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Governor



WILLIAM S. KEHOE  
Director &  
State Chief Information Officer

STATE OF WASHINGTON

## WASHINGTON TECHNOLOGY SOLUTIONS

1500 Jefferson Street SE • Olympia, Washington 98504-1501

July 1, 2024

**TO:** Agency Directors  
Deputy Directors  
Chief Information Officers

**FROM:** William S. Kehoe, Director and State Chief Information Officer  
Washington Technology Solutions

A handwritten signature in blue ink that reads "William S. Kehoe".

**SUBJECT: 2024 Annual Technology Certification Requirements**

Each year, agency partners must report on their technology portfolio and compliance with statewide technology policies. Agencies must attest to compliance each year based on policies approved by the Technology Services Board (TSB) by June of that year.

Completing WaTech's annual technology certification promptly is crucial for managing your agency's IT assets. Washington residents rely on us to keep their data safe, and technology supports nearly every state government function. As fiscal stewards, we ensure resources support agency priorities effectively.

The 2024 technology certification covers topics with significant business implications and risk indicators for your agency. It's an opportunity for agency business and IT leaders to engage in strategic conversations, such as legacy modernization and investment strategy. The information collected will help manage your IT assets and inform the state's strategic focus areas.

### 2024 Certification Requirements

The 2024 Annual Technology Certification process has five parts with due dates that fall between September and December 2024, as indicated below:

#### Part 1 – Application Inventory Due by Sept. 30, 2024

Each agency is responsible for updating their application inventory using the inventory template. This year there were a handful of modifications to the inventory template. Agency updates should include additions, changes and deletions from the data collected last year. Please review the [application inventory template](#) for instructions and definitions, and the [guidelines document](#) for information on how to complete this inventory. Submit the completed inventory to [WaTech's annual certification mailbox](#).

#### Part 2 – Infrastructure Inventory Due by Sept. 30, 2024

Please review the [infrastructure inventory template](#) for instructions and guidance. There are no new questions in the inventory template. Agency updates to this year's inventory should include additions, changes and deletions from the data collected last year. Submit the completed inventory to [WaTech's annual certification mailbox](#).

**Part 3 – Technology Policy Certification Due by Sept. 30, 2024**

The [2024 Annual Agency Technology Policy Certification](#) is an online form that each agency must complete and submit. A waiver request must be submitted as outlined in [Technology Standard POL-01-02-S](#) when an agency is not in compliance with a policy. In 2023, the Technology Policy & Standard Waiver Request Standard ([POL-01-02-S](#)) was updated. Now, agency leaders can delegate signing authority for waiver requests on the annual policy certification survey. This year's survey reflects this change on page 42, where you can list someone authorized to sign waivers for the agency. Based on feedback from last year, there won't be a separate attestation form requiring agency signatures. Instead, the agency head and CIO (or equivalent if there's no CIO) will sign the attestation form on page 43. This signed survey will serve as the agency's certification of completing the annual survey.

**Part 4 – Privacy Assessment Reporting Due by Sept. 30, 2024**

The [2024 Annual Privacy Assessment](#) is an online form. Each agency must provide a completed Privacy Assessment Survey by Sept. 30, 2024.


**Part 5 - Annual IT Security Reporting Due by Dec. 31, 2024**

The Office of Cybersecurity (OCS) requires each agency to complete the Nationwide Cybersecurity Review ([NCSR](#)) online assessment. The NCSR online reporting process enables our state to establish a baseline regarding Washington's security posture and can help agencies gain insight into their cybersecurity gaps and capabilities.

The NCSR is expected to be available online starting in October and must be completed by December 31, 2024. Additional information and instructions for completing the NCSR will be distributed to agencies in September as we receive further information.

**2024 Certification Timelines**

**2024 Annual Certification Schedule**

3rd Quarter 2024			4th Quarter 2024		
July	August	September	October	November	December
Application Inventory					
Infrastructure Inventory					
Annual Policy Certification					
Privacy Assessment					
			Annual IT Security Reporting		
			Signed policy survey & attestation due 9/30/24 		

Questions concerning IT security reporting should be directed to Kim Hort with [WaTech's Risk Management Office](#).

Questions concerning the Privacy Assessment reporting should be directed to Zack Hudgins with the [Office of Privacy & Data Protection](#).

Annual Certification Memo

July 1, 2024

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If you have any other questions, please contact Derek Puckett with [WaTech's Office of Performance & Accountability](#).

Thank you for your help with this effort.