

Reclamation Manual

Directives and Standards

Definitions

1. **Activity Lifecycle Phases.** Includes planning, development / modernization / enhancement, operations and maintenance, and decommissioning / disposition.
2. **Administrative Costs.** Any management, financial, and other expense which is incurred by or allocated to a business unit and which is for the general management and administration of the business unit as a whole. Examples of administrative costs types include the following: financial management; budget; acquisitions\financial assistance; general administrative, clerical, and office services; civil rights\equal employment opportunity; human resources; information resources (Information Management and Technology or IMT); property; and public affairs group.
3. **Attribute Table.** A set of custom Reclamation tables created in the Financial and Business Management System (FBMS) that include certain required project attributes to meet legislative, contractual, regulatory, and customer requirements.
4. **Business Warehouse.** The FBMS repository for report generation and creation.
5. **Commitment Item.** Represent budget object codes and revenue source codes within FBMS. These are generally tied to a general ledger account and define how each transaction is to be updated in funds management.
6. **Cost Pools.** Cost pools are low-level categories that are often aligned easily to general ledger accounts. Not only do cost pools make cost allocations easier, they enhance reporting because they can be traced through the technology business management model to reveal the composition of costs. For example, application total cost of ownership (TCO) can be broken down into hardware, software, internal and external labor, outside services, facilities, and telecom cost. Additionally, cost sub-pools can be utilized to capture supplemental information associated with each cost pool, such as expenses, lease payments, depreciation, maintenance & support, travel and other cost types.
7. **Development / Modernization / Enhancement or DME.** DME refers to projects and activities leading to new IMT assets/systems, as well as projects and activities that change or modify existing IMT assets to substantively improve capability or performance, implement legislative or regulatory requirements, or meet an agency leadership request. DME activity may occur at any time during an investment's life cycle. As part of DME, capital costs can include hardware; software development and acquisition costs; commercial off-the-shelf acquisition costs; government labor costs; and contracted labor costs for planning, development, acquisition, system integration, direct project management and overhead support.

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8. **Disposition / Decommissioning.** This refers to the cost of retiring a capital asset once its useful life is completed or a replacement asset has superseded it; disposition costs may be included in operational activities near the end of the useful life of an asset.
9. **Information Management.** The term “information management” means 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.
10. **Information Management and Technology or IMT.** The term “information management and technology” includes the collective definitions articulated in numbers 10, 13, and 14.
11. **IMT Procurement Cadre.** Acquisition staff that procures IMT for Reclamation who are designated and authorized by the Bureau Procurement Chief. The IMT Procurement Cadre consists of the Denver Office Acquisition & Assistance Operations Branch staff along with designated regional acquisition staff whose IMT procurements are coordinated and overseen by the Denver Office Chief of the Contracting Office.
12. **Information Technology or IT.**
 - A. The term "information technology" means any services, equipment or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of information by Reclamation. For purposes of the preceding sentence, equipment is used by Reclamation if the equipment is used by Reclamation directly or is used by a contractor under a contract with Reclamation which:
 - (1) requires the use of such equipment; or
 - (2) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.
 - B. The term "information technology" includes computers, ancillary equipment, 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.

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13. **Information Technology Resources.** The term “information technology resources” means all agency 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, acquisition or interagency agreements that include IT, and the services or equipment provided by such acquisitions or interagency agreements. IT resources do not include grants to third parties, cooperative agreements, or Pub. L. 93-638 contracts, which establish or support IMT not operated by the Federal Government.
14. **Investment.** This term refers to the expenditure of IT resources 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. All IT Investments should have a defined life cycle with start and end dates, with the end date representing the end of the currently estimated useful life of the Investment, consistent with the Investment’s most current alternatives analysis if applicable. When the asset(s) is essentially replaced by a new system or technology, the replacement should be reported as a new, distinct Investment, with its own defined life cycle information.
15. **Maintenance.** Maintenance refers to the activity necessary to keep an asset functioning as designed during the operations and maintenance phase of an investment. Maintenance activities may also include, but are not limited to, system upgrades, technology refreshes, and security patch implementations. Some maintenance activities should be managed as projects. As defined in the Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10, maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended.
16. **Master Data.** Common data elements (i.e., fund type, fund, functional area, work breakdown structure/funded program, funds center/cost center, and commitment item) that:
 - A. enable FBMS users to share information across functional areas; and
 - B. are essential information needed for executing transactions in FBMS.
17. **Operations.** This term refers to the day-to-day management of an asset in which the asset is in operations production environment and produces the same product or provides a repetitive service. Operations include, but are not limited to, activities that operate data centers, help desks, operational centers, telecommunication centers, and end-user support services.
18. **Planning.** Planning refers to preparing, developing, or acquiring the information used to design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions;

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and establish realistic cost, schedule, and performance goals for the selected alternative, before either proceeding to full acquisition of the capital project or useful component or terminating the project. Planning must progress to the point where the Agency is ready to commit to achieving specific goals for the completion of the acquisition before proceeding to the acquisition phase. Information gathering activities to support planning may include market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. Planning may be general to the overall Investment or may be specific to a useful component. For Investments developed or managed using an incremental or agile methodology, planning will be conducted throughout the entire acquisition, focusing on each iteration/sprint.