CALIFORNIA DEPARTMENT OF TECHNOLOGY	NUMBER:	DATE ISSUED:
TECHNOLOGY LETTER	**TL 15-03**	**AUGUST 2015**

SUBJECT: **PLAN OF ACTION AND MILESTONES STANDARD**	REFERENCES: State Administrative Manual (SAM) Sections 5305, 5330.2, 5340.3 Statewide Information Management Manual (SIMM) Sections 5305-B, 5325-B, 5330-B, and 5340-B, Technology Letter 13-04 Government Code 11549

BACKGROUND

Each Agency/state entity is responsible for establishing an Information Security Program to effectively manage risk. The Agency/state entity's information security program shall incorporate an Information Security Program Plan (ISPP) to provide for the proper use and protection of its information assets, including a plan of action and milestones (POAM) process for addressing information security program deficiencies. Each POAM is submitted to the Department of Technology, California Information Security Office to create a statewide perspective and status of an Agency/state entity's efforts to achieve full compliance. POAMs are updated throughout program maturation through compliance self-reporting, and in response to risk assessment and audit findings, incidents, and oversight reviews. The new standardized format will provide Agencies/state entities with a standardized tool and provide for consistency in reporting to California Information Security Office.

PURPOSE

The purpose of this Technology Letter (TL) is to announce:

- Revised State Administrative Manual (SAM) Sections 5305.1, 5330.2, and 5340.3 to include the new POAM reporting requirement.
- Revised Statewide Information Management Manual (SIMM) 5325-B, 5330-B, and 5340-B to clarify compliance and reporting responsibilities for Agencies/state entities.
- Introduce the new SIMM 5305-B, POAM reporting instructions and 5305-C, POAM reporting tool.
- Inform Agencies/state entities that a POAM is due **no later than November 2, 2015** for those who currently have an identified remediation activity on file with the California Information Security Office.
- Inform Agencies/state entities that the California Information Security Office will monitor the completion of POAMs and will require status updates, at minimum, on a quarterly basis.

QUESTIONS

Questions should be directed to the California Information Security Office (CISO) at (916) 445-5239 or Security@state.ca.gov.

SIGNATURE

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Carlos Ramos, Director
California Department of Technology