Process Steps

| Title: | DHS|OHA-070-001-006 Using a Personal Communication Device for State Business |
|-------|-----------------------------------------------------------------------------------|
| Related to: | DHS|OHA-070-001 Mobile Communication Devices |
| Effective date: | 03/19/15 |

Purpose
This document provides a step-by-step process for requesting approval of a personal communication device for use for state business purposes and for receiving access to the Department of Human Services (DHS) and Oregon Health Authority (OHA) information systems and networks. A new request must be completed any time a personal communication device is upgraded, changes cellular phone carriers or changes cellular phone numbers.

Process Steps
1. The employee:
   a. Completes form MSC 2006 PDF DOC.
   b. Prints and signs the request indicating their agreement to follow the terms and conditions required by DHS and OHA.
   c. Submits the completed MSC 2006 to their manager.
2. The manager reviews the request considering justification for approval:
   a. Does a business need exist that justifies the risk for approving the use of a personal communication device for the user?
   b. Does the business need justify the risk of having the device be personally-owned rather than agency-owned?
3. If approved, the manager:
   a. Reviews the MSC 2006 form and all related policies with the employee.
   b. Obtains any additional approvals required by the specific business area.
   c. Signs the MSC 2006, indicating their approval and completion of the above steps.
   d. Submits the MSC 2006 to the Office of Information Services (OIS).
4. OIS:
   a. Reviews the request.
   b. Amends or clarifies the request.
   c. Submits the request with recommendation to the agency’s director or director-designee.
5. The agency director or director-designee reviews the MSC 2006 and makes an approval determination.
   a. Indicates approval or denial on the completed MSC 2006.
   b. Scans the completed MSC 2006.
c. Emails the completed MSC 2006, whether approved or denied to the:
   A. Employee.
   B. Manager.
   C. OIS.

6. If Approved:
   a. **OIS** provides the employee with instructions for setup and configuration.
   b. The **employee** completes the setup of the device according to the OIS provided instructions, including any and all mandatory device management applications or configuration settings.
   c. The **employee** notifies OIS if the device is lost, stolen, or no longer used for work purposes.

References

*DHS|OHA-070-001-012 Personal Device Request Process Map*

Forms referenced

*MSC 2006 Use of Personal Mobile Communication Device Request Form*

Related policies

*DHS|OHA-070-001 Mobile Communication Devices*

Contact

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Guidelines history

Version 1 DHS|OHA established 3/19/15
Version 2 DHS|OHA reviewed with no changes 02/21/17

Keywords

Active sync, air cards, approved personal devices, BYOD, bring your own device, cell phones, cellular service, communication, device, encryption, hotspot, MCD, Mi-Fi, mobile, mobile communication device, mobile device management, MDM, modem, OIS Collaborative Communications, personal device, smartphone, USB modems, wireless

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