

# INFORMATION TECHNOLOGY INTEGRATION AND MANAGEMENT

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## I. Purpose

This Directive establishes the Department of Homeland Security's (DHS) authorities, responsibilities, and policies of the DHS Chief Information Officer and Components' Chief Information Officers regarding information technology integration and management.

## II. Scope

A. This Directive applies throughout DHS. This cancels and supersedes the DHS Management Directive 0007.1, "Information Technology Integration and Management."

B. Nothing in this Directive should in any way impede, the statutory authority of the United States Secret Service under Title 18, United States Code (U.S.C), Sections 3056 and 3056A and United States Coast Guard under Title 6, U.S.C. Section 468.

## III. Authorities

A. Title 6, U.S.C., Section 341, "Under Secretary for Management" and Section 343, "Chief Information Officer"

B. Title 40, U.S.C., Chapter 113, Subchapter II, "Executive Agencies"

C. Title 44, U.S.C., Chapter 35, "Coordination of Federal Information Policy"

D. Federal Acquisition Regulation, Part 39, "Acquisition of Information Technology"

E. Office of Management and Budget (OMB) Circular A-130, "Transmittal Memorandum #4, Management of Federal Information Resources"

F. OMB Memorandum M-11-29, "Chief Information Officer Authorities"

G. DHS Memorandum, "Information Sharing at the Department of Homeland Security," dated December 16, 2005

H. DHS Delegation 04000, "Delegation for Information Technology"

## IV. Responsibilities

A. The **Under Secretary for Management (Chief Acquisition Officer)**:

1. Serves as the foundational DHS official through which all Department-wide Information Technology (IT) activities and services are acquired, overseen, defined, and measured; and
2. Ensures IT is managed consistent with all statutory, regulatory, and Department requirements, and the strategic plans of the Department.

B. The **DHS Chief Information Officer (CIO)**:

1. Is charged with fulfilling all responsibilities of the Department's Chief Information Officer as specified by applicable statutory provisions and policy direction issued by the Executive Office of the President;
2. Oversees and manages all Department IT systems. This includes but is not limited to IT Portfolio Management and Commodity IT Services (IT Infrastructure, IT Services, Communications, Enterprise Systems), Business (finance, human resources, and other administrative functions), and mission systems.
3. Conducts program reviews for all IT systems;
4. Establishes the Department IT priorities, policies, processes, standards, guidelines, and procedures;
5. Approves or reviews all IT Acquisitions/Spending (in conjunction with the Chief Acquisition Officer);
6. In collaboration with the relevant Component Head, and except as otherwise provided by law, the CIO retains approval authority over DHS-wide hiring of Component Key IT officials and other positions within the IT line of business above GS-15, equivalent, or as set forth in implementing Instructions. The CIO participates in the hiring and selection processes, and has approval authority for written performance objectives and annual performance evaluations.
  - a. For hiring and selection activities, Components:
    - i. Submit the qualification standards, including knowledge, skills, and abilities or competencies needed for senior positions, to the CIO for review and approval;
    - ii. Invite the CIO or their designee to participate in the interview process of the best qualified list of candidates; and

- iii. Secure CIO approval prior to extending a job offer.
  - b. For performance evaluations, Components:
    - i. Submit for consideration proposed performance objectives/standards and performance plans prior to finalization with the affected employee;
    - ii. Secure CIO approval with proposed performance evaluations/appraisals, bonus or award recommendations, pay adjustments, and/or other forms of commendation prior to final issuance; and
    - iii. Confer with the CIO to resolve any substantive performance issues.
- 7. Implements an Information Security Program, Enterprise Architecture, Enterprise Data Management, Accessible Systems and Technology Oversight, and Geospatial Programs;
- 8. Establishes (which may include chairing and implementing) various IT Councils or Boards;
- 9. Approves the purchase of IT Assets by Support Components (in conjunction with the DHS Chief Readiness Support Officer);
- 10. Coordinates and implements (in conjunction with the DHS Chief Financial Officer) on IT budget strategy;
- 11. Reviews and approves the Components' IT budget submitted into the DHS budget;
- 12. Develops the information sharing environment throughout the Department, in conjunction with the Under Secretary for Intelligence and Analysis;
- 13. Provides oversight of the Department-wide management of Forms Management, Library Services, Printing/Publications Management, and Records Management; and
- 14. Requests and reviews Component IT Infrastructure spend.
- C. The **Component heads** in addition to the authorities granted in Delegation 04000, Section II.D:
  - 1. Designate an executive level official to serve as the Component's Chief Information Officer;

2. Obtain the approval of the DHS CIO prior to the purchasing of any IT Asset (this applies only to Support Component heads, excluding the Federal Law Enforcement Training Center); and
3. Advise and collaborate with the DHS CIO on any Component reorganization or restructuring plans concerning IT functions if the realignment falls outside of the IT line of business.

D. The **Component Chief Information Officers**:

1. Provide timely delivery of mission IT services in direct support of the mission, goals, objectives, and programs of the Component;
2. Develop and review the Component IT budget formulation and execution;
3. Submit Component IT Infrastructure spend data to the DHS CIO;
4. Participate on the Chief Information Officer Council, Enterprise Architecture Board, or other council/boards as appropriate, and appoint employees to serve when necessary;
5. Communicate with and educate the Component heads, Councils, and Component leadership teams regarding the DHS CIO Council priorities and initiatives (even if those functions are not organizationally aligned under their direct supervision);
6. Develop, implement, and maintain a detailed Enterprise Architecture, IT strategic plan, Accessible Systems and Technology Oversight, Enterprise Data Management, Geospatial, and Information Security Programs;
7. Establish an Information Technology Acquisition Review (ITAR) process and appoint an ITAR Coordinator for all Component IT Acquisitions/Spending.
  - a. Through the Component ITAR Coordinators (once approved by the Component Chief Information Officer), submit all IT spending under \$2.5 million to the DHS CIO for review and reporting.
  - b. Purchases of \$2.5 million and above, once approved by the Component Chief Information Officer, are submitted to the DHS CIO for approval in accordance with DHS Instruction 102-01-001.
8. Works with and supports their Component Acquisition Executive regarding IT acquisitions;
9. Comply with all Departmental IT policies, processes, standards,

guidelines, and procedures; and

10. Ensure all Component IT policies are in compliance and alignment with DHS CIO Directives and Instructions.

E. The **DHS Chief Procurement Officer** establishes a system to ensure that procurement requests for any IT equipment, services, or programs include documentation of approval for the procurement by the DHS CIO or designee prior to processing by the contracting activity.

F. The **DHS Chief Financial Officer** provides the specific format of the budget submission in the annual Planning, Programming, Budgeting and Execution memorandum, and forwards the Components' IT budget submission to the DHS CIO for review and approval.

G. The **DHS Chief Readiness Support Officer** establishes the Asset Management Program, working with the DHS CIO on the management of IT assets.

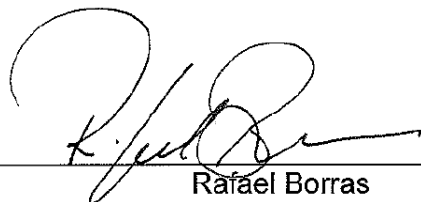
## V. Policy and Requirements

It is the policy of the Department to acquire and manage IT in a manner that:

- A. Ensures that IT systems are aligned with each Component's mission, justified in each strategic and capital planning process, and funded by an appropriate IT budget and managed as investments;
- B. Collaborates with the Chief Information Officer Council, overseeing the implementation of IT across the Department;
- C. Achieves the mission objectives identified by the Department's Strategic Plan and related policies; and
- D. Complies with relevant statutes, regulations, and policies.

## VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Information Officer (OCIO).



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Rafael Borrás  
Under Secretary for Management

2/6/14

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Date