

# Reclamation Manual

## Policy

### **TEMPORARY RELEASE**

(Expires 09/27/2017)

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- Subject:** Information Management and Technology (IMT) Program
- Purpose:** The purpose of this Policy is to establish expectations for the Bureau of Reclamation in the management of all information technology (IT) resources in accordance with the authorities listed in this Policy. The benefits of this Policy are to implement IMT standards, establish oversight for Reclamation's IMT activities, and formulate clear lines of accountability.
- Authority:** Privacy Act of 1974 (Pub. L. 93-579; 88 Stat. 1896; 5 USC 552a); Federal Managers' Financial Integrity Act of 1982 (Pub. L. 97-255; 31 USC 66a); Clinger-Cohen Act – Information Technology Management Reform Act of 1996 (Pub. L. 104-106); E-Government Act of 2002 (Pub. L. 107-347; 116 Stat. 2899; 44 USC 101); Federal Information Security Management Act (FISMA) of 2002 (44 USC 3541); Federal Information Security Modernization Act of 2014 (Pub. L. 113-283); National Defense Authorization Act for Fiscal Year 2015 (January 3, 2014), Division A, Title VIII, Subtitle D-Federal Information Technology Acquisition Reform, Sections 831-837 (Pub. L. 113-291); Cybersecurity Information Sharing Act of 2015; Office of Management and Budget (OMB) Circular A-130 and OMB Circular A-11, Appendix III, *Security of Federal Automated Information Systems*; OMB Circular A-123, *Internal Control Systems*; Department of the Interior Departmental Manual Part 375 Chapter 19; National Institute of Standards and Technology (NIST)
- Approving Official:** Commissioner
- Contact:** Associate Chief Information Officer (ACIO), Information Resources Office (IRO), 84-21000
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- 1. Introduction.** This Policy establishes Reclamation's IMT program in accordance with all Federal authorities. This Policy also establishes and aligns the accountability for all IMT under a single authority the ACIO who reports to the Department Chief Information Officer (CIO) and the Bureau Deputy Commissioner, Policy, Administration and Budget (PAB). Establishing clear lines of accountability from the Department's CIO through the bureaus ACIO, for all IMT activities within the bureau. The critical objectives of the Department's implementation plan for the Federal Information Technology Acquisition Reform Act of 2014 (FITARA) emphasizes the importance of inclusive senior level partnerships and establishes government-wide IT management controls.
- 2. Applicability.** This Policy applies to all Reclamation employees, contractors using Reclamation-owned, -operated, or -maintained IT assets.

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### 3. Definitions.

- A. **Department and Departmental.** The Department of the Interior in general or as a whole. These designations will only be used to refer to the entire Department.
- B. **Full Visibility.** Access to any level of detail within Reclamation's IMT that enables the ACIO to exercise authority, oversight, accountability, and control over IMT portfolio management and operations, IMT workforce, IMT budget formulation, IMT budget execution, and IMT acquisition activities.
- C. **Information Management.** The collection and management of information from one or more sources and distribution of that information to one or more audiences. This may involve persons who have a stake in, or a right to that information. Management means the organization of and control over information activities, planning, structure, organization, controlling, processing, evaluating, and reporting in order to meet mission objectives and to enable organizations to function in the delivery of information.
- D. **IMT.** IMT activities include the collective definitions articulated Paragraphs 3.C., 3.E., and 3F.
- E. **IT.** IT includes, but is not limited to any services, equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by Reclamation; where such services or equipment are "used by Reclamation" if used by the agency directly, or if used by a contractor under a contract with the agency that requires either use of the services or equipment or requires use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources. The term "information technology" does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment. This definition is based on the definition of IT in the Clinger-Cohen Act of 1996.
- F. **IT Resources.** Includes all Reclamation budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the lifecycle of IT, acquisitions or interagency agreements that include IT and the services or equipment

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provided by such acquisitions or interagency agreements. IT resources do not include grants to third parties, cooperative agreements, or Public Law 93-638 contracts, which establish or support IT not operated directly by the Federal Government.

4. **Responsibilities.** The following list identifies key IMT roles and high-level responsibilities of each.
  - A. **Commissioner.** The Commissioner is responsible for:
    - (1) ensuring compliance with applicable Federal laws, rules, regulations, policies, standards, and procedures including those issued by OMB, NIST, and the Department for mission/business operations, practices, information and information systems; and
    - (2) appointing a Bureau ACIO in coordination with the Departmental CIO
  - B. **Deputy Commissioner PAB.** The Deputy Commissioner, PAB is responsible for executive oversight of Reclamation's IMT Program.
  - C. **ACIO, IRO.** The ACIO IRO is responsible for:
    - (1) overseeing and managing all Reclamation IMT activities and taking a significant role in the decision process for all planning, programming, budgeting, execution, and reporting related to Reclamation IMT as well as the management, governance, and oversight processes related to IMT;
    - (2) completing an annual Joint Certification Statement for the Department, OMB, and the President's budget submissions to certify Reclamation's IMT portfolio; and
    - (3) establishing Reclamation-wide policy, standards, and guidance and overseeing implementation to ensure the ACIO has full visibility, accountability, and control over IMT within Reclamation.
  - D. **Associate Chief Information Security Officer (ACISO).** The ACISO is responsible for:
    - (1) developing and maintaining a Reclamation-wide IT security program in accordance with applicable Federal laws, rules, regulations, policies, standards, and procedures including those issued by OMB, NIST, and the Department; and
    - (2) establishing Reclamation-wide cybersecurity policy, standards, and guidance and overseeing implementation to ensure the ACIO has full visibility, accountability, and control over the cybersecurity of IMT within Reclamation.

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- E. **Reclamation Privacy Officer, Associate Privacy Officer (APO).** The Reclamation Privacy Officer, APO is responsible for:
- (1) developing and maintaining a Reclamation-wide privacy program in accordance with applicable Federal laws, rules, regulations, policies, standards, and procedures including those issued by OMB, NIST, and the Department; and
  - (2) establishing Reclamation-wide privacy policy, standards, and guidance and overseeing implementation to ensure that the ACIO has full visibility, accountability, and control over IMT personally identifiable information within Reclamation.
- F. **Manager Information Technology Services Division (ITSD).** The Manager ITSD is responsible for:
- (1) managing, developing, and executing Reclamation-wide IT operations including:
    - (a) infrastructure systems, application development, data communications, and enterprise service desk;
    - (b) system and database administration, telecommunications, web services;
    - (c) software application and database development maintenance; and
    - (d) providing IT project management services;
  - (2) overseeing Reclamation's mobile device program; and
  - (3) performing printing and duplicating services for the Denver Office.
- G. **Manager Information Resource Planning and Compliance Division.** The Manager Information Resources Planning and Compliance Division responsible for:
- (1) ensuring compliance with Federal authorities and Departmental IMT activities;
  - (2) development of Reclamation Manual Directives and Standards providing IT Capital Planning and Investment Control (CPIC);
  - (3) overseeing Reclamation's IMT Internal Controls Program; and
  - (4) overseeing Reclamation's CPIC, Information Management and Cybersecurity Programs.

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- H. **Reclamation Leadership Team.** The Reclamation Leadership Team is responsible for:
- (1) providing accountability to the ACIO on all IMT activities;
  - (2) certifying compliance with ACIO direction on all IMT activities;
  - (3) managing and overseeing the daily IMT activities occurring within their regions or directorates;
  - (4) ensuring IMT is operated and maintained in accordance with ACIO direction, applicable Reclamation-wide IMT policy, standards, and guidance; and
  - (5) keeping the ACIO well-informed and with full visibility of all IMT activities, issues, and decisions.
- I. **Employees and Contractors.** Employees and contractors are responsible for complying with all IRO policy, standards, and guidance.
5. **Policy.** The Reclamation ACIO will establish and administer an IMT Program to ensure compliance with OMB and Departmental requirements. These requirements are identified in OMB M-15-14, *Management and Oversight of Federal Information Technology*, and the Departmental *FITARA Common Baseline and Implementation Plan*. To meet these requirements, Reclamation's IMT Alignment Plan details the actions and milestones needed to align accountability for all IMT under the ACIO and establishes clear lines of accountability for IMT both within Reclamation and to the Department CIO. The actions and milestones contained in the IMT alignment plan provide a roadmap for governance, portfolio management and operations, workforce management, budget formulation and execution, and acquisitions. The ACIO will use this plan to establish IMT standards and direction and provide oversight and management of all IMT. The standards and direction are mandatory.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_