

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:				
Alternative 1:				
Cost Factors	Year 1	Year 2	Year 3	Totals
Totals:				
Alternative 2:				
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.

Printed Name of Agency Head	Signature	Date

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: OIT Information Security & Governance Exemption Decision - (OIT Use Only)	
7a. EXEMPTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
7b. Exemption Expires:	
7c. Comments:	
Name: Title:	Date:

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

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>Secretary of Information Technology</i>	Date:

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