



THE SECRETARY OF THE INTERIOR
WASHINGTON

ORDER NO. 3309

Subject: Information Technology Management Functions and Establishment of Funding Authorities

Sec. 1 Introduction. Information technology (IT) is an integral part of the Department's operations and cross-cuts all the Department's programs and initiatives. A stable, agile, and secure information technology environment is critical for achieving the Department's mission.

Sec. 2 Purpose. This Order supersedes Secretarial Order 3244, Standardization of Information Technology Functions and Establishment of Funding Authorities, dated November 12, 2002.

Sec. 3 Background. The Clinger-Cohen Act of 1996 (Clinger-Cohen), Office of Management and Budget (OMB) Circular A-130, the Federal Information Security Management Act (FISMA), and OMB Memorandum M-09-02 designate significant responsibility and accountability to the agency Chief Information Officer (CIO) within each Federal agency to effectively manage all IT resources. This Order implements Federal law and prescribes policy within the Department.

Sec. 4 Authority. This Order is issued in accordance with the authority of the Clinger-Cohen Act, OMB Circular A-130, FISMA, and OMB M-09-02.

Sec. 5 Definitions.

- a. "Bureaus and Offices" refers collectively to the bureaus of the Department, Secretarial and equivalent offices, and the immediate offices of the Secretary and the Deputy Secretary.
- b. "Subordinate Organization" refers to an organizational element of any size (state, region, field office, science center, etc.) that is a part of the Department.
- c. "Infrastructure" refers to the collection of systems, components, and services that are necessary for electronic data storage, processing, and transmittal of data. Any equipment connected to any DOI network is an asset of the DOI Infrastructure. Infrastructure includes, but is not limited to, the network, servers, data centers, workstations (desktops, laptops), printers, telecommunications equipment and all software, hardware, and services necessary to operate those systems.

Sec. 6 Policy.

a. The Department will have only one individual with the title and designation of “Chief Information Officer” (CIO) and one individual with the title of the “Deputy Chief Information Officer” (DCIO). No bureau, office, or subordinate organization may designate any other person with the title “Chief Information Officer” or “Deputy Chief Information Officer.”

b. Within 180 days of the date of this Order, each bureau currently having a CIO is required to establish one Senior Executive as an Assistant Director, or the equivalent thereof, for Information Resources unless otherwise authorized by the CIO; bureaus having fewer than 5,000 employees will have a similarly titled position, unless authorized by the CIO. The Assistant Director for Information Resources or equivalent position (collectively ADIRs) will replace the existing position(s) currently titled as CIO within the bureaus and Subordinate Organizations. The ADIR will serve a two year term appointment unless otherwise authorized by the CIO and the Executive Resources Board, and will report to the bureau head. Offices reporting directly to the Secretary are not authorized to establish an ADIR, unless otherwise authorized by the CIO.

c. The CIO reports to the Secretary and receives administrative and management guidance from the Assistant Secretary – Policy, Management and Budget, as well as the Deputy Assistant Secretary – Technology, Information, and Business Services. The CIO also receives management guidance from the Deputy Secretary in his or her role as the Department’s Chief Operating Officer.

d. The CIO will assume oversight, management, ownership, and control of all Departmental IT Infrastructure assets including, without limitation, externally hosted or managed IT services and the delivery of managed services for the use and benefit of the Department, its bureaus, offices, and other authorized beneficiaries or the equivalent thereof.

e. The CIO will establish and periodically revise a position description and at least three performance elements (not including the mandatory department-wide element) that define the major duties and responsibilities for the ADIR position.

f. Bureau heads, with advice and consent of the Department CIO, will:

- (1) select individuals to serve as the ADIR;
- (2) remove individuals from the position of ADIR;
- (3) update position descriptions as directed by the CIO, and incorporate those performance elements mandated by the CIO; and
- (4) provide performance assessments of individuals serving in the position of ADIR, incorporating the CIO’s assessments of the ADIR’s performance.

g. All IT procurement expenditures, over the micro-purchase level, must have the approval of the Office of the Chief Information Officer before funds are obligated via any approved method (e.g., purchase order, task order, reimbursable service agreement, etc.)

Sec. 7 Delegation of Authority. The CIO has the delegated authority of the Secretary necessary to implement and verify compliance with requirements of the Clinger-Cohen Act, other applicable Federal information technology laws and policies, and this Order; approve all recruitment and reassignment actions for all Information Technology positions within the Department; and establish appropriate governance entities that will have the authority to terminate any IT project as they deem necessary or in the best interest of the Department.

Sec. 8 Implementation Responsibilities.


a. The CIO is responsible and will have all the delegated authority of the Secretary necessary for implementing this Order, including, without limitation, the authority to charter teams comprised of staff from the Office of the CIO and the bureaus and offices with the responsibility for planning and implementing this Order.

b. Bureau heads are responsible for assuring timely compliance with the requirements of this Order at all levels of their respective organizations.

c. Bureau ADIRs, under the direction of the bureau heads, and in collaboration with the CIO, will assist in implementation of this Order.

Sec. 9 Implementation Plan. Within six months of this Order, the CIO will present to the Secretary a plan that details the execution of the transition of all IT Infrastructure to the organization, management, ownership, and control of the CIO. The transition will occur over a period not to exceed four (4) years from the date of this Order. This plan will also include the migration to the CIO of all of the IT services, personnel, and IT Infrastructure owned and operated by offices within the Office of the Secretary, and the integration of those services and systems necessary to sustain the geospatial activities of the Department within the Office of the CIO.

Sec. 10 Effective Date. This Order is effective immediately. It will remain in effect until the provisions are converted to the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. Bureaus must complete revisions to their Departmental Manual organization descriptions to reflect the changes within 180 days of the effective date of this Order. Upon completion of the foregoing, the provisions of this Order will terminate, to be replaced by the new Departmental Manual provisions consistent with this Order.


Secretary of the Interior

Date:

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