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1-1-2014

### **No.39 An Order Consolidating Workstation Support For Executive Branch Departments.**

Bill Haslam

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#### **Recommended Citation**

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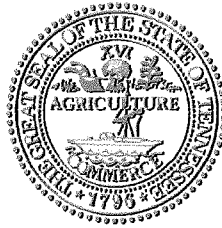
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OFFICE OF  
SECRETARY OF STATE



STATE OF TENNESSEE  
**EXECUTIVE ORDER**  
BY THE GOVERNOR

No. 39

**AN ORDER CONSOLIDATING WORKSTATION SUPPORT  
FOR EXECUTIVE BRANCH DEPARTMENTS**

**WHEREAS**, Tennessee Code Annotated, Section 4-3-5503 directs that the Department of Finance and Administration's Office for Information Resources shall facilitate the use of information systems, provide technical direction and assistance to departments and agencies for all distributive processing and network related systems, and serve as a computer service bureau; and

**WHEREAS**, the Department of Finance and Administration's Office for Information Resources is responsible for providing direction, planning, resources, execution and coordination in managing the information systems needs of the State of Tennessee; and

**WHEREAS**, it has been determined that it would be in the interest of a more economical and efficient State service and secure computing environment to consolidate workstation support for Executive Branch Departments within the Department of Finance and Administration Office for Information Resources; and

**WHEREAS**, the transfer of workstation support functions from the Departments of Agriculture, Children's Services, Commerce and Insurance, Correction, Economic and Community Development, Education, Environment and Conservation, Financial Institutions, General Services, Health, Human Resources, Human Services, Intellectual and Developmental Disabilities, Labor and Workforce Development, Mental Health and Substance Abuse Services, Revenue, Safety, Tourist Development, Transportation, and Veterans' Affairs (hereafter "Departments") to the Department of Finance and Administration will facilitate improved workstation management and security; and

**WHEREAS**, Tennessee Code Annotated, Section 4-3-101 creates and establishes the Departments as well as the Department of Finance and Administration; and

**WHEREAS**, the Departments will benefit by increased workstation security through standardized hardware, software, processes, and configurations that operate on current market versions and efficiencies achieved by reducing redundant functions.

**NOW THEREFORE**, I, Bill Haslam, Governor of the State of Tennessee, by virtue of the power and authority vested in me by the Tennessee Constitution and by Tennessee Code Annotated, Sections 4-4-102 and 4-4-117 do hereby direct the following:

1. Effective August 1, 2014, or as soon thereafter as practicable, the workstation support functions from the Departments shall be transferred to the Department of Finance and Administration's Office for Information Resources. Once transferred, the Department of Finance and Administration's Office for Information Resources shall administer and assume responsibility for the Departments' workstation support functions.
2. The Commissioner of the Department of Finance and Administration shall develop an implementation plan to effectuate this Order. Such plan will be used as a basis to adjust position counts of the Department of Finance and Administration and the Departments accordingly.
3. The Commissioner of the Department of Finance and Administration in coordination with the Commissioner of the Department of Human Resources shall identify appropriate managerial, supervisory, workstation support, and asset management classifications and hire qualified staff to provide the consolidated support to each of the Departments. The Department of Finance and Administration and the consolidated Departments' position counts will be adjusted accordingly to allow for the transfer of these functions to the Department of Finance and Administration.
4. Effective August 1, 2014, or as soon thereafter as practicable, the Department of Finance and Administration Office for Information Resources shall be responsible for procuring workstation hardware such as personal computers, tablets, peripherals, mobile devices and core tools, such as software for operating systems for each of the Departments. The Department of Finance and Administration Office for Information Resources will manage the full equipment lifecycle of purchase, replacement and surplus. The Departments will pay back these expenditures over an amortized schedule.
5. Each of the Departments shall enter into an interdepartmental agreement with the Department of Finance and Administration to execute the intent of this Executive Order. On the date the Department's workstation support functions are transferred, the Commissioner of the Department of Finance and

Administration shall be responsible for providing such workstation support within that Department.

6. The Commissioner of the Department of Finance and Administration is authorized to develop cost allocation procedures and Department billings for services associated with implementing this Order. The Department of Finance and Administration's budget shall be adjusted to reflect the expenditures and billings associated with workstation support.
7. In accordance with the schedule for transferring the workstation support functions, the Commissioner of the Department of Finance and Administration shall revise the present work programs, as well as future budgets, of the specific State Departments affected to reflect the provisions of this Executive Order.
8. All computer hardware, software, mobile devices, peripherals, personal property, equipment and other materials available and necessary to implement the requirements of this Order shall also be transferred to the custody and control of the Department of Finance and Administration, when appropriate.
9. This Order supersedes all other Executive Orders on the same subject to the extent that those Executive Orders are inconsistent with this Order.

**IN WITNESS WHEREOF**, I have subscribed my signature and caused the Great Seal of the State of Tennessee to be affixed this 17<sup>th</sup> day of July, 2014.

  
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GOVERNOR

ATTEST:

  
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SECRETARY OF STATE

