



State of Idaho  
**DIVISION OF HUMAN RESOURCES**  
Executive Office of the Governor

C.L. "BUTCH" OTTER  
Governor  
SUSAN E. BUXTON  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Pete Black  
Mark Holubar  
Diana Bishop  
Sarah E. Griffin

March 16, 2017

**MEMORANDUM**

TO: Agency Director

FROM: Susan E. Buxton, DHR Administrator  
Division of Human Resources 

SUBJECT: Executive Order 2017-02

The implementation of Executive Order ("EO") 2017-02 is underway. The process to appoint the Director of Information Security is progressing and once that person is in place, further information will be disseminated. In the interim, the Division of Human Resources ("DHR") will collect a couple of items from each agency.

The first item is a memo acknowledging that your agency has adopted the NIST Cybersecurity Framework. A template has been provided for your completion. Please open the attached Word document, fill in the required fields, save, and return to me.

The second item is a training plan outlining your agency's training strategy for all staff. Cooperation with your agency IT support may be necessary to complete the training plan. A template has also been provided for this, however agencies may choose to use their own version. If this is the case, please be sure to include the following items:

- Curriculum/resources to be use for training;
- Completion timelines for both new hires and current staff;
- Details of how your agency will identify, train, and track employees who have elevated access privileges to your IT systems; and,
- How your agency will track and monitor compliance of the annual training requirement.

These plans are due to DHR no later than April 16, 2017.

An informational video explaining these items and more background information about how EO 2017-02 affects your agency can be viewed at <https://dhr.idaho.gov/Training/Cybersecurity.html>.

Please contact me if you have any questions.