Reclamation Manual
Directives and Standards

BUREAU OF — RECLAMATION

Information Technology Lifecycle Management Plan

<mark>Insert Region/Office Name</mark>

U.S. Department of the Interior   <mark>Date</mark>

SUPERSEDES IRM TRMR-125 (660) 12/4/2020 and minor revisions approved 08/29/2021
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Executive Summary

As stipulated in Reclamation Manual (RM) 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 (IMT) Portfolio Management* (IRM P03).

IT Lifecycle Management Plan Focus Area	Key Actions
Personal Computers	•
iPhones and iPads	•
Telecommunications Equipment – Local Area Network (LAN) and Wide Area Network (WAN)	•
Telecommunications Equipment – Voice	•
Telecommunications Equipment – Video	•
Industrial Control System (ICS)	•
Other Information Technology	•
Warranty Extension	•

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Section 1: Personal Computers

Reclamation personal computers (PCs), including the PC power cords and docking stations, 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 Bureau of Reclamation's (Reclamation) 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 IT Accountable Assets*.)

1.2   PC Replacements

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

1.3   IT Investment

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

1.4   Risk Management

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

Risk	Mitigation Strategy

1.5   Support Needed

(Describe support needed.)

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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 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 IRM 08-18, Paragraph 6.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 FBMS, *FBMS 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.)

Risk	Mitigation Strategy

2.5 Support Needed

(Describe support needed.)

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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.)

Risk	Mitigation Strategy

3.5 Support Needed

(Describe support needed.)

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Section 4: Telecommunications Equipment – Voice

Reclamation Voice over Internet Protocol equipment will have a 7-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC 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.)

Risk	Mitigation Strategy

4.5 Support Needed

(Describe support needed.)

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Section 5: Telecommunications Equipment – Video

Reclamation Video equipment will have a 5-year lifecycle which starts from the date the property asset is received. Supervisors and IRMC members must ensure Video equipment older than 5 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.)

Risk	Mitigation Strategy

5.5 Support Needed

(Describe support needed.)

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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., HMIs), unidirectional gateways, displays, and remote processing units (i.e., RPUs). A more detailed list of IMT items considered to be ICS-specific can be found on the Intranet IMT Storefront. 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.)

Risk	Mitigation Strategy

6.5 Support Needed

(Describe support needed.)

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Section 7: Other Information Technology

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.)

Risk	Mitigation Strategy

7.5 Support Needed

(Describe support needed.)

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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.)

Risk	Mitigation Strategy

8.3 Support Needed

(Describe support needed.)

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Acronyms Page (adjust for acronyms used)

Acronym	Definition
AAMD	Acquisition and Assistance Management Division
ACIO	Associate Chief Information Officer
ACISO	Associate Chief Information Security Officer
BBO	Bureau Budget Officer
BCISO	Bureau Chief Information Security Officer
BDD	Business Decision Documents
BY	Budget Year
CDM	Continuous Diagnostics & Mitigation
CFO	Chief Financial Officer
CFOC	Chief Financial Officer's Council
CIO	Chief Information Officer
CISO	Chief Information Security Officer
CLT	Core Leadership Team
CPIC	Capital Planning and Investment Control
CSAM	Cyber Security Assessment Management
eCPIC	Electronic Capital Planning and Investment Control System
EOD	Enterprise Operations Division
FBMS	Financial Business Management System
FISMA	Federal Information Security Management Act
FITARA	Federal Information Technology Acquisition Reform Act
ICS	Industrial Control System
IEM	IBM Endpoint Management
ILCM	Integrated Lifecycle Management
IMT	Information Management and Technology
IMTLT	Information Management and Technology Leadership Team
IMTSSD	Information Management and Technology Service Strategy Division
IRBAC	Information Resources Business Advisory Council
IRMC	Information Resources Management Council
IRO	Information Resources Office
ISSO	Information System Security Officer
MSO	Mission Support Organization
PAB	Policy, Administration and Budget
RDs	Regional Directors
RISSM	Regional Information System Security Managers
RMSD	Risk Management Services Division
RLT	Reclamation Leadership Team
SCADA	Supervisory Control and Data Acquisition
SLAs	Service Level Agreements
SOPs	Standard Operating Procedures
WBS	Work Breakdown Structure
WCF	Working Capital Fund

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Appendix A: Milestone Table

IT Management Plan Focus Area	Milestone	Milestone Lead	Action / Task	Target Due Date
Personal Computers				
iPhones and iPads				
Telecommunications Equipment – LAN and WAN				
Telecommunications Equipment – Voice				
Telecommunications Equipment – Video				
ICS				
Other Information Technology				
Warranty Extension				

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