June 13, 2001

MEMORANDUM FOR: Secretarial Officers
Heads of Operating Units

FROM: Donald L. Evans /s/

SUBJECT: Strengthening Commerce Information Technology Management

In order to manage and be accountable for public assets and to ensure that limited public dollars are being spent for the most critical needs, we must strengthen the management of information technology (IT) in the Department. IT is important to the Department's mission, and IT expenditures represent a significant part of the Department's budget. Effective IT capital investment planning is critical.

Therefore, I request that you implement the Department of Commerce IT Restructuring Plan, a copy of which is attached. Department-wide implementation of this plan will be overseen by the Department's Chief Information Officer.

Attachment

DEPARTMENT OF COMMERCE

Information Technology (IT) Restructuring Plan

In order to strengthen the Department's management of IT:

1.   Each operating unit (and major NOAA line offices) will establish a Chief Information
        Officer, who will report to the head of the operating unit (Under Secretary, Assistant
        Secretary, Director, or Administrator) or principal Deputy, and to the Departmental CIO.

2.   Operating unit CIOs will be responsible for advising the operating unit on all aspects of
        IT and for developing and recommending policies for managing IT within the operating
        unit, consistent with Departmental policies and guidelines.

3.   Operating unit CIOs will have line authority and responsibility for centralized IT
        functions. At a minimum, those functions that will be centralized under the CIOs will be:

        a. IT for Office Support
        b. Telecommunications Networks
        c. Administrative Data Centers
        d. Website Support
        e. IT for Forms and Records
        f. IT for Administration, including Human Resources, Purchasing, Security and
            Facilities Management.

4.   The performance plan for each operating unit CIO will be established and evaluated by
        the Head of the Operating Unit (or that person's designee) in consultation with the
        Department CIO (or, in the case of NOAA line offices, the NOAA CIO as delegated by
        the Department CIO).

5.   The operating unit CIO will establish and evaluate a critical element of the performance
        plan for the most senior IT manager for those IT personnel who do not report to the CIO.
        The intent of this element is to ensure that all IT personnel in an operating unit have in
        their management chain someone who is responsible to the CIO for improvements in IT
        management.

6.   All employees of the Department who perform IT work will have an element in their
        performance plan that evaluates their improvement in the way their IT work is
        performed. This element will be established and evaluated by the employee's direct
        supervisor. The purpose of this element is to require employees who perform IT work as
        part of their job (including researchers, economists, etc.) to improve how their IT work is
        done, similar to the way we have used the "diversity" critical element.

7. The operating unit CIO must concur in the budgeting and expenditure of funds for IT by the operating unit. In the event the operating unit CIO does not concur, the Head of the Operating Unit will be the deciding official. The operating unit CIO will provide guidelines to allow small and routine expenditures to be made without further explicit approval.

8. The Department CIO will report to the Secretary. The performance plans for both the CIO and CFO/ASA will include elements ensuring continued strong cooperation between their offices. The CIO's performance plan will be changed to reflect the increased responsibility and authority due to the reorganization.

9. Within sixty (60) days of the approval of this reorganization, the head of each operating unit will submit a plan for the approval of the Assistant Secretary for Administration and the Department Chief Information Officer detailing how these recommendations will be implemented in the operating unit.