

VA IT One + One Device Policy

1. **REASON FOR ISSUE:** To set policy for standardized issuance of information technology (IT) equipment, specifically computing devices.
2. **SUMMARY OF CONTENTS:** This directive sets forth policy on IT computing device issuance to Department of Veterans Affairs (VA) employees and contractors/consultants.
 - a. Describes when the policy takes effect and how it will be enforced.
 - b. This policy does not apply to medical devices or to devices in shared or common areas where more than one user accesses the device(s).
 - c. This policy does not describe exceptions that would be made via the Reasonable Accommodation process.
 - d. Although VA Directive 6008 identifies printers as IT devices, this policy covers the following computing and support devices: Laptops, Desktops, Monitors, Keyboards, Mouse, and Docking Stations.

NOTE: Due to the Office of Inspector General's (OIG) statutory independence, including independent IT appropriation, this policy does not apply to OIG.

3. **RESPONSIBLE OFFICE:** Assistant Secretary for Information and Technology (005), IT Operations and Services (005OP).
4. **RELATED HANDBOOK:** None.
5. **RESCISSIONS:** None.

CERTIFIED BY:

**BY THE DIRECTION OF THE
SECRETARY OF VETERANS AFFAIRS:**

/s/
Melissa S. Glynn, Ph.D.
Assistant Secretary for
Enterprise Integration

/s/
Camilo Sandoval
Executive in Charge for the
Office of Information and Technology

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1. **PURPOSE.** The Office of Information and Technology (OIT), Department of Veterans Affairs (VA), has identified a significant opportunity to reduce the cost and complexity of VA's information technology (IT) equipment inventory while continuing to invest in adaptable, secure, and cost-effective technology for the Department.
 - a. OIT identified a major opportunity for cost avoidance by managing the number and type of IT devices issued to individual employees, contractors and consultants. For purposes of this policy, IT devices are defined as either purchased via the IT appropriation and/or attached to the Department's network (does not include medical devices or shared devices in common areas).
 - b. Many VA employees and contractors/consultants have been issued multiple computing devices in the past. This type of arrangement is no longer sustainable given the substantial combined direct and indirect costs of acquiring and maintaining multiple devices for individuals.
2. **POLICY.** This policy limits VA employees and contractors/consultants to no more than one IT computing device. The [End User Class Matrix](#) provides guidelines on device class selection. This policy also permits a "+ one" to provide for mobility needs of employee end users. In the case where there are mobility needs, the employee end user, with their supervisor's permission, can be provided a VA issued Smart or Mobile phone in addition to their one computing device.
 - a. This policy will be in effect for the issuing of new or refresh equipment. When issuing new or refresh IT equipment, the issuing office must take into consideration that users can have one laptop or desktop but not both. Registered VA Emergency Relocation Group (ERG) members are exempted from this policy and are authorized to have a laptop in addition to their normal office equipment. To validate ERG membership, the Area Manager or their representative will send an email to the "VA ERG Updates" distribution list. In turn, a validation email will be sent to the Area Manager or their representative confirming ERG membership.
 - b. Exemptions to the policy will be considered on a case-by-case basis using the exemption process. Exemptions include contractors/consultants where VA contract terms and conditions include Government furnished equipment specifically indicating more than one computing device per person. The exemption request will be electronically routed and digitally signed by the following approval chain:
 - (1) User's first line supervisor
 - (2) User's second line supervisor

- (3) Area Manager or equivalent
- (4) District Director or equivalent
- c. Link to the exemption request is located on the End User Class Matrix page. Decisions to exemption requests will be provided within 14 days after receipt.
- d. Within 30 days of signature of this policy, all OIT managers will review their inventory lists, contact each individual with more than one IT computing device, and ensure compliance with this policy.
- e. This policy is effective 30 days after signature to ensure OIT managers are prepared for implementation. Please address any questions to the Deputy Assistant Secretary, IT Operations and Services.

3. RESPONSIBILITIES.

- a. **The Assistant Secretary for Information and Technology.** The Assistant Secretary will:
 - (1) Ensure the policy is enforced effectively.
 - (2) Ensure policy is in effect 30 days after signature to ensure OIT managers are prepared for implementation.
 - (3) Issue an update, as appropriate, when there is a change in the policy.
- b. **Deputy Assistant Secretary, Information and Technology Operations and Services.** The Deputy Assistant Secretary will:
 - (1) Update the policy when revisions are required.
 - (2) Maintain an updated End User Class Matrix and Service Catalog.

4. REFERENCES.

[End User Class Matrix](#)

5. DEFINITIONS.

- a. **Medical Device.** Any device that is used in patient healthcare for diagnosis, treatment, or monitoring of physiological measurements, or for health analytical purposes; has been subject to and completed the Food and Drug Administration Premarket Certification – 510(k) certification – or Premarket Approval Process; and is a component of a medical device system – hardware or software – and, if modified, can have a negative impact on the functionality/safety of the medical device system.

- b. **End User Class Matrix.** A matrix designed by OIT used for the issuing of systems to existing and new VA staff members, government or contractor, and provides simplified product choices based on user categorization. The matrix provides reference configurations and is thus subject to change as product offerings are revised. The matrix also includes a link to the exemption request.