



Approved On: MAY - 5 2016

DOJ Policy Statement

INFORMATION TECHNOLOGY STRATEGY OVERSIGHT

- PURPOSE:** Establishes policy and assigns responsibilities for enterprise information technology (IT) strategy oversight, as referenced in DOJ Order 0903 and defines the responsibilities for the following roles: the DOJ IT Strategy Oversight Manager (OM) and the component IT Strategy 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; and The Clinger-Cohen Act of 1996; DOJ Order 0903 – Information Technology Management.
- CANCELLATION:** DOJ 2880.1C, Chapter 2, Section 1 – “IT Strategic Planning”
- DISTRIBUTION:** Electronically distributed to those referenced in the “SCOPE” section and posted to the DOJ directives electronic repository (SharePoint)

APPROVED BY: *Joseph F. Klimavicz*
Deputy Assistant Attorney General,
Chief Information Officer

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 In the event this directive is cancelled, superseded, or supersedes another directive, that will also be noted in the action log.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 strategy oversight as referenced in DOJ Order 0903

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DEFINITIONS

Term	Definition
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 given point in time. It contains statistics and trends for enterprise information resources that support strategic decision-making.
Enterprise	Synonymous with “Department-wide”
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 oversees activities enterprise-wide, across components. The component Oversight Manager oversees activities within the component. The DOJ and component Oversight Managers 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.

ACRONYMS

Acronym	Meaning
CIO	Chief Information Officer
DOJ	Department of Justice
O/M	Oversight Manager
IT	Information Technology
S&Ps	Standards and Procedures

I. Policy

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

- The DOJ Chief Information Officer (CIO) communicates strategic direction and policy on all information technology (IT) matters for the Department.
- The component CIOs, via the CIO Council, help to set direction and implement strategies to achieve the Department’s strategic goals.

II. Roles and Responsibilities

DOJ IT Strategy O/M and the Component IT Strategy O/M

The DOJ IT Strategy O/M is the DOJ CIO’s designee responsible for overseeing enterprise IT strategic management across the Department. The component IT Strategy O/M is the component CIO’s designee responsible for overseeing IT strategic management practices within the component. They:

DOJ IT Strategy O/M	Component IT Strategy O/M
1. IT Strategic Plan. Lead the development of the DOJ enterprise IT strategic plan, and coordinate with enterprise IT leadership and the DOJ CIO Council.	1. Support the development of the DOJ enterprise IT strategic plan.
2. Monitor Plan Progress. Monitor accomplishments toward achieving the IT strategic goals, and report to the DOJ CIO on the value accrued to the organization from these accomplishments. Review the DOJ enterprise IT strategic plan on a periodic basis to ensure continued alignment to the DOJ mission and goals, and update as needed.	2. Provide periodic updates to the DOJ IT Strategy O/M on progress towards DOJ IT strategic goals, as required.
3. Component Plan Review. Develop and implement a S&P document to review optional component IT strategic plans to ensure alignment with the DOJ IT strategic plan.	3. If desired, may lead the development of an IT strategic plan for the component and submit it to the DOJ IT Strategy O/M for review of its alignment with the DOJ IT strategic plan.

DOJ IT Strategy O/M	Component IT Strategy O/M
4. Corporate View. Provide the corporate view by reporting on the state of enterprise IT at given points in time and evaluating trends.	4. Report to the DOJ IT Strategy O/M on the state of IT in the component at given points in time and evaluate trends.
5. Policy Compliance. Stay abreast of new legislation and regulations, develop policy and procedures, and ensure enterprise compliance.	5. Ensure component compliance with DOJ IT strategic management policy, standards, guidance, and instructions.