

# Reclamation Manual

## Policy

<b>Subject:</b>	Reclamation Information Management and Technology (IMT) Portfolio Management
<b>Purpose:</b>	Defines and establishes authorities, principles, responsibilities, and accountability for Reclamation IMT portfolio management. The benefits of this Policy are improved internal and external communications, efficiency, and transparency of Reclamation-wide requirements for doing business.
<b>Authority:</b>	National Defense Authorization Act for Fiscal Year 2015 (January 3, 2014), Division A, Title VIII, Subtitle D- <i>Federal Information Technology Acquisition Reform</i> , Sections 831-837 (Pub. L. 113-291); Clinger-Cohen Act of 1996 (Information Technology Management Reform Act and National Defense Authorization Act for Fiscal Year 1996) (Pub. L. 104-106); Electronic Government Act of 2002 (Title III – Federal Information Security Management Act) (Pub. L. 107-347); Office of Management and Budget (OMB) Circular A-11 - <i>Preparation, Submission and Execution of the Budget</i> ; OMB Circular A-123 - <i>Management's Responsibility for Internal Control</i> ; OMB Circular A-130 – <i>Managing Information as a Strategic Resource</i> ; OMB Memorandum M-15-14 – <i>Management and Oversight of Federal Information Technology</i> ; Department of the Interior Departmental Manual Part 375 Chapters 1, 2, 6, 12, and 19; Department of the Interior FITARA Implementation Plan; and Office of the Secretary Order 3309 - <i>Information Technology Management Functions and Establishment of Funding Authorities</i>
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Information Resources Office (IRO), Service and Strategy Division (SSD) (84-21200)

### 1. Introduction.

Reclamation's IMT investments are a vital part of the infrastructure supporting the organization's mission of managing, developing, and protecting water, power, and related resources in an environmentally and economically sound manner. The proper management of IMT investments and the information managed by such investments is critical to the organization in supporting the achievement of strategic objectives; improvements in mission and operational capabilities; addressing legislative requirements and policies and directives issued by the Department and OMB; and the delivery of services to internal and external customers.

### 2. Applicability.

This Policy applies to all Reclamation employees using, managing, or overseeing Reclamation-owned, -operated, -maintained, or -developed IT resources.

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### 3. Policy.

- A. Reclamation's IMT Portfolio will be managed in compliance with all relevant Federal requirements.
- B. Reclamation's Associate Chief Information Officer (ACIO) will establish and administer an IMT Portfolio Management Program which complies with Federal requirements including Office of the Chief Information Officer (OCIO) memoranda, OMB circulars and memoranda, Department of Interior and Reclamation policies and standards.

### 4. Program Administration.

- A. The Commissioner will implement policies and procedures, as necessary, to ensure the ACIO has full visibility, accountability, and control over IMT portfolio management.
- B. The ACIO:
  - (1) is responsible and accountable for directing Reclamation's IMT portfolio management program.
  - (2) is responsible for overseeing the development of Reclamation-wide IMT portfolio management policy, standards, and guidance.
  - (3) is responsible for designating an Investment Review Board (IRB) who will review the IMT investment portfolio and make recommendations on IMT portfolio funding, structure, and strategies that best support mission and business processes and functions.
  - (4) is responsible for certifying the annual IMT portfolio budgetary resources requests through OCIO's Joint Certification Statement process in partnership with Reclamation's Bureau Budget Office.
- C. Senior Executive Service and Senior Level positions are responsible for ensuring IMT within their organizations are operated and maintained in accordance with ACIO direction and are accountable for FITARA-related performance elements.
- D. Directors and Executive Owners:
  - (1) are responsible and accountable for ensuring IMT investments and resources are designed, acquired, developed, operated, and managed in accordance with the policies, directives and standards, and guidelines in support of Reclamation missions.
  - (2) are responsible for keeping the ACIO adequately informed of IMT management issues (e.g., IMT security matters, risk management issues, system accreditation

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issues, IMT investment decisions, IMT life-cycle and acquisition decisions, IMT workforce training needs and requirements, and IMT performance accomplishments).

E. IMT Investment Business Owners/Functional Sponsors:

- (1) are responsible for supporting the design, development, acquisition, operation, security, and maintenance of IMT investments supporting mission related operations.
- (2) are responsible for effectively managing supporting resources (funding and personnel) essential to the development, operation, security, investment management, and maintenance of IMT investments.
- (3) are responsible for appointing an IMT investment manager, or assuming the role of investment manager, for each investment under their purview and ensuring the IMT investment manager has the appropriate training and resources to manage each investment.

F. IMT Investment Managers:

- (1) are responsible for identifying and tracking IMT investment risks, performance, funding, acquisitions, and projects as well as developing and maintaining investment documentation and artifacts.
- (2) are responsible for communicating investment needs and updates to the appropriate investment executive and business owners, leadership, regional IT system security managers, and the Capital Planning and Investment Control (CPIC) Team.
- (3) are responsible for maintaining a FAC-P/PM, Senior Level, certification with the IT Core Plus specialization, if they are an investment manager for a Major investment.

G. IT system project managers, system managers, system security managers, and project team members are responsible for implementing IT design, development, acquisition, operation, security, investment management, and maintenance requirements for assigned systems. This includes keeping Reclamation directors, investment executive and business owners, division chiefs, area managers, regional IT system security managers, and IMT investment managers, aware of IT system requirements, critical milestones, investment requirements, security issues, and staff training needs.

H. Managers and supervisors are responsible for ensuring compliance with Reclamation and Department-level IMT portfolio management program requirements within their organizations. This includes following and enforcing applicable IMT requirements

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related to the design, development, operation, and maintenance of investments supporting mission-related operations or activities (e.g., developing and reviewing IMT portfolio artifacts, following IMT acquisition and life-cycle documentation requirements, and ensuring compliance with IMT security policies and procedures).

### 5. Definitions.

#### A. Information Management and Technology or IMT.

See [IRM P05](#).

#### B. Information Technology or IT.

See [IRM P05](#).

#### C. IMT Investment.

An expenditure of IMT resources for a collection of IMT components (e.g., systems, technologies, telecommunication systems, information services) to address mission delivery and management support. An IT investment may include a project or projects for the development, modernization, enhancement, or maintenance of a single IT asset or group of IT assets with related functionality and the subsequent operation of those assets in a production environment.

#### D. IMT Portfolio.

A collection of all IMT investments identified within Reclamation.

#### E. IT System.

A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.

### 6. Review Period.

The originating office will review this release every 4 years.