

## Process Steps

<b>Title:</b>	DHS OHA-070-001-06 Using a Personal Communication Device for State Business
<b>Related to:</b>	DHS OHA-070-001 Mobile Communication Devices
<b>Effective date:</b>	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

Office of Information Services

Service Desk

(503) 945-5623

[dhs.servicedesk@state.or.us](mailto:dhs.servicedesk@state.or.us)

## 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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