

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION	Number: DR 3145-001
SUBJECT: Oversight and Management of the Federal Information Technology Acquisition Reform Act (FITARA)	DATE: September 13, 2016
	OPI: Office of the Chief Information Officer (OCIO), Federal Information Technology Acquisition Reform Act (FITARA) Operations Office

<u>Section</u>	<u>Page</u>
1. Purpose	1
2. Special Instructions/Cancellations	2
3. Background	2
4. Scope	3
5. Policy	3
6. Roles and Responsibilities	4
7. Policy Exceptions	8
8. Compliance	9
9. Inquiries	9
10. Acronyms and Abbreviations	9
11. Authorities and References	10

1. PURPOSE

This Departmental Regulation (DR) establishes the United States Department of Agriculture (USDA) policy governing the oversight and management of the *Federal Information Technology Acquisition Reform Act* ([FITARA](#)). FITARA requires that the Department's Chief Information Officer (CIO) coordinate FITARA-related activities with other senior Department officials including: the Chief Financial Officer (CFO), the Chief Acquisition Officer (CAO), Chief Operating Officer (COO, represented by the USDA Deputy Secretary), Senior Procurement Executive (SPE), the Chief Human Capital Officer (CHCO), and the Director of the Office of Budget and Program Analysis (OBPA). The USDA CIO, CFO, COO, CAO, SPE, CHCO, and OBPA, as a group, shall herein be identified as the CXOs. The CXOs are tasked with fully defining and understanding the costs of agency Information Technology (IT) investments, products, and services to be included/incorporated into the

USDA budget formulation, budget execution, acquisition, and IT workforce planning processes.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This DR is effective immediately, once published.
- b. All USDA agencies and staff offices shall align their policies and procedures, as appropriate, with this DR within 6 months of the published date.

3. BACKGROUND

The FITARA was enacted on December 19, 2014, and outlines specific requirements related to:

- a. CIO authority enhancements;
- b. Enhanced transparency and improved risk management in IT investments;
- c. Portfolio reviews;
- d. Expansion of training and use of IT cadres;
- e. Requirements of the Data Center Optimization Initiative ([DCOI](#));
- f. Maximizing the benefit of the Federal strategic sourcing initiative (SSI) as part of IT Category Management; and
- g. Federal software purchasing programs that are also part of IT Category Management.

In order to provide more specific guidance for the implementation of FITARA, the Office of Management and Budget (OMB) Memorandum [M-15-14](#), *Management and Oversight of Federal Information Technology*, was issued. The objectives of M-15-14 state that each covered Agency shall conduct a self-assessment that identifies current conformity with, or gaps in conformity with, a Common Baseline and Implementation Plan (herein known as the Common Baseline), and articulate an implementation plan describing the changes it will make to ensure that all common baseline responsibilities are either implemented or provisioned for by December 31, 2015. The self-assessment shall include a discussion of how Agency senior leaders and program leaders will work in partnership to facilitate the successful implementation of the common baseline and how the Agency CIO will be enabled as a strategic partner integrated in shaping Agency strategies, budgets, and operations.

In response to FITARA, and objectives further delineated in the M-15-14, the USDA developed the [United States Department of Agriculture Federal Information Technology](#)

[Acquisition Reform Act Common Baseline and Implementation Plan](#) (the “*Common Baseline*”), dated November 14, 2015, which further delineates the role of USDA’s CIO in establishing an inclusive, integrated governance process that manages IT as a strategic resource. The USDA has also established the [Actions and Milestones Table](#) to track and identify the progression of tasks related to the success of the common baseline. The USDA *Common Baseline* establishes a framework for USDA to implement the specific authorities that FITARA gives to the [Chief Financial Officers \(CFO\) Act of 1990](#) Agency CIOs, and builds upon the responsibilities outlined in the [Clinger-Cohen Act of 1996](#). The *Common Baseline* speaks to the roles and responsibilities of the CXOs.

In conjunction with the activities listed above, the USDA has strengthened the existing IT governance process to ensure that the USDA CIO actively engages with all key stakeholders involved in the IT governance process. The [DR 3130-010](#), *United States Department of Agriculture Enterprise Information Technology Governance* policy provides clear lines of authority from the Secretary and Deputy Secretary to the USDA CIO. The USDA CIO, or designee, will engage at the Departmental level and throughout all agencies and staff offices, using IT governance bodies and decision making processes in the key areas of finance, budget, acquisition, and human resources. The USDA CIO will engage directly with these stakeholders, ensuring active involvement in policy decisions that are related to IT.

4. SCOPE

This DR applies to all USDA agencies, staff offices, employees, appointees, contractors, and others who work for or on behalf of USDA.

5. POLICY

- a. The USDA shall ensure engagement at both the Department level and within the agencies and staff offices to consistently align USDA’s budget, finance, acquisitions, human resources, and IT communities to FITARA.
- b. The USDA CIO shall utilize enhanced authority to ensure the following: greater transparency and risk management of IT investments, the review of agency and staff office portfolios, the consolidation of data centers, the expansion of training and use of IT cadres, maximizing the benefit of the Federal SSIs, and Federal software purchasing programs.
- c. The USDA shall ensure all applicable policies, procedures, and governance structures are consistent with FITARA’s requirements.
- d. The USDA CIO shall, where authorized by FITARA, delegate authority for fulfilling FITARA requirements.

6. ROLES AND RESPONSIBILITIES

All roles and responsibilities identified in FITARA, and further delineated in the M-15-14, are in effect. Below are the roles and responsibilities specific to the USDA.

- a. The Deputy Secretary serving as the USDA COO shall:
 - (1) Make final recommendations to the Secretary concerning major IT investments proceeding through the USDA IT governance process;
 - (2) Consult with USDA Mission Area Under Secretaries and the USDA CIO as necessary to review and prioritize the USDA major IT investments portfolio; and
 - (3) Be responsible for overseeing progress towards implementing FITARA actions within the *Common Baseline* and the *Actions and Milestones Table*.

- b. The USDA CIO shall:
 - (1) Advise the Secretary and Deputy Secretary on USDA enterprise IT governance matters;
 - (2) Be responsible for advising and assisting the Under Secretaries, agency and staff office CIOs, and executive governance boards, in executing IT investments and IT governance oversight;
 - (3) Serve as the principal senior official for developing, establishing, executing, and maintaining the USDA IT governance process, which is the cornerstone of FITARA oversight and management;
 - (4) Develop a Departmental assignment plan to delegate aspects of the *Common Baseline* to other Department officials;
 - (5) Review and approve policy waiver exception requests;
 - (6) Provide a Delegation of Authority Memorandum, should an agency or staff office assume responsibility for a *Common Baseline* activity, to that agency or staff office CIO in a rules-based manner; and
 - (7) Address other USDA CIO and Office of the Chief Information Officer (OCIO) responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- c. The USDA CFO shall:
 - (1) Provide financial analysis to the USDA CIO and his or her staff in support of evaluating and monitoring investments;
 - (2) Be responsible for capturing spending information which will be electronically accessible to the USDA CIO in order to assist in evaluating the compliance of investments; and
 - (3) Address other CFO and Office of the Chief Financial Officer (OCFO) responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- d. The Director of OBPA shall:
 - (1) Coordinate with the OCIO in the development of guidance for agency and staff office submissions of IT-related budget materials as part of the budget formulation process;
 - (2) Collaborate with the OCIO in the review and analysis of budget proposals with IT impacts;
 - (3) Coordinate with the OCIO in the development of guidance for agencies and staff offices on budgetary reprogramming activities and associated Congressional notification requirements where there is an impact on IT; and
 - (4) Address other OBPA responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- e. The Assistant Secretary for Administration (ASA) serving as the CAO shall:
 - (1) Be accountable for overall strategy and management of IT acquisitions;
 - (2) Review the IT acquisition process in coordination with the SPE, USDA CIO, and the CFO;
 - (3) Delegate policy and oversight aspects of IT acquisitions to the SPE; and
 - (4) Address other CAO responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- f. The SPE, within the Office of Procurement and Property Management (OPPM), shall:
 - (1) Be responsible for establishing policy regarding the acquisition of IT products and services and ensuring that IT procurements comply with applicable laws, regulations, guidance, and procedures;

- (2) Collaborate with the USDA CIO to issue FITARA-based policy related to the acquisition of IT products and services, including policy to ensure IT acquisitions are approved by the USDA CIO prior to obligating funds; and
 - (3) Address other SPE/OPPM responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.
- g. The CHCO, within the Office of Human Resources Management (OHRM), shall:
- (1) Be responsible for the administration of USDA performance management and employment policies for CIO-level positions in the Senior Executive Service (SES), Senior Level (SL), and General Schedule (GS);
 - (2) Collaborate with the OCIO to establish a formal Standard Operating Procedure (SOP) for recruitment and selection packages for SES/SL/GS positions;
 - (3) Notify the OCIO staff of the need to participate on recruitment boards for staffing SES CIO positions; and
 - (4) Address other CHCO/OHRM responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.
- h. The FITARA Operations Officer, within the OCIO, shall:
- (1) Be responsible for establishing the processes and procedures that will bring USDA into compliance with FITARA;
 - (2) Be responsible for setting direction for FITARA enterprise-level IT initiatives, sponsoring/coordinating enterprisewide implementation of the initiatives, and facilitating stakeholder interactions relevant to the initiatives related to the implementation of FITARA in alignment with [DR 3107-001](#), *Management of USDA IT Enterprise Initiatives* and [Departmental Manual \(DM\) 3107-001](#), *Management of USDA IT Enterprise Initiatives Procedures*;
 - (3) Assist USDA agencies and staff offices in establishing management practices that align IT resources with the Department's strategic missions, goals, programmatic priorities, and statutory requirements as related to FITARA processes;
 - (4) Establish Departmentwide IT management controls that meet FITARA requirements while providing agencies and staff offices with the flexibility to adapt to Department processes and unique mission requirements;
 - (5) Establish and update, as needed, the *Common Baseline* for roles, responsibilities, and authorities of the USDA CIO and the roles and responsibilities of other applicable Senior Department Officials in managing IT as a strategic resource;

- (6) Strengthen the USDA CIO's accountability for IT cost, schedule, performance, and security;
 - (7) Provide Department-level oversight that will ensure consistent Departmentwide interpretation and use of FITARA terms and requirements;
 - (8) Lead the Department's effort in establishing and executing an inclusive governance process that will enable effective planning, programming, budgeting, and execution for IT resources;
 - (9) Receive, review, and provide recommendations to the USDA CIO on policy waiver exceptions;
 - (10) In keeping with FITARA provisions, provide appropriate visibility and involvement of the USDA CIO in the management and oversight of IT resources across the USDA; and
 - (11) Address other FITARA Operations Officer and OCIO responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.
- i. The Executive Officer for Enterprise Management (EM) shall:
- (1) Collaborate with the OHRM to advise and provide guidance to agency and staff offices on recruitment and selection activities for component CIO-level positions. "CIO level" is defined as SES/SL/GS positions classified as having a key IT role for a component organization;
 - (2) Collaborate with the OHRM to advise and provide guidance to agency and staff offices in establishing and implementing a formal documented process for the USDA CIO's involvement in the performance evaluation of Mission Area, agency, and staff office (component) CIOs;
 - (3) Collaborate with the OHRM in establishing a documented process for the review/concurrence of performance assessments for agency and staff office CIO positions at the SES and GS-15 level who are voting members of the USDA CIO Council;
 - (4) Collaborate with the OHRM in establishing a documented process for USDA CIO involvement in the recruitment and selection of SES and GS-15 agency and staff office CIO positions who are voting members of the USDA CIO Council; and
 - (5) Address other EM responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- j. The Director of IT Workforce Planning (ITWP) shall:
 - (1) Collaborate with OHRM, OPPM, and the FITARA Operations Officer in identifying, analyzing, and addressing IT workforce competency gaps; and
 - (2) Address other ITWP responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- k. The IT Category Manager, within the OCIO EM, shall:
 - (1) Collaborate with the CIO, CAO, and CFO communities and FITARA Operations Officer in identifying, analyzing, and addressing IT Category Management key principles to acquire and manage the organization's common requirements in a more collaborative and coordinated way;
 - (2) Work closely with the Federal IT Category Manager to develop and implement IT category-specific strategies, including, but not limited to, gathering agency sales and pricing data and developing teams of experts;
 - (3) Report on the success of IT Category Management through the assessment of metrics, including increasing savings, reducing duplication, increasing spend under management, and achieving government-wide small business goals, as well as other relevant measures to the Federal IT Category Manager, OMB, and other interested parties on category management issues; and
 - (4) Address other IT Category Management responsibilities as outlined in the *Common Baseline* and the *Actions and Milestones Table*.

- l. Agency and Staff Office CIOs shall:
 - (1) Be engaged in the oversight and management of IT investments as presented in the *Common Baseline* for their respective IT portfolios;
 - (2) Update agency and staff office processes, procedures, and policies based on guidance from the CXOs' advisories and notices, as well as other FITARA-related policies and guidance; and
 - (3) Support implementation of FITARA activities and milestones as provided for in the *Common Baseline* and the *Actions and Milestones Table*.

7. POLICY EXCEPTIONS

All USDA agencies and staff offices are required to conform to this policy. In the event that a specific policy requirement cannot be met as explicitly stated, the agency or staff office may submit a waiver request memoranda. These waiver requests shall explain the reason for

the request, identify compensating controls/actions that meet the intent of the policy, and identify how the compensating controls/actions provide a similar or greater level of compliance than the policy requirement. Agencies and staff offices shall address all policy waiver request memoranda to the USDA CIO and submit the request to AgITGovernance@ocio.usda.gov, with “FITARA” in the subject line, for review and determination. Upon receipt of requests, the FITARA Operations Officer will review and provide recommendations to the USDA CIO.

8. COMPLIANCE

- a. All USDA agencies and staff offices shall be in compliance with this DR and other USDA policies and advisory notices by providing required FITARA products as identified in the *Common Baseline* and the *Actions and Milestones Table*.
- b. Agencies and staff offices not able to create the required products shall submit a waiver as noted in Section 7 of this DR.

9. INQUIRIES

Direct all questions concerning this DR to the FITARA Operations Officer at AgITGovernance@ocio.usda.gov, with “FITARA” in the subject line.

10. ACRONYMS AND ABBREVIATIONS

ASA	Assistant Secretary for Administration
CAO	Chief Acquisition Officer
CFO	Chief Financial Officer
CHCO	Chief Human Capital Officer
CIO	Chief Information Officer
COO	Chief Operating Officer
CXO	Senior Agency Official such as a CAO, CFO, CHCO, CIO, COO
DCOI	Data Center Optimization Initiative
DM	Departmental Manual
DR	Departmental Regulation
EM	Enterprise Management
FITARA	Federal Information Technology Acquisition Reform Act
GS	General Schedule
IT	Information Technology
ITWP	IT Workforce Planning
OBPA	Office of Budget and Program Analysis
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OHRM	Office of Human Resources Management

OMB	Office of Management and Budget
OPPM	Office of Procurement and Property Management
P.L.	Public Law
SES	Senior Executive Service
SL	Senior Level
SOP	Standard Operating Procedure
SPE	Senior Procurement Executive
SSI	Strategic Sourcing Initiative
U.S.C.	United States Code
USDA	United States Department of Agriculture

11. AUTHORITIES AND REFERENCES

[*Chief Financial Officers \(CFO\) Act of 1990*](#), 31 U.S.C. § 902

[*Clinger-Cohen Act of 1996*](#), 40 U.S.C. §1401, et seq. (1996)

Federal Information Technology Acquisition Reform Act (FITARA), P.L. 113-291, 128 Stat. 3292 (December 19, 2014)

OMB, Federal Chief Information Officer and Administrator, Office of Information and Regulatory Affairs Memorandum, [*Applying FITARA Baseline to Statistical Agencies and Units*](#), May 4, 2016

OMB, [*M-15-14*](#), *Management and Oversight of Federal Information Technology*, June 10, 2015

OMB, [*M-16-19*](#), *Data Center Optimization Initiative (DCOI)*, August 1, 2016

USDA, [*DM 3107-001*](#), *Management of USDA IT Enterprise Initiatives Procedures*, May 18, 2016

USDA, [*DR 3105-001*](#), *USDA Chief Information Officers Council*, April 6, 2016

USDA, [*DR 3107-001*](#), *Management of USDA IT Enterprise Initiatives*, May 12, 2016

USDA, [*DR 3130-008*](#), *Definition of Major Information Technology Investments*, February 27, 2015

USDA, [*DR 3130-009*](#), *Non-Major Information Technology (IT) Investments*, November 18, 2015

USDA, [*DR 3130-010*](#), *United States Department of Agriculture Enterprise Information Technology Governance*, December 3, 2015

USDA, [Actions and Milestones Table](#), April 29, 2016

USDA, [The Agriculture Acquisition Regulation](#)

USDA, [Procurement Advisories](#)

USDA, [United States Department of Agriculture Federal Information Technology Acquisition Reform Act Common Baseline and Implementation Plan](#), version 2.0, November 14, 2015

-END-