

# Reclamation Manual

## Directives and Standards



### United States Department of the Interior

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



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3.1.03

VIA ELECTRONIC MAIL ONLY

#### Memorandum

To: All Reclamation Employees

Through: Diana M. Terrell  
Head of the Contracting Activity

DIANA  
TERRELL

Digitally signed by DIANA  
TERRELL  
Date: 2022.05.26  
14:40:59 -06'00'

From: Karla J. Smiley  
Associate Chief Information Officer

KARLA  
SMILEY

Digitally signed by KARLA  
SMILEY  
Date: 2022.06.06  
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Subject: Information Management and Technology (IMT) Procurement Procedures and Approvals –  
Reclamation IMT Circular 18-01 Version 4

- A. Purpose:** The purpose of this memorandum is to revise and replace IMT Circular 18-01, Version 3 by updating the procedures and required approvals for all IMT procurement requirements 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- C. Expiration Date:** Until superseded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 Bureau of Reclamation (Reclamation) IMT procurement procedures and updates and replaces IMT Circular 18-01, Version 3 (October 13, 2021).

The significant revisions from IMT Circular 18-01, Version 3 are as follows:

1. Moved iPads from the process in Section H.1. for “Desktops, Laptops, and iPad Tablets, and Servers” to Section H.4. for “Cellular Devices (Phones and iPad Tablets), Service, Repairs, and Apps” since all iPads will be purchased with cellular service and through Reclamation’s local authorized cellular buyers.
  2. Simplified Section H.5. Headphones/Headsets.
  3. Inserted new Section H.6. to address webcams.
  4. Revised Sections H.7.b.(iii) and (iv) to reference “recurring purchase” instead of “software subscription/licenses” to be consistent with the revisions made to the forms.
- E. Authorities:** Federal Information Technology Acquisition Reform Act (FITARA) and Departmental Manual, Part 212, Chapter 24.

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### F. Definitions:

1. Associate Chief Information Officer (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) Information Technology (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 RFID-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 of the Interior (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.

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The Department further defines major IT investments as those that meet at least one of the following criteria:

- a. IT investments previously reported to OMB as major IT investments unless approved by the Department for non-major categorization or decommissioning;
  - b. \$5M annual cost or > \$35M lifecycle cost;
  - c. Importance to the mission or significant role in administration of programs, finances, property, or other resources;
  - d. Integral part of the Department's Enterprise Roadmap;
  - e. Mandated by legislation or Executive Order, or identified by the Secretary as critical;
  - f. Greater than \$1M development, modernization, and enhancement (DME) in the current fiscal year;
  - g. High risk as determined by OMB, General Accountability Office (GAO), Congress and/or the Chief Information Officer (CIO); or
  - h. E-Government, Departmental, cross-cutting/Enterprise-wide (across more than one office or bureau).
16. Micro-Purchase Threshold – Defined in Federal Acquisition Regulation (FAR) 2.101.
  17. Radio Equipment – Including but not limited to HF, VHF, UHF, microwave, SCADA, Hydromet, Geographic Information, and Land Mobile Radio (LMR) systems related to Law Enforcement, Security, and Dam Safety purchases.
  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 Reclamation Manual Directive and Standard, *Administrative Cost Tracking: Information Management and Technology (IMT) Cost Tracking in the Financial and Business Management System (FBMS)* (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 (Phones and iPad Tablets), Service, Repairs, and Apps in Section H.4) is described in Section H.7. Unique or additional requirements apply to specific commodities as follows: Desktops, Laptops, and Servers (Section H.1.); Audio Visual Requirements (Section H.2.); Radio Equipment (Section H.3.); Cellular Devices (Phones and iPad Tablets), Service, Repairs, and Apps (Section H.4.); and Headphones/Headsets (Section H.5.), and Webcams (Section H.6.).

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 ICS, environment of operation, or security posture, regardless of categorization.

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

**1. Desktops, Laptops, and Servers**

All requirements for desktops, laptops, and servers (regardless of dollar amount) must adhere to the following procedures:

**a. Desktops and Laptops**

All requirements for desktops and laptops must follow the process under Section H.7.a., *regardless of dollar amount*. In addition, only standard configuration desktops and laptops may be requested and purchased unless a waiver is completed and approved. If such a waiver



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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.7.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.7.

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.7.

4. **Cellular Devices (Phones and iPad Tablets), 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, iPads, 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](#).

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- 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**  
All headphone/headset requests must go through the IMT Acquisition Cadre. Refer to Information Resource Office's (IRO's) [Enterprise Voice Team SharePoint](#) for the approved headphones/headsets. The request and acquisition process will follow the procedures in Section H.7.
6. **Webcams**  
All webcam requests must go through the IMT Acquisition Cadre. Refer to the approved [Webcams](#) page on the [IMT Storefront](#). The request and acquisition process will follow the procedures in Section H.7.
7. **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, 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 Requester 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 Information Resources Management Council (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.)

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- b. **At or Below the Micro-Purchase Threshold (excluding Desktops, Laptops, 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 home page](#) for detained 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.7.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 Recurring Purchase, Manual Entry for Previous Purchase, and Emergency Purchase forms (see Sections H.7.b.iv. and v. below for when these request forms may be used).
  - iv. Recurring Purchase forms must only be submitted when the request is for the purchase of recurring software subscriptions/licenses, telecommunication services, or internet services including internet services bundled with cable/satellite TV service (but not requirements exclusively for cable/satellite TV service which would not be considered IMT by itself). After all 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 must 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



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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 requestor 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's/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.7.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

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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) 241-9547 or the CCO, IMT Acquisition Cadre at (303) 445-2529.

For the hearing impaired, please call the Federal Relay System at (800) 877-8339 (TTY).