

SECTION 3
CHAPTER 2
ROLES AND RESPONSIBILITIES POLICY

Bureau and Office Directors have the overall responsibility to monitor bureau progress associated with the mitigation of material weaknesses, non-compliance issues, and other problem areas identified in OIG, GAO, Departmental, and independent reviews. To facilitate the correction of the identified problem areas, an "early warning system" shall be developed for the internal control and audit follow-up program to ensure that Departmental Management is advised of impending problems and recommended solutions that shall ensure that the bureau can complete remedial actions planned for the current fiscal year. This system shall include the Plan of Actions and Milestones (POA&M) process.

The following roles and responsibilities are defined for the ICRs of information systems and IT programs:

- A. Departmental Chief Information Officer - Responsible for the overall ICR program of information systems and IT programs for the department. Provides the department level assurance statement to the Secretary of the Interior.
- B. OCIO ICR Coordinator - Responsible for the annual guidance, support, compliance, and Department level reporting relating to ICRs of information systems and IT programs for the Department. This position is designated to a member of the Cyber Security Division in the Office of the Chief Information Officer.
- C. Bureau and Office Chief Information Officers - Responsible for the overall ICRs of information systems and IT programs within their respective bureau or office.
- D. Bureau and Office IT Security Managers - Responsible for the integrity and quality of ICRs of information systems and IT programs within their respective bureau or office. Responsible for ensuring that weaknesses are tracked and managed in accordance with regulation, policy, and the POA&M process.
- E. System Owners - Responsible for certifying the results of ICRs for their assigned information systems and IT programs.
- F. System Managers - Responsible for approving the results of ICRs for their assigned information systems and IT programs.
- G. System Security Officers - Responsible for planning and conducting ICRs of their assigned information systems and IT programs.