



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

RICK SNYDER
GOVERNOR

DAVID L. DEVRIES
DIRECTOR

July 20, 2018

Rick Lowe, Director
Office of Internal Audit Services
State Budget Office
George W. Romney Building
111 South Capitol, 6th Floor
Lansing, Michigan 48913

Dear Mr. Lowe:

In accordance with the State of Michigan, Financial Management Guide, Part VII, attached is a summary table identifying our responses and corrective action plans to address recommendations contained within the Office of the Auditor General's audit report of the Department of Technology, Management and Budget, Office of Infrastructure Protection.

Questions regarding the summary table or corrective action plans should be directed to me.

Sincerely,

Signature Redacted

Michael Gilliland, Director
DTMB-Financial Services

- c: Representative Laura Cox, Chair, House Appropriations
Senator Dave Hildenbrand, Chair, Senate Appropriations
Mark Freeman, Office of the Auditor General
Dick Posthumus, Executive Office
Darin Ackerman, Executive Office
House Fiscal Agency
Senate Fiscal Agency
Brom Stibitz, DTMB
Chris DeRusha, DTMB
Caleb Buhs, DTMB
Mike Williams, SBO
Rajiv Das, DTMB
Chris Christensen, DTMB
Kerri DeBano, DTMB
✓John Juarez, SBO

Department of Technology, Management and Budget
DTMB's preliminary agency responses to the
Office of Infrastructure Protection Performance audit

Summary of Agency Responses to Recommendations

1. Audit recommendations DTMB fully complied with: 1
2. Audit recommendations DTMB agrees with and will comply: 2, 3
3. Audit recommendations DTMB disagrees with: None

Agency Responses to Recommendations

1. Improvements needed to criminal history background check process

DTMB agrees and has complied with the recommendation. DTMB's Office of Infrastructure Protection (OIP) now specifically identifies ICHAT information as official State records. OIP continues to work with DTMB Records Management to retain such records in accordance with applicable record retention schedules. DTMB stores the information with the 624 form and ensures that the documentation is secure.

OIP has developed a process for storing of ICHAT forms in a secure area where all PII is encrypted and stored.

In addition, OIP now ensures that all DTMB IT contractors have a regular ICHAT background check performed. To help ensure that the contractor background checks are completed annually, the department requires that contractor access cards expire annually.

2. Additional fingerprint criminal history background checks needed

DTMB generally agrees with and will pursue the improvements identified in the audit finding. The department continues to work with Civil Service, State Police and the Office of the State Employer as we pursue enhancements to our current processes and to determine a timeline for complying with the recommendation.

3. Clarification needed for oversight of continuity of operations plans (COOPs)

DTMB agrees with the recommendation. DTMB and MSP staff have met to help clarify roles and responsibilities, which DTMB will formally document. In addition, DTMB is holding internal meetings to clarify the COOP-related responsibilities of various organizations within the department. MSP recommends that continuity of operations plans remain with the emergency management section of each agency.

DTMB also notes that, while the department does not believe legislation is necessary related to its legal authority or responsibility to oversee the preparation and review of COOPs, it will consider issuing a new or revising an existing Administrative Guide policy.

Finally, DTMB noted that, while MSP was not involved in recent MICWRAP activities regarding agency COOPs, DTMB had assisted 16 of 20 State agencies (including MSP) in getting their COOPs completed and entered into the department's central repository. DTMB will continue to work with state departments to determine a timeline for complying with the recommendation.