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Governor



STATE OF WASHINGTON

OFFICE OF THE CHIEF INFORMATION OFFICER

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June 29, 2018

TO: Agency Heads and Agency CIOs

FROM: Rob St. John, Acting State Chief Information Officer

A handwritten signature in blue ink, appearing to read "Rob St. John".

SUBJECT: 2018 Annual Technology Certification Requirements

Each year, agencies are asked to provide information about compliance with selected statewide policies and to provide information in support of statewide technology programs.

Technology is the underpinning for virtually every business function in state government. Washington state residents depend on us to keep their data safe and secure. As good stewards, we strive to spend scarce resources wisely and in support of agency priorities.

Each topic highlighted in the 2018 certification process has significant business implications or considerations and are key indicators of risk within your agency. While there may be an inclination to treat this as a 'check the box' exercise, I encourage you to use this opportunity to engage in conversations with your business and technology leaders to ensure that appropriate internal processes and controls are in place.

2018 Certification Requirements

The 2018 Annual Technology Certification process has three parts, all due by September 28, 2018:

Part 1 – Application Inventory

Each agency must update their Application Inventory using the same data collection tool provided by the Office of the Chief Information Officer (OCIO) in 2017. Updates this year should largely be additions, changes and deletions from the data collected last year. The [application inventory instructions](#) and [access authorization form, definitions for inventory](#) elements and a [short video](#) providing information on tool navigation are available online.

Part 2 – Certification of Compliance

Each agency must provide a completed 2018 Annual Agency Certification of Compliance, signed by the agency head (or acting agency head) and the agency Chief Information Officer. Unless otherwise noted in the form, where the agency is not in compliance with a policy, a waiver request must be submitted as outlined in [Technology Policy 103](#). The 2018 Certification is similar to the 2017 Certification of Compliance and does not add new policy elements.

The [2018 Annual Agency Certification of Compliance](#) document is available online.

Part 3 - Annual IT Security Reporting

Annual IT security reports include the agency head's attestation on the status of compliance with security policy and standards, and other information needed for security program management.

While the reporting requirements in 2018 are expected to be similar to those in 2017, the Office of Cyber Security is reviewing the budget bill and other recently passed legislation to determine if there are additional requirements to include in this year's report. The package and instructions are expected to be released to agencies around July 13.

In addition, access to all 2018 annual certification material is available on the [OCIO Communications](#) website.

Questions concerning IT security reporting should be directed to [Scott Bream](#), State Office of Cyber Security, at (360) 407-8679. Other questions can be directed to [Sue Langen](#), (360) 407-8686 or [Cammy Webster](#) (360) 407-8912.

Thank you for your support for this important annual endeavor.