

<p>CALIFORNIA DEPARTMENT OF TECHNOLOGY</p> <h1>TECHNOLOGY LETTER</h1>	<p>NUMBER: TL 17-02</p>	<p>DATE ISSUED: FEBRUARY 2017</p>
<p>SUBJECT: Mobile Phone & Mobile Computing Device Requests</p>	<p>REFERENCES: Government Code Sections 11545, 11546 Executive Order B-1-11 State Administrative Manual (SAM) Sections 4989, 5320.2, 5350.1 and 5360 Statewide Information Management Manual (SIMM) Sections 47, 48, and 55 Supersedes Technology Letters 14-01 and 14-06</p>	

BACKGROUND

In May 2013, the California Department of Technology (CDT) issued policy to comply with Executive Order B-1-11, requiring Agencies/state entities to clearly demonstrate a significant business need for an employee's use of state-issued cell phones or smart phones. This policy required Agencies/state entities to obtain CDT approval to use mobile phones prior to purchase, as defined in SIMM Section 48.

Similarly, in August 2012, the CDT issued policy requiring Agencies/state entities to clearly demonstrate a significant business need for the use of mobile computing devices (including tablets). Department approval was required for the acquisitions of all mobile computing devices which resulted in a net increase to an Agency/state entity's overall desktop computer and mobile computing inventory, as defined in SIMM 47.

As advancements in telecommunications have increased the enterprise capabilities and efficiencies of mobile computing technology, these devices have become essential in supporting Agency/state entity's programmatic functions and business operations. A growing number of organizations are reducing their dependence on analog telephone systems in favor of digital (internet based) voice and data services such as mobile and Voiceover Internet Protocol (VoIP) technologies. As the capabilities of these devices grow and their value to the state's workforce increases, the state's policies that govern such devices must be updated to provide access to tools that improve operations while ensuring the highest value to the people of California.

To enable greater access to this technology, mobile phones and tablet devices have been integrated into the Desktop and Mobile Computing Policy (SAM Section 4989). The updated policy provides Agencies/state entities delegated authority to acquire desktop and mobile computing commodities necessary to support their programmatic functions and business needs. This includes acquiring commodities to support increased staffing, as well as the ongoing replacement of obsolete or nonfunctioning devices.

PURPOSE

The purpose of this Technology Letter (TL) is to announce:

- Mobile phone and mobile computing device (tablet) acquisition authority has been integrated into the Desktop and Mobile Computing Policy (SAM Section 4989); authority to acquire such commodities is delegated to Agencies/state entities that have the following:
 - Acceptable Technology Recovery Plans or Technology Recovery Plan Certifications.

- Maintain compliance with all applicable state IT security provisions as defined in SAM Section 5300-5399, specifically sections 5350.1 Encryption, 5360.1 Remote Access, 5360.2 Wireless Access, and 5320.2 Security and Privacy Training.
- Appropriate plans for the use of desktop and mobile computing commodities as expressed in the Agency/state entities current Agency Information Management Strategy (AIMS) as defined in SAM sections 4900.2-4900.6 Information Management Plan.
- Agencies/state entities are responsible for managing the acquisition of mobile phones and tablets within their budget allocation.
- Agencies/state entities are required to report their total quantity and cost of mobile phone devices annually as part of the Information Technology Cost Report process (SIMM Section 55).
- When practical, Agencies/state entities should consider replacing desk phones when acquiring new mobile phones.
- Expiration of SIMM Section 47, which required the CDT approval of Agency/state entity mobile computing device (Tablet) acquisitions that result in a net increase to the Agency/state entities' overall desktop computer and mobile computing device inventory.
- Expiration of SIMM Section 48, which required the CDT approval of mobile phone device acquisitions.

The link to SIMM is as follows: http://www.cio.ca.gov/Government/IT_Policy/SIMM.html.

QUESTIONS

Questions should be directed to your CDT IT Project Oversight Manager; assignments can be found at: http://www.cio.ca.gov/Contact_Us/staff_assignments.asp

SIGNATURE

_____/s/_____
Amy Tong, Director
California Department of Technology