

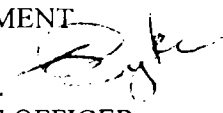



## Department of Energy

Washington, DC 20585

September 28, 2007

MEMORANDUM FOR INGRID KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH: THOMAS N. PYKE, JR.   
CHIEF INFORMATION OFFICER

FROM: THEANNE GORDON   
ASSOCIATE CHIEF INFORMATION OFFICER  
INFORMATION TECHNOLOGY PLANNING,  
ARCHITECTURE, AND E-GOVERNMENT

SUBJECT: Issue of DOE O 200.X, *Information Technology Management*  
(Revision of DOE O 200.1)

PURPOSE: The primary purpose of this revised Order is to establish a consistent, coordinated approach for managing Information Technology (IT) investments across the Department. The Order identifies the objectives, components, and responsibilities for implementing processes to ensure the effective management of information and information systems within the Department. Through enhanced IT management processes, the Department will realize the business value of IT; facilitate greater reuse of existing resources; ensure compliance with federal legislation, directives, and guidance; and provide management with information to support decision-making resulting in more efficient and effective use of Departmental resources.

The Order represents a consolidation of other IT related Orders and guidance into this revision of DOE O 200.1 and is needed to address open Inspector General and Government Accountability Office findings and recommendations. Attachment B to this memorandum provides a sample of the audit findings and recommendations that will be addressed through this Order. The outcomes of this Order will result in additional related guidance on managing IT investments.

The Order institutes policy and guidance to:

- Develop, implement, and maintain a robust framework for managing information, information resources, and information technology investments;



- Identify roles and responsibilities for managing IT investments, down to the program level, including the Department's contractors.

This Order applies to all DOE elements, including the National Nuclear Security Administration.

**JUSTIFICATION:**

Due to the importance of information technology's role in advancing the mission of the Department of Energy, this Order has been developed to establish policies and procedures for effectively managing IT investments to ensure mission success. The Order identifies requirements for implementing IT management processes to better facilitate decision-making and overall project management.

The Order supports the Department's strategic goal for Management Excellence, which is designed to strengthen the integrated business management approach throughout DOE with clearly-defined roles, responsibilities, and accountability in managing its services, businesses, data, and IT assets across all levels of the Department. As part of the Department's shared commitment to corporate strategic goals, program offices play a key role in managing IT investments and ensuring results are achieved. By actively supporting the policies outlined in this Order, program and staff offices will continue to ensure that resources are effectively utilized and managed as enterprise assets. The Order clearly identifies expectations and requirements for managing investments across DOE.

The issuance of this Order will assist in complying with the IT management requirements identified in the Office of Management and Budget (OMB) Circulars A-130 and A-11. The Order also satisfies the recommendations in the Inspector General's Reports, Development and Implementation of the Department's Enterprise Architecture, dated April 21, 2005, and Facility Contractor Acquisition and Management of Information Technology Hardware, dated June 22, 2007.

The Order does not duplicate existing laws, regulations or national standards, nor does it create undue burden on the Department.

**IMPACT:**

The implementation of this order is expected to increase savings and enhance the productivity of the Department by improving the efficiency and effectiveness of IT resources. Additionally, adequate program planning will ensure that: IT Management is well-organized; program-level efforts are consistent with Department-wide efforts; and costs and schedules are better controlled.

CONTACT: TheAnne Gordon, ACIO Information Technology Planning,  
Architecture, and E-Government, 6-9958.

DECISION:

Concur: \_\_\_\_\_

Nonconcur: \_\_\_\_\_

Timeframe: \_\_\_ 30 days \_\_\_ 60 days \_\_\_ 90 days \_\_\_ 120 days

Date: \_\_\_\_\_

**Attachment A:** Proposed schedule for developing DOE Order 200.X using Directive Track 3 of the Directives Process Track

Milestone	Date
Submit draft of Justification memo and Directive to Associate CIO for IT Planning, Architecture and E-Government	August 6, 2007
Coordinate internal review with ACIOs	August 15, 2007
Incorporate comments received from internal review	August 28, 2007
Coordinate internal review with Deputy CIO and CIO	September 17, 2007
Incorporate comments received from internal review	September 24, 2007
Submit Justification memo to MA-90 for review	September 28, 2007
Obtain comments from MA-90 on Justification memo	October 12, 2007
Incorporate Justification memo comments from MA-90 and resubmit to MA-90	October 19, 2007
Submit Order to RevCom for Department-wide coordination	October 31, 2007
Complete initial review of Order—Comments due	November 30, 2007
Resolve comments from review	December 31, 2007
Complete second review of Order—Concurrence due	January 11, 2008
Resolve outstanding comments from second review (if required) or prepare and send final draft to MA-90 for approval	February 5, 2008

**Attachment B: Sample List of Orders, Memorandums, and Audit Findings Addressed Through DOE Order 200.X**

- IG-0647, *System Development Activities at Selected Management Contractors* (April 22, 2004)
- IG-0686, *Development and Implementation of the Department's Enterprise Architecture* (April 21, 2005)
- IG-0718, *Management of the Department's Computer Software Enterprise License Agreements* (January 20, 2006)
- IG-0768, *Facility Contractor Acquisition and Management of Information Technology Hardware* (June 22, 2007)
- Presidential Memorandum: *Improving Spectrum Management for the 21<sup>st</sup> Century* (November 20, 2004)
- OMB Memorandum M-05-04: *Policies for Federal Agency Public Websites* (December 17, 2004)
- GAO-04-49, *Information Technology Management: Government-wide Strategic Planning, Performance Measurement, and Investment Management Can Be Further Improved* (January 2004)