



State of West Virginia
Department of Homeland Security
Division of Administrative Services
1201 Greenbrier Street
Charleston, WV 25311
(304) 558-2350



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

To: All Division of Administrative Services Employees

From: Paula Dickens, Executive Secretary *pdickens*

Date: 12/22/2022

Re: Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on 23, December 2022:

<u>Index No.</u>	<u>Subject</u>
107.00	Set-Up and Deprovisioning of the State of WV Network Access

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to <https://forms.gle/tmy8LP9hMT8hxgyD9>.

Thank you for all that you are doing to deliver a premier level of service to our customer agencies.

Enclosure

cc: File



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: Set up and Deprovisioning of the State of WV Network Access

INDEX NUMBER: 107.00

EFFECTIVE DATE: December 23, 2022

PURPOSE: To establish and maintain a process for the set up and deprovisioning of network access for Division of Administrative Services (hereinafter “DAS”) when employee is hired to DAS and or the deprovision of access when the employee transfers to another state agency or leaves state employment.

REFERENCE:

RESPONSIBILITY: None

CANCELLATIONS: Any previous written or verbal instruction on this subject.

APPLICABILITY: All DAS Supervisors and Managers

DEFINITIONS: Set-Up and the Deprovision of Network Access: The enabling or disabling of any DAS employee’s access to all State Systems and Email who is being hired as an employee or is leaving the agency

POLICY:

- I. The submission of a NAF Form to initiate access for all State of West Virginia’s Systems, including Email is to be completed and submitted by the employee’s supervisor within two (2) days of the start date of a new hire at DAS. The NAF Form/Request should be completed via the West Virginia Office of Technology (WVOT) website
- II. The deprovision of access to all State of WV to Systems and Email should also be completed by the employee’s supervisor via the West Virginia Office of Technology (WVOT) website. The deprovision request should be submitted when the employee’s resignation/termination is received, the last day of employment with DAS should be the effective date on the form. The Human Resources Section will verify deprovisioning is occurring as part of its separation checklist.

ATTACHMENTS: None. The NAF form to gain or to deprovision access can be located within the Ivanti system: <https://otsm.wv.gov/HEAT/Account/Login>

APPROVED SIGNATURE:



Michael V. Coleman, Director

12/23/2022

Date



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
EMPLOYEE ACKNOWLEDGEMENT FORM – WRITTEN INSTRUCTIONS

I, the undersigned employee hereby acknowledges receipt of a copy of the West Virginia Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) listed below:

<u>Index Number</u>	<u>Subject</u>	<u>Effective Date</u>
107.00	Set-Up and Deprovisioning of St of WV Network Access	23, December, 2022

I, the undersigned employee acknowledges 1) that the above listed policy statement(s), staff notice(s), and/or job guide(s) are a condition of my continuing employment with the West Virginia Division of Administrative Services; 2) that I understand the effective dates of these policy statement(s), staff notice(s), and/or job guide(s); 3) that I am hereby instructed to contact my immediate supervisor if I have any questions concerning these policy statement(s), staff notice(s), and/or job guide(s); and 4) that all Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) will be available on the agency's website, in compliance with Division of Administrative Services Policy Statement 100.00, for viewing at any time.

Employee's Name (Print or Type) _____

Employee's Signature _____ Date _____

UPLOAD THE FORM BY USING THE LINK BELOW

<https://forms.gle/tmy8LP9hMT8hxgyD9>