



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

DEPUTY DIRECTOR
FOR MANAGEMENT

October 21, 2008

M-09-02

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Clay Johnson III

SUBJECT: Information Technology Management Structure and Governance Framework

After meeting with the departments and agencies regarding their Information Technology (IT) portfolio, I want to reaffirm and clarify the organizational, functional and operational governance framework required within the Executive Branch for managing and optimizing the effective use of IT. The IT governance framework addresses management structure, responsibilities and authorities of Heads of Departments and Agencies and their Chief Information Officers (CIOs) in planning, acquiring, securing, and operating and managing IT systems and assets within the agency. Please note the IT governance framework is not inclusive of all duties and responsibilities of CIOs.

In order to assure effective management for IT and minimize any disruption during the upcoming transition or any transition of leadership, please review the attached IT governance framework and summarize your agency's current alignment with each element of the framework via signed memorandum by December 1, 2008. This summary may also include information on activities currently underway or other related management plans. OMB's Office of E-Government and Information Technology is here to assist you and your CIO in the implementation of this framework.

In particular, this framework includes the requirement for Heads of Departments and Agencies to consult with the Director of the Office of Management Budget (OMB) prior to appointing an Agency-Appointed CIO, and to advise the Director on matters regarding the authority, responsibilities and organizational resources of the CIO, per OMB Circular A-130 (published November 28, 2000), Section 9, Assignment of Responsibilities. Consultation with OMB on CIO appointments should be factored into your agency's selection process, and OMB will ensure its input into such selections is expeditious.

If you have questions regarding this requirement, please contact Karen Evans, Administrator of the Office of Electronic Government and Information Technology at (202) 395-1181.

Attachment

I. Organizational Structure and Reporting Relationships of IT Executives and Senior Managers

- A. The Department or Agency has a designated executive-level Chief Information Officer (CIO) reporting to the head of the organization, with formal and full responsibility for all requirements set forth in promulgating statutes, regulations and guidance of Public Law 104-106, "Clinger-Cohen Act of 1996," Public Law 107-347, "E-Government Act of 2002," Title 44 U.S. Code Section 3506 "Federal Agency Responsibilities," Federal Acquisition Regulation Part 39, "Acquisition of Information Technology," and Office of Management and Budget (OMB) Circular A-130, "Transmittal Memorandum #4, Management of Federal Information Resources."
- B. The Agency CIO has ultimate responsibility for the governance, management and delivery of IT mission and business programs within the Department, and has an effective operative means of meeting this responsibility.
- C. The CIO may review the qualifications of and provides input into the selection process for IT and IT-related executive and senior management positions within the Agency and organizational components thereof.
- D. IT executives and senior managers in all organizational components of the Agency have clear responsibilities and accountability for adhering to Agency IT policy and direction established by the CIO.
- E. The CIO may establish and provide evaluations and appraisals in collaboration with the appropriate supervisors of record for at least one critical performance element within the performance plans of IT and IT-related executives and senior managers within the Agency and organizational components thereof.

II. Authorities to Set IT Policy and Implementing Procedures

Except where otherwise authorized by law, regulation, or other policy, the CIO has the authority to set Agency-wide IT policy, including all areas of IT governance such as enterprise architecture and standards, IT capital planning and investment management, IT asset management, IT budgeting and acquisition, IT performance management, risk management, IT workforce management, IT security and operations, and information security.

III. Authorities to Select, Plan, Control and Evaluate Investments in and Acquisition of Information Systems and Information Technology

Except where otherwise authorized by law, regulation, or other policy, the Agency head is responsible for the following activities. The Agency CIO shall be the lead agency official in taking the necessary actions to ensure such activities are completed. Thus, the Agency head:

- A. Is responsible for ensuring all Agency business and mission policies, processes, and IT and IT-related programs comply with the Federal Enterprise Architecture;

- B. Ensures the organization's enterprise architecture data is visible and accessible to other federal agencies and mission partners to the extent necessary for other organizations to leverage those resources, and works collaboratively with other agencies and organizations on enterprise architecture issues and opportunities;
- C. Ensures IT and IT-related systems, assets and services acquired and existing within the organization do not unnecessarily duplicate those available from other federal agencies, and are planned for and managed throughout their lifecycle;
- D. Shall include the Agency CIO in budget formulation, preparation, prioritization and presentation activities, including determining and evaluating IT resource requirements in support of mission execution and program administration and support;
- E. Shall include the Agency CIO in Agency and component budget execution and resource allocation and planning activities for IT and systems development, operations, and services as appropriate to ensure resources are expended in accordance with established IT policy;
- F. Shall include the Agency CIO in the selection, planning, review, and oversight of major IT and IT-related investments and acquisitions, development projects, and contracts or agreements for goods or services, and in evaluating and providing approval to proceed at the earliest state possible prior to initiating procurements or advancing to subsequent phases of system development and/or acquisition;
- G. Reviews the status and progress of projects and activities in the Agency IT investment portfolio to determine whether to continue, suspend, re-baseline or cancel projects or components thereof, including any associated current or planned acquisitions; and
- H. Has established means for ensuring investment management, risk management, information security, and systems development lifecycle management policy compliance, including periodic review of artifacts and development products for IT investments and activities developed within or for component organizations.