2016 Annual Certification of Compliance Form Instructions

Mark "Yes" or "No" to each question on the survey.

> Because a "No" response indicates non-compliance with a policy, additional action is required for each of these responses. This action will either be to describe compliance activities within the form or to submit a waiver request.

> Technology Policy 103 describes the process and the content for waiver requests. If additional information is needed to support the waiver, it will be requested. Once submitted, all waivers will receive a formal response noting disposition of the request.

Agencies should submit a single certification document signed by the agency head. If the agency head is not available, the form may be signed by their designee.

DUE DATE:

Agencies are expected to complete and submit the certification documents and associated materials no later than September 30, 2016. Address for submittal is ocio.policy@watech.wa.gov. This is a shared mailbox which will be monitored for submissions. Acknowledgment of submissions will be returned, but may not occur on the same day of submission.

QUESTIONS:

If you have questions about the certification form, the overall certification process or about the waiver process, please contact Rob St. John at 407-9150 or Sue Langen at 407-8686.