

# MS 544 Information Technology Management

---

**Effective Date:** August 26, 2011

**Responsible Office:** Office of the Chief Information Officer

[Issuance Memo](#) (August 26, 2011)

---

## 1.0 Purpose

The purpose of this Manual Section is to describe the management of the information technology (IT) function at the Peace Corps.

## 2.0 Authorities

Peace Corps Act, 22 USC 2501, et seq.; Paperwork Reduction Act, 44 USC 3506, as amended by the Information Technology Management Reform Act of 1996, Section 5125(a) of Pub. L. 104-106 (Clinger-Cohen Act); Federal Information Security Management Act of 2002 (FISMA), Public Law 107-347, Title III (44 USC 3541 et. seq.); OMB Circular A-130, Management of Information Resources.

## 3.0 Policy

It is the policy of the Peace Corps to provide global IT services and solutions in collaboration with staff, Volunteers, and agency partners under the leadership of the Office of the Chief Information Officer (OCIO) to permit the Peace Corps to achieve its mission and strategic goals.

## 4.0 Roles and Responsibilities

### 4.1 Chief Information Officer

#### 4.1.1 Chief Information Officer (CIO) Responsibilities

The Chief Information Officer is responsible for:

- a) Providing advice and other assistance to the Peace Corps Director and other senior management personnel to ensure that information technology is acquired and information

resources are managed in a manner that implements the policies, procedures, and the priorities established by the Peace Corps Director.

- b) Developing, maintaining, and facilitating the implementation of sound, secure, and integrated enterprise architecture.
- c) Promoting the effective, efficient, and compliant design and operation of all agency major information resources management processes, including improvements to business processes.

#### **4.1.2 CIO Primary Duties**

The Chief Information Officer's primary duty is information resource management. This includes:

- a) Monitoring the performance of all Peace Corps information technology programs and systems.
- b) Evaluating the performance of the IT programs on the basis of the applicable performance measurements, and advising the Peace Corps Director regarding whether to continue, modify, or terminate a program or project.
- c) Annually assessing the requirements established for Peace Corps personnel regarding knowledge and skill in information resources management; assessing that established requirements are adequate for facilitating the achievement of the performance goals established for Peace Corps information technology programs and systems. Knowledge and skill requirements for personnel include executive Peace Corps positions, management positions, and personnel.
- d) Developing strategies and specific plans for hiring, training, and professional development; and, reporting to the Peace Corps Director on the progress made in improving Peace Corps information technology programs and systems management capability.

#### **4.1.3 CIO Oversight and Implementation Duties**

The CIO is also responsible for the oversight and implementation of the following:

- a) The implementation of budget-linked capital planning and performance-based management of IT systems throughout the agency.
- b) IT security standards, practices, and compliance.
- c) The development and implementation of IT policy and strategy through the agency's IT Investment Review Board (IRB).
- d) Alignment of IT investments with agency strategic plan and goals through a coherent and robust framework of IT strategic plans, practices and improvement efforts of the architecture reference models.
- e) Effective infrastructure framework, computing operations, and support of the agency's global network, telecommunications, hardware, and applications.
- f) Appropriate software applications with the functionality and information integration across the agency.

- g) Customers' ability to use IT hardware and software in furtherance of their missions through effective user training and documentation.

## **4.2 Chief Information Officer and Chief Financial Officer Joint Responsibilities**

The CIO and Chief Financial Officer are jointly accountable to the Director for establishing policies and procedures to ensure that:

- a) Peace Corps accounting, financial, and asset management, and other information systems are designed, developed, maintained, and used effectively to provide financial or program performance data for internal and external reporting.
- b) Financial and related program performance data of IT expenditures are provided on a reliable, consistent, and timely basis to executive agency financial management systems.
- c) Financial statements support assessments and revisions of agency mission-related processes and administrative processes, as well as the performance measurement of the performance of agency information systems investments.

## **4.3 The Peace Corps IT Investment Review Board**

The Peace Corps IT Investment Review Board (IRB) is chartered by the Director and charged with the responsibility of making agency-wide IT recommendations to the Director for his approval to ensure that:

- a) The Peace Corps makes sound financial and resources decisions regarding IT related policies and programs/projects to support and enable Agency operations.
- b) Policies and programs/projects undertaken align with the Peace Corps IT strategic plan.

The IRB practices and Request for Agency Resources (RAR) IT documentation and process requirements are found [here](#) (click the IRB Governance Guide link). The IRB is facilitated and managed by the CIO and its staff. The OCIO ensures that:

- a) Approved IT related policies and the IT resource allocations are securely implemented.
- b) Appropriate oversight is provided to ensure IT related policy and program/project success.
- c) Peace Corps IT strategic plan is achieved, given available resources.

## **5.0 Effective Date**

The effective date of this Manual Section is the date of issuance.