



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MAY 17 2016

Personnel Bulletin No. 16-05

SUBJECT: Implementation of the Federal Information Technology Acquisition Reform Act

1. Purpose.

This Personnel Bulletin (PB) establishes the Department of the Interior (DOI or the Department) procedures and guidance on the implementation of the Federal Information Technology Acquisition Reform Act (FITARA) and Common Baseline. This policy provides guidance establishing DOI's plan for recruitment, selection, employment, performance management and accountability related to information management and technology (IMT) practices in accordance with Title VIII, Subtitle D of the National Defense Authorization Act for Fiscal Year 2015, Pub. L. No. 113-291.

2. Authorities.

Title VIII, Subtitle D of the National Defense Authorization Act for Fiscal Year 2015, Pub. L. No. 113-291. Title 5, United States Code (USC) 1104, 2108, 2301, 2302(b), Chapter 31 and 33; 40 USC 11319(b)(2); 29 Code of Federal Regulations (CFR) 1607; 5 CFR Part 300, 315, 316, 317, 319, 330, 332, 337, 338, 352, 371, 430; Departmental Manual Chapter 312; U.S. Department of the Interior Federal Information Technology Acquisition Reform Act Common Baseline and Implementation Plan dated November 13, 2015.

3. Background.

The U.S. Office of Personnel Management and the Office of Management and Budget provided guidance on the FITARA, which was enacted on December 19, 2014. Among other requirements, FITARA requires the Department to establish policies and guidance related to the enhanced role of the Chief Information Officer for IMT hiring, performance management and workforce planning.

4. Responsibilities.

A. The Department

The Department will establish positions, with a reporting structure to the CIO, in each bureau/office to assist in FITARA implementation. These positions will carry the title of Associate Chief Information Officers (ACIO), and will report to the CIO (as the second-line supervisor) and the Deputy Bureau Director (as the first line-supervisor), unless the CIO agrees otherwise in writing. The Department will also create an Associate Chief Information Security Officer (ACISO) and Associate Privacy Officer (APO) position for

each bureau. These positions will report to the DOI CISO and PO, and to the bureau ACIO.

B. CIO

The CIO will establish a new IMT Leadership Team comprised of the CIO, his/her senior leadership team and bureau ACIOs. The ACIO will serve as the senior leader and adviser over all IMT resources within the bureau/office. The ACIO will manage horizontal alignment and coordination of IMT planning, budgeting, acquisition and IMT workforce actions within their bureau/office.

C. Chief Human Capital Officer

The Chief Human Capital Officer (CHCO) will work with the CIO to establish standard position descriptions (PD) and standard performance elements for ACIO, ACISO, and APO positions.

The CHCO, in coordination with the CIO, will review, develop, and/or validate a set of competency requirements for IMT staff, including IMT leadership positions, and develop and maintain a current workforce planning process to ensure the Department can (a) anticipate and respond to changing mission requirements, (b) maintain workforce skills in a rapidly developing IMT environment; and (c) recruit and retain the IMT talent needed to accomplish the mission.

The CHCO, in coordination with the CIO, will issue a policy requiring bureaus to develop an annual IMT workforce plan.

The CHCO, in coordination with the CIO, will develop a Bureau IT Leadership Directory, identifying all bureau officials with the title of CIO or duties of a CIO (i.e., bureau ACIOs). This will be posted as a public dataset and kept up-to-date. The report will identify for each: – Employment type (e.g. GS, SES, SL, ST, etc.) – Type of appointment (e.g. career, appointed, etc.) – Other responsibilities (e.g. full-time CIO or combination CIO/CFO) – Evaluation “rating official” (e.g. bureau head, other official) – Evaluation “reviewing official” (if used) – Whether [agency] CIO identifies this bureau CIO as a “key bureau CIO” and thus requires the [agency] CIO to provide the rating official input into the agency-wide critical element(s). Each bureau ACIO will be equivalent to the “key bureau CIO.” The Leadership Directory is posted on the public website: <http://www.doi.gov/digitalstrategy/bureaudirectory>.

D. Bureaus

All bureaus will develop an annual IMT workforce plan. These bureau-level plans will inform the development of a Departmental IT workforce plan. Bureaus must also have Department-approved IMT alignment plans that align authority for all bureau IMT under their ACIO. The CIO will delegate allowable FITARA authorities on a bureau-by-bureau basis given their progress in meeting FITARA requirements.

5. Recruitment/Selection.

The Department CIO approves the selection of bureau ACIOs. The CIO or his /her designee will be involved in the recruitment and will approve any new bureau ACIO. The Chief Information Security Officer (CISO) or his/her designee will be involved in the recruitment and will approve the selection of the ACISOs. The Privacy Officer or his/her designee will be involved in the recruitment and will approve the selection of all APOs.

Servicing Human Resource Offices (SHRO) will ensure recruitment and selection procedures for any ACIO, ACISO, and APO position is in accordance with merit principles and meets Federal requirements, including appropriate hiring authorities, classification and qualification standards. SHROs will work with the CIO, CISO, Privacy Officer or their designees, as appropriate, to develop recruitment packages for bureau ACIO, ACISO, and APO positions. SHROs will work with Department CIO, CISO, and Privacy Officer, as appropriate, to identify and engage subject matter experts (SME) for GS level positions or rating and ranking panel members for SES/SL level positions in the recruitment and hiring process. The CIO, CISO, and Privacy Officer, as selecting officials, may work with the SHRO to ensure the job opportunity announcement (JOA) is accurate and describes the skills needed to perform the work of the position.

6. Performance Evaluations.

For ACIO positions, the CIO will serve as the reviewing official at plan implementation and at the final rating and will provide input to the rating official for the final rating. For ACISO positions, the CISO will serve as the reviewing official at plan implementation and at the final rating and will provide input to the rating official for the final rating. For APO positions, the PO will serve as the reviewing official at plan implementation and at the final rating and will provide input to the rating official for the final rating.

For positions at the SES level, the FITARA performance element(s) will be an “agency-specific performance requirement” in the Executive Performance Plan (Form DI-2011). For positions at the SL level, the FITARA performance element(s) will be an "Optional Organizational Performance Standard” in the Performance Agreement and Appraisal (Form DI-2002). For positions at the GS level, the FITARA performance element(s) will be a Critical Element in the Employee Performance Appraisal Plan (Forms DI-3100/DI-3100S).

7. IMT Workforce Plans.

Each bureau and office will develop an IMT workforce plan and review and update the plan on an annual basis. The IT workforce plan will describe short-term (1-2 years) and long-term (3-5 years) goals and the ideal workforce needed to achieve the goals. The workforce plan will describe current workforce demographics, occupations and skills expertise and forecast the occupations and skills/expertise needed within the organization in the next 3-5 years. It will identify gaps in occupations and skills/expertise and an action plan for addressing the gaps. The plan will describe the process for monitoring progress in achieving the action plan revising the IT workforce plan. In addition, the plan will describe how the ACIO will engage with bureau

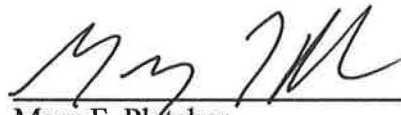
human capital leaders on decisions, policies, processes and procedures pertaining to the management of the IMT workforce. The IMT workforce plan will be submitted to the CIO for approval.

8. Hiring Controls.

Bureaus with an IMT Alignment Plan approved by the CIO may be delegated authority to recruit and select IT Professionals without prior CIO approval required by hiring controls established under the *"Hiring Controls on Positions and Personnel Significantly Engaged in Information Technology Management and Operations"* memorandum, dated April 21, 2011. This delegation must be provided in writing by the CIO. If a bureau has received delegated authority, the Associate Chief Information Officer (ACIO) must provide prior approval of all recruitment actions. The following occupations were identified in the aforementioned hiring controls memo:

- 0390 Telecommunications Processing
- 0391 Telecommunications
- 0392 General Telecommunications
- 0854 Computer Engineering Series
- 0856 Electronics Technical Series
- 1550 Computer Science
- 2210 IT Management

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Attachment

Appendix A: Common Baseline for IT Management and CIO Assignment Plan

Appendix A

Common Baseline for IT Management and CIO Assignment Plan

	Statutory Language (FITARA unless otherwise noted)	1. CIO Role and Responsibilities	2. CXO/Other Roles and Responsibilities
Budget Formulation and Planning	<p>The head of each covered agency ... shall ensure that the Chief Information Officer of the agency has a significant role in—“(i) the decision processes for all annual and multi-year planning, programming, budgeting, and execution decisions”</p> <p>40 U.S.C. § 11319(b)(1)(A)</p>	<p>A1. Visibility of IT resource plans/decisions to CIO. The CFO and CIO jointly shall define the level of detail with which IT resource levels are described distinctly from other resources throughout the planning, programming, and budgeting stages. This should serve as the primary input into the IT capital planning and investment control documents submitted with the budget (formerly Exhibits 53 and 300).</p> <p>B1. CIO role in pre-budget submission for programs that include IT and overall portfolio. The agency head shall ensure the agency-wide budget development process includes the CFO, CAO, and CIO in the planning, programming, and budgeting stages for programs that include IT resources (not just programs that are primarily IT oriented).</p> <p>The agency head, in consultation with the CFO, CIO, and program leadership, shall define the processes by that program leadership works with the CIO to plan an overall portfolio of IT resources that achieve program and business objectives and to develop sound estimates of the necessary IT resources for accomplishing those objectives.</p> <p>C1. CIO role in planning program management. The CIO shall be included in the internal planning processes for how the agency uses IT resources to achieve its objectives. The CIO shall approve the IT components of any plans, through a process defined by the agency head that balances IT investments with other uses of agency funding. This includes CIO involvement with planning for IT resources at all points in their lifecycle, including operations and disposition or migration.</p>	<p>A2. Visibility of IT resource plans/decisions in budget materials. The CFO and CIO jointly shall define the level of detail with which IT resource levels are described as detailed in A1.</p> <p>B2. CIO role in pre-budget submission for programs that include IT and overall portfolio. The agency head shall ensure the agency-wide budget development process includes the CFO, CAO, and CIO as described in B1 and that CIO guidelines are applied to the planning of all IT resources during budget formulation.</p> <p>The CFO and program leadership shall work jointly with the CIO to establish the processes and definitions described in B1.</p> <p>C2. CIO role in program management. CIO, CFO, and program leadership shall define an agency-wide process by that the CIO shall advise on all planning described in C1.</p>
	<p>BUDGET FORMULATION—The Director of the Office of Management and Budget shall require in the annual information technology capital planning guidance of the Office of Management and Budget the following: (i) That the Chief Information Officer of each covered agency ... approve the information technology budget request of the covered agency.</p> <p>40 U.S.C. § 11319 (b)(1)(B)(i)</p>	<p>D1. CIO reviews and approves major IT investment portion of budget request. Agency budget justification materials in their initial budget submission to OMB shall include a statement that affirms:</p> <ul style="list-style-type: none"> the CIO has reviewed and approves the major IT investments portion of this budget request; the CFO and CIO jointly affirm that the CIO had a significant role in reviewing planned IT support for major program objectives and significant increases and decreases in IT resources; and the IT Portfolio (formerly Exhibit 53) includes appropriate estimates of all IT resources included in the budget request 	<p>D2. CIO and CFO Certify IT Portfolio. The CFO shall work with the CIO to establish the affirmations in D1.</p>

	Statutory Language (FITARA unless otherwise noted)	1. CIO Role and Responsibilities	2. CXO/Other Roles and Responsibilities
Acquisition and Execution	<p>The head of each covered agency ... shall ensure that the Chief Information Officer of the agency has a <u>significant role in</u>—(i) the decision processes for all annual and multi-year planning, programming, budgeting, and <u>execution decisions</u>... and (ii) the <u>management</u>, governance and <u>oversight processes</u> related to [IT]...</p> <p>40 U.S.C. § 11319(b)(1)(A)</p> <p>The Director of the Office of Management and Budget shall require in the annual information technology capital planning guidance of the Office of Management and Budget the following: That the Chief Information Officer of each covered agency certify that information technology investments are adequately implementing incremental development, as defined in</p>	E1. Ongoing CIO engagement with program managers. The CIO should establish and maintain a process to regularly engage with program managers to evaluate IT resources supporting each agency strategic objective. It should be the CIO and program managers' shared responsibility to ensure that legacy and on-going IT investments are appropriately delivering customer value and meeting the business objectives of programs.	E2. Ongoing CIO engagement with program managers. Program managers shall work with the CIO to define IT performance metrics and strategies to support fulfillment of agency strategic objectives defined in the agency's strategic plan.
		F1. Visibility of IT planned expenditure reporting to CIO. The CFO, CAO and CIO should define agency-wide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources.	F2. Visibility of IT planned expenditure reporting to CIO. The CFO, CAO and CIO shall define agency-wide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources.
		G1. CIO defines IT processes and policies. The CIO defines the development processes, milestones, review gates, and the overall policies for all capital planning, enterprise architecture, and project management and reporting for IT resources. At a minimum, these processes shall ensure that the CIO certifies that IT resources are adequately implementing incremental development (as defined in the below definitions). The CIO should ensure that such processes and policies address each category of IT resources appropriately—for example, it may not be appropriate to apply the same process or policy to highly customized mission-specific applications and back office enterprise IT systems depending on the agency environment. These policies shall be posted publicly at agency.gov/digitalstrategy, included as a downloadable dataset in the agency's Public Data Listing, and shared with OMB through the IDC. For more information, see OMB Circular A-130: Management of Information Resources.	
		H1. CIO role on program governance boards. In order to ensure early matching of appropriate IT with program objectives, the CIO shall be a member of governance boards that include IT resources (including "shadow IT" or "hidden IT"—see definitions), including bureau Investment Review Boards (IRB). The CIO shall notify OMB of all governance boards the CIO is a member of and at least annually update this notification.	H2. Participate with CIO on governance boards as appropriate.

Statutory Language (FITARA unless otherwise noted)	1. CIO Role and Responsibilities	2. CXO/Other Roles and Responsibilities
<p>capital planning guidance issued by the Office of Management and Budget.</p> <p>40 U.S.C. § 11319</p>	<p>11. Shared acquisition and procurement responsibilities. The CIO reviews all cost estimates of IT related costs and ensures all acquisition strategies and acquisition plans that include IT apply adequate incremental development principles (see definitions).</p>	<p>12. Shared acquisition and procurement responsibilities. The CAO, in consultation with the CIO and—where appropriate—CFO, shall ensure there is an agency-wide process to ensure all acquisitions that include any IT²³</p> <ul style="list-style-type: none"> • are led by personnel with appropriate federal acquisition certifications (FACs)²⁴, including specialized IT certifications as appropriate; • are reviewed for opportunities to leverage acquisition initiatives such as shared services, category management, strategic sourcing, and incremental or modular contracting and use such approaches as appropriate; • are supported by cost estimates that have been reviewed by the CIO; and • adequately implement incremental development
<p>The CIO monitors the performance of information technology programs of the agency, evaluates the performance of those programs on the basis of the applicable performance measurements, and advises the head of the agency regarding whether to <u>continue, modify, or terminate a program or project.</u></p> <p>40 U.S.C. § 11315(c)(2)</p>	<p>J1. CIO role in recommending modification, termination, or pause of IT projects or initiatives. The CIO shall conduct TechStat reviews or use other applicable performance measurements to evaluate the use of the IT resources of the agency. The CIO may recommend to the agency head the modification, pause, or termination of any acquisition, investment, or activity that includes a significant IT component based on the CIO's evaluation, within the terms of the relevant contracts and applicable regulations.</p>	
<p>IN GENERAL.—A covered agency other than the Department of Defense— (1) may not enter into a contract or other agreement for information technology or information technology services, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of the agency.</p> <p>40 U.S.C. § 11319 (b)(1)(C)(i)(b)</p>	<p>K1. CIO review and approval of acquisition strategy and acquisition plan Agencies shall not approve an acquisition strategy or acquisition plan (as described in FAR Part 7²⁴) or interagency agreement (such as those used to support purchases through another agency) that includes IT without review and approval by the agency CIO. For contract actions that contain IT without an approved acquisition strategy or acquisition plan, the CIO shall review and approve the action itself.</p> <p>The CIO shall primarily consider the following factors when reviewing acquisition strategies and acquisition plans:</p> <ul style="list-style-type: none"> • Appropriateness of contract type; • Appropriateness of IT related portions of statement of needs or statement of work; • Appropriateness of above with respect to the mission and business objectives supported by the IT strategic plan; and • Alignment with mission and program objectives in consultation with program leadership. 	<p>K2. CAO is responsible for ensuring contract actions that contain IT are consistent with CIO-approved acquisition strategies and plans. The CAO shall indicate to the CIO when planned acquisition strategies and acquisition plans include IT. The CAO shall ensure the agency shall initiate no contract actions or interagency agreements that include IT unless they are reviewed and approved by the CIO or are consistent with the acquisition strategy and acquisition plan previously approved by the CIO.</p> <p>Similar process for contract modifications. CAO shall also ensure that no modifications that make substantial changes to the scope of a significant contract are approved that are inconsistent with the acquisition strategy and acquisition plan previously approved by the CIO unless the modification is reviewed and approved by the CIO.</p>

²³ Federal acquisition certifications such as FAC-C (Contracting), FAC-P/PM (Project and Program Managers), and FAC-COR (Contracting Officers Representative).

²⁴ Federal Acquisition Regulation: Part 7 available at <http://www.acquisition.gov/far/html/FARTOCP07.html>

	Statutory Language (FITARA unless otherwise noted)	1. CIO Role and Responsibilities	2. CXO/Other Roles and Responsibilities
	<p>IN GENERAL.—A covered agency ...— “(1) may not request the reprogramming of any funds made available for information technology programs, unless the request has been reviewed and approved by the Chief Information Officer of the agency</p> <p>40 U.S.C. § 11319 (b)(1)(C)(ii)(H)</p>	<p>L1. CIO approval of reprogramming. The CIO must approve any movement of funds for IT resources that requires Congressional notification.</p>	<p>L2. CIO approval of reprogramming. The CIO shall ensure any notifications under L1 are approved by the CIO prior to submission to OMB.</p>
Organization and Workforce	<p>PERSONNEL-RELATED AUTHORITY.—Notwithstanding any other provision of law, for each covered agency ... the Chief Information Officer of the covered agency shall approve the appointment of any other employee with the title of Chief Information Officer, or who functions in the capacity of a Chief Information Officer, for any component organization within the covered agency.</p> <p>40 U.S.C. 11319 (b)(2)</p> <p>Delegation of authority ... (b) In addition to the authority to delegate conferred by other law, the head of an agency may delegate to subordinate officials the authority vested in him—(1) by law to take final action on matters pertaining to the employment, direction, and general administration of personnel under his agency...</p> <p>5 U.S.C. 362 (b)(1)</p>	<p>M1. CIO approves bureau CIOs. The CIO shall be involved in the recruitment and shall approve the selection of any new bureau CIO (includes bureau leadership with CIO duties but not title—see definitions). The title and responsibilities of current bureau CIOs may be designated or transferred to other agency personnel by the agency head or his or her designee as appropriate, and such decisions may take into consideration recommendations from the agency CIO</p>	
	<p>The Chief Information Officer of an agency ... (A) assesses the requirements established for agency personnel regarding knowledge and skill in information resources management and the adequacy of those requirements for facilitating the achievement of the</p>	<p>N1. CIO role in ongoing bureau CIOs' evaluations. The CHCO and CIO shall jointly establish an agency-wide critical element (or elements) included in all bureau CIOs' performance evaluations. In cases where the bureau CIO is a member of the Senior Executive Service and the agency uses the Basic SES Appraisal System, this critical element(s) is an "agency-specific performance requirement" in the Executive Performance Plan. Each such agency may determine that critical element(s) (ECQs) contain these requirements. For agencies that do not use the Basic SES Appraisal System or for bureau CIOs who are not members of the SES, then these shall be critical elements in their evaluations.</p> <p>The [agency] CIO must identify "key bureau CIOs" and provide input to the rating official for this critical element(s) for at least all "key bureau CIOs" at the time of the initial summary rating and for any required progress reviews. The rating official will consider the input from the [agency] CIO when determining the initial summary rating and discusses it with the bureau CIO during progress reviews.</p>	<p>N2. CIO role in ongoing bureau CIOs' evaluations. The CHCO and CIO shall jointly establish an agency-wide critical element (or elements) for the evaluation of bureau CIOs as described in N1.</p>

Statutory Language (FITARA unless otherwise noted)	1. CIO Role and Responsibilities	2. CXO/Other Roles and Responsibilities
<p>performance goals established for information resources management.</p> <p>(B) assesses the extent to which the positions and personnel at the executive level of the agency and the positions and personnel at management level of the agency below the executive level meet those requirements.</p> <p><i>40 U.S.C. § 11315(c)(3) (Clinger-Cohen Act)</i></p>	<p>O1. Bureau IT Leadership Directory. CIO and CHCO will conduct a survey of all bureau CIOs and CIO and CHCO will jointly publish a dataset identifying all bureau officials with title of CIO or duties of a CIO. This shall be posted as a public dataset based on instructions in the IDC by August 15, 2015 and kept up-to-date thereafter. The report will identify for each:</p> <ul style="list-style-type: none"> • Employment type (e.g. GS, SES, SL, ST, etc.) • Type of appointment (e.g. career, appointed, etc.) • Other responsibilities (e.g. full-time CIO or combination CIO/CFO) • Evaluation "rating official" (e.g. bureau head, other official) • Evaluation "reviewing official" (if used) • Whether [agency] CIO identifies this bureau CIO as a "key bureau CIO" and thus requires the [agency] CIO to provide the rating official input into the agency-wide critical element(s) described in N1 <p>P1. IT Workforce. The CIO and CHCO will develop a set of competency requirements for IT staff, including IT leadership positions, and develop and maintain a current workforce planning process to ensure the department/agency can (a) anticipate and respond to changing mission requirements, (b) maintain workforce skills in a rapidly developing IT environment, and (c) recruit and retain the IT talent needed to accomplish the mission.</p>	<p>O2. Bureau IT Leadership Directory. CHCO will work with CIO to develop the Bureau IT Leadership Directory as described in O1</p> <p>P2. IT Workforce. CIO and CHCO—and CAO where relevant—shall develop a set of competency requirements for IT staff, including IT leadership positions, and develop and maintain a current workforce planning process to ensure the department/agency can (a) anticipate and respond to changing mission requirements, (b) maintain workforce skills in a rapidly developing IT environment, and (c) recruit and retain the IT talent needed to accomplish the mission.</p>
<p>The head of each agency shall designate a Chief Information Officer who shall report directly to such agency head to carry out the responsibilities of the agency under this subchapter.</p> <p><i>44 U.S.C. § 1506 (Clinger-Cohen Act)</i></p>	<p>Q1. CIO reports to agency head (or deputy/COO). As required by the Clinger Cohen Act and left in place by FITARA, the CIO "shall report directly to such agency head to carry out the responsibilities of the agency under this subchapter."</p> <p>This provision remains unchanged, though certain agencies have since implemented legislation under which the CIO and other management officials report to a COO, Undersecretary for Management, Assistant Secretary for Administration, or similar management executive; in these cases, to remain consistent with the Clinger Cohen requirement as left unchanged by FITARA, the CIO shall have direct access to the agency head (i.e., the Secretary, or Deputy Secretary serving on the Secretary's behalf) regarding programs that include information technology.</p>	

CIO Assignment Plan

It is critical that the agency CIO retain accountability for the roles and responsibilities identified in the Common Baseline. As agency environments vary considerably, CIOs may find that decisions about some IT resources included in the Common Baseline may be more appropriately executed by other agency officials, such as a bureau CIO or even parts of program or procurement communities. This must be done in a way to allow the agency CIO to retain accountability.

For the responsibilities other than those detailed in D1 and M1 of the above chart (budget approval and bureau CIO appointment), the CIO may designate other agency officials to act as a representative of the CIO in aspects of the above processes in a rules-based manner, such as by a dollar threshold, type of planned IT activity, or by bureau. This designation shall be developed in consultation with the CFO, CAO, CHCO, and other Senior Agency Officials, as appropriate. Even if a representative is substituted for the CIO, the CIO retains accountability for the assigned role or responsibility and thus must ensure the overall suitability of selected officials. Because the selected official represents the CIO, CIOs should monitor the ongoing suitability of this designation and revise as appropriate. This allows the CIO to define a rules-based manner to select representatives such members of the CIO's office, or a bureau CIO, to represent the CIO for portions of the Common Baseline responsibilities described above (such as for contract review of purchases of less than a certain dollar threshold).

Agencies which plan to use such a rules-based method must describe it in a "CIO Assignment Plan" (Plan) and submit it for OMB approval as detailed in Section B above. Plans must show evidence that the CIO retains accountability for the designated alternative agency officials' involvement and decisions and that the appropriate level of rigor shall be executed by this official in place of the CIO. The agency shall post the Plan publicly at agency.gov/digitalstrategy and include it as a downloadable dataset in the agency's Public Data Listing not more than 30 days following the Plan's approval by OMB.

Legal text of FITARA: *"A covered agency... may use the governance processes of the agency to approve such a contract or other agreement if the Chief Information Officer of the agency is included as a full participant in the governance processes." Also, "[t]he head of each agency shall ensure that the Chief Information Officer of the agency has a significant role in... the decision processes for all annual and multi-year planning, programming, budgeting, and execution decisions, related reporting requirements, and reports related to IT and ...the management, governance and oversight processes related to [IT]."*

40 U.S.C. § 11319(b)(1)(A) and (C)(i)(III)

Summary of Common Baseline for IT Management

Common Baseline for IT Management				
Section Responsibility	Budget Formulation	Budget Execution	Acquisition	Organization & Workforce
Visibility	A1: Visibility of IT resource plans/decisions to CIO A2: Visibility of IT resource plans/decisions in budget materials	F1, F2: Visibility of IT expenditures reporting to CIO		
Planning	B1, B2: CIO role in pre-budget submission for programs C1, C2: CIO role in planning program management		I1: Shared acquisition and procurement responsibilities	P1, P2: IT Workforce planning
Governance		H1, H2: CIO role on program governance boards F2: Participate with CIO on governance boards J1: CIO role in modification, termination, or pause of IT G1: CIO defines IT processes and policies	K2: CAO is responsible for ensuring contract actions which require IT are consistent with CIO-approved plans and strategies I1, I2: Shared acquisition and procurement responsibilities	Q1: CIO reports to agency head (or to Deputy COO)
Program Collaboration		E1, E2: Ongoing CIO engagement with program managers		N1, N2: CIO role in ongoing bureau CIOs' evaluations O1, O2: Bureau IT leadership Directory
Certifications & Approvals	D1, D2: CIO reviews and approves major IT investment portion of budget request	L1, L2: CIO approval of reprogramming requests	M1: CIO review and approval of acquisition strategy and acquisition plan	M1: CIO approval of new bureau CIOs

CIO ASSIGNMENT PLAN (optional)