




STATE OF WASHINGTON
WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer
1500 Jefferson Street SE • Olympia, Washington 98504-1501

July 19, 2022

TO: Agency Heads and Agency CIOs
FROM: William S. Kehoe, Director and State CIO 
SUBJECT: **2022 Annual Technology Certification Requirements**

Each year, agency partners are asked to provide information on their technology portfolio and compliance with selected statewide policies that support statewide technology programs.

Technology underpins virtually every business function in state government and 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 2022 technology certification process has significant business implications or considerations and are key indicators of risk within your agency. I encourage you not to treat this as a compliance exercise but use this opportunity to engage in strategic conversations within your agency. This will bring the business and IT together as strategic partners to develop a legacy modernization strategy to remove technology constraints to business and service transformation and mitigate risk.

2022 Certification Requirements

The 2022 Annual Technology Certification process has six parts with due dates that fall between August and December 2022, as indicated below:

Part 1 – Application Inventory Due by Sept. 30, 2022

Each agency must update their Application Inventory and include responses to the new **Automated Decision System (ADS)** question contained in the inventory template. Other updates this year should include additions, changes and deletions from the data collected last year. Please review the [application inventory template](#) for ADS definition, inventory instructions and guidance. Submit the completed inventory to ocioannualcertification@watech.wa.gov.

Part 2 – Infrastructure Inventory Due by Sept. 30, 2022

Please review the [infrastructure inventory template](#) for instructions and guidance. There are no new questions in the inventory template. Updates this year should include additions, changes and deletions from the data collected last year. Submit the completed inventory to ocioannualcertification@watech.wa.gov.

Part 3 – Technology Policy Certification Due by Sept. 30, 2022

The [2022 Annual Agency Technology Policy Certification](#) is an online form. Each agency must submit a completed form. A waiver request must be submitted as outlined in [Technology Policy 103](#) when an agency is not in compliance with a policy.

Part 4 – Privacy Assessment Reporting Due by Sept. 30, 2022

Each agency must provide a completed Privacy Assessment Survey. Additional information and instruction on filling out the assessment will be distributed by August 5, 2022.

Part 5 - Annual IT Security Reporting Due by Dec. 31, 2022

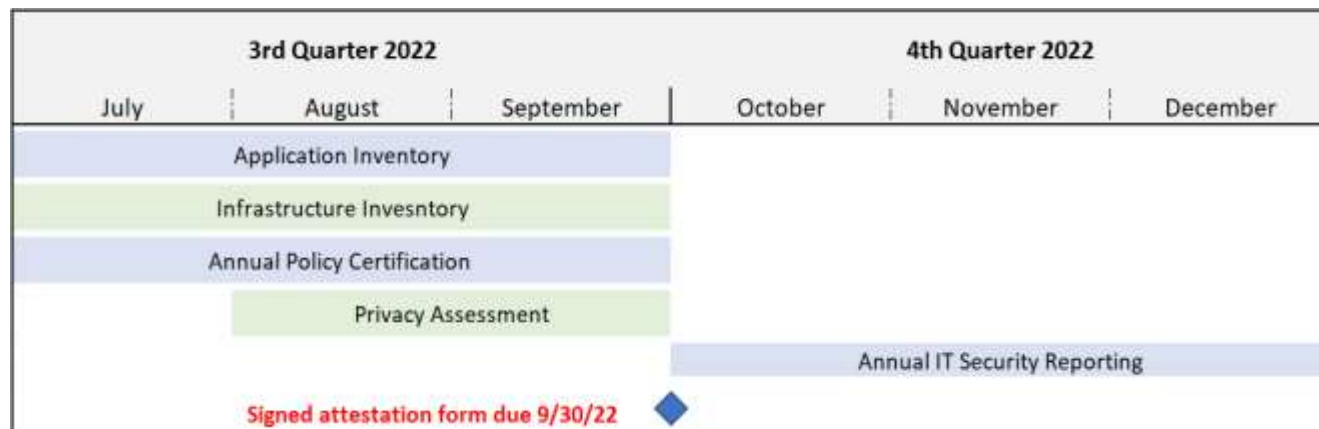
The Office of Cyber Security (OCS) reporting will again be the online assessment through Nationwide Cybersecurity Review ([NCSR](#)). The NCSR process enables our state to establish a baseline regarding security posture and could help agencies gain insight into their cybersecurity gaps and capabilities.

Submittal through NCSR will be available online starting in October and closing on December 31, 2022. Additional information and instructions about NCSR will be distributed to agencies by September 30, 2022.

Part 6 – Annual Certification Attestation Form due by Sept. 30, 2022

This completed [attestation form](#) must be signed by the agency head and Chief Information Officer then submitted to the [OCIO Annual Certification mailbox](#) by September 30, 2022. There are several signature options this year, including Adobe Sign – a cloud-based e-signature service. Please see the attestation form for more information.

2022 Certification Timelines



Questions concerning IT security reporting should be directed to Stevens Fox, at stevens.fox@watech.wa.gov.

Questions concerning the Privacy Assessment reporting should be directed to [Katy Ruckle](#) at kathryn.ruckle@watech.wa.gov or (360) 407-9013.

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If you have any other questions, please contact [Cammy Webster](#) at cammy.webster@watech.wa.gov or (360) 407-8912.

Thank you for your help with this effort.