ODHS|OHA 070-001-012 Personal Device Request - High Level

**Employee**
- Complete Use of Personal Device Request Form (MSC2006)

**Employee’s Manager**
- Review Request/Justification
  - Approval
    - Ensure Justification meets the requirements
    - Send Form to OIS
  - Denial
    - Notify Requestor

**Agency’s Directors Office**
- Ensure Related Policies have been Reviewed
- Sign Personal Device Request Form

**OIS**
- OIS Reviews the Request
- Sends Recommendation and Form to Agency Directors Office
- Review Request
  - Approval
    - Forward Approval to OIS
  - Denial
    - Notify Requestor, Manager and OIS
- OIS Competes Request
- Send Instructions to Employee