

CHAPTER 2 - MISSION-BASED PLANNING

1. Purpose. This policy establishes the principles that govern Agencywide planning for EPA's investments in and management of information resources and technology. This policy also defines roles and responsibilities for implementing these principles.
2. SCOPE AND APPLICABILITY. This policy applies to all EPA national program managers and Regional offices.
3. BACKGROUND.
 - a. Information is an Agency asset, just as property, funds and personnel are Agency assets. EPA is highly dependent upon its information resources to carry out program and administrative functions in a timely, efficient and accountable manner.
 - b. Information and information technology represent an expensive and capital intensive investment of EPA's human and other operational resources. It is essential, therefore, that EPA plan for its investment and management of information resources.
 - c. As a result, an Agencywide Information Resources Management (IRM) planning process must be established. Furthermore, as required by OMB Circular A-130, planning must be based in programs and missions to ensure that the acquisition and use of information resources support the requirements of EPA's program and administrative functions.
 - d. Investment decisions on the acquisition and use of information resources can be made only through the budget process. Planning must be tied to the budget so that budget decisions are derived from plans and, conversely, so that budgetary constraints are reflected in the plans.
 - e. The management, control and responsibility for information resources within EPA is decentralized. Consequently, planning for information investments and management is also decentralized. The value of a decentralized process is that it engages the active participation of EPA managers in the decision-making process and allows them to respond to environmental as well as administrative priorities as they change over time.

4. AUTHORITIES.

a. OMB Circular A-130, Management of Federal Information Resources.

5. **POLICY.** It is EPA policy to plan effectively for the acquisition and management of information and information technology through the annual preparation of mission-based information resource management (IRM) plans.

a. Mission-based IRM plans are strategic in nature covering a three-to-five year period and updated annually to reflect real-time changes in each major national program office.

b. Mission-based IRM plans are linked to the Agency's Priority List which defines the Agency's mission and to the Agency's Operating Guidance which specifies IRM priorities and actions over a one-to-two year period.

c. The plans will be tied to the budget process and will be completed in time to support investment decisions made during the budget preparation process.

d. Mission-based IRM planning explicitly evaluates information requirements necessary to achieve EPA and program missions and priorities. These requirements are assessed in the context of existing and planned resources and Agencywide policies and standards governing the effective management of information and information technology.

e. Planning for significant investments in and management of information must be supported by analyses of the life cycle of the information requirement from the initial stages of information system design through operational stages of system start-up and maintenance. Consideration must be given to the full range of information support needs from data collection and entry to ongoing training, user support, quality control and system administration.

f. Mission-based IRM plans must be evaluated periodically to ensure that EPA and program missions and priorities are fully supported. In particular, any planning for significant investments must be evaluated through such

analyses as information requirements studies, benefit-cost assessments and life cycle planning studies.

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6. RESPONSIBILITIES.

a. The Office of Information Resources Management is responsible for:

(1) Developing and issuing guidance for the development of mission-based information resources management plans in accordance with OMB Circular A-130.

(2) Determining, in consultation with the IRM Steering Committee and Senior IRM Officials, which major national programs are responsible for preparing and updating mission-based IRM plans.

(3) Developing and issuing guidance for an Agencywide review of information investments.

(4) Providing guidance to the Administrator and EPA's senior management on EPA's investment in and management of information resources and technology.

(5) Responding to OMB and other external requests on EPA's plans and budgets for the acquisition and use of information technology.

b. The Assistant Administrators, Associate Administrators, General Counsel, Inspector General and Regional Administrators are responsible for:

(1) Appointing a Senior IRM Official who is responsible for management and oversight of the information resource management program in his/her respective organization. The Senior IRM Official in the Office of Executive Support for the Office of the Administrator serves the two Associate Administrators as well as all of the Staff Offices in the Office of the Administrator.

c. Senior IRM Officials for major national programs are responsible for:

(1) Ensuring the development of mission-based resource management plans responsive to EPA and program information requirements.

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(2) Ensuring that these plans are integrated into budgets for information investments which are reflected in formal planning and budgeting submissions.

(3) Establishing an information resource management program consistent with the organizational mission, organizational information plans and Agency policy.

c. The National Data Processing Division is responsible for:

(1) Translating the mission-based plan into specific ADP resources requirements.

(2) Developing the actual Timeshare Budget required to provide the ADP resource requirements identified by (1) .

7. DEFINITIONS.

a. "Mission-based Planning" refers to the planning for an agency's investments and management of information resources and technology that are required to achieve the agency's mission.s and priorities. These plans are tied to the budget process and are used to support investment decisions made during the budget preparation process. These plans are strategic in scope but are updated annually to reflect progress in implementation, program changes, changes that affect information requirements and advances in technology.

b. "Life Cycle Costs" means the sum total of all the direct, indirect, recurring, nonrecurring and other related costs incurred or predicted to be incurred in the formulation of requirements and feasibility studies, and in the design, development, production, operation, maintenance and support of an information system throughout its useful

life.

8. PROCEDURES AND GUIDELINES. Procedures and guidelines for the Agency's Mission-based Planning Program will be issued on an annual basis under separate cover.