



Approved On: MAY - 5 2016

## DOJ Policy Statement

### INFORMATION TECHNOLOGY WORKFORCE OVERSIGHT

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- PURPOSE:** Establishes policy and assigns responsibilities for enterprise information technology (IT) workforce oversight, as referenced in DOJ Order 0903, and defines the responsibilities for the following roles: the DOJ IT Workforce Oversight Manager (OM) and the component IT Workforce 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 4 – “IT Performance Management” and Section 12 – “IT Workforce Management”
- 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*

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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 In the event this directive is cancelled, superseded, or supersedes another directive, that will also be noted in the action log.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
<b>Initial Document Approval</b>	Joseph F. Klimavicz, Deputy Assistant Attorney General, Chief Information Officer	May 5, 2016	Establishes policy and assigns responsibilities for enterprise information technology workforce oversight as referenced in DOJ Order 0903

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## DEFINITIONS

Term	Definition
<b>Component Chief Information Officer</b>	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.
<b>Corporate View</b>	The state of IT at a given point in time. It contains statistics and trends for enterprise information resources that support strategic decision-making.
<b>Enterprise</b>	Synonymous with “Department-wide.”
<b>Oversight Manager</b>	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.

## ACRONYMS

Acronym	Meaning
<b>CIO</b>	Chief Information Officer
<b>DOJ</b>	Department of Justice
<b>IT</b>	Information Technology
<b>OM</b>	Oversight Manager
<b>S&amp;Ps</b>	Standards and Procedures

## I. Policy

It is the policy of the Department of Justice (DOJ or Department) that an adequately skilled and equipped information technology (IT) workforce be available to perform the work necessary to maintain the current state of IT and to achieve the Department’s IT strategic goals. This policy statement covers the workforce management function of enterprise IT resources and assigns roles and responsibilities for its implementation.

## II. Roles and Responsibilities

### The DOJ Information Technology Workforce Oversight Manager and the Component Information Technology Workforce Oversight Manager

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

DOJ IT Workforce OM	Component IT Workforce OM
<b>1. Employee Life-Cycle Process.</b> Develop and implement an enterprise employee management life cycle that spans the time from recruitment through retirement. This includes setting corresponding goals and strategies for attracting and retaining a skilled and diverse workforce. Monitor and report on enterprise progress and performance towards achieving the goals.	1. Work with the DOJ IT Workforce OM to develop and implement an enterprise employee management life cycle. Implement it in the component.
<b>2. Recruitment Strategies.</b> Develop and implement recruitment strategies to attract and hire the most qualified and competitive IT talent. Recruit IT professionals with both strong technical credentials and a commitment to the Department’s operational mission. Offer recruitment services to components.	2. Help develop recruitment strategies and services and implement them within the component.
<b>3. Hiring Process.</b> Improve the quality of government applicants and reduce the overall time needed to hire by leveraging all available hiring authorities and communicating the availability of these authorities to components.	3. Use all available hiring authorities.
<b>4. Digital Service Expertise.</b> Develop a cadre of digital service experts with industry experience in design, engineering, and product management to transform key services.	4. Contribute to building the cadre of digital service experts.

DOJ IT Workforce OM	Component IT Workforce OM
<p><b>5. Culture of Engagement.</b> Build an enterprise culture of engagement that rewards innovation. Build an enterprise program to reward employees who develop innovative solutions, reuse, save, and leverage rapid development. Embrace inclusive decision-making and empower employees to take calculated risks.</p>	<p>5. Build a component culture of engagement that rewards innovation. Reward employees within components and bring to the attention of the Department those employees who merit enterprise-level reward.</p>
<p><b>6. Career Tracks.</b> Develop enterprise IT career tracks that encourage the DOJ workforce to continually sharpen its skills through participating in programs for mentoring, job sharing and exchange, leadership development, and internal employee exchange, as well as through obtaining professional certifications.</p>	<p>6. Work with DOJ IT Workforce OM to develop enterprise IT career tracks and implement them within the component.</p>
<p><b>7. Component CIO Approval Process.</b> Work with the Office of the Chief Human Capital Officer to establish enterprise human resource processes that enable the DOJ CIO to approve the appointment of component CIOs. Participate regularly in the performance evaluations of component CIOs.</p>	<p>7. Work with the component Human Resources Office to establish component processes that enable the DOJ CIO to create Performance Work Plan language for the component CIO and provide input into the component CIO's performance reviews.</p>
<p><b>8. Corporate View.</b> Develop periodic reporting requirements for capturing summary workforce reports from component CIOs. Collect statistics and analyze trends. Monitor enterprise performance through collaboration with component IT Workforce OMs and provide reports to the DOJ Strategy OM, as required, to help build the corporate view.</p>	<p>8. Submit timely and accurate reports on component IT workforce to the DOJ IT Workforce OM, as required.</p>
<p><b>9. Policy Compliance.</b> Stay abreast of new legislation and regulations. Develop policy, standards and procedures, and ensure enterprise compliance.</p>	<p>9. Ensure component compliance with DOJ IT investment management policy, standards and procedures.</p>