov

Effective Date

August 4, 2011

Supersedes

All Prior Versions

Scheduled Review

March 2023

1. IT Policy Waiver Scenarios Table

NOTE: This Table is for guidance only. The scenarios captured here are not the only potential scenarios and the Requirements and Default Waiver Lengths in this document should not be construed as policy. Domain Owners, at their discretion, may approve a different IT Policy Waiver expiration length. Refer to ITP-BUS004 for requirements, waiver length periods, and other policy considerations. For any questions regarding ITP waivers, contact RA-ITCentral@pa.gov.

<u>Scenario</u>	<u>Waiver Required?</u>	<u>Requirements</u>	<u>Default Waiver Length*</u>
A security modification to an agency or Enterprise service that is not covered in a specific ITP	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
A security modification to an agency or Enterprise service that is covered in a published Security (SEC) ITP	Yes	1. Waiver Request Submission Criteria (refer to BUS004)	1 year
Noncompliance risk that compromises the security posture of the Commonwealth	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
Compliance with a published ITP will have a negative business or financial impact to an agency	Yes	1. Waiver Request Submission Criteria (refer to BUS004)	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Products and/or services that are noncompliant with published ITPs and would result in public embarrassment, reputation damage, litigation, fines/penalties, loss of federal funding or a potential business or IT risk	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement (if required by Domain Owner)	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Agency has an inability to fully implement and/or comply with a published ITP	Yes	1. Waiver Request Submission Criteria (refer to BUS004)	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Changes in regulations or mandates that bring about unintentional non-compliance to a published ITP	Yes	1. Waiver Request Submission Criteria (refer to BUS004)	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Inability of an agency contracted resource to fully comply with a published ITP while performing Commonwealth work	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement (if required by Domain Owner)	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Usage of technology documented in an ITP that is classified "CURRENT"	No	N/A	N/A
New investment of technology documented in an ITP that is classified "CURRENT"	No	N/A	N/A
Current/continued usage of technology documented in an ITP that is classified "CONTAIN"	No	N/A	N/A
New investment of technology documented in an ITP that is classified "CONTAIN"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement (if required by Domain Owner)	Case-by-case basis

<u>Scenario</u>	<u>Waiver Required?</u>	<u>Requirements</u>	<u>Default Waiver Length*</u>
Waiver expiration for New investment of technology in an ITP that is classified "CONTAIN"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement (if required by Domain Owner)	Case-by-case basis
Current/continued usage of technology documented in an ITP that is classified "RETIRE"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
New investment of technology documented in an ITP that is classified "RETIRE"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
Usage of technology documented in an ITP that is classified "EMERGING/RESEARCH"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
New investment of technology documented in an ITP that is classified "EMERGING/RESEARCH"	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	Case-by-case basis
Publicly known exploits of vulnerabilities that exist without exercising available countermeasures or fully remediating the noncompliance risk	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Noncompliance risk is a threat to the health, safety and privacy of citizens, employees or third parties doing business with the Commonwealth	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	1 year (SEC ITPs) 2 years (non-SEC ITPs)
Noncompliance risk is a threat to the protection of Commonwealth resources, infrastructure, and operations	Yes	1. Waiver Request Submission Criteria (refer to BUS004) 2. Risk Assessment and Acknowledgement	1 year (SEC ITPs) 2 years (non-SEC ITPs)

2.IT Policy Waiver Domains and Domain Owners:

Domain	Enterprise Domain Owners
Accessibility (ACC)	Accessibility Officer
Application (APP)	Enterprise Services (ES)
Business (BUS)	Technology Business Office Director (TBO)
Information (INF)	Data Officer
Integration (INT)	Data Officer
Network (NET)	Enterprise Chief Technology Officer (ETSO)
Platform (PLT)	Enterprise Chief Technology Officer (ETSO)

Privacy (PRV)	Enterprise Information Security Officer (EISO)
Security (SEC)	Enterprise Information Security Officer (EISO)
Software (SFT)	Enterprise Chief Technology Officer (ETSO)
System Management (SYM)	Enterprise Technology (ETSO)

3.IT Policy Waiver Artifacts Table:

IT Policy Waiver Question	Artifacts Needed for Submission
Is this a Waiver Renewal? Yes	Previous Cover Letter Conditions of Approvals Artifacts
Is this based on a recommendation from a Cloud Use Case Review? Yes	Cloud Use Case Review approval letter (if applicable)
Business/Technology Risks and Impacts	Risk Assessment and Acknowledgement Document (if applicable)

****artifact requirements may require one or more of the above depending on the type of waiver submission****

4.Publication Version Control

It is the Authorized User's responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>.

Questions regarding this publication are to be directed to [RA- ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	08/21/2015	Base Document
Revision	07/09/2018	Updated RFD-BUS004A to RFD-BUS004B
Revision	09/23/2021	<ul style="list-style-type: none"> Updated Title Updated requirements in scenarios table Added Waiver Domains and Owners table Added IT Policy Waiver Artifacts table
Revision	03/04/2022	<ul style="list-style-type: none"> Added additional scenarios/criteria for Risk Assessment and Acknowledgement document Utilizing Accessible ITP Template