

ORDER NO. 3244

SIGNATURE DATE: November 12, 2002

Subject: Standardization of Information Technology Functions and Establishment of Funding Authorities

Sec. 1 Purpose. This Order requires all bureaus and offices to standardize their information technology (IT) functional areas to achieve continuity of responsibility and accountability throughout the Department. The Order also assigns approval authority and management responsibility for all IT assets to bureau and office CIOs.

Sec. 2 Background. The Clinger-Cohen Act of 1996 (Clinger-Cohen), and Office of Management and Budget (OMB) Circular A-130 designate significant responsibility and accountability to the CIO within each Federal agency to effectively manage all IT resources. However, the authority and control over management of IT resources have not been fully established or coordinated in the Department, resulting in significant variability among bureaus and offices in implementing IT functions and setting funding priorities. The changes required in this Order replace existing IT functional variations and inconsistencies in funding support with a standard functional organization.

Sec. 3 Authority. This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat.1262), as amended, Clinger-Cohen, and OMB Circular A-130.

Sec. 4 Definition. Bureaus and offices refers collectively to the bureaus of the Department and Secretarial Offices, and the Immediate Offices of the Secretary and the Deputy Secretary.

Sec. 5 Policy.

a. Interior organizations with 5,000 or more employees must have a stand-alone CIO position at the Senior Executive Service level. This position must be a fully participating member of the executive leadership/management teams and report to the bureau or office Director/Deputy Director.

b. The Department=s CIO is responsible for approving all IT expenditures. Bureau and office CIOs are responsible for approving all IT expenditures in their respective organizations to ensure that adequate resources are available to support functions required by OMB Circular A-130 and the Department, and to ensure that expenditures are in accord with the enterprise architecture and capital planning. The Department=s CIO will develop a plan for approval of IT expenditures, including delegation of authority to bureau and office CIOs.

c. The following IT functions must be under the purview of all bureau and office CIO organizations:

(1) technology management (enterprise architecture, capital planning and investment control (CPIC) processes, and information technology acquisition);

(2) security management (system accreditation and certification, access control, and compliance);

- (3) information management (records management, Freedom of Information Act, information quality, Privacy Act, and the Government Paperwork Elimination Act);
- (4) telecommunications management (network security and optimization, bill auditing and analysis, radio spectrum management, and wireless communication);
- (5) inventory and asset management (tracking and accounting of information resources and equipment);
- (6) strategic planning (development and redesign of the organization=s IT work processes);
- (7) project management (monitoring the project scope, schedule, and budget targets); and
- (8) IT career/skills management (developing standards and training requirements for IT professionals).

Sec. 6 Implementation Responsibilities.

- a. The Department=s CIO is responsible for assisting bureau and office directors and CIOs in achieving timely compliance with the standardization requirements and the Department=s policies for IT management.
- b. All bureau and office directors are responsible for assuring timely compliance with the requirements of this Order at all levels of their respective organizations.
- c. The Department=s CIO will serve as the CIO for all offices reporting directly to the Secretary or the Deputy Secretary if those offices have not designated a CIO.

Sec. 7 Expiration 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 and offices must complete revisions to their Departmental Manual organization descriptions to reflect the changes within six months 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.

/s/ Gale A. Norton
Secretary of the Interior

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