**Key Responsibilities Currently Managed by M. Bret Blackford**

*(to be transitioned or maintained via contractor support following Bret’s scheduled termination on December 9, 2025)*

**Overview:**  
The following summarizes critical activities currently performed by Bret that will require continued ownership after his departure. These responsibilities are integral to maintaining IT general controls (ITGCs), segregation of duties (SoD), and compliance with SOX and internal audit requirements.

Bret is willing to continue providing support as a **contractor** to ensure continuity and knowledge transfer, which would be his preferred arrangement.

**1. Enverus Price Load Application**

This system obtains daily pricing data from the Enverus price aggregation service.

* Requires ongoing monitoring, troubleshooting, and control oversight due to various system-specific use cases.
* Errors or interruptions can impact downstream financial processes tied to inventory valuation and cost tracking.

**Transition Need:** Identify a Core employee or contractor familiar with Enverus integration and pricing workflows to assume daily review and exception handling.

**2. User Access Management (RMS and Workforce)**

Currently handled independently from development and user groups to preserve segregation of duties (SoD).

* Responsibilities include provisioning new users, removing terminated users, and periodically reviewing access.
* This is a **key control function** supporting SOX compliance.

**Transition Need:** Assign a Core employee independent of application owners to manage access administration, or maintain Bret in a contractor capacity until processes are re-established under Core’s framework.

**3. Code Migration / HP PPM (RMS and Ellipse)**

Manages promotion of approved code and data changes into production environments.

* Ensures that only changes following SDLC procedures and management approvals are deployed.
* Maintains SoD by separating developers (who modify code/data) from those migrating changes.
* RMS will continue in active use through at least 2026, with ongoing code and data updates (currently averaging 1–2 change requests per week).

**Transition Need:** Designate a replacement with appropriate access and training in HP PPM or retain Bret as contractor for code migration oversight until RMS is fully decommissioned.

**4. Service Organization Controls (SOC) Report Review**

Reviews and evaluates SOC 1 and SOC 2 reports for third-party service providers supporting key financial systems.

* Includes vendors such as **OCI, Azure, Kanos, Cosol, Centroid, HP PPM, Tripwire, ServiceNow, Workforce, Workday, Oracle Keeper, Adaptive Planning, and Trading Grid**.
* Primary effort involves analyzing **Complementary User Entity Controls (CUECs)** to confirm internal responsibilities are met — a time-intensive process requiring coordination with IT and business users.

**Transition Need:** Identify an individual familiar with SOX vendor control reliance and CUEC assessments, or maintain Bret as contractor through the next audit cycle (2026Q1).

**5. General ITGC Controls – Change and Incident Management (ServiceNow)**

Ensures proper documentation, testing, approval, and CAB review for all changes to key systems.

* Oversees incident tracking and resolution to maintain traceability and support audit evidence requirements.

**Transition Need:** Assign Core personnel to continue periodic review of ServiceNow tickets and reports, maintaining evidence for control testing.

**6. Audit Support (Internal and External)**

Provides key coordination during interim and year-end audits.

* Includes retrieval of support documentation, preparation of control evidence, and facilitation of walkthroughs and inquiries.
* Significant workload occurs around year-end and Q1 2026.

**Transition Need:** Establish a designated audit liaison within Core IT or retain Bret as contractor through completion of 2025 year-end audit support (Q1 2026).

**7. Tripwire Monitoring and Log Review**

Tripwire monitors configuration and file integrity for key applications, servers, and databases.

* Weekly review ensures that all detected changes are matched to approved ServiceNow change tickets or other authorized activity.
* Non-standard changes are escalated for investigation and documentation.

**Transition Need:** Train and assign an IT control analyst to perform ongoing Tripwire review and correlation, or continue coverage under a contractor arrangement.

**Summary Recommendation**

Many of the responsibilities above support ongoing compliance and IT control assurance. Given the overlap between Arch legacy systems and Core’s evolving environment, **retaining Bret as a contractor through at least mid-2026** would provide valuable continuity and minimize risk to control integrity during transition.