

Introduction to OCIO Policies and Standards

101 – About the Manual

101.10 Authority for these policies

One of the primary duties of the Office of the Chief Information Officer (OCIO) is to establish standards and policies for the consistent and efficient operation of information technology services throughout state government. (ESSB 5931) This manual contains the policies, technical standards, and procedures approved by the Chief Information Officer and Technology Services Board.

101.11 Applicability

All agencies of the state of Washington must comply with this manual, unless otherwise exempted by statute. ESSB 5931 defines the term "agency" to mean "every state office, department, division, bureau, board, commission, or other state agency, including the offices headed by a statewide elected official."

In the case of institutions of higher education, the powers of the office apply to business and administrative applications but do not apply to a) academic and research applications; and b) medical, clinical, and health care applications, including the business and administrative applications for such operations. However, institutions of higher education must disclose to the office any proposed academic applications that are enterprise-wide in nature relative to the needs and interests of other institutions of higher education.

101.12 Waiver request

Agencies may request a waiver from compliance with specific requirements of this manual under limited circumstances.

101.12.10 Criteria for waivers and conditions for approval

Requests for waivers will be evaluated against the following criteria:

- Security: The requested waiver does not create increased security exposure.
- Risk: The requested waiver does not significantly increase the agency's risk of loss or failure.
- Interoperability: The requested waiver does not degrade potential connectivity or interoperability.
- Economy: The financial benefits of the requested waiver exceed its costs, and it protects investments in technology and technical skills.
- Public Safety: The requested waiver does not increase risk to citizens.

Waivers may be granted only if:

- Compliance would adversely affect the ability of the requesting agency to accomplish a function critical to the agency; or

- Compliance would cause a major adverse financial impact on the requesting agency that is not offset by statewide savings.

Examples of unique situations that may lead to waivers include:

- Federal funding restrictions.
- Legislative or regulatory mandates that require exceptional measures.
- Transfers of non-compliant technologies from other organizations or jurisdictions.

101.12.11 Request a waiver

Requests for specific waivers must be:

1. Supported by a written business case justification that at a minimum includes:
 - Citation of the policy or standard from which the agency is seeking a waiver.
 - A description of the waiver that is being sought including technical details.
 - An explanation of why the waiver is needed and the consequences the agency will suffer if the waiver is not approved.
 - Identification of a risk mitigation strategy and a plan to deal with potential issues caused by the non-compliant approach.
2. Signed by the chief executive of the agency.
3. Submitted to the agency's OCIO Senior Technology Management Consultant in writing.

101.13 Contact us

If you have questions about the policy manual, please contact us:

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A list of OCIO Senior Technology Management Consultants can be found [here](#).