Background and Purpose of the Following Draft Directive and Standard (D&S)

The goal of preparing this D&S document is to supersede Temporary Reclamation Manual Release (TRMR) D&S, *Information Technology Lifecycle Management* (IRM TRMR-125). The purpose of this D&S is to address lifecycles of information technology to address security risks associated with using information technology that is beyond its lifecycle or that is no longer supported by the developer, vendor, or manufacturer. The major revisions to the TRMR are the addition of specific lifecycle management sections for industrial control systems and telecommunications.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft D&S.
Subject: Information Technology Lifecycle Management

Purpose: Establish Bureau of Reclamation lifecycle management requirements for information technology (IT) assets to ensure they are replaced prior to developer, vendor, or manufacturer end of life and end of support deadlines. The benefit of this Directive and Standard (D&S) is a consistent process and accountability for managing IT lifecycles throughout Reclamation.


Approving Official: Associate Chief Information Officer (ACIO) Information Resources Office (IRO)

Contact: Enterprise Operations Division, Enterprise End User Management Office (84-21130)

1. **Introduction.** This D&S establishes Reclamation-wide requirements for lifecycle management of IT that balances the need to keep technology current with the need to reduce electronic waste.

2. **Applicability.** This D&S applies to Information Resources Management Council (IRMC) members, and all supervisors and employees who are involved in the procurement, inventory, configuration, maintenance, use, and/or disposal of IT. This D&S does not
supersede any existing Department, OMB, or other legal requirements regarding IT procurement or lifecycle management.

3. **Standard Suite of Information Technology Equipment for Reclamation Employees.** The following is the standard suite of IT equipment that supervisors must provide their employees assigned individual IT equipment and needing daily access to that IT equipment. IT not identified on the list below is not considered “standard” and will require additional supervisory justification and approval and be based on the needs of the specific position. (See Paragraph 6.A. for IT procurement requirements.) Employee’s using Government-furnished IT equipment must comply with all Department Rules of Behavior for Computer Network Users (Form DI-4002) and 410 DM 2, Limited Use of Government Office Equipment and Library Collections.

   A. one laptop\(^1\) loaded with Reclamation standard software\(^2\) (see OCIO Directive 2013-001) (does not include iPhones and iPads, see Paragraph 4);
   
   B. single or dual monitors (supervisory discretion);
   
   C. one keyboard;
   
   D. one mouse;
   
   E. one headset;
   
   F. one docking station; and
   
   G. necessary cables to connect IT equipment outlined above.

4. **Mobile Devices.** Mobile devices (e.g., iPhone, iPads) are not considered standard IT. Purchase of these items requires supervisory approval and justification and must follow the procurement requirements of IMT Circular 18-01 version 3 (Appendix A).

5. **Lifecycle Management.**

   A. **Personal Computers.** Reclamation personal computers (PCs), including the PC power cords and docking stations, will have a 4-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC members must ensure PCs older

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\(^1\)Desktops are not considered part of the standard suite of IT and must only be purchased if the computing or position needs will not be met by a laptop. Supervisors must include position-specific justification for procurement of desktops.

\(^2\)All software must be purchased in accordance with IMT Circular 18-01 version 3 (Appendix A) and installed by the servicing IT office. Employees are prohibited from downloading or installing software on government-furnished IT equipment.
than 4 years are not connected to Reclamation’s network and are disposed of in accordance with Paragraph 6.E. See Appendix C for a diagram of PC lifecycle.

B. iPhones and iPads. Reclamation iPhones and iPads will have a 3-year lifecycle which starts from the device’s release date. Supervisors and IRMC members must ensure iPhones and iPads older than 3 years are not connected to Reclamation’s network and are disposed of in accordance with Paragraph 6.E. See Appendix D for a diagram of iPhone and iPad lifecycle.

C. Telecommunications Equipment. Reclamation's telecommunications equipment will have a set lifecycle replacement schedule which starts from the date the property asset is received. Supervisors and IRMC members must ensure telecommunications equipment older than the lifecycle age are replaced and disposed of in accordance with Paragraph 6.E. Supervisors and IRMC members must coordinate the replacement of the telecommunications equipment with the Enterprise Telecommunications Tower. The lifecycle is determined by operability and supportability constraints defined by hardware manufacturers. If specific hardware is identified to have a shorter lifecycle age due to manufacturer determination, the shorter lifecycle replacement schedule will be followed on a case-by-case basis. This lifecycle plan enables Reclamation to deliver a secure network platform that meets operational demands of evolving technology.

(1) Local Area Network and Wide Area Network. Reclamation's local area network (LAN) and wide area network (WAN) equipment which includes network switches, routers, wireless LAN controllers, wireless access points, firewalls, and all other LAN/WAN computing hardware will have a 7-year lifecycle replacement schedule which starts from the date the property asset is received.

(2) Voice (Internet Protocol Based Voice Infrastructure Equipment). Reclamation's Voice over Internet Protocol (IP) computing hardware to include voice gateway devices, call manager hardware, and all supporting hardware appliances, will have a 7-year lifecycle replacement schedule which starts from the date the property asset is received.

(3) Video (Video Equipment to Support all Internet Protocol Based Video Conferencing). Reclamation's audio/visual teleconference computing hardware, will have a 5-year lifecycle replacement schedule which starts from the date the property asset is received.

D. Industrial Control System. Although there are many components within Industrial Control Systems (ICS) considered to be consumable (e.g., replaced regularly due to wear, limited warranty), the overall system is procured with the expectation of a long service life, and it can take several years to fully upgrade due to potential incompatibilities of system components.
(4) IRMC members and System Owners must ensure adequate planning and budgeting occurs to continuously support ICS and associated system components, including all ICS-specific hardware, software, and firmware. IRMC members and System Owners must ensure all ICS assets within the investment are included in the overall lifecycle management plan.

(5) IRMC members and System Owners must evaluate ICS annually to identify hardware and software that are nearing end-of-life and provide sufficient time to plan for upgrades or replacements. The evaluation must consider the availability of vendor or manufacturer support and the availability of compatible consumable parts, along with the effective functionality of the ICS.

(6) If the continued use of unsupported or end-of-life system components is required to satisfy mission/business needs, IRMC members and System Owners must document the justification and work with the Risk Management Services Division to open an associated Plan of Action & Milestone (i.e., POA&M). Unsupported or end-of-life system components must also be annotated in Section 3.4 Risk Management in the IT Lifecycle Management Plan Template (Appendix B).

(7) IRMC members and System Owners must review their ICS component inventory quarterly, to include licenses.

E. Other Information Technology. Supervisors and IRMC members must ensure all other IT not identified in Paragraphs 5.A. through C. are replaced before support is no longer available from the developer, vendor, or manufacturer. Supervisors and IRMC members must ensure unsupported hardware is disposed of in accordance with Paragraph 6.E. Supervisors and IRMC members must also ensure unsupported software and operating systems are removed or upgraded to a supported version. When replacing peripheral equipment, supervisors and IRMC members must use prudence to avoid wasteful spending for still operable and supported IT.

F. Warranty Extension. Prior to purchasing a warranty extension on IT, supervisors and IRMC members must consult with the Risk Management Services Division to ensure there are no security or support issues.

G. Lifecycle Management Plans. Regional IRMC members must develop and maintain lifecycle management plans for all IT in their region and the IRO IRMC member must develop and maintain lifecycle management plans for all IT in the Washington and Denver Offices. All IRMC members must use the lifecycle management plan template provided in Appendix B. The template may be modified to include additional information; however, at a minimum, the information from the template must be included. IRMC members will review lifecycle management plans annually and update as needed. These plans will be consolidated by the IRO IRMC member to create a Reclamation-wide lifecycle management plan. IRMC members must ensure adequate planning and budgeting occurs to replace IT prior to reaching the end of its defined
lifecycle, reaching its end-of-life deadline, or becoming unsupported by the developer, vendor, or manufacturer. Lifecycle management plans must be consistent with lifecycles established in RM D&S, Reclamation Information Management and Technology (IMT) Portfolio Management (IRM P03).

6. **Procure, Manage, Configure, Maintain, and Dispose of Information Technology.** The following steps are required for all IT lifecycle management.

   A. **Procure.**

      (8) Supervisors must request the procurement of IT following the requirements set forth in IMT Circular 18-01 version 3 (Appendix A). If the IT is beyond the standard suite of IT equipment identified in Paragraph 3, the request must include additional justification of the business need.

      (9) Supervisors and IRMC members must ensure IT purchases align to the appropriate IT work breakdown structure (see RM D&S, Administrative Cost Tracking: Information Management and Technology (IMT) Cost Tracking in the Financial and Business Management System (FBMS) (IRM 03-02)).

   B. **Manage.**

      (1) **Local Servicing Property Office.** The local servicing property office addresses all functions of the personal property management program necessary for the property including receipt, accountability, storage, distribution, and disposal of Government personal property (Interior Property Management Directives 114–60.1), specifically, all moveable equipment, both accountable and non-accountable.

      (a) Upon delivery to the local servicing property office, the local servicing property office must complete the receiving process to include assigning accountable IT personal property with a property tag, obtaining the custodial property officer (CPO) and cognizant employee (CE) signature, and entering the information into FBMS. The Reclamation Enterprise Service Center assigns all iPhones and iPads to the user through the Mobile Device Enterprise Management Platform. iPhones are not accountable IT personal property and do not receive a property tag.

      (b) The CE must be assigned by the local servicing property office in the Asset Master Record for accountable IT personal property within FBMS to adhere to the requirements established in Paragraphs 3 and 4 above.

      (c) The local servicing property office will coordinate with the CPO to conduct the required annual physical inventory or special property inventory as required during a change of accountable property office or CPO for
accountable personal property (Reclamation Supplement 114S-60.3). The resulting inventory report displays the specific accountable asset information including received date and model year. The local servicing property office will provide the inventory report to the IRMC member upon request to use as a basis for IT lifecycle management.

(d) The cellular point of contact (CPOC) or the area office cellular point of contact (AOCPAOC) inventory iPhones through the Mobile Device Enterprise Management Platform reports and cellular invoices. The resulting inventory report displays the specific cellular telephone information including the activation date and the model year. The CPOC/AOCPAOC will provide the inventory report to the IRMC member upon request to use as a basis for IT lifecycle management.

(2) **Information Resources Management Council Members.** The purpose of IRMC lifecycle management planning is to ensure IT personal property for their organization does not exceed the identified lifecycle.

(a) IRMC members must coordinate with the local servicing property office to obtain a detailed inventory report listing all accountable IT personal property data and with the CPOC/AOCPAOC to obtain a detailed inventory report of all iPhones. IRMC members will use these reports to annually ensure adherence to the lifecycle management plan for IT personal property as described in Paragraph 5.F. If the IRMC member identifies IT personal property that exceeds its end-of-life or is unsupported by the developer, vendor, or manufacturer, the IRMC member must develop a plan to replace the IT personal property and excess the non-compliant IT personal property through the local servicing property office (IT equipment, excluding iPhones) or CPOC/AOCPAOC (iPhones). Non-compliant IT must be excessed as soon as the replacement IT is received and operating.

(b) Based on this annual lifecycle review of IT personal property, IRMC members must include a statement that their organization is compliant with their lifecycle management plan or include applicable plans to replace the non-compliant IT, identified in Paragraph 6.B.(2)(a), in their annual assurance statement to the ACIO.

(c) As determined by the Enterprise End User Management Office, organizational assessments will include metrics associated with the development and maintenance of IT lifecycle management plans in accordance with the requirements in this D&S.

C. **Configure.** The servicing IT office must follow Reclamation procedures to configure the assets in compliance with NIST, Department, and Reclamation cybersecurity requirements. Contact your local or regional IT security office for assistance.
D. **Maintain.** Supervisors and employees must ensure IT is maintained in accordance with NIST, Department, and Reclamation cybersecurity requirements (i.e., patching, firmware updates, license renewals, compliance with current approved configurations). Contact your local or regional IT security office for assistance.

E. **Dispose.**

(1) IRMC members must identify accountable IT personal property and iPhones, requiring disposal using the reports from Paragraphs 6.B.(1)(c) and 6.B.(2)(a), respectively.

(2) If replacement is needed, the IRMC member will coordinate with supervisors for the simultaneous procurement of new IT personal property and iPhones and disposal of outdated IT personal property and iPhones.

(3) The CPO of the IT personal property will coordinate with the servicing IT and local servicing property office or CPOC/AOCPOC for disposal of IT personal property in accordance with RM D&S, *Reclamation Information Management and Technology (IMT) Cyber Security Program: IMT Asset Disposal – Information Sanitization* (IRM 08-13). The local servicing property office shall complete the physical excess process in accordance with excessing requirements. The CPOC/AOCPOC shall complete the physical excess through the buy-back process or transfer the iPhone to the local servicing property office for excessing.

7. **Definitions.**

A. **Area Office Cellular Point of Contact or AOCPOC.** See definition for this term in RM D&S, *Mobile Device Management and Cellular Billing* (IRM 06-01).

B. **Cellular Point of Contact or CPOC.** See definition for this term in RM D&S, *Mobile Device Management and Cellular Billing* (IRM 06-01).

C. **Cognizant Employee or CE.** Any employee who utilizes Government personal property, and therefore is responsible for personal property, both accountable and non-accountable, entrusted to their care, to include the protection and proper use, and who is under the direct supervision of a CPO who has daily control or supervision of the assigned personal property (Reclamation Supplement 114S-60.100(5)).

D. **Custodial Property Officer or CPO.** A designated employee obligated the responsibility for property custody, care and use of Government personal property entrusted to his/her possession or under his/her direct supervision (Reclamation Supplement 114S-60.100(6)).

E. **Excess.** Any personal property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the
CPO and/or local servicing property office (Interior Property Management Directive 114-60.100).

F. **Industrial Control Systems or ICS.** General term that encompasses several types of control systems, including supervisory and data acquisition (i.e., SCADA) systems, distributed control systems (i.e., DCS), and other control system configurations such as Programmable Logic Controllers (i.e., PLC) often found in the industrial sectors and critical infrastructures. An ICS consists of combinations of control components (e.g., electrical, mechanical, hydraulic, pneumatic) that act together to achieve an industrial objective (e.g., manufacturing, transportation of matter or energy).

G. **Information Technology or 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 Reclamation directly, or if used by a contractor under a contract with Reclamation 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\(^3\). IT, as used in this release, includes components of all Mission and ICS (see Paragraph 7.F for specific definition of Industrial Control System or ICS).

H. **Information Technology Personal Property.** Non-expendable personal property, with a useful life of 2 years or more for which accountability (FBMS) or property control records (Mobile Device Enterprise Management Platform) are maintained in the FBMS or the Mobile Device Enterprise Management Platform to include mobile devices (i.e., iPhones, iPads) (Interior Property Management Directive 114-60.100).

I. **Personal Computer or PC.** Desktop or laptop. In relation to this D&S, PC does not include mobile devices such as iPhones and iPads.

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\(^3\)This is the same definition used in RM Policies, *Information Management and Technology (IMT) Cybersecurity Program (IRM P01)* and *Reclamation Information Management and Technology (IMT) Portfolio Management (IRM P03)*.
8. **Appendices.**

   A. Appendix A – IMT Circular 18-01 version 3, Information Management and Technology (IMT) Procurement Procedures and Approvals

   B. Appendix B – Lifecycle Management Plan Template

   C. Appendix C – Personal Computer Lifecycle Diagram

   D. Appendix D – iPhone and iPad Lifecycle Diagram

9. **Review Period.** The originating office will review this release every 4 years.
United States Department of the Interior

BUREAU OF RECLAMATION
P.O. Box 25007
Denver, CO 80225-0007

IN REPLY REFER TO:

84-27820
3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Reclamation Leadership Team (see list)

Through: Karla J. Smiley
Associate Chief Information Officer

From: Diana M. Terrell
Head of the Contracting Activity

Subject: Information Management and Technology (IMT) Procurement Procedures and Approvals – Reclamation IMT Circular 18-01 Version 3

A. Purpose: The purpose of this memorandum is to revise and replace IMT Circular 18-01, Version 2 by updating the procedures and required approvals for all IMT procurement requirements in order to comply with Federal and Department of the Interior regulations and policies.

B. Effective Date: Upon Issuance

C. Expiration Date: Until superseded.

D. Background/Summary of Changes: This IMT Circular 18-01 supersedes all previous Reclamation IMT procurement procedures and updates and replaces June 6, 2019, IMT Circular 18-01, Version 2; March 25, 2020, memorandum Micro-Purchase Procedures for IMT; and June 22, 2020, memorandum Guidance for the Purchase of Headphones/Headsets.

The significant revisions from IMT Circular 18-01, Version 2 are as follows:

1. Section-specific effective dates removed from the Sections within the memorandum, as this IMT Circular reflects all current processes.
2. Section H.1. revised to clarify the process for Desktops, Laptops, Tablets, and Servers.
3. Adds a new Section under Section H. as Section H.5. (and correspondingly renumbers the existing Section H.5. to H.6. and any references to it) that adds and revises the content of the memorandum issued on June 22, 2020, with the subject Guidance for the Purchase of Headphones/Headsets.
4. Section H.6. (previously Section H.5) clarified to indicate that the process under Section H.6 applies to all commodities except for those under H.1.a. (Desktops, Laptops, and Tablets) and H.4 (Cellular Devices, Service, Repairs, and Apps).
5. Section H.6.b. (previously H.5.b.) revised to reflect the current process for requirements at or below the micro-purchase threshold as implemented in the memorandum issued on March 25, 2020, with the subject Micro-Purchase Procedures for IMT.

6. Section H.6.b. (previously H.5.b.) revised to provide for process exceptions for software subscription/license requirements, manual entries for previous purchases, and emergency/urgent purchases.

7. Section H.6.b. (previously H.5.b.) revised to indicate that the IMT Acquisition Cadre should be able to make all purchases within 24 hours upon receiving a complete and fully approved form, which should reduce the likelihood of emergency purchases needed by program offices. It also requires that all Manual Entry for a Previous Purchase and emergency/urgent forms be entered within 2 business days or as soon as practical.

8. Section J. revised to indicate that Section J. only pertains to requirements above the micro-purchase threshold.

E. Authorities: Federal Information Technology Acquisition Reform Act (FITARA) and Departmental Manual, Part 212, Chapter 24.

F. Definitions:

1. ACIO Approval – Approval by the ACIO or their delegate(s) (who must report to the ACIO either directly or through a direct reporting chain).

2. Audio Visual (AV) – Sound and video components, to include live broadcast, web streaming, person-to-person communication and video teleconferencing, that are used in the routine conduct of business and operations.

3. AV Equipment - Any type of hardware components used within the AV industry but not limited to: monitors, interactive monitors, interactive whiteboards, projectors, cameras, transmitters, receivers, controllers, switches, surge protectors, power supplies, assistive listening systems, lectern, document camera, room computer, thin client, touch panels, Voice over Internet Protocol (VoIP) phones, wireless components and networks, DVR, Blu-ray players, amps, speakers, microphones, audio components, connectors, cable adaptors, multi-media related furniture, carts, racks and related products, table boxes, AV back boxes, monitor mounts, cables, fiber optics, video teleconferencing (VTC), raised flooring, and software that operates the components.

4. Financial and Business Management System (FBMS) IT Purchase Request (PR) Approver – the ACIO or an employee in the direct line of supervision of the ACIO who is designated to approve PRs in FBMS for IMT requirements.

5. FBMS Radio PR Approver – the ACIO or an employee in the direct line of supervision of the ACIO who is designated to approve PRs in FBMS for radio equipment requirements.

6. Hardware – General term for the physical components of an information system.

7. IMT – Defined in IRM TRMR-97, Information Management and Technology (IMT) Program.

8. IMT Micro-Purchase IMT Area Office Approver – an employee who is designated by the Regional IMT Manager that performs IMT area office approval on IMT micro-purchase requests.

9. IMT Micro-Purchase IMT Regional Office Approver – an employee who is designated by the Regional IMT Manager that performs IMT regional office approval on IMT micro-purchase requests.

10. IMT Micro-Purchase Radio Approver – the Reclamation Radio Liaison who is designated by the ACIO that performs approval on IMT micro-purchase requests for radio equipment requirements.

11. IMT Micro-Purchase Supervisor Approver – a supervisor of the program office from where an IMT micro-purchase request originates.
12. IMT Acquisition Cadre – The IMT Acquisition Cadre consists of the Denver Office Acquisition Operations Branch (AOB) staff along with designated regional acquisition staff whose IMT procurements are coordinated and overseen by the Denver Office Chief of the Contracting Office (CCO).

13. Industrial Control System (ICS) – General term that encompasses several types of control systems, including supervisory control and data acquisition (SCADA) systems, distributed control systems (DCS), and other control system configurations such as Programmable Logic Controllers (PLC) often found in the industrial sectors and critical infrastructures. An ICS consists of combinations of control components (e.g., electrical, mechanical, hydraulic, pneumatic) that act together to achieve an industrial objective (e.g., manufacturing, transportation of matter or energy).

14. Machine-to-Machine (M2M) communications – General term for automated data transmission and measurement between mechanical or electronic devices. The key components of an M2M system are: Field-deployed wireless devices with embedded sensors or RF-ID-Wireless communication networks with complementary wireline access includes, but is not limited to cellular communication, Wi-Fi, ZigBee, WiMAX, wireless LAN (WLAN), generic DSL (xDSL) and fiber to the x (FTTx).

15. Major Acquisition – Defined by the Office of Management and Budget (OMB) and the Department as follows. OMB Circular A-11, Part 7 defines major acquisitions as capital assets that require special management attention because of their importance to the agency mission; high development, operating, or maintenance costs; high risk; high return; or their significant role in the administration of agency programs, finances, property, or other resources. The Department further defines major information technology (IT) investments as those that meet at least one of the following criteria:
   - IT investments previously reported to OMB as major IT investments unless approved by the Department for non-major categorization or decommissioning;
   - $5M annual cost or $55M lifecycle cost;
   - Importance to the mission or significant role in administration of programs, finances, property, or other resources;
   - Integral part of the Department’s Enterprise Roadmap;
   - Mandated by legislation or Executive Order, or identified by the Secretary as critical;
   - Greater than $1M development, modernization, and enhancement (DME) in the current fiscal year;
   - High risk as determined by OMB, General Accountability Office (GAO), Congress and/or the Chief Information Officer (CIO); or
   - E-Government, Departmental, cross-cutting/Enterprise-wide (across more than one office or bureau).


18. Regional ICS Program Manager – an employee identified by the region who is notified upon IMT micro-purchase supervisor approval on IMT micro-purchase requests for ICS requirements.

19. Software – General term for the various kinds of programs, instructions and associated data that may be dynamically written or modified during execution.

G. IMT Work Breakdown Structures (WBS)
   All IMT acquisition requirements must be charged to an IT investment WBS. (See IRM 03-02)
H. IMT Procurement Procedures and Approvals

The dollar value and commodity type of an IMT acquisition requirement determine the required procedures and approvals. The request and purchase process for all IMT requirements (other than Cellular Devices, Service, Repairs, and Apps in Section H.4) is described in Section H.6. Unique or additional requirements apply to specific commodities as follows: Desktops, Laptops, Tablets, and Servers (Section H.1); Audio Visual Requirements (Section H.2); Radio Equipment (Section H.3); Cellular Devices, Service, Repairs, and Apps (Section H.4); and Headphones/Headsets (Section H.5).

See Section I. for additional procedures that are required for requirements that are high dollar; meet the definition of a Major Acquisition; or result in a significant change to the information or industrial control system, environment of operation, or security posture, regardless of categorization.

See Section I. for when emergency or urgent circumstances arise above the micro-purchase threshold.

1. Desktops, Laptops, and iPad Tablets, and Servers

   All requirements for desktops, laptops, iPad tablets, and servers (regardless of dollar amount) must adhere to the following procedures:
   
a. Desktops, Laptops, or iPad Tablets

      All requirements for desktops, laptops, or iPad tablets must follow the process under Section H.6.a., regardless of dollar amount. In addition, only standard configuration desktops, laptops, or iPad tablets may be requested and purchased unless a waiver is completed and approved. If such a waiver is necessary, then it must address why none of the standard configurations meet the business need. A template for the waiver is available on the IMT Storefront. The waiver must have ACIO approval prior to submitting the Preliminary PR.

   b. Servers

      All requirements for servers must follow the process under Section H.6.a., regardless of dollar amount.

2. Audio Visual Requirements

   To ensure consistency and operational compatibility of AV service across Reclamation and to strategically source AV supplies and services, an Indefinite-Delivery Indefinite-Quantity (IDIQ) contract was awarded with a period of performance of January 1, 2018, through December 31, 2024, that provides for AV System Design, Installation, Training, Operation and Maintenance (O&M), Consulting, Event Services, and Equipment. Therefore, requirements for any AV supplies and services regardless of dollar amount and regardless of location must adhere to the following procedures:

   a. The most current version of the AV IDIQ Ordering Guide must be followed. It is posted the One Stop Shop’s Category Management page.

   b. AV requirements must be coordinated with the AV IDIQ contract’s contracting officer’s representative (COR).

   c. Requirements for VTC equipment and peripherals may only be fulfilled with the makes and models that have been identified by the AV IDIQ contractor and accepted by the AV IDIQ COR as compatible. Deviations from such makes and models must be approved by the ACIO or their acting/designee.
d. Otherwise, the request and acquisition process will follow the procedures in Section H.6.

3. Radio Equipment
To verify spectrum availability (a Radio Frequency Authorization (RFA) exists or has been obtained) and that the requested equipment is compliant, all radio equipment acquisition requirements regardless of dollar amount must include a completed Request for Approval to Purchase Radio Wireless Equipment (available on the IMT Storefront). For questions, contact your Regional Radio Representative.

The IMT Acquisition Cadre will make the award utilizing the Department’s enterprise contract. If the enterprise contract cannot be used to fulfill the requirement, other sources/contract vehicles will be considered accompanied by a waiver (available on the IMT Storefront) from the Bureau Radio Program Manager.

The request and acquisition process will follow the procedures in Section H.6.

4. Cellular Devices, Service, Repairs, and Apps
All requirements for ordering new/replacement cellular devices; ordering new or changes to existing wireless communication services; obtaining repairs to devices; and purchasing apps with the exception of M2M cellular devices must adhere to the following procedures. M2M cellular devices must adhere to the ICS micro-purchasing procedures.

a. New/Replacement Devices and New or Changes to Service (Cellular Phones, Hotspots, Air-Cards, etc.)
Employees requesting new/replacement cellular devices and new or changes (including cancellation) to wireless communication services must contact their local authorized cellular buyer. (A list of local authorized cellular buyers is available on the IMT Storefront.)

b. Cellular Device Repairs
Repairs to cellular devices must be coordinated through the supervisor and the local authorized cellular buyer. Only the local authorized cellular buyer may use the Government purchase card for repairs. (A list of local authorized cellular buyers is available on the IMT Storefront.) Otherwise, repairs may be reimbursed through the use of an Optional Form (OF)-1164 Claim for Reimbursement for Expenditures on Official Business.

c. Apps
The Cellular Rules of Behavior include information for the Apple ID setup and usage. In this section, it specifically states that Government charge cards are prohibited from being utilized for the creation of Apple accounts. Reimbursement for work-related downloads/apps may be requested through the supervisor. An OF-1164 Claim for Reimbursement for Expenditures on Official Business must be completed. If an employee’s Apple ID is currently connected to a Government charge card, immediately replace it with a personal credit card. Gift cards (iTunes) shall not be purchased with a Government charge card; however, if an employee does not have a personal credit card, then purchasing an iTunes gift card with personal funds and submitting a claim for reimbursement of work-related purchases would be acceptable when approved by a supervisor.

5. Headphones/Headsets
The following categories of headphones/headsets that may be purchased and the allowability of these purchases are provided below:
a. Type of Use
i. Noise Canceling Headphones/Headsets for Office Use: Headphones/headsets that are purchased for office use for which the main purpose is to cancel out noise are considered a personal item. These headphones/headsets must be purchased by employees using their own personal funds, unless the purchase is being made for an approved reasonable accommodation, which was coordinated with their local Accommodation Coordinator (AC). The individual must provide a memorandum signed by their local AC which provides verification of the need and approval to purchase.

ii. Headphones/Headsets for Mobile Phone, Desk Phone or Computer Use: Refer to Information Resource Office’s (IRO’s) Enterprise Voice Team SharePoint for the recommended headphones/headsets. Any purchases other than those recommended must be approved by the HCA and ACIO, unless the purchase is being made for an approved reasonable accommodation which was coordinated with their local AC. The individual must provide a memorandum signed by their local AC which provides verification of the need and approval to purchase.

b. Minimum Need Criteria
i. Any previous purchase found of personal headphones/headsets exceeding the Government’s minimum need may require reimbursement to the Government.

ii. An IMT Micro-Purchaser Supervisor Approver has discretion in determining if replacement of an original set of mobile phone headphones is necessary. While IMT Micro-Purchaser Supervisor Approvers have discretion in determining business need, they also have the responsibility of complying with Federal appropriation law, the legal framework regarding the availability of appropriations. Specifically, Principles of Federal Appropriations, Chapter 3- Availability of Appropriations- Purpose, provides that public’s money is not available for personal expenses [unless specific statutory authority exists]. Furthermore, case law has consistently ruled that expenditures for personal convenience, comfort, or desire are prohibited unless the expenditure “primarily benefits the agency, notwithstanding any collateral or incidental benefit to the employee.” Therefore, IMT Micro-Purchaser Supervisor Approvers must ensure that any purchases, including headphones/headsets, are not above the Government’s minimum need.

The request and acquisition process will follow the procedures in Section H.6.

6. Request and Purchase Process for all IMT other than Cellular Devices, Service, Repairs, and Apps

a. Above the Micro-purchase Threshold and for Desktops, Laptops, iPad Tablets and Servers
i. The requesting office must submit a Preliminary PR with the Purchasing Group/Issuing Office as R81 - Denver Office AAOB through the Preliminary PR SharePoint.

ii. A FBMS Purchase Requestor will submit a corresponding FBMS PR that will require FBMS IT or FBMS radio approval (determined by the PR’s FBMS User Product Code (UPC)) where such approval may only be by the ACIO or their designees. For those PRs requiring FBMS (non-radio) IT approval, FBMS IT Approvers will neither approve nor reject a PR until receiving an email recommending approval or rejection.
from the respective regional IRMC member (or designee). Even when the regional IRMC member recommends approval of a PR for (non-radio) IMT requirements, the FBMS IT PR Approver may reject. In those cases, the FBMS IT PR Approver will call/email the regional IRMC member to discuss the reason for rejection and any possible alternatives.

iii. The IMT Acquisition Cadre will make and administer the resulting award. (ICS requirements, including ICS-related M2M technologies, will typically be awarded and administered by designated IMT Acquisition Cadre staff in the respective regional acquisition office.)

b. At or Below the Micro-purchase Threshold (excluding Desktops, Laptops, iPad Tablets and Servers)

i. The requesting office must submit an IMT Micro-Purchase Request Form through the IMT Micro-Purchase SharePoint. (See the IMT Micro-purchase SharePoint homepage for detailed instructions and conditions.)

ii. Unless the IMT Micro-Purchase Request Form is for a Manual Entry for Previous Purchase or Emergency Purchase (see Section H.6.b.v. below for when these request forms may be used), IMT Micro-Purchase Request Forms will require approvals by the following personnel and trigger the following email notifications:

   1. IMT Micro-Purchase Supervisor Approver.
   2. Upon requester submission, regional budget and/or any other staff designated have the option of receiving a FYI email notification.
   3. Upon requester submission, if the requirement is identified as ICS applicable by the requester, the regional ICS program manager and/or other designated staff will receive an email notification. If the regional ICS program manager (or designee) objects to the requirement, the regional ICS program manager (or designee) must notify the Regional Office IMT Approver within 24 hours of receiving the email notification.
   4. IMT Micro-Purchase IMT Area Office Approver (not applicable for requirements that originate from a regional office or the Denver Office).
   5. IMT Micro-Purchase IMT Regional Office Approver.
   6. If the requirement is for radio equipment, IMT Micro-Purchase Radio Approver.

iii. The IMT Acquisition Cadre will make the purchase for other than Software Subscription/License, Manual Entry for Previous Purchase, and Emergency Purchase forms (see Sections H.6.b.iv. and v. below for when these request forms may be used).

iv. Software Subscription/License forms must only be submitted when the request is for the purchase of a new or renewal of a software subscription/license. After all of the approvals (Supervisor and IMT Regional (and IMT Area if applicable)) have been obtained on the form, instead of the form being assigned to an IMT Acquisition Cadre Micro-Purchaser to purchase, an email will be sent to the requester and the program office micro-purchaser (cardholder) entered on the form that the program office micro-purchaser may proceed with making the purchase on their own Government purchase card. The program office micro-purchaser must reference the IMT Micro-Purchase form number along with a notation that such an exception applied in their charge card log.

v. Manual Entry for Previous Purchase and Emergency Purchase forms must only be submitted when the circumstances below exist and must be submitted within 2 business days or as soon as practical after the purchase occurs and documented with the circumstances. The program office micro-purchaser reference the IMT Micro-
Purchase form number along with a notation that such an exception applied in their charge card log.

1. Manual Entry for Previous Purchase forms must only be submitted when an IMT purchase must be made by a program office micro-purchaser when a purchase transaction is only possible in-person, a vendor will only accept a convenience check, or after coordinating with a Purchase Line Card Coordinator (PLCC) to record a discovered, previously made transaction outside the IMT Micro-Purchase process.

2. Every effort will be made by the IMT Acquisition Cadre micro-purchaser to make a purchase within 24 hours (excluding weekends and Federal holidays) of receiving a complete and approved form. This timeline may be able to be expedited when there is an urgent need by coordinating with the approvers and the IMT Acquisition Cadre micro-purchaser. Therefore, whenever possible, the requester must attempt to contact the IMT Acquisition Cadre micro-purchaser to see if urgent requests can be fulfilled through the regular process prior to a program office micro-purchaser purchasing. Emergency Purchase forms must only be submitted if a program office micro-purchaser must make an IMT purchase due to an emergency or urgent need where not purchasing immediately would have resulted in serious impact to the agency/mission. IRO will review all forms and follow-up with the requester if the justification to support the use of the emergency exception is inadequate. IRO will coordinate with the respective regional IMT manager and servicing acquisition office, to take any necessary corrective action with the program office and cardholder, if the use of the emergency exception is abused.

I. Requirements that are High Dollar or Major Acquisitions or Security Related

1. There are certain requirements which require coordination and planning through the ACIO’s office prior to purchasing. Such requirements include:
   a. Any requirement that has an estimated value equal to or greater than $1,000,000;
   b. Any requirement defined as a “Major Acquisition;” or
   c. Any requirement or change that is likely to substantively affect the security or privacy posture of a system and/or increase risk to Reclamation’s environment including:
      i. Any change to a system that results in a change to the security categorization;
      ii. Major system upgrade or replacement; or
      iii. New system (Cloud-Based, ICS or Enterprise).

2. These requirements must adhere to the following procedures:
   a. For ICS requirements, ensure that ICS Cybersecurity Procurement Language on the ICS Security Intranet page is included in the requirements document/statement of work as appropriate.
   b. Complete an IMT High Dollar, Major Acquisition, or Security Related Clearance form (available via the IMT Storefront) and include the signed clearance with the Standard Purchase Requisition Package Checklist (available via the One Stop Shop through the Acquisition Regional Customer Service Centers).
   c. At the ACIO’s or their acting’s designee’s discretion, a “Requirements and Solicitation Planning” meeting will be held prior to commencing the standard acquisition process. The purpose of the meeting is to ensure FITARA and Reclamation IMT objectives are met by reviewing the requirements/statement of work, reviewing the technical evaluation plan, and identifying the Technical Proposal Evaluation Committee (TPEC) members. Participants at
the meeting must include technical point-of- contact(s), acquisition staff, and the ACIO or their acting/designee.

d. At the ACIO’s or their acting/designee’s discretion, a “Source Selection Advisory Council” will be convened prior to award. The purpose of the Council is to ensure FITARA and Reclamation IMT objectives are met by analyzing and validating the TPEC report and by making an award recommendation. Council participants must consist of the ACIO or their acting/designee and any senior IRO managers identified by the ACIO (none of whom have served as a TPEC member for the subject award).

J. Emergency Procurements

All IMT procurements above the micro-purchase threshold (see Section H.6.b. v. for procurements at or below the micro-purchase threshold) deemed as an emergency or urgent (serious impact to the agency/mission) by a Director (or their designee) may bypass the IMT Acquisition Strategy Plan process approvals prior to the procurement being initiated. However, the ACIO (or their acting) must be notified within 48 hours, and the IMT Acquisition Strategy Plan process must be initiated and submitted within 10 business days of the procurement initiation.

K. Point-of-Contacts

For additional information, contact the Manager, IMT Service Strategy Division, IRO at (303) 445-2092 or the CCO, Denver Office at (303) 445-2529.

Reclamation Leadership Team

Commissioner, Attn: 91-00000 (MTouton Acting), 91-10000 (MShoan Acting), 92-00000 (MTouton), 94-00000 (GPayne), 94-30000 (RWolf), 96-00000 (DPalumbo)

Directors, Attn: 82-21000 (KSmiley), 84-21300 (JAHarris), 84-27000 (DDenham Acting), 84-50000 (CBeadsley), 84-51000 (DSmith Acting), 86-60000 (DRaff), 86-68000 (RLaFond)

Regional Directors, Attn: MB-1000 (BEspinel), UCB-100 (WPullan), LCB-1000 (JGould), CPN-1000 (LGray), CGB-100 (EConant)

cc Reclamation Leadership Team Executive Assistants

91-00000 (DMJohnson Acting), 91-10000 (DMJohnson Acting), 94-00000 (MOkamura Acting), 94-30000 (MOkamura Acting), 96-00000 (JColeman)

84-21000 (SGerman), 84-27000 (SDeMarco), 84-50000 (JBarrett), 84-51000 (MCase Acting), 86-61000 (MCase), 86-67000 (PLeedle), 86-68000 (KLeedle)

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IRBAC Members

94-30000 (MHughesDrown), 84-21000 (JJudd, KSegura, KSmiley), 84-27400 (IMMorrow), 84-52000 (SSwanson), 86-61100 (MPulskamp), 86-67200 (CVick), 86-68200 (KWille), 86-69100 (LBrakke)

MB-1000 (BHollis), UCB-111 (KGrants), LCB-1200 (SLWade), CPN-1020 (JCarrington), CPN-1400 (NShimatsu), CGB-110 (michellewilliams)

IRMC Members

84-21100 (JKrahl, PMcFall), 84-21120 (SPoulton), 84-21130 (VVillarreal), 84-21140 (BHutchison), 84-21150 (NTeal)

MB-6000 (MToogood), MB-6200 (MToogood), UCB-900 (LLiams), UCB-960 (LLiams)
LCB-3000 (RRicker), CPN-1500 (RGoes), CGB-3100 (MJones)

84-21220 (PBryant, NMarchick, SRizzi, BWaryanka), 84-21300 (JAHarris), 84-21310 (JSeger),
84-27810 (RAMicone, CDruck), 84-27820 (MBrocket, CDougherty, BFoirtag, HHirshman),
MB-5000 (JDurrant), UCB-800 (JDurrant), LCB-10000 (MFyffe), CPN-7000 (MGates),
CGB-3800 (brendadavis)
[Insert Region/Office Name]
Information Technology Lifecycle Management Plan

In Support of the Bureau of Reclamation
Information Technology Lifecycle Management Plan

[Insert date submitted]
Reclamation Manual
Directives and Standards

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EXECUTIVE SUMMARY

As stipulated in Reclamation Manual (IRM) Directive and Standard (D&S), Information Technology Lifecycle Management (IRM 08-18), regional Information Resources Management Council (IRMC) members must develop and maintain lifecycle management plans for all IT in their region and the Information Resources Office (IRO) IRMC member must develop and maintain lifecycle management plans for all IT in the Washington and Denver Offices. IRMC members must ensure adequate planning and budgeting occurs to replace IT prior to reaching the end of its defined lifecycle, reaching its end of life deadline, or becoming unsupported by the developer, vendor, or manufacturer. Lifecycle management plans must be consistent with lifecycles established in RM Policy, Reclamation Information Management and Technology (IRM) Portfolio Management (IRM P05).

<table>
<thead>
<tr>
<th>IT Lifecycle Management Plan Focus Areas</th>
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<td>Telecommunications Equipment - Local Area Network (LAN) and Wide Area Network (WAN)</td>
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<td>Industrial Control System (ICS)</td>
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<td>Other Information Technology</td>
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<tr>
<td>Warranty Extension</td>
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</tbody>
</table>
SECTION 1: Personal Computers

Reclamation personal computers (PCs), including the PC power cords and docking stations, will have a 4-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC members must ensure PCs older than 4 years are not connected to Reclamation’s network and are disposed of in accordance with IRM 08-18, Paragraph 6.E and Appendix C.

1.1 PC Inventory
(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., FBMS). Property has created a customized inventory report as a baseline in FBMS, titled FBMS II Accountable Assets.)

1.2 PC Replacements
(Describe the identification method and process for replacements each fiscal year.)

1.3 IT Investment
(Describe the method of budgetary planning and execution for lifecycle replacement.)

1.4 Risk Management
(Describe and provide justification for the PCs beyond lifecycle.)

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<thead>
<tr>
<th>Risk</th>
<th>Mitigation Strategy</th>
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1.5 Support Needed
SECTION 2: iPhones and iPads
Reclamation iPhones and iPads will have a 3-year lifecycle which starts from the device’s release date. Supervisors and REMC members must ensure iPhones and iPads older than 3 years are not connected to Reclamation’s network and are disposed of in accordance with IRM 06-18 Paragraph 5.E and Appendix D.

2.1 iPhones and iPads Inventory
(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., Mobile Device Enterprise Management Platform). Customized inventory reports are available as a baseline in HRMS, PMIS IT Accountable Assets, and Mobile Device Enterprise Management Platform.)

2.2 iPhones and iPads Replacements
(Describe the identification method and process for replacements each fiscal year. A Mobile Device Enterprise Management Platform report will be provided to cellular points of contact (CPOC) by the mobile device management team lead.)

2.3 IT Investment
(Describe the methods of budgetary planning and execution for lifecycle replacement.)

2.4 Risk Management
(Processes are in place to ensure that iPhones and iPads do not exceed the 3-year lifecycle. Describe and provide justification for the iPhones and iPads beyond lifecycle.)

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2.5 Support Needed
SECTION 3: Telecommunications Equipment – LAN and WAN

Reclamation LAN and WAN equipment will have a 7-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC members must ensure LAN and WAN equipment older than 7 years is not connected to Reclamation’s network and is disposed of in accordance with IRM 08-18, Paragraph 6 E.

3.1 LAN and WAN Inventory

(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., FBMS). Property has created a customized inventory report as a baseline in FBMS, titled FBMS IT Accountable Assets.)

3.2 LAN and WAN Replacements

(Describe the identification method and process for replacements each fiscal year.)

3.3 IT Investment

(Describe the methods of budgetary planning and execution for lifecycle replacement.)

3.4 Risk Management

(Describe and provide justification for the LAN and WAN beyond lifecycle.)

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3.5 Support Needed
SECTION 4: Telecommunications Equipment – Voice

Reclamation Voice equipment will have a 7 year lifecycle which starts from the date the property asset is received. Supervisors and IRCM members must ensure Voice equipment older than 7 years is not connected to Reclamation’s network and is disposed of in accordance with IRM 08-18, Paragraph 6.E.

4.1 Voice Inventory

(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., FBMS). Property has created a customized inventory report as a baseline in FBMS, titled FBMS IT Accountable Assets.)

4.2 Voice Replacements

(Describe the identification method and process for replacements each fiscal year.)

4.3 IT Investment

(Describe the methods of budgetary planning and execution for lifecycle replacement.)

4.4 Risk Management

(Describe and provide justification for Voice equipment beyond lifecycle.)

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<th>Risk</th>
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4.5 Support Needed
SECTION 5: Telecommunications Equipment – Video

Reclamation Video equipment will have a 3-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC members must ensure Video equipment older than 3 years is not connected to Reclamation’s network and is disposed of in accordance with IRM 08-18, Paragraph 6.E.

5.1 Video Inventory
(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., FBMS). Property has created a customized inventory report as a baseline in FBMS, titled FBMS IT Accountable Assets.)

5.2 Video Replacements
(Describe the identification method and process for replacements each fiscal year.)

5.3 IT Investment
(Describe the methods of budgetary planning and execution for lifecycle replacement.)

5.4 Risk Management
(Describe and provide justification for Video equipment beyond lifecycle.)

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5.5 Support Needed
SECTION 6: Industrial Control Systems

Industrial Control Systems (ICS) must be evaluated annually to identify hardware and software components that are nearing end-of-life and provide sufficient time to plan for upgrades or replacements. The evaluation must consider the availability of vendor or manufacturer support and the availability of compatible consumable parts, along with the effective functionality of the ICS. IRMC members and System Owners must ensure adequate planning and budgeting occurs to continuously support ICS and all associated ICS-specific hardware, software, and firmware. ICS-specific hardware, software, and firmware includes but is not limited to computers, servers, remote terminal units (i.e., RTUs), Programmable Logic Controllers (i.e., PLCs), radios, antennas, modems/converters, human machine interfaces (i.e., HMI), unidirectional gateways, displays, and remote processing units (i.e., RPU). A more detailed list of ICS items considered to be ICS-specific can be found on the Internet IMT Scoreboard. IRMC members and System Owners must also ensure unsupported hardware, software and operating systems are upgraded or replaced to a fully supported version in a timely fashion. IRMC members and System Owners members must ensure unsupported hardware is disposed of in accordance with IRM 08-18 when removed from service.

6.1 ICS Inventory

(Describe the method in which the Boundary Inventory is maintained for all equipment included in the investment, including the authoritative sources (e.g., Governance Risk and Compliance (GRC) Tool)).

6.2 ICS Replacements

(Describe the identification method and process for replacements each fiscal year based on evaluations performed within the frequencies defined in IRM 08-10 Paragraph 5.C.)

6.3 ICS Investment

(Describe the methods of budgetary planning and execution for lifecycle replacement.)

6.4 Risk Management

(Describe and provide justification for the continued use of unsupported or end-of-life hardware and software components. Also identify when an upgrade or replacement is planned and where the associated costs are identified in the investment budget.)

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6.5 Support Needed
SECTION 7: Other Information Technology

Supervisors and IRMC members must ensure all other IT not identified in Sections 1-6 are replaced before support is no longer available from the developer, vendor, or manufacturer. Supervisors and IRMC members must ensure unsupported hardware is disposed of in accordance with IRM 08-18, Paragraph 6.1. Supervisors and IRMC members must also ensure unsupported software and operating systems are removed or upgraded to a supported version. When replacing peripheral equipment, supervisors and IRMC members must use prudence to avoid wasteful spending for still operable and supported IT.

7.1 Other IT Inventory
(Describe the method in which the inventory is maintained, including the authoritative sources (e.g., FBMS). Property has created a customized inventory reports as a baseline in FBMS, FBMS IT Accountable Assets.)

7.2 Other IT Replacements
(Describe the identification method and process for replacements each fiscal year.)

7.3 IT Investment
(Describe the methods of budgetary planning and execution for lifecycle replacement.)

7.4 Risk Management
(Describe and provide justification for the other IT beyond lifecycle.)

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7.5 Support Needed
SECTION 8: Warranty Extension

Prior to purchasing a warranty extension on IT, supervisors and IRMC members must consult with the Risk Management Services Division to ensure there are no security or support issues.

8.1 Warranty Extension Inventory
(Describe the method in which the inventory, necessitating a warranty extension, is maintained.)

8.2 Risk Management
(Describe and provide justification for the any IT identified in section 8.1 requiring warranty extensions.)

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8.3 Support Needed
### Acronyms Page (Adjust per acronyms included in your plan)

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<td>AAMD</td>
<td>Acquisition and Assistance Management Division</td>
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<td>AGIO</td>
<td>Associate Chief Information Officer</td>
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<tr>
<td>AGISO</td>
<td>Associate Chief Information Security Officer</td>
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<td>BBO</td>
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<td>BSIO</td>
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<tr>
<td>SOPs</td>
<td>Standard Operating Procedures</td>
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<tr>
<td>SWBS</td>
<td>Short Breakdown Structure</td>
</tr>
<tr>
<td>WCIF</td>
<td>Working Capital Fund</td>
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</tbody>
</table>

SUPERSEDES IRM TRMR-125 (660) 12/4/2020 and minor revisions approved mm/dd/yyyy
## APPENDIX A: MILESTONE TABLE

<table>
<thead>
<tr>
<th>IT Management Plan Focus Area</th>
<th>Milestone</th>
<th>Milestone Lead</th>
<th>Action / Task</th>
<th>Target Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Computers</td>
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<tr>
<td>iPhones and iPads</td>
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<tr>
<td>Telecommunications Equipment</td>
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<tr>
<td>– LAN and WAN</td>
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<td>Telecommunications Equipment</td>
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<tr>
<td>– Voice</td>
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<td>Telecommunications Equipment</td>
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<tr>
<td>– Video</td>
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<td>Other Information Technology</td>
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<tr>
<td>Warranty Extension</td>
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</table>
1. **Personal Computer Lifecycle.**

   A. The following diagram represents appropriate checkpoints and relative timeframes for managing the personal computer (PC) lifecycles. It is not intended to limit procurement to the end of the fiscal year but instead represents a full 4-year timeframe in 4 complete fiscal years. As shown in the figure below, the process for replacing a PC at the end of its 4-year life cycle begins at the start of Q2 of the PC’s fourth year.

   B. Maintenance activities occur throughout the 4-year life cycle of the PC. In the event that business needs dictate the purchase/replacement of a PC before the end of its 4-year lifecycle, the supervisor must use the procurement process in Paragraph 6.A. of this release to document the business need and give consideration to transferring the PC to another user that may be reaching the end of the lifecycle, as appropriate.
1. **iPhone and iPad Lifecycle.**

   A. The following diagram represents appropriate checkpoints and relative timeframes for managing the iPhone and iPad lifecycles. It is not intended to limit procurement to the end of the device lifecycle but instead represents a full 3-year timeframe with the upgrade of end of life devices happening at the start of the 4th year. As shown in the figure below, the process for replacing an iPhone or iPad begins after the 3-year lifecycle (i.e., at the beginning of year 4 with the vendor’s release of the new device/model/series).

   B. Maintenance and security activities must continue until the device is excessed. In the event that business needs dictate the purchase/replacement of an iPhone or iPad before the end of its 3-year lifecycle, the employee must gain supervisor approval for procurement of a new device.