



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer

1500 Jefferson Street SE ▪ Olympia, Washington 98504-1501

February 1, 2019

TO: Agency Heads and Agency CIOs

FROM: James Weaver, Director and State CIO

A handwritten signature in black ink that reads "James Weaver".

SUBJECT: **Mobile Device Usage 2019**

The last few years has brought an influx of mobile devices into the workplace offering workers greater flexibility, enhanced business workflows and improved communications. But with the increased usage brings a greater risk of security issues. Washington State residents depend on us to keep their data safe and secure. As mobile devices in the workplace increase, it is important that agencies take security measures to protect the public records stored on them from loss or unauthorized disclosure.

[Technology Policy 191 – Mobile Device Usage](#) defines steps agencies are expected to have in place by June 30, 2019 to ensure efficient management of mobile devices while protecting state public records, citizen information and employee privacy. These steps entail adopting a mobile device policy and implementing it with employees. Agencies need to make certain mobile devices used for state business are equipped with up-to-date, currently-patched Mobile Device Management (MDM) or Enterprise Mobility Management (EMM) software to optimize and secure devices within the state enterprise. Additionally, MDM/EMM solutions used by agencies need an approved [Security Design Review](#) from the Office of Cyber Security.

I encourage you to use this opportunity to engage in conversations with your business and technology leaders to confirm that appropriate internal processes and controls are in place for mobile device usage in your organization.

To track the state's adoption of mobile device management ahead of the June 30, 2019 deadline, the Office of the Chief Information (OCIO) will be asking agencies to periodically report progress. This check includes asking agency technology leaders to complete a series of short surveys in early February, April and June 2019. The survey information will be used to monitor the state's progress and judge how well the enterprise is managing and securing mobile devices.

If you have any questions concerning Security Design Reviews, please contact [Scott Bream](#) at (360) 407-8579. Questions regarding the mobile device survey should be directed to [Cammy Webster](#) at (360) 407-8912.

Thank you for your support on this important endeavor.