



**State of Montana**  
**Department of Military Affairs**

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**Agency IT Plan**  
**Fiscal Year 2014-2019**

May 2014

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## EXECUTIVE SUMMARY

The Department of Military Affairs (DMA) consists of the Air and Army National Guard, Centralized Services (CSD), Youth Challenge, STARBASE, Disaster and Emergency Services (DES), and Veterans Affairs (VA) and is administered by the Adjutant General.

DMA also provides support for the State Emergency Coordination Center (SECC), the State Mobile Command Vehicle, and develops, enhances, and maintains DMA's website and LAN.

As Military Affairs continues to successfully fulfill its mission, DMA may expect to support new web development and database projects with an IT component, as well as continue to support existing applications and infrastructure to meet the service demands of Montana Veterans. As Military Affairs improves Web functionality offered to customers, a higher demand may be placed on government wide infrastructure and services.

Starbase continues to provide students expanded education in mathematics and science and with this has expanded the IT roll to assist in this process.

## SECTION 1: AGENCY ADMINISTRATIVE INFORMATION

### ***Role: Plan Owner***

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### ***Role: IT Contact***

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### ***Role: Information Security Manager (ISM)***

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### ***IT Inventory***

The IT inventory database located at <http://mine.mt.gov/enterpriseitinventory> was or will be updated on <Date> As required by MCA 2-17-524(3)(c) the plan will be updated by June 30<sup>th</sup>, 2014.

## SECTION 2: AGENCY IT MISSION



- To provide enterprise software, hardware, infrastructure and specialized systems for state employees to meet the Department of Military Affairs Business Requirements.
- To provide mission-ready forces to the Federal Government as directed by the president.
- To provide emergency support, through the National Guard and the Disaster and Emergency Services Division, to civil authorities as directed by the Governor.
- To provide the appropriate and necessary support to Montana Veterans and their family members.
- To provide support of federal and state Youth Development Programs

## SECTION 3: AGENCY REQUIRED PROGRAMS

### ***Information Security Management (ISM) Program General Description***

The Department of Military Affairs has implemented a department-wide (agency) information security management program compliant with §2-15-114, MCA and State Information Technology Systems Division *Information Security Programs* policy with adoption of the National Institute of Standards and Technology (NIST) Special Publication 800 series as guides for establishing appropriate security procedures. This is in alignment with the State of Information Technology Service's direction for an enterprise approach to protect sensitive and critical information being housed and shared on State and/or external/commercial information assets or systems.

As described in NIST SP 800-39, the agency has developed and adopted the Information Risk Management Strategy to guide the agency through information security lifecycle architecture with application of risk management. This structure provides a programmatic approach to reducing the level of risk to an acceptable level, while ensuring legal and regulatory mandates are met in accordance with MCA §2-15-114.

The agency's program has four components, which interact with each other in a continuous improvement cycle. They are as follows:

- Risk Frame – Establishes the context for making risk-based decisions
- Risk Assessment – Addresses how the agency will assess risk within the context of the risk frame; identifying threats, harm, impact, vulnerabilities and likelihood of occurrence
- Risk Response – Addresses how the agency responds to risk once the level of risk is determined based on the results of the risk assessment; e.g., avoid, mitigate, accept risk, share or transfer
- Risk Monitoring – Addresses how the agency monitors risk over time; “Are we achieving desired outcomes?”

The agency's information security management program is challenged with limited resources; manpower and funding. While alternatives are reviewed and mitigation efforts are implemented the level of acceptable risk is constantly challenged by the ever changing technology and associated risks from growing attacks and social structure changes. Specific vulnerabilities have been identified which require restructure, new equipment, or personnel positions (funds increase), and are addressed below in our future plans.

### ***Future Security Program Plans***

Over this strategic period we plan to develop and implement stronger automated security on all hardware and software throughout the Department utilizing a combination of in place software and policy procedures, thus maintaining existing personnel with no increases to the Department.

### ***Continuity of Operations (COOP) Capability Program General Description***

The Department of Military Affairs joined with the Department of Administration *Continuity Services* for the development of our agency's Continuity of Operations Capabilities, which will provide the plans and structure to facilitate response and recovery capabilities to ensure the continued performance of the State Essential Functions of Government. This program involves two Blocks of focus; the first is to complete the Business Continuity Plans (BCP) involving two phases, the second Block works on the specific business processes or activity plans such as Emergency Action Plans (EAP), Information System Contingency Plan (ISCP), Communications Plans, Incident Management Plans, and more. We have completed 5% of 2 BCP phases and expect full completion of both Blocks by 2016. This program is not a standalone process in that information which is identified and recorded under this structure can and often exists in the Records Management Program and associates with Information Security Management Program requirements.

Integration of these three programs is critical to the confidentiality, integrity, and availability of information, which is associated with each program.

### ***Future COOP Program Plans***

## SECTION 4: AGENCY IT PLAN – GOALS & OBJECTIVES

### ***Goal Number 1:***

#### **IT Goal 1** Military Affairs Consolidation

Description: Consolidation of IT resources throughout the department.

Benefits: Shared services and data security. End users and the overall department.

Goals 1 through 4 are met with this plan.

#### **Supporting Objective/Action**

##### **Objective 1-1** Shared resources.

The VA and DES have multiple sites across the state that utilize various email systems to share information and documents creating multiple versions of the same documents edited by the various people resulting in an unknown number of documents that may contain incorrect information.

Data would be stored centrally for all users, allowing for one copy of document/s. This will increase the reliability of the information in the documents. It also gives the ability for reliable backups and high security.

If this is not completed there will continue to be multiple documents contain miss-information. There will be no backups of the data which has already proven critical to the department. There are also no reliable security measures to insure who is accessing the data.

What is the timeframe for completion of this objective?

The project will take 6 months from start. All users will be trained on the new system. All systems will be audited for use of the system.

### ***Goal Number 2:***

#### **IT Goal 2** Incident Manager

Description: Incident Manager hosting for Disaster and Emergency Services.

Benefits: Worldwide access to disaster logging and tracking incidents throughout the state of Montana.

Goals 1-5

#### **Supporting Objective/Action**

##### **Objective 2-1** Cooperative Agreement

24X7 access to all disaster logging and tracking of resources for the State of Montana.

Full service uptime capability to service the public on a 24X7 basis for the people of Montana.

What is the timeframe for completion of this objective?

Continuation project that extends existing services to the manager system.

## SECTION 5: IT INITIATIVES (FY2012 – FY 2017)

**Initiative 1** Military Affairs Consolidation

Description: Consolidation of all IT system resources to the central system.

EPP Number (if applicable)

**Initiative 2** Incident Management

Description: Hosting contract for the incident manager system for DES Renewal

EPP Number (if applicable) DP2102

**Initiative 3** <Title>

Description: <>

EPP Number (if applicable)

**Initiative 4** <Title>

Description: <>

EPP Number (if applicable)

**Initiative 5** <Title>

Description: <>

EPP Number (if applicable)

(Copy and paste the above format here to describe additional IT Initiatives.)



## SECTION 6: ENTERPRISE ALIGNMENT

### *Communities of Interest Participation*

- Government Services
- Public Safety
- Human Resources
- Environmental
- Education
- Economic
- Cultural Affairs
- Finance

## SECTION 7: PLANNED AGENCY IT EXPENDITURES

<u>Expense Category</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Personal Services	\$275,954	\$275,954	\$275,954	\$275,954	\$275,954	\$275,954
Operating Expenses	\$196,721.90	\$196,721.90	\$196,721.90	\$196,721.90	\$196,721.90	\$196,721.90
Initiatives	\$22,988	\$22,988	\$22,988	\$22,988	\$22,988	\$22,988
Other expenditures	\$9700.00	\$9700.00	\$18,400.00	\$18,400.00	\$18,400.00	\$18,400.00
<b>Totals</b>	<b>\$422,569.90</b>	<b>\$422,569.90</b>	<b>\$432,269.90</b>	<b>\$432,269.90</b>	<b>\$432,269.90</b>	<b>\$432,269.90</b>

## SECTION 8: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that support the agency's IT Plan. Some examples might include other COI participation, reference to other IT plans such as GIS plan, eGovernment plan, security plan, staffing issues and constraints, etc.