

**FISH AND WILDLIFE SERVICE
INFORMATION RESOURCES MANAGEMENT**

1.1 What is the purpose of this chapter? This chapter:

- A. Describes the Departmental policies that we must follow for our Service Enterprise Architecture (SEA), and
- B. Identifies the Service officials responsible for ensuring our compliance.

1.2 What is the SEA and where can employees find it?

- A. The SEA is a set of standards, policies, procedures, and guidance aligning our Information Technology (IT) infrastructure with our mission and goals. The SEA helps us to ensure the greatest return on investment from IT efforts by partnering, avoiding duplication, and using standards.
- B. Employees can find the SEA on the Information Resources and Technology Management's (IRTM) Intranet Web site.

1.3 What is our policy? Our policy is to ensure we develop systems that best meet our needs, are compliant with regulations and policy, and do not duplicate effort or expense. To do this we:

- A. Comply with the Department's Enterprise Architecture policies and guidelines, and
- B. Establish clear responsibilities for ensuring compliance and maintaining effectiveness while using our resources efficiently and avoiding unnecessary costs.

1.4 What is the scope of this chapter? This chapter applies to all Service employees who:

- A. Procure, build, or manage information systems;
- B. Specify or acquire IT hardware, software, or services; and
- C. Create, collect, or procure data.

1.5 What are the authorities for this chapter?

- A. Information Technology Management Reform Act of 1996 (Clinger-Cohen Act) (Public Law 104-106).
- B. Office of Management and Budget (OMB) Circular A-11, Preparation, Submission, and Execution of the Budget.
- C. OMB Circular A-130, Management of Federal Information Resources.

1.6 What are the Departmental policies and guidelines with which we must comply? We must comply with:

- A. The Department of the Interior Enterprise Architecture, including the
 - (1) Technical Reference Model,
 - (2) Enterprise Transition Strategy, and

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(3) Modernization Blueprints.

B. The documentation requirements for the Department of the Interior Enterprise Architecture Repository (DEAR).

C. Information Technology Capital Planning and Investment Control (IT CPIC) Guide.

D. Office of the Chief Information Officer (OCIO) Directive 2008-020, Designation, Management, and Enforcement of Authoritative Data Sources.

E. OCIO Directive 2009-002 Population and Maintenance of the Departmental Enterprise Architecture Repository (DEAR) and manual, Departmental Enterprise Architecture Repository Data Maintenance Procedures Manual.

1.7 Who is responsible for the Service's Enterprise Architecture?

A. The Assistant Director – Information Resources and Technology Management:

(1) Is the Chief Information Officer (CIO) for the Service;

(2) Develops policy for using and maintaining the SEA;

(3) Designates a Service Chief Architect; and

(4) By the end of the second quarter of each fiscal year, ensures and certifies that the Service's data in the DEAR is accurate and complete.

B. The Assistant Directors and Regional Directors:

(1) Ensure that their staffs comply with the policy in this chapter, and

(2) Appoint Chief Technology Officers (CTOs) for their programs/Regions.

C. The Service IT Investment Review Board (ITIRB):

(1) Is comprised of Directorate members, Deputies, Assistant Regional Directors, and Project Leaders, all of whom the Deputy Director appoints (also see 270 FW 2);

(2) Meets quarterly, at a minimum;

(3) Makes recommendations to the Director regarding IT investments, other than Departmentally mandated systems, to ensure they are cost effective and meet OMB, Department, and Service requirements; and

(4) Considers input from the Service Chief Architect regarding enterprise architecture when evaluating and approving IT investments.

D. The Service Chief Architect:

(1) Serves on the Service ITIRB and helps them make IT investment decisions,

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(2) Assists system owners and managers to develop information systems that comply with the Service and Department's enterprise architectures, and

(3) Manages and maintains the Service's system inventory in the DEAR.

E. The Regional and Program CTOs:

(1) Ensure that the people in their Regions and programs are aware of the SEA,

(2) Inform the Service Chief Architect about new and existing information systems and efforts to modernize or expand existing systems, and

(3) Make sure system owners and managers:

(a) Participate in the Service's process for evaluating new IT initiatives, and

(b) Send all new IT initiatives, i.e., planned hardware/system acquisitions and software development or modifications, to IRTM for review and approval using a New IT Initiative Request (NIIR) form. You can find the NIIR form on the IRTM Intranet Web site.

F. Information System Owners and Managers:

(1) Assess commercial off-the-shelf software packages to determine if they meet their needs before building new information systems;

(2) Work with the Service Chief Architect to:

(a) Identify opportunities to partner with internal and external organizations to develop information systems before beginning development,

(b) Ensure that the technologies under consideration for new and updated information systems are approved in the Department's Technical Reference Model,

(c) Determine if new information systems are part of activities included in a draft or completed modernization blueprint, and if so, comply with the blueprint efforts. Modernization blueprints are plans for a segment of our activities or a line of business. A modernization blueprint includes:

(i) A description of business processes and recommendations for business process reengineering;

(ii) Recommendations for new information systems we need; and

(iii) Identification of information systems to retire, combine, or make interface with other systems.

(d) Ensure that the DEAR accurately describes our information systems.

(3) Work with the appropriate Regional or Program CTO to follow the Service's process for reviewing new IT initiatives. Send all new IT initiatives (acquisitions, development, and modifications) to IRTM for review and approval by the Chief Technology Officer Council (CTOC), IRTM, and the ITIRB using the NIIR form (available on the IRTM Intranet Web site).

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(4) Work with the Service Data Architect to ensure that data used in information systems complies with Service and Departmental data standards and directives regarding Authoritative Data Sources.

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