

ITRA Overview and Guidance

1. **Background**

The Clinger Cohen Act (CCA) of 1996, the Chief Financial Officer Act (CFOA) of 1990, Federal Information Security Management Act (FISMA) of 2002 and the Joint Financial Management Improvement Program (JFMIP) require each Department and its agencies/bureaus/operating divisions) to establish and conform to an enterprise architecture, provide uniform systems, ensure cost effective investments, and deliver systems within reasonable budget and time frames. Congress and the Office of Management and Budget (OMB) have clearly stated that each Executive agency must actively manage its IT program to provide assurances that technology expenditures are necessary, purposeful, and will result in demonstrated improvements in mission effectiveness and customer service. The Information Technology Requirements Analysis (ITRA) ensures that DoDEA meets these guidelines.

2. **Purpose**

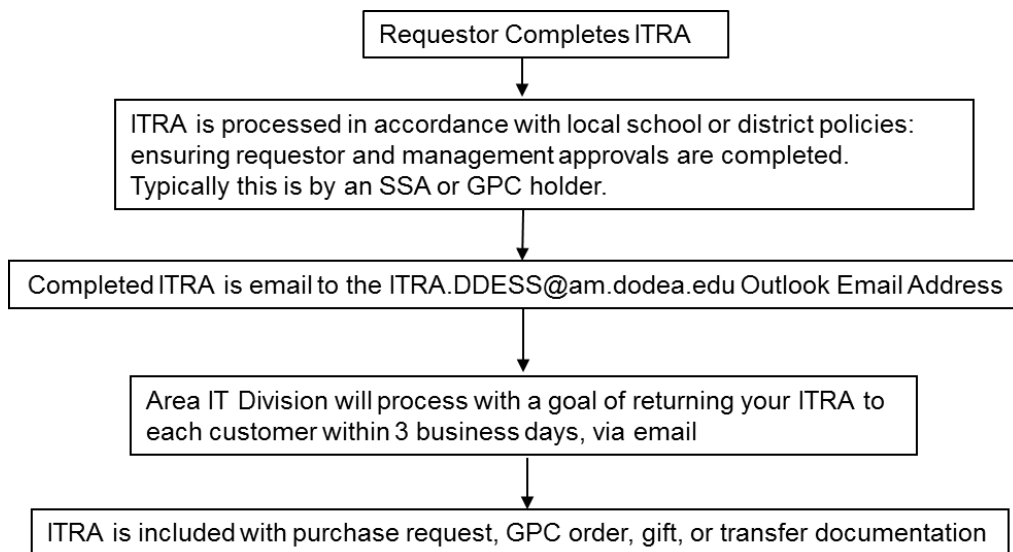
An ITRA provides approval from the DoDEA Chief Information Officer, Designated Approval Authority (DAA), or their designee for the integration of requested technology into the DoDEA Technology Enterprise. Because it is approval for the integration and not funding, it is also required for equipment that is acquired through outside funding i.e. PTA, transfers between agencies and donations.

The ITRA ensures any required technology will operate within the DoDEA Technology Enterprise safely and effectively while meeting all Government Guidance for the implementation of technology.

3. **What Information Technology Items require an ITRA**

All technology that connects to the DoDEA network, operates in stand-alone mode, includes software or is web/internet based. This is typically: computers, tablets, laptops, printers, scanners, keyboards, mice, smart boards, projectors, document cameras, software, cameras, camcorders, tablets, iPods, USB Memory Keys, etc... When in doubt, email your questions to ITRA.DDESS@am.dodea.edu.

4. Process Overview



5. Frequently Asked Questions (FAQs)

- a. If I purchase a memory key last year and still have an ITRA do I need another if I am purchasing the same item? Yes. Each ITRA is authorization for an individual event.
- b. Do online subscriptions require ITRAs? Yes. Each online subscription must be reviewed as part of our software approval process.
- c. I have an authorized ITRA for a camera I purchased and it was delivered with free software for downloading pictures and movies: can I use the software? No. All software, free or included, should be listed as a line item in the ITRA. All purchased software must be on the approved software list (ASL). Requests to add software to the ASL can be submitted online at: <https://webapps.dodea.edu/saa/index.cfm>
It is recommended that a currently authorized software package be used to download and process your pictures and videos.
- d. DoDEA purchased laptops for us last year with monitors. I want to purchase another monitor just like the one they purchased from the same vendor, do I need an ITRA? Yes. ITRAs are not blanket approvals they are single event approvals.
- e. I sent an ITRA to the ASC IT Chief, Bryan Frassmann and Jesse Cotton. I have not received a reply in 3 business days, can you help me? Yes. Please forward your request to the ITRA.DDESS@am.dodea.edu email address and do not CC others in IT. When you CC others it can create some confusion. Three people are assigned to monitor the DDESS ITRA email inbox.
- f. Do I need an ITRA to order printer toner? No. Toner is a consumable.
- g. What do I do if I have questions about the ITRA? Send an email to ITRA.DDESS@am.dodea.edu. If you need more immediate assistance, please call Bryan Frassmann at 678-364-6831.