

## Department of the Interior Departmental Manual

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**Chapter 14:** Associate Chief Information Officer – Office of Information Resources and Technology Management

**Originating Office:** U.S. Fish and Wildlife Service

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### 142 DM 14

**14.1 The Associate Chief Information Officer (ACIO)** serves as the official who oversees and manages the Office of Information Resources and Technology Management (IRTM) for the U. S. Fish and Wildlife Service (Service).

**14.2 Mission.** IRTM works in collaboration with other Service programs, Regions, and field offices as needed to develop and implement an information management and technology (IMT) program in support of the Service mission and to meet compliance responsibilities and reporting requirements. In providing Service-wide IMT services and support for overall IT operations, IRTM seeks to:

- A. Support the Service’s diverse and geographically distributed workforce,
- B. Provide excellent customer service, and
- C. Minimize redundancies while increasing efficiencies and overall IMT effectiveness.

**14.3 Authority.** The primary authorities for the mission of IRTM and the functions of the ACIO include:

- A. Federal Information Technology Acquisition Reform Act (FITARA), Title VIII Subtitle D of the National Defense Authorization Act (NDAA) for Fiscal Year 2015 [P.L. 113-291].
- B. Information Technology Management Reform Act (ITMRA), also known as the “Clinger-Cohen Act of 1996” [P.L. 104-106, Division E].
- C. The Government Performance and Results Modernization Act of 2010 [P.L. 111-352].
- D. The Federal Information Security Modernization Act (FISMA) of 2014 [44 U.S.C. 101].
- E. The Office of Management and Budget (OMB) Circular A-130, “Management of Federal Information Resources;” OMB Circular A-123, “Management’s Responsibility for Internal Control;” OMB Circular A-11, “Preparation,

- Submission, and Execution of the Budget;” and OMB Circular A-16, “Coordination of Geographic Information and Related Spatial Data Activities.”
- F. The Federal Records Act, as amended [44 U.S.C. 31].
  - G. Charges for Copies of Records [43 U.S.C. 1460].
  - H. Records and Reports [18 U.S.C. Chapter 101].
  - I. Electronic Signatures in Global and National Commerce Act [15 U.S.C. Chapter 96].
  - J. Parks, Forests, and Public Property, National Archives and Records Administration, Records Management [36 CFR Chapter XII, Subchapter B].
  - K. Controlled Unclassified Information [32 CFR Part 2002].
  - L. The Privacy Act of 1974, as amended [5 U.S.C. 552a].
  - M. Government Paperwork Elimination Act (GPEA), Title XVII [P.L. 105-277].
  - N. Section 515 of the Consolidated Appropriations Act, 2001 [P.L. 106-554], Data Quality Act, Information Quality Act.
  - O. Foundations for Evidence-Based Policymaking Act and Open, Public, Electronic, and Necessary (OPEN) Government Data Act [P.L. 115-435].
  - P. The Freedom of Information Act, as amended [P.L. 104-232, 5 U.S.C. 552].
  - Q. 21st Century Integrated Digital Experience Act (IDEA) [P.L. 115-336].
  - R. Section 508 of the Rehabilitation Act of 1973 [29 U.S.C. 794d].
  - S. The E-Government Act (E-GOV) of 2002 [P.L. 107-347].
  - T. Geospatial Data Act of 2018 (GDA) [P.L. 115-254].
  - U. The Paperwork Reduction Act [44 U.S.C. 3501-3520].
  - V. The Intelligence Reform and Terrorism Prevention Act [P.L. 108-458].
  - W. Rehabilitation Act of 1973, as amended [P.L. 105-220].
  - X. Transition to Electronic Records [OMB Memorandum M-19-21].
  - Y. Enabling Mission Delivery through Improved Identity, Credential, and Access Management [OMB Memorandum M-19-17].
  - Z. Improving Implementation of the Information Quality Act [OMB Memorandum M-19-15].
  - AA. Final Information Quality Bulletin for Peer Review, December 16, 2004 [OMB Memorandum M-05-03].
  - BB. OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies [67 FR 8452 (Feb. 22, 2002)].
  - CC. The American Indian Trust Fund Management Reform Act of 1994 [25 U.S.C. 4001].

**14.4 Responsibilities.** The ACIO oversees and directs appropriate parties within IRTM to assist, as appropriate and necessary, with carrying out the following responsibilities:

- A. Providing oversight, planning, vision, and leadership for the governance, management, and delivery of IMT within the Service to ensure that the Service complies with all relevant Federal and Department of the Interior (DOI) laws, regulations, and policies;
- B. Establishing and enforcing policies, procedures, standards, and guidance for managing the Service’s information resources in areas including, but not limited to, IT project

and investment management, information security, privacy, and enterprise IT operations. This includes assisting with the development of IMT-related portions of mission and program-area policies, procedures, standards, and guidance;

C. Establishing and maintaining an IMT Alignment (FITARA) Plan that describes how IRTM aligns with the functions and meets the requirements of the DOI Office of the Chief Information Officer (OCIO);

D. Participating in the decision-making process for all annual and multi-year planning, programming, budgeting, and execution decisions related to IMT through established governance processes;

E. Establishing governance bodies within IRTM to perform necessary policy and decision-making functions, with the approval of the Service Director. The ACIO oversees and participates in these boards, as necessary;

F. Exercising authority over the review and approval of the Service's IMT projects, systems, and investments, as delegated by the DOI OCIO, by:

(1) Establishing policies, processes, and procedures for the purposes of initiating, modifying, or terminating projects, systems, and investments;

(2) Implementing the Department's capital planning and investment control process within the Service to select, control, and evaluate IMT investments in order to maximize the value of those investments;

(3) Conducting periodic reviews of artifacts and development products for the Service's IMT systems and investments;

(4) Providing approval for non-major investments as defined in Departmental capital planning and investment control guidance and reviewing all proposed major investments before forwarding them to the DOI OCIO for final approval;

(5) Reviewing and approving acquisition strategies and plans associated with investments that fall outside of the Acquisition and Procurement Advisory Council (APAC) thresholds prior to the commitment of any funding to assess and manage the risk of those acquisitions;

(6) Providing support to project and investment owners throughout the system lifecycle; and

(7) Certifying that IMT investments are adequately implementing incremental development as defined in OMB capital planning guidance.

G. Assisting Service employees with planning IMT acquisitions, including development projects, contracts, or agreements;

H. Reviewing proposed IMT acquisitions and related strategies and approving those that are within the authority of the ACIO to approve, as determined by the DOI OCIO;

I. Overseeing and managing the Service's IMT workforce by:

(1) Working with the Assistant Director - Management and Administration (AD-MA) to establish competency requirements for Service IMT personnel and to assess those competency requirements to determine if they are adequate for facilitating the achievement of established performance goals;

(2) Maintaining, in coordination with the AD-MA and the DOI OCIO, a workforce planning process and an IMT workforce plan that is updated annually;

(3) Participating in the recruitment, approval, and selection of Service IMT leadership and other individuals, as appropriate. Unless delegated by the DOI OCIO, the ACIO will coordinate with the DOI OCIO to receive approval for hiring actions; and

(4) Coordinating with the AD-MA to establish a Service-wide critical element(s) to be included in all Service IMT performance evaluations.

J. Engaging with the AD-MA and other management officials, and serving on relevant governance bodies throughout the organization, to ensure proper and appropriate integration of IRTM in strategic and risk management activities;

K. Working with Service budget officials to certify budgetary resources for IMT through a Joint Certification Statement;

L. Taking appropriate action to protect the confidentiality, integrity, and availability of the Service's data and digital assets. Overseeing cybersecurity operations, compliance, and risk including removal of compromised systems from the Service and Departmental networks until vulnerabilities are resolved and risks are managed;

M. Facilitating the adoption and implementation of a coordinated and effective geospatial asset management capability that will improve support of mission-critical business requirements within the Service;

N. Responding to requests from and collaborating with the Department and the Office of E-Government and Information Technology (E-Gov) within OMB on IMT-related activities, including cross-agency priority goals, and other quarterly reviews and assessments;

O. Serving as an active member of the Departmental Information Management and Technology Leadership Team (IMTLT) and working with other Departmental IMT leadership groups as necessary on Department-wide IMT initiatives, including efforts to provide shared services across the Department; and

P. Serving as an active member of the Service Directorate team and advising the Service Director on all matters related to IMT.

**14.5 Organization.** The ACIO oversees the Office of IRTM. The ACIO reports directly to the Service's Deputy Director, with a second line of reporting to the DOI OCIO. The DOI OCIO 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 Service. The Office of IRTM contains the following functions to assist the ACIO with meeting the responsibilities described above:

A. Deputy ACIO. The ACIO is assisted by a Deputy ACIO who reports directly to the ACIO and assists with managing IRTM'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 policy and standards development; program, project, and investment management; Service-wide IMT operations; and the Service's records and Freedom of Information Act (FOIA) programs.

B. The following functions either report directly to the ACIO or to the Deputy ACIO:

(1) Division of Operations - This division is responsible for providing the operational support necessary to meet the Service's mission requirements. This includes providing hardware and software customer support; network availability; application services; collaboration tools including data, voice, and video communications services; in addition to operating a Service-wide help desk. The division is broken down into branches. The branches cover customer support, which includes the Service Desk supporting the entire Service customer base in all time zones from sunrise to sunset, as well as the customer relations and training functions; enterprise systems, which oversees and manages all data engineering services, hosting operations, telecommunications, radio operations and the Network Operations and Security Center (NOSC); and application and web services, which includes systems custom development, business solution development, internet services, and software quality assurance. The Chief, IRTM Operations reports directly to the Deputy ACIO.

(2) Division of Policy and Planning - This division is responsible for developing and maintaining the Service's overarching IMT policies and standards, ensuring that they are in accordance with all relevant Federal and Departmental laws, regulations, and policies. These policies and standards make up the overarching framework for operational implementation. In addition to these duties, this division works with the ACIO on strategic planning efforts, collaborating with the OCIO as necessary. The division is broken down into branches. The branches cover IMT standards and governance, which includes IMT policy and governance related to enterprise architecture, configurations, internal controls, lifecycle management, technical standards and integrations; records management, which assures the proper documentation of records for the organization, functions, policies, procedures, and essential records transactions; geospatial information systems, which oversees and supports the Service GIS community and applies national geospatial standards, technology, and applications for the Service; and program project management, which applies planning and project

management processes through implementation of mission-driven IT initiatives, and provides IMT Liaison support to the Regional and field offices; and investment management, which includes overseeing the overall IT Portfolio, investments, IMT spend plans, IMT investment approval and working with DOI on the capital planning investment control process. The Chief, Division of Policy and Planning reports directly to the Deputy ACIO.

(3) Division of the Freedom of Information Act (FOIA) - This division is responsible for the implementation and administration of FOIA within the Service. The division provides centralized FOIA processing and customer service; receives and responds to all FOIA requests for Service records and documents; and provides FOIA policy, procedure, and training to all Service employees. In compliance with Secretarial Orders 3371 and 3378, the FOIA Officer who is responsible for the Service's FOIA function reports to the Deputy Director, through the Deputy ACIO, and has a dual reporting relationship to the Deputy Chief FOIA Officer (DCFO). The DCFO will approve Service FOIA Officers' annual performance plans, provide input into progress reviews and rating narratives, and approve the final rating; serve as deciding official, as appropriate, for disciplinary and performance-based actions against FOIA Officers; and approve recruitment, selection, and reassignment actions for Service/office FOIA Officers.

(4) Division of Cyber Security - This division is primarily responsible for supporting the ACIO in risk awareness and decision making. The division is broken down into branches. The branches perform functions that include compliance, which ensures the organization's posture and activities comply with higher level guidance and assist risk management efforts in determining what guidance and requirements are applicable to a given system or effort; risk management, which assists IRTM in determining and documenting risk posture for decision making, as well as facilitating the selection of safeguards for vulnerabilities and documenting the resulting residual risk; and cyber services, which provides technical and analytical support to IRTM to accomplish security monitoring and incident handling, and also serves as lead for the Security Engineering function. The Cyber Security division assists IRTM and the Service as a whole in meeting its OMB, Department of Homeland Security, National Institute of Standards and Technology, and DOI OCIO cyber requirements and responsibilities. The division is led by the Associate Chief Information Security Officer (ACISO) who serves as the principal technical advisor to the ACIO on all issues related to IT security policy, planning, and compliance including risk management, assessment and authorization, incident response, service contingency planning, continuous monitoring, and vulnerability remediation. The Department's Chief Information Security Officer (CISO) approves the selection of the ACISO, who reports directly to the ACIO with dotted line responsibility to the Department CISO.

(5) 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 within our privacy program. The Service'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 when creating

and maintaining systems that contain private information. The APO reports directly to the ACIO, though the DPO must approve their selection.

(6) Chief Data Officer - This position is responsible for providing advice and assistance to the ACIO regarding data management needs and requirements, focusing on data standardization throughout the Service. They also serve as a liaison between the Service's scientific and IMT communities on data-related issues. The Chief Data Officer reports jointly to the Deputy ACIO and the Assistant Director for Science Applications. The Chief Data Officer works in conjunction with the DOI Chief Data Officer to ensure that the Service is in compliance with Departmental mandates and provides input to Department initiatives.

U.S. Fish and Wildlife Service  
Associate Chief Information Officer – Information Resources and Technology Management

