

CIO POLICY TRANSMITTAL 05-001

Classification No.: CIO 2102 (formerly 2101)

Policy Title: **SENIOR INFORMATION OFFICIALS**

Approval Date: 07/07/2005

Review Date: 07/07/2008

Purpose: This Order establishes the Senior Information Officials (SIOs) as the Environmental Protection Agency's (EPA) primary points of accountability for the effective oversight, coordination, and management of information and information technology (IT) within their respective organizations. No statement in this Order, however, relieves other EPA officials, including career and appointed officials, line managers and other staff of their responsibilities for good management of the Agency's information and information technology in compliance with laws, Executive Branch directives, and Agency policy.

Applicability: This Order applies to all EPA organizations.

Background: The Clinger Cohen Act of 1996 established a Chief Information Officer (CIO) at each executive agency. At the Environmental Protection Agency, the CIO is responsible for a variety of functions, including:

- ensuring the Agency's information is planned for, created, managed, governed, and used as a quality, strategic resource to support the Agency's business needs, mission and goals;
- establishing and managing a portfolio process to ensure all major IT investments are designed, operated, and managed effectively;
- developing, maintaining, and facilitating implementation of a sound and integrated information architecture;
- establishing goals for improving the efficiency and effectiveness of Agency information and information technology operations, including delivery of services to the public through information technology, and evaluating progress in achieving the goals;
- developing and overseeing implementation of the Agency's information security program;
- ensuring information and information technology is acquired and managed effectively and consistent with the provisions of law and Executive Branch directives; and

- ensuring the information resources management skill level of Agency

employees is sufficient to achieve the Agency's mission.

In fulfilling these responsibilities, the CIO provides the Agency's information and information technology strategy, direction, and substantial implementation, with remaining implementation occurring in EPA's Program and Regional Offices. Due to increasing legal requirements and good management practices, information and information technology management responsibilities and functions are becoming more important for accomplishing the Agency's mission, and the scope and complexity of those responsibilities and functions continue to expand. To ensure these increasingly more important responsibilities and functions are performed effectively throughout EPA, the Agency's organizations must have appropriate accountability for this critical area. A designated Senior Information Official in each Program and Regional Office will ensure EPA's information and information technology are effectively managed both corporately across the Agency and within each organization to achieve EPA's business needs, mission, and strategic goals, and will help the Agency achieve a cohesive, comprehensive approach to its information and information technology infrastructure, architecture, security, web policies, and public access.

Authority: This Order is issued pursuant to the requirements of the Clinger Cohen Act of 1996 [Division E of P.L. 104-106], the Paperwork Reduction Act, as amended [44 U.S.C. Chapter 5, Section 3506], The Chief Financial Officers (CFO) Act of 1990 (P.L. 101-576), and the E-Government Act of 2002 [P.L. 107-347].

Related Documents: The Computer Security Act; Government Information Security Reform Act; Government Performance and Results Act; Freedom of Information Act; Privacy Act; Electronic Communications Privacy Act; Computer Matching and Privacy Protection Act; High Performance Computing Act; Federal Records Act; Control of Paperwork Burdens on the Public Act; Records Management Act; Federal Information Security Management Act; Section 508 of the Americans with Disabilities Act; Electronic Freedom of Information Amendments; Government Paperwork Elimination Act; Destruction of Records Act; Disposal of Records Act; Federal Acquisition Regulations; OMB Circulars A-11, A-16, A-76, A-123, A-127, A-130, and A-131; Executive Orders 12656, 12845, 13011, and 13074; EPA Delegations of Authority 1-84, Information Resources Management, and 1-41 Mandatory Quality Assurance Program; and EPA Manual 2100B8, Information Resources Management Policy.

Roles and Responsibilities:

EPA's Chief Information Officer: Oversees the information and information technology management responsibilities and functions of the Agency, ensuring they are performed effectively in support of the Agency's business needs, mission, and goals, and consistent with the provisions of law and Executive Branch directives. The title of Chief Information Officer is to be used in EPA only for the position heading the Office of Environmental Information.

Assistant/Regional Administrators (AA/RA): Serve as the principal program managers delegated authority for information and information technology management within their organizations, as required by OMB Circular A-130.

Senior Information Officials (SIO): One Senior Executive Service (SES) manager shall be designated for each Office and Region by the respective Assistant Administrator or Regional Administrator and report directly to the AA or RA; and one SES manager shall be designated by the Deputy Administrator for the Office of the Administrator.

SIOs are accountable for the effective oversight, coordination, and management of the information and information technology utilized in fulfilling their organization's business needs and mission. SES managers named as SIOs may perform those duties in addition to other responsibilities, however they must have authority to speak for the entire Assistant Administratorship or Regional Office on information, information technology, and related matters.

SIO accountability, like the accountability of other EPA managers and officials, cannot be delegated, no matter to what extent SIO functions are delegated. When SIOs are temporarily absent, the individual acting for the SIO must be apprized of SIO responsibilities. In cases where an information or information technology management requirement may involve more than one organization, the SIOs of all affected offices share responsibility. While the SIOs are responsible for information and information technology management for their respective organizations, the Agency's Chief Information Officer has overall responsibility for that information and information technology.

The Senior Information Officials (SIOs):

(1) ensure the information and information technology utilized and

managed by their organization supports its business needs and mission and helps to achieve EPA's strategic goals;

(2) ensure establishment and implementation of effective processes and procedures within their organization for compliance with Agency information and information technology policies, procedures, operations and standards; statutes; and Executive Branch directives; including, but not limited to those relating to:

- information and information technology planning
- enterprise architecture
- the IT Investment Management process (formerly Capital Planning and Investment Control)
- acquisition of information and information technology
- the life cycle of information systems
- information assurance (information security)
- data standards and electronic data exchange
- quality of information and data
- public access and web management
- information and information technology budget
- Freedom of Information and Privacy
- burden reduction
- records management;

(3) oversee their organizations' participation in Agency information and information technology initiatives such as information exchange, performance management and accountability, information integration, and E-government;

(4) ensure the information technology operated within their organization is managed effectively (including establishment of internal monitoring program to evaluate policy effectiveness within their organization);

(5) ensure the appropriate development of information and information technology skills of the employees in their organizations;

(6) ensure coordination of information and information technology activities across organizations; and

(7) serve on the Quality and Information Council and, if an individual office so desires, its sub-committees representing their Assistant Administratorship or Regional Office as advisors to the Agency Chief Information Officer.

The SIOs' responsibilities for representing their organization on the QIC,

making IT/M resource decisions, and advising the Agency's CIO on IT/M policy and related matters may be redelegated, however the SIO's accountability in these areas cannot be redelegated..

Information Management Officers (IMO): An official, or officials, for each Assistant Administratorship, Regional Office, and the Office of the Administrator reporting to the Senior Information Official and designated to support the SIO in implementing the SIO's information technology and information management functions and responsibilities. The IMO(s) may be delegated any IT/M function except IT/M policy issues and resolutions, and QIC membership. However, the SIO retains accountability for all functions. The IMO title may be held concurrently with other responsibilities.

Waivers: In unusual circumstances Agency offices may request a waiver from EPA's Chief Information Officer from specific provisions of this Order. Such requests shall be considered according to OEI's Procedure for Obtaining a Waiver From an EPA IT Requirement and in no case may violate the intent of this Order.

Review Date: Three years from the approval date.

**Supersedes/
Cancels:** This Order cancels the title of Senior Information Resources Management Official (SIRMO). In all cases where previous EPA policy assigns functions, responsibilities, and authorities to the SIRMO, those functions, responsibilities, and authorities are assigned to the Senior Information Official (SIO).
