



# STATE OF ALABAMA

## OFFICE OF INFORMATION TECHNOLOGY



### FORM 101F1: IT Policy Exemption Request

**Instructions:** This request is for an exemption to a requirement stated in a State of Alabama enterprise governance policy or standard. Approval of this request grants a temporary exemption, of one to three years, which may be subsequently renewed at the discretion of the Secretary of Information Technology. This form is not intended to be used to determine the feasibility of operational implementation of a required policy.

Business and technical justification must be provided in some sections of this form. Submitter is encouraged to confer with business and technical support staff prior to submitting this request.

If form fields cannot contain entire response, additional sheets may be attached.

Additional instructions are found in [Procedure 101P3: IT Policy Exemption Request](#)

**Section 1: Submitter Information.** Complete all fields in this section for all exemption requests.

Section 1: Submitter Information
1a. Agency:
1b. Submitter Name:
1c. Phone:
1d. Email:

**Section 2: Exemption Information.** Complete all applicable fields in this section.

Section 2: Exemption Information
2a. Number or title of policy or standard for which exemption is requested:
2b. Specific requirement (if applicable) for which exemption is requested:
2c. Check requested exemption period: <input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 3 YEARS
2d. Is there a planned (or in-progress) project to implement the requirement within the requested exemption period? Please check Yes or No and explain below. <input type="checkbox"/> YES <input type="checkbox"/> NO
Explanation:
2e. Who is the Business Owner or Sponsor for this project? <input type="checkbox"/> NOT APPLICABLE
Name:
Phone: <span style="float: right;">Email:</span>



**Section 5: Alternatives.** Complete all applicable fields in this section for all exemption requests.

Section 5: Alternatives				
5a. Describe any potential alternatives and (if applicable) the yearly cost to implement the alternative:				
<b>Alternative 1:</b>				
Cost Factors	Year 1	Year 2	Year 3	Totals
Totals:				
<b>Alternative 2:</b>				
Cost Factors	Year 1	Year 2	Year 3	Totals
Totals:				
5b. If no alternatives were investigated, please explain:				

**Section 6: Attestation.** To be completed by the Agency Head or designated approving authority.

I have evaluated the business and technical issues associated with this exemption request, and I accept all associated risks as being reasonable under the circumstances.

<b>Printed Name of Agency Head</b>	<b>Signature</b>	<b>Date</b>

**Approval/Appeal.** To be completed by the designated office or individual. Refer to Procedure 101P3: IT Policy Exemption Request for form routing and workflow.

Section 7: Chief Information Security Officer Exemption Decision - (CISO Office Use Only)	
7a. EXEMPTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
7b. Exemption Expires:	
7c. Comments:	
<i>Chief Information Security Officer</i>	Date:

Section 8: Agency Request for Appeal - (Agency Use Only)	
8a. REQUEST APPEAL <input type="checkbox"/>	
8b. Comments:	
Name:	Date:
Title:	

Section 9: Secretary of Information Technology Appeal Decision - (OIT Use Only)	
9a. APPEAL: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
9b. Exemption Expires:	
9c. Comments:	
<i>Acting Secretary of Information Technology</i>	Date:

**Retention:** Completed Exemption Request Forms shall be retained by the requesting agency and by the OIT Office of the CISO for a period of one year following the expiration (or denial) date of the exemption.