

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 12/4/2021)

- 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.
- Authority:** [Clinger-Cohen Act of 1996](#), February 10, 1996, Division E-Information Technology Management Reform (Pub. L. 104-106; 110 Stat. 679; 40 USC 1401(3)); Federal Information Security Management Act of 2002 (44 USC 3541); Federal Information Cybersecurity Modernization Act of 2014 (Pub. L. 113-283); [National Defense Authorization Act for Fiscal Year 2015](#), January 3, 2014, Division A, Title VIII, Subtitle D-Federal Information Technology Acquisition Reform Act (FITARA), Sections 831-837 (Pub. L. 113-291; 128 Stat. 3439); Executive Order (EO) [13834](#), *Efficient Federal Operations*; Office of Management and Budget (OMB) [Circular A-130](#), *Management of Federal Information Resources*; National Institute of Standards and Technology (NIST) Department of the Interior Departmental Manual (DM) [112 DM 24](#), [212 DM 24](#), [375 DM 19](#), and [376 DM 4](#); OCIO Directive 2013-001, *Promoting Efficient Spending by Limiting Workstations Assigned to the Department of the Interior Employees*; OCIO Directive 2020-006, *Standardizing Computer Purchases to Reinvest Savings in Bureau Missions*; Information Management and Technology (IMT) Circular 18-01, *Information Management and Technology (IMT) Procurement Procedures and Approvals*; Reclamation Manual (RM) Policy, *Reclamation Information Management and Technology (IMT) Portfolio Management*, (IRM P03)
- Approving Official:** Associate Chief Information Officer (ACIO) Information Resources Office (IRO)
- Contact:** Enterprise Operations Division, Enterprise End User Management Office (84-21130)
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1. **Introduction.** EO 13834 requires all Federal agencies to acquire, use, and dispose of electronics in a manner that increases efficiency, eliminates unnecessary use of resources, and protects the environment. 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.

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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 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 laptop¹ loaded with Reclamation standard software² (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 (supervisory discretion in accordance with the memorandum to all Bureau of Reclamation employees, subject: Guidance for the Purchase of Headphones/Headsets, dated June 22, 2020) (Appendix A);
 - F. one docking station; and
 - G. necessary cables to connect IT equipment outlined above.

¹Desktops 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.

²All software must be purchased in accordance with IMT Circular 18-01 (Appendix B) and installed by the servicing information resources office. Employees are prohibited from downloading or installing software on government-furnished IT equipment.

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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 (Appendix B).
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 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. **Other Information Technology.** Supervisors and IRMC members must ensure all other IT not identified in Paragraphs 5.A. and B. are replaced before support is no longer available from the developer, vendor, or manufacturer. Unsupported hardware must be disposed of in accordance with Paragraph 6.E. Unsupported software and operating systems must be 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.
 - D. **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.
 - E. **Lifecycle Management Plans.** Regional IRMC members must develop and maintain lifecycle management plans for all IT in their region; the Washington Office IRMC member must develop and maintain lifecycle management plans for all IT in the Washington Office; and the IRO IRMC member must develop and maintain lifecycle management plans for all IT in the Denver Office. 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](#)).

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

A. Procure.

- (1) Supervisors must request the procurement of IT following the requirements set forth in IMT Circular 18-01 and 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.
- (2) 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 determination of need, source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, 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. iPhones are tracked in MaaS360; they are not accountable IT personal property and do not receive a property tag.
 - (b) The CE must be assigned 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

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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 (AOCPOC) inventory iPhones through the MaaS360 reports and cellular invoices. The resulting inventory report displays the specific cellular telephone information including the activation date and the model year. The CPOC/AOCPOC 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/AOCPOC 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.E. 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 (accountable IT property) or CPOC/AOCPOC (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 in compliance 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) 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 information resources 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

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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.** 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)).

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- 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. **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 1996³. IT, as used in this release, includes components of Industrial Control Systems.
- G. **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 (MaaS360) are maintained in the FBMS or MaaS360, to include mobile devices (i.e., iPhones, iPads) (Interior Property Management Directive 114-60.100).
- H. **Personal Computer or PC.** Desktop or laptop. In relation to this D&S, PC **does not** include mobile devices such as iPhones and iPads.

³This 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](#)).

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____