

Department of the Interior
Departmental Manual

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Chapter 11: Information Management and Technology

Originating Office: Bureau of Land Management

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11.1 Assistant Director, Information Management and Technology (AD, IMT) (HQ-500).

The AD, IMT serves as the BLM's Associate Chief Information Officer (ACIO) and ensures compliance with applicable Federal laws, rules, regulations, policies, and procedures outlined by the Office of Management and Budget and the Department's Office of the Chief Information Officer (OCIO). The AD, IMT provides national leadership for budget formulation, budget execution, workforce management, acquisitions, asset management, information technology (IT) operations, cyber security, investment management, enterprise geospatial services, project management, enterprise reporting, customer relationship services, and information assurance, and facilitates engagement of key leadership in the BLM and OCIO.

A. The Directorate is responsible for the BLM-wide information technology infrastructure operations and maintenance; operations and maintenance of the Denver Data Center that serves as the platform upon which both infrastructure and business applications reside; operation and maintenance of the infrastructure that includes support systems, Wide-Area Network/server support, systems engineering, and telecommunications. The Directorate is also responsible for the administration of the software development of life cycle procedures, practices, and guidelines governing the design, development, and integration of all ITIB-approved, custom application systems (including web-based applications) within the BLM and for providing operational support to the following functions: customer relationship management, enterprise geospatial services, cloud services, configuration management, server support, database support, help desk services, systems software support, and enterprise administration.

B. The Directorate includes nine divisions: The division of Enterprise Technology (HQ-505), the Division of Cyber Security (HQ-510); the Division of IT Investment Management (HQ-520); the Division of Enterprise Geospatial Services (HQ-540); the Division of Project Management (HQ-550); the Division of Customer Relationship Management (HQ-560); the Division of Applications, Reporting & Development (HQ-570); the Division of Enterprise Engineering and Infrastructure Operations (HQ-580); and the Division of Interagency Fire and Aviation IT Support (HQ-590).

C. The ACIO oversees the Directorate of Information Management and Technology (IMT). The ACIO reports directly to the Bureau's Deputy Director, with a second line of reporting to the DOI CIO. The DOI CIO approves the selection of the ACIO and delegates certain authorities to them to carry out necessary functions related to the governance,

management, and delivery of IMT within the Bureau. The DOI CIO also provides input into progress reviews and rating narratives. The Directorate contains the following functions to assist the ACIO with meeting the responsibilities described above:

Deputy ACIO. The ACIO is assisted by a Deputy ACIO who reports directly to the ACIO and assists with managing IMT's daily operations to ensure that IMT infrastructure and capabilities are in place to support the mission needs of the Service. This includes providing direct executive leadership and oversight over IMT budget, policy and planning; program, project, and investment management; engineering and infrastructure operations; customer support; application, reporting, and development; geospatial data services; and IT Support for Interagency Fire and Aviation Support.

The following report directly to the ACIO:

1) Chief Technology Officer (CTO) – In coordination with the Departmental Chief Technology Officer, the CTO is the technical authoritative expert in the delivery of all technology concerning systems, applications, data architectures, security, cloud, and compliance. The CTO reports directly to the Associate Chief Information Officer (ACIO), works in conjunction and coordinates the Department's Chief Technology Officer, and is the division chief for the Enterprise Technology Division, whose function is to ensure compliance with all DOI mandates and policies, providing input to Department initiatives, and technology advancements on behalf of the Bureau.

2) Associate Chief Information Security Officer (ACISO) – In coordination with the Departmental Chief Information Security Officer, the ACISO is primarily responsible for supporting the ACIO, on all cybersecurity policy, risk management and decision making, as well as assisting the Service with meeting OMB, Department of Homeland Security, and DOI OCIO security requirements. The ACISO is the division chief for the Cyber Security division which is responsible for all issues related to cybersecurity policy and compliance including assessment and authorization, incident response, contingency planning, continuous monitoring, and vulnerability remediation. The ACISO reports directly to the ACIO with a second line of reporting to the Department's Chief Information Security Officer (CISO). The Department's CISO approves the selection of the ACISO, who reports directly to the ACIO with dotted line responsibility to the CISO. The division performs such functions as compliance, which ensures the organization's posture and activities comply with higher level policy and assist in determining what requirements apply to a given system or effort; risk management, which assists the IMT Directorate in determining and documenting risk posture for decision making, as well as facilitating the selection of safeguards for systems; and cyber services, which provides technical and analytical support to the IMT Directorate to accomplish security monitoring and incident handling, and also serves as lead for the security engineering function.

3) Associate Chief Data Officer (ACDO) – In coordination with the Departmental Chief Data Officer, the ACDO provides advice and assistance to the ACIO regarding data management needs and requirements, focusing on data standardization throughout the Bureau. The ACDO reports jointly to the ACIO and the Assistant Director for Science Applications and works in conjunction and coordinates with the Department's Chief Data

Officer. The division performs such functions as data management, which helps ensure the Service complies with all DOI mandates and data management policies and provides input into Department initiatives, including implementing requirements of the OPEN Government Data Act and the Federal Data Strategy.

The following reports to the Deputy ACIO:

- 1) Investment Management Division– This division assists the ACIO with overseeing the Bureau’s IMT Portfolio and meeting OMB capital planning and investment reporting requirements. The division chief reports directly to the Deputy ACIO.
- 2) Enterprise Geospatial Services Division – This division provides geospatial data services, which involves overseeing and managing enterprise-level geospatial initiatives, systems, and operations on behalf of the Bureau. The division chief reports directly to the Deputy ACIO.
- 3) Project Management Division – This division provides program and project management, which applies planning processes to implementation of mission-driven IT initiatives for the Bureau. The division chief for this division reports directly to the Deputy ACIO.
- 4) Customer Service Management Division - This division is responsible for providing hardware and software customer support. The division includes such functions as customer support, which operates the National Help Desk and provides direct customer support for desktop and mobile services. The division chief reports directly to the Deputy ACIO.
- 5) Application, Reporting, and Development Division – This division is responsible for providing development support for applications and reports. Additionally, it is responsible for all of the Directorate budgeting activities. The division chief reports directly to the Deputy ACIO.
- 6) Enterprise Engineering, Infrastructure, and Operations Division - This division is responsible for installing, configuring, and maintaining the Bureau’s technical infrastructure to support the Bureau mission. This includes planning, developing for enterprise operations. The division includes such functions as hosting and system administration, engineering services, configuration control, telecommunication and collaboration tool implementation for IT operations. In addition, the division includes the Bureau’s Network Operations and Security Center, which is responsible for monitoring all Service network and service operations across the enterprise. The division chief reports directly to the Deputy ACIO.

7) Interagency Fire and Aviation IT Support Division – This division is responsible for providing all IMT services for the National Interagency Fire Center (NIFC). The division chief reports directly to the Deputy ACIO.

The following position reports to the ACISO:

1) Associate Privacy Officer (APO) – In coordination with the Departmental Privacy Officer (DPO), the APO provides privacy program advocacy, oversight, leadership, and guidance in accordance with the Department's privacy regulations and policies. The APO advises the ACIO and other senior leaders on regulatory and policy requirements related to information privacy, ensuring they are implemented throughout the Bureau. The Bureau's privacy program seeks to protect the personal privacy of employees and the public when performing mission activities and ensures that we comply with the Privacy Act of 1974, the E-Government Act of 2002, and other Federal privacy regulations when collecting and maintaining personally identifiable information. The APO reports directly to the ACISO, though the DPO must approve their selection.