



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

Office of the Chief Information Officer

1500 Jefferson Street SE • Olympia, Washington 98504-1501

July 5, 2019

TO: Agency Heads and Agency CIOs

FROM: James Weaver, State Chief Information Officer

A handwritten signature in cursive script that reads "James Weaver".

SUBJECT: 2019 Annual Technology Certification Requirements

Each year, agency partners are asked to provide information regarding compliance with selected statewide policies that support our statewide technology programs.

Technology underpins virtually every business function in state government. Washington state residents depend on us to keep their data safe and secure. As good fiscal stewards, we strive to ensure our scarce resources are wisely applied to support agency priorities.

Each topic highlighted in the 2019 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 within your agency to ensure that your agency is doing all that can be done to mitigate risk.

2019 Certification Requirements

The 2019 Annual Technology Certification process has four parts with distributed due dates between August and December 2019, as indicated below:

Part 1 – Application Inventory Due by September 30, 2019

Each agency must update their Application Inventory using the same data collection tool provided by the Office of the Chief Information Officer (OCIO) in 2018. Updates this year should include additions, changes and deletions from the data collected last year. Please review the [application inventory instructions](#) and [access authorization form, definitions for inventory](#) elements and a [short video](#) providing information on tool navigation for further guidance.

Part 2 – Technology Policy Certification Due by September 30, 2019

Each agency must provide a completed [2019 Annual Agency Technology Policy Certification](#), 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 2019 Certification is similar to the 2018 Certification.

Part 3 – Privacy Assessment Reporting Due by September 30, 2019

Each agency must provide a completed Privacy Assessment Survey. The survey will take the agency privacy officer approximately 30 minutes to complete.

Additional information and instruction on filling out the assessment will be distributed by August 6, 2019.

Part 4 - Annual IT Security Reporting Due by December 31, 2019

The Office of Cyber Security (OCS) reporting has changed from submitting a security workbook to an online assessment through Nationwide Cybersecurity Review ([NCSR](#)). The NCSR process will enable our state to establish a baseline regarding security posture and could help agencies gain insight into their cybersecurity gaps and capabilities.

Submittal through NCSR will be available online starting in October and closing on December 31, 2019. Additional information and instructions about NCSR will be distributed to agencies by September 30, 2019.

2019 Certification Timelines

3rd Quarter 2019			4th Quarter 2019		
July	August	September	October	November	December
Application Inventory Updated					
Technology Policy Certification					
Privacy Assessment					
			Annual IT Security Reporting		

Questions concerning IT security reporting should be directed to [Ron Buchanan](#), State Office of Cyber Security, at 360-407-8899.

Questions concerning the Privacy Assessment reporting should be directed to [Will Saunders](#) at 360-407-8693.

If you have any other questions, please contact [Cammy Webster](#) at 360-407-8912.

Thank you for your support for this important annual endeavor.