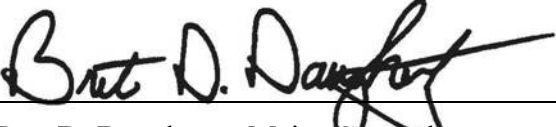




Department Policy No. IT-313-21

Title:	Standardized IT Package for State Employees
Former Number:	New
Authorizing Source:	OCIO Policy 141.10
Information Contact:	Chief Information Security Officer Building # 20B (253) 512-7129
Effective Date:	April 15, 2021
Mandatory Review Date:	April 15, 2025
Revised:	N/A
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

Define the standard information technology package, the cost required and the equipment replacement lifecycle - for all state employees of the Washington Military Department (WMD).

Scope

This policy applies to all WMD state employees and volunteers who require the use of information technology assets while doing their job.

Policy

All state employees are expected to use various technology resources while conducting business on behalf of the state. This policy documents the standard information technology package, the cost required and the equipment replacement lifecycle.

By default, each employee will be issued the following technology package. Additional items may be added as determined by the hiring division.

Current Standard:

- Laptop Computer
- Docking Station
- 2 x Monitor
- Microsoft Office 0365 Productivity Suite License
- Softphone Dialing Plan

WMD's standard hardware lifecycle replacement is every four years, this aligns with the Washington State Enterprise standard and OCIO 141.10.

Prices fluctuate due to market value – please follow this [link](#) to find the most updated pricing.

Please note, some positions require specialized software and/or hardware, outside the standard items listed above at an additional cost to the employee's division. These items can be requested through the Information Technology Division for approval and purchase.