STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF ENTERPRISE SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 10.0	EFFECTIVE DATE: 03/19/2014
TITLE: Wireless and Mobile Device and Equipment Checkout When Traveling	REVISION DATE: 01/21/2015
AUTHORIZED BY: Director, Bureau of Fiscal Services	

BACKGROUND

The following policy and procedures are related to ensuring that the proper procedure is followed for reporting the use and retention of a device during work related official state travel in the USA and to a foreign country.

This information is being distributed to state agencies from the Department of Administration (DOA). Department of Health Services (DHS) is complying with the DOA policy. Please distribute and/or post this information so that all state employees are aware of the new policy provisions.

POLICY

The policies stated below come from a DOA policy announcement. They have been copied into this APP in their entirety to assure that DHS is in compliance with DOA requirements. The purpose of this announcement is to establish the state's policy on the use of state owned wireless and mobile devices to define the requirements for its assignment and use in state government.

Authorization: This type of travel and use of state-issued wireless and mobile devices must be authorized based on a direct or primary need for mobile/wireless communications to perform job responsibilities and/or official state business. State division administrators, university officials or their designees must review and approve any requests or utility of these devices consistent with the travel purpose and their internal procedures. Also any associated costs must be cost justified and approved by agency division administrators, university officials and their designees.

Employee Safety: Safe use of wireless and mobile devices is of utmost importance so employees are responsible for using that service in a safe and prudent manner.

Security: All state-provided devices connected to Enterprise Email functionality must accept the wireless security policy published to the device by the Enterprise Email environment. For example, these devices must have applicable password security enabled at all times when users have access to state data and files. Users who have lost their device or suspect that there has been an unauthorized access to their data or files must contact their agency's helpdesk immediately. Services may be suspended until the security issue is resolved.

Records Management: Because the technology associated with wireless services may provide the capability for sending and receiving data, it is possible that public records may be created that must be retained or disposed of according to agency guidelines. Records created

from the use of this device may also be subject to the Open Records Law. Employees must consider whether they are creating a public record when they use wireless services.

Compliance with Policy: Employees are expected to use state-assigned wireless and mobile services responsibly and, in accordance with this policy, applicable enterprise and/or agency policies governing internet and email usage, and applicable work rules. Use of wireless services in violation of the aforementioned may result in revocation of the wireless service assignment and possible disciplinary action against the employee.

Individual Assignment: When traveling and utilizing wireless and mobile devices, employees must contact DHS/Telecom via Cherwell with the following information: end user contact information; travel destination(s), including all countries if traveling to more than one; travel dates; and devices needed (iPhone or iPad or both). Employees must acknowledge the receipt and acceptance of the conditions for the individual assignment of state-owned wireless and mobile devices using the Acknowledgment of Receipt of Enterprise Wireless Services Policy (DOA-5800) developed for this purpose. This form is normally provided by the Bureau of Information Technology Services (BITS) or DHS/Telecom once the request is received and device issued.

When the employee returns, they are to notify DHS/Telecom via email and, if necessary, return any equipment.

FORMS

Acknowledgment of Receipt of Enterprise Wireless Services Policy, DOA-5800

CONTACTS

Questions regarding the procedure for requesting approval or checking out a mobile or wireless device for out-of-state travel to a foreign country should be directed to: DHSTELECOM@dhs.wisconsin.gov.

Questions regarding reimbursement for state business travel:
Unit Supervisor, Expenditure Accounting Section

Travel Financial Specialist, Expenditure Accounting Section

Travel Policy Specialist, Expenditure Accounting Section