



Approved On: MAY - 5 2016

DOJ Policy Statement

INFORMATION TECHNOLOGY ACQUISITION OVERSIGHT

PURPOSE: Establishes policy and assigns responsibilities for enterprise information technology (IT) acquisition oversight as referenced in DOJ Order 0903, and defines the responsibilities for the following roles: the DOJ IT Acquisition Oversight Manager (OM) and the Component IT Acquisition Oversight Manager

SCOPE: All Department components

ORIGINATOR: Justice Management Division, Office of the Chief Information Officer

CATEGORY: (I) Administrative, (II) Information Technology

AUTHORITY: The Federal Information Technology Acquisition Reform Act of 2014; the Clinger-Cohen Act of 1996; DOJ Order 0902 – “Accessible Electronics and Information Technology;” DOJ Order 0903 – “Information Technology Management.”

CANCELLATION: DOJ 2880.1C, Chapter 2, Section 4 – “IT Performance Management” and Section 8 – “IT Acquisition Management”

DISTRIBUTION: Electronically distributed to those referenced in the “SCOPE” section and posted to the DOJ directives electronic repository (SharePoint)

APPROVED BY: 
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ACTION LOG

All DOJ directives are reviewed, at minimum, every 5 years and revisions are made as necessary. The action log records dates of approval, recertification, and cancellation, as well as major and minor revisions to this directive. A brief summary of all revisions will be noted. In the event this directive is cancelled, superseded, or supersedes another directive, that will also be noted in the action log.

Action	Authorized by	Date	Summary
Initial Document Approval	Joseph F. Klimavicz, Deputy Assistant Attorney General, Chief Information Officer	May 5, 2016	Establishes policy and assigns responsibilities for enterprise information technology acquisition oversight as referenced in DOJ Order 0903

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DEFINITIONS

Term	Definition
Cloud Computing	An information system that has the essential characteristics described in the National Institute of Science and Technology (NIST) SP 800-145, <i>The NIST Definition of Cloud Computing</i> : “Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. This cloud model is composed of five essential characteristics, three service models, and four deployment models.” The four deployment models are: Community Cloud, Private Cloud, Public Cloud, and Hybrid Cloud.
Component Chief Information Officer	The person within the component accountable for information technology (IT) management. In components that do not have a designated component Chief Information Officer (CIO) position, this role may apply to IT directors who are responsible for IT management within the component. Components that rely entirely on the Justice Management Division (JMD) for IT management and services are not required to have an individual in this role.
Corporate View	Captures the state of IT at a given point in time. It contains statistics and trends for enterprise information resources that support strategic decision-making.
Enterprise	Synonymous with “Department-wide.”
Enterprise Contracts	Vendor contracts available for use across the Department. These generally offer favorable rates through economies of scale.
Oversight Manager	Oversees the activities of an IT management function, but may not manage the day-to-day activities of the function. The DOJ Oversight Manager (OM) oversees activities enterprise-wide, across components. The component OM oversees activities within the component. The DOJ and component OMs work together to develop standards and procedures (S&Ps) for the function and monitor the performance of the function and compliance with the S&Ps.
Shared Services	IT services available across the Department.

ACRONYMS

Acronym	Meaning
CIO	Chief Information Officer
DOJ	Department of Justice
IT	Information Technology
OM	Oversight Manager
S&Ps	Standards and Procedures
SPE	Senior Procurement Executive

I. Policy

It is the policy of the Department of Justice (DOJ or Department) that:

- Enterprise information technology (IT) acquisition practices comply with the Department’s IT standards, procedures, guidance, and procurement policies.
- Components first consider enterprise shared services and license agreements for IT sourcing, and use such services and agreements as appropriate.

II. Roles and Responsibilities

DOJ Information Technology Acquisition Oversight Manager and the Component Information Technology Acquisition Oversight Manager

The DOJ IT Acquisition OM is the DOJ Chief Information Officer’s (CIO) designee responsible for overseeing enterprise IT acquisition management across the Department. The component IT Acquisition OM is the component CIO’s designee responsible for overseeing IT acquisition management practices within the component. They must:

DOJ IT Acquisition OM	Component IT Acquisition OM
<p>1. IT Acquisition Process. Develop and implement, in cooperation with the Senior Procurement Executive (SPE), an enterprise IT acquisition process that conforms to the Department’s procurement policies and integrates additional processes to ensure that:</p> <ul style="list-style-type: none"> a) the DOJ CIO approves all IT acquisitions (either directly or through delegation to component CIOs) and receives periodic reports from component CIOs on their IT acquisitions; b) IT purchases are sourced through approved IT enterprise contracts and components use shared services, as appropriate; c) reviews are completed for Cloud computing service acquisitions; d) the SPE and DOJ CIO provide, through the Office of Management and Budget (OMB) budget submission, confirmation that DOJ’s IT acquisitions do not duplicate the Administration’s e-Government initiatives. 	<p>1. Adhere to all enterprise IT acquisition processes and obtain DOJ CIO approval for IT acquisitions as required. If the component CIO has delegated authority for approving IT acquisitions, develop and implement a sub-process for obtaining component CIO approval.</p>

DOJ IT Acquisition OM	Component IT Acquisition OM
<p>2. Acquisition Repository. Develop and maintain an enterprise repository of IT acquisitions.</p>	<p>2. Provide information, as required, to build and maintain the enterprise repository of IT acquisitions.</p>
<p>3. EA Contract Language. Coordinate with the DOJ Enterprise Architecture (EA) OM to include enterprise architecture standards in contract language used with commercial vendors and in grant language used with state, local, and tribal governments, as appropriate, and as referenced in the policy statement for IT enterprise architecture 0903.02.</p>	<p>3. Help craft contract language, and ensure that component sponsored contracts and enterprise grants contain appropriate language.</p>
<p>4. Accessibility Contract Language. Coordinate with the DOJ 508 Coordinator to include accessibility standards in contract language used with commercial vendors and in grant language used with state, local, and tribal governments, as appropriate.</p>	<p>4. Help craft contract language, and ensure that component sponsored contracts and enterprise grants contain appropriate language.</p>
<p>5. Project Management Contract Language. Coordinate with the DOJ Investment OM to include project management standards in contract language used with commercial vendors and in grant language used with state, local, and tribal governments, as appropriate.</p>	<p>5. Help craft contract language, and ensure that component sponsored contracts and enterprise grants contain appropriate language.</p>
<p>6. Corporate View. Develop periodic reporting requirements to capture summary acquisition reports from component CIOs. Collect statistics and analyze trends. Monitor enterprise performance through collaboration with component IT Acquisition OMs and provide reports to the DOJ IT Strategic OM, as required, to help build the corporate view.</p>	<p>6. Submit timely and accurate reports on component IT acquisitions to the DOJ IT Acquisition OM, as required.</p>
<p>7. Policy Compliance. Stay abreast of new legislation and regulations. Develop policy and procedures and ensure compliance.</p>	<p>7. Ensure component compliance with DOJ IT acquisition management policy, standards, guidance, and instructions.</p>

Appendix: Relevant Guidance, Procedures, Standards, and Instructions

0900.00.02. Cloud-based Infrastructure as a Service Contract Use - Provides guidance that all DOJ components must follow when acquiring and managing the Department's Cloud-based Infrastructure as a Service using contracting vehicles that are available from federal agencies that source from commercial Cloud service providers and system integrators.