



# IT/IM DIRECTIVE PROCEDURE

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Directive No: CIO 2122-P-03.2

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*Issued by the EPA Chief Information Officer,  
Pursuant to Delegation 1-19*

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## Enterprise Architecture IT Standards Procedure

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### 1. PURPOSE

The purpose of this procedure is to define the Environmental Protection Agency's Enterprise Architecture (EA) Information Technology (IT) Standards and provide the requirements offices must follow to request new IT standards. It also describes how systems/applications will be reviewed as part of Agency Information Management/Information Technology (IT/IM) governance processes for compliance with the standards.

EPA's EA IT Standards, also referred to as EPA's [Technical Infrastructure Portfolio and Standards](#), are the enterprise-wide approved information technologies selected by the Agency to perform specific functions. EA IT Standards define, for IT managers, application developers, and end users, the products, services, and technical specifications upon which the Agency has standardized. EPA's EA IT Standards must be used for their indicated function, unless granted a waiver by EPA's Chief Information Officer (CIO).

Establishing standards supports enterprise interoperability, information exchange and accessibility, and ensures the technologies EPA acquires and uses are cost-effective, secure, supportable, and avoid duplication. EPA's EA IT Standards are listed on EPA's [Technical Infrastructure Portfolio and Standards page](#) on the [EPA's Information Technology/Information Management \(IT/IM\) Architecture Program Intranet](#) site.

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### 2. SCOPE

The IT within the scope of this procedure includes the following:

- IT used by EPA organizational units and their employees, or IT used to support EPA's national data centers that is either:
    - EPA Federal Information Technology Acquisition Reform Act (FITARA)-approved;
    - EPA Capital Planning and Investment Control (CPIC) IT investments (Refer to [EPA's CPIC Program Policy](#) for more information);
    - Federal Risk and Authorization Management Program (FedRAMP)-approved services with an approved EPA Authority to Operate (ATO) or Security Impact Assessment (SIA);
    - Purchased with EPA Working Capital Funds (WCF); or
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- Approved by the EPA CIO or designee through other means.

This may include, but is not limited to:

- [User Environment Technologies](#): Include hardware used to enable the access and use of applications, services and software.
- [Communication, Collaboration and Content Technologies](#): Facilitate communication and sharing of information, either in real-time or not, with peers both inside and outside of EPA.
- [Application Technologies](#): Facilitate the development, integration, management, development and delivery of Agency applications.
- [Hosting Technologies](#): Provide the hardware and infrastructure to run the applications and store and archive the Agency's data.
- [Network and Telecommunications Technologies](#): Provide the hardware infrastructure and systems to connect the other technologies and systems with each other.
- [Security Technologies](#): Include the set of controls designed into all IT components that balance accessibility, availability, and ease of use with the protection, integrity, and confidentiality of EPA's data and IT systems.
- [IT Infrastructure Management Technologies](#): Provide the comprehensive system administration, control, and management of information systems, resources and support systems.

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### 3. AUDIENCE

The audience for this procedure includes EPA offices and persons in positions with responsibility for acquiring, developing or using IT to support EPA business and administrative responsibilities. It also includes contractors and other EPA partners who perform work for EPA and will deliver any hardware, software or other IT services to the Agency.

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### 4. AUTHORITY

- EPA Enterprise Architecture Policy  
<https://www.epa.gov/irmpoli8/enterprise-architecture-policy-and-procedure>
- Clinger-Cohen Act of 1996 <https://www.govinfo.gov/content/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleIII.pdf>
- Competition in Contracting Act of 1984 (P.L. 98-369)  
<https://www.govinfo.gov/app/details/STATUTE-98/STATUTE-98-Pg494>
- Government Paperwork Elimination Act of 1998  
<https://www.congress.gov/bill/106th-congress/house-bill/439>



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- Paperwork Reduction Act of 1995 <https://www.govinfo.gov/content/pkg/PLAW-104publ13/html/PLAW-104publ13.htm>
- Section 508, Rehabilitation Act, 1973 <https://www.govinfo.gov/content/pkg/USCODE-2011-title29/html/USCODE-2011-title29-chap16-subchapV-sec794d.htm>
- Office of Management and Budget Circular A-130 <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf>
- Office of Management and Budget Circular A-11 [https://obamawhitehouse.archives.gov/omb/circulars\\_a11\\_current\\_year\\_a11\\_toc](https://obamawhitehouse.archives.gov/omb/circulars_a11_current_year_a11_toc)
- Federal Information Security Modernization Act (FISMA) of 2014 <https://www.congress.gov/bill/113th-congress/senate-bill/2521/text>
- Office of management and Budget Circular A-76 [https://obamawhitehouse.archives.gov/omb/circulars\\_a076\\_a76\\_incl\\_tech\\_correcti\\_on/](https://obamawhitehouse.archives.gov/omb/circulars_a076_a76_incl_tech_correcti_on/)
- Executive Order 12845, requiring agencies to purchase Energy Efficient Computer Equipment <https://www.govinfo.gov/content/pkg/WCPD-1993-04-26/pdf/WCPD-1993-04-26-Pg641.pdf>
- Federal Acquisition Regulations (FAR) <https://www.acquisition.gov/browse/index/far>

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## 5. PROCEDURE

EPA's [EA IT Standards](#) include information on current standardized products, services and technical specifications, future target technologies, and those planned to be phased out, where applicable.

To be defined as an Agency standard, a technology must support a common information or service need across EPA and is either:

- [EPA FITARA-approved](#);
- [EPA CPIC IT investments](#) (Refer to [EPA's CPIC Program Policy](#) for more information);
- FedRAMP-approved services with an approved EPA Authorization to Operation (ATO) or Security Impact Analysis (SIA);
- Purchased with EPA Working Capital Funds; or
- Approved by the EPA CIO through other means.

While many technologies are approved through these processes, only technologies that are enterprise-wide may be classified as an EPA standard.

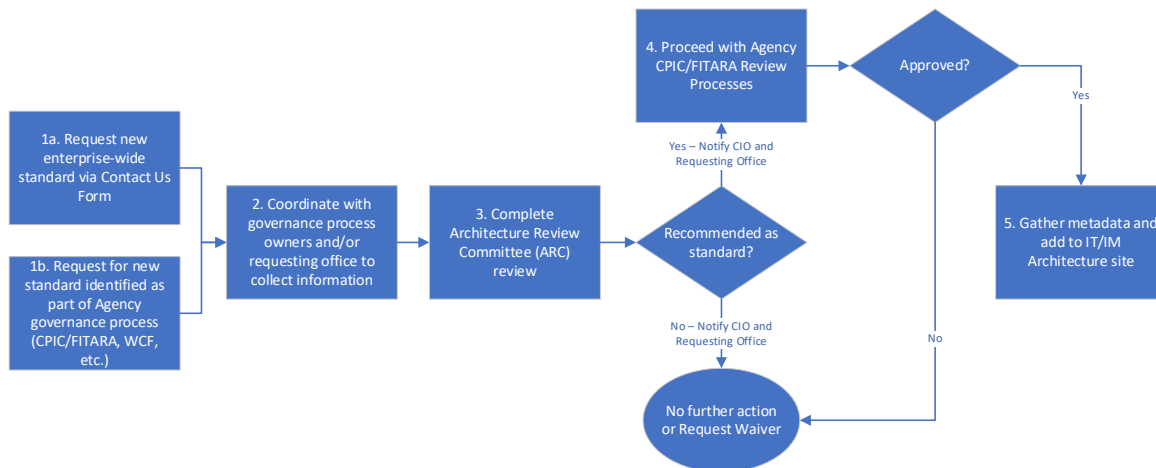
EPA standard technologies may be classified as temporary at the discretion of the CIO.

New EA IT Standards may be identified through an existing governance process (CPIC, FITARA, etc.) or by submitting a request for a new standard via the [Contact Us Form](#) on the [IT/IM Architecture Program site](#).

**Establishing New EA Standards:**

Figure 1 and the following steps outline the process for how EPA adds IT Standards to EPA's Technical Infrastructure Portfolio and Standards site.

Figure 1 Establishing New Enterprise-wide Standards



1. Need for a new IT standard is identified in one of the following ways:
  - a. By submitting a request for a new standard via the [Contact Us Form](#).
  - b. As part of governance process review (CPIC, FITARA, WCF, etc.).

NOTE: Program offices or regions that submit these requests should coordinate with their Senior Information Official (SIO) or, if delegated, their Information Management Officer (IMO)/Information Resource Management Branch Chief (IRM BC) and Information Security Officer (ISO) prior to submission.
2. Coordinate with governance process owners and/or requesting program/regional office - ODSA coordinates with governance process owners and/or requesting program/regional office, as appropriate, to collect information about the proposed standard. If a request has not already been submitted, ODSA works with the requesting office to ensure they complete the [Contact Us Form](#).



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NOTE: Program offices or regions that submit these requests should coordinate with their SIO or, if delegated, their IMO/IRM BC and ISO prior to submission.

3. Complete Architecture Review Committee (ARC) review - ODSTA coordinates with the ARC to review the requested technology against the criteria for an enterprise-wide standard as outlined in this Procedure and consults with other OMS subject matter experts (SMEs), and the CIO, as needed.
4. Proceed with CPIC/FITARA Review - If deemed to be appropriate for an enterprise-wide standard, the ARC makes a recommendation to the CIO, and the requesting program/regional office proceeds with FITARA and [CPIC processes](#) per Agency procedures.
5. Gather metadata and update EPA Technical Infrastructure Portfolio and Standards site - Once approved via EPA FITARA processes, ODSTA gathers metadata needed to document the EA IT standard and adds it to the [EPA Technical Infrastructure Portfolio and Standards website](#). IT Standards requests that are denied by the ARC may be appealed to the CIO by submitting the request to use the technology via Agency Waiver processes.

### **Adherence to Standards:**

ODSTA publishes approved IT standards in the [EPA Technical Infrastructure Portfolio and Standards website](#). This site provides direction to users, developers, administrators, and managers of EPA information systems, applications, and infrastructure on what technologies they should select from to perform certain functions.

EPA users, developers, administrators, and managers of IT systems, applications, and infrastructure, including all Agency organizations, their employees, contractors, and other agents, are required to use Agency standard technologies when using IT to perform the functions included in the EPA Technical Infrastructure Portfolio and Standards site.

Per [EPA's System Lifecycle Management \(SLCM\) Procedure](#), EPA information systems (new, modernizations and terminations) must be vetted by the Agency's Chief Architect (CA) or office SIO (or delegated authority) to ensure they align with the EA guidance and standards on EPA's [IT/IM Architecture Program site](#), eliminate redundancies, leverage Enterprise Shared Services (ESS), and ensure cost effectiveness.

Figure 2 provides a graphical depiction of the EA review process, which is described in more detail in the following steps:

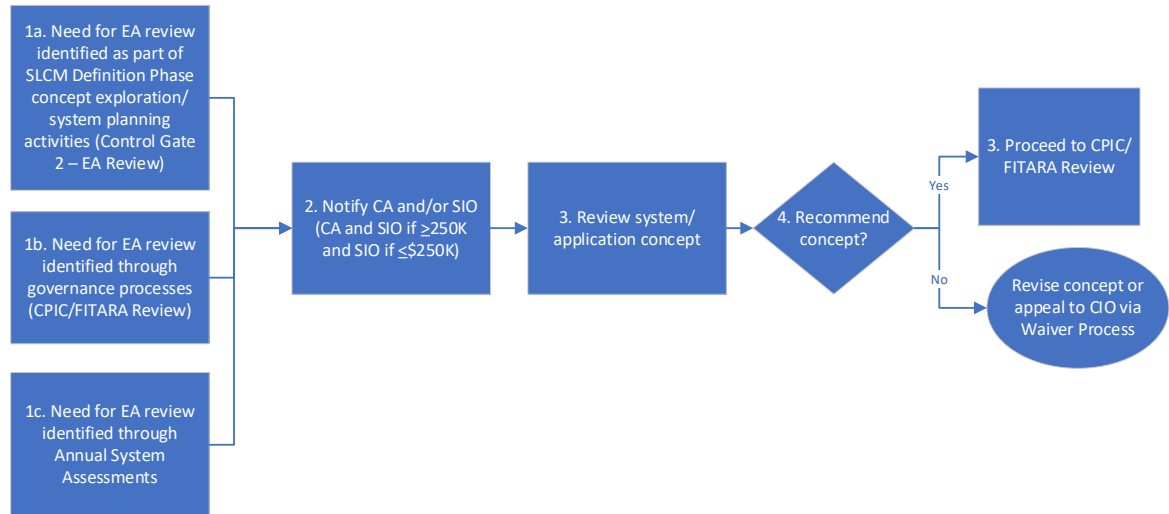


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*Figure 2 - EA Review Process*



1. Identify need for an EA review – An EA review may be triggered by several different system lifecycle events including the following:
  - a. Completion of SLCM Definition Phase concept exploration/system planning activities – EPA’s [SLCM Procedure](#) requires EA review during Control Gate 2 to ensure the system concept is sound and aligns with federal and Agency requirements and IT standards.
  - b. CPIC and/or FITARA reviews – Discussions during CPIC and FITARA review processes may indicate that further analysis and consultation with the CA and the ARC and/or the SIO is needed to ensure alignment of the system concept with business objectives, federal and Agency requirements, and IT standards and ensure business impacts are well understood before making investment decisions.
  - c. Annual System Assessment activities – Annual system assessment activities, including annual Information Technology Portfolio Review (ITPR) processes, may highlight the need for EA reviews to identify opportunities to make the system/application more efficient and effective and ensure the system continues to effectively support Agency business needs. Refer to Control Gate 5 in the [SLCM Procedure](#) for more information.
2. Notify the CA and/or SIO – The requesting program/regional office notifies the CA and/or SIO of the need for an EA review. EPA’s CA, in coordination with the ARC and the program/regional office’s SIO must review and certify all requests for IT systems or applications that are \$250,000/year or more or modernizations



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of systems/applications within this threshold. Systems/applications that are under \$250,000 may be certified by the requesting office's SIO.

3. Review system/application concept – The CA, ARC and/or SIO work with the requesting program/regional office to conduct the EA review. This includes but is not limited to activities such as confirming the proposed system/application concept uses EPA IT standards and conforms with EPA Directives, unless a waiver has been obtained. It also includes reviewing the system/application for conformance with EPA Information Collection Request (ICR) and e-reporting requirements as outlined in [Title 40 of the Code of Federal Regulations Part 3: Cross-Media Electronic Reporting \(CROMERR\)](#). EPA's Central Data Exchange (CDX) is the designated system to support implementation of EPA's CROMERR regulation. Regulatory collections that fall under CROMERR must use CDX's [CROMERR](#) services to ensure that their data collection or exchange processing has met Agency enforceability requirements.
4. Make recommendation – The CA, ARC and SIO make a recommendation about the alignment of the concept with EPA's EA standards, federal and Agency requirements and IT objectives.
5. Proceed to CPIC/FITARA Review – Once the recommendation has been received, the requesting program/regional office may proceed with CPIC/FITARA review via Agency processes.
6. Revise concept or appeal to CIO – If the concept is denied, the requesting office may decide to revise the concept or appeal the certification decision through the CIO Waiver process.

Refer to EPA's [SLCM Procedure](#) for more information.

Offices may request waivers from Agency standards, or they may request that a technology be approved for use by the CIO, who may or may not grant the request. Refer to [Section 9: Waivers](#).

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## 6. ROLES AND RESPONSIBILITIES

**Assistant Administrators, General Counsel (GC), Inspector General (IG), Deputy Chief of Staff to the Administrator, Associate Administrators, Regional Administrators and Laboratory Directors:**

- Ensure that their organizations actively participate with the Chief Architect (CA) and comply with the EA Policy, SLCM Policy and the EA IT Standards Procedure.

**Chief Information Officer (CIO):**

- Reviews and approves EPA information systems/investments and acquisitions.



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- Ensures Agency compliance with Agency policies and procedures by providing guidance and tools to senior level managers for program oversight.
- Certifies that IT investments adequately implement incremental development, as defined by OMB.
- Oversees Agency governance and Investment Review Boards (IRBs) to ensure IT investments align with program objectives.
- Establishes and promotes effective approaches to developing and procuring, deploying and sharing new Agency applications.
- Approves technologies for inclusion in EPA's IT Infrastructure Portfolio and Standards site.

**Chief Information Officer – Strategic Advisory Committee (CIO-SAC):**

- Reviews and recommends enterprise IT strategic direction and criteria for making IT investment decisions.
- Advises CIO on requests for new IT solutions, system modernizations and terminations.
- Advises the CIO on requests for new IT Infrastructure Standards.

**Chief Information Security Officer (CISO):**

- Provides oversight to the Agency's security assessment and authorization process status.
- Reviews authorization packages and makes authority to operate (ATO) decision recommendations to the CIO.

**Chief Privacy Officer (CPO):**

- Reviews and supporting EA as it relates to privacy and personally identifiable information (PII).
- Identifies and advising on the management of privacy risks and complies with applicable requirements.

**Chief Technology Officer (CTO):**

- Maintains the EA Policy, EA IT Standards Procedure, SLCM Policy, and SLCM Procedure and supporting documents and tools.
- Reviews and approves waivers to the SLCM Procedure and EA IT Standards Procedure.
- Reviews and approves EPA IT investment requests per EPA's Investment Review Board Procedures.
- Reviews requests and recommends technologies for inclusion in EPA's IT Infrastructure Standards.





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### **Chief Architect (CA):**

- Leads the development and implementation of EPA's EA and Digital Strategy.
- Serves as the technology and business leader for Agency IT systems development efforts.
- Chairs the Architecture Review Committee (ARC) and ensures development processes align with EA principles, the SLCM Policy and Procedure and EA IT Standards Procedure.
- Ensures systems development efforts are properly aligned with business requirements, EPA's IT Strategic Plan, Agency architecture principles, EPA's Digital Strategy, and other Agency and federal IT management requirements.
- Reviews and approves SLCM Control Gate 2 for Major Systems and Non-Major Systems as appropriate and certifies and provides guidance for compliance of solution architectures during EA reviews.

### **Architecture Review Committee (ARC):**

- Supports the CA in the development and implementation of EPA's EA and Digital Strategy.
- Provides technology and business leadership for Agency development efforts.
- Supports the CA in ensuring proposed standards and application concepts align with enterprise architecture principles, the SLCM Policy and Procedure and EA IT Standards Procedure.
- Ensures systems development efforts are properly aligned with business requirements, EPA's IT Strategic Plan, Agency architecture principles, EPA's Digital Strategy, and other Agency and federal IT management requirements.
- Supports the CA in the review and approval of system concepts during SLCM Control Gate 2 for Major Systems and Non-Major Systems as appropriate and provides guidance for compliance of solution architectures during EA reviews.

### **Information Security Officer (ISO):**

- Reviews IT standard requests and waivers from existing standards and confirms the requested or waiver will not adversely impact the security of the Agency's IT infrastructure.

### **Senior Information Official (SIO):**

- Submits IT standard requests and waivers from existing standards for review per the EA IT Standards Procedure.
- Coordinates with the ISO to confirm the requested standard or waiver will not adversely impact the security of the Agency's IT infrastructure.



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- Coordinates with Office of General Council (OGC) to obtain concurrence that the requested EA standard does not pose a legal concern for the Agency.

### **Chief Data Officer (CDO):**

- Leads the Agency's data management and governance efforts throughout full lifecycle data from collection through records management using data management best practices.
- Leads the development of the Agency's Open Data Plan.
- Leads the Agency's Data Governance Council, including facilitating collaborative activities among stakeholders with responsibilities and needs for data within the Agency.
- Reviews the impact of the Agency's infrastructure on data asset accessibility and coordinates with the EPA CIO to improve such infrastructure to reduce any barriers.

### **Office of Mission Support/Office of Digital Services and Technical Architecture (OMS/ODSTA):**

- Defines and maintains EPA's IT/IM Architecture.
- Ensures that the technologies acquired and deployed by EPA, individually and in the aggregate, are effective, well integrated, and properly support the business needs of the Agency.
- Publishes approved IT standards in the EPA Technical Infrastructure Portfolio and Standards website.
- Maintains the EPA IT/IM Architecture website and the EPA Technical Infrastructure Portfolio and Standards website.

### **Senior Information Official (SIO):**

- Ensures compliance with the EA Policy, EA IT Standards Procedure, SLCM Policy and Procedure for systems within their offices.
- Ensures that the IT used and managed by their organizations supports their business needs and missions and helps to achieve strategic goals.
- Reviews, concurs on, advises on and/or submits requests to waive SLCM Policy and Procedure, EA Policy, or EA IT Standards Procedure requirements, as applicable.
- Meets with business owners and system owners to ensure development and management activities are completed in compliance with Agency policy.
- Provides feedback and input on implementing the EPA EA Policy, EA IT Standards Procedure, SLCM Policy and Procedure and related review processes.

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**Information Management Officers (IMOs) and Information Resources Management Branch Chiefs (IRM BCs):**

- Supports the SIO or delegated authority in ensuring compliance with the EA Policy, EA IT Standards Procedure, SLCM Policy, and SLCM Procedure for systems within their office.

**Product Owners:**

- Monitor compliance to the EA Policy and Enterprise Architecture IT Standards Procedure for products within their purview.
- Coordinate SLCM development activities with those of the EA; Agency IT Investment Management, including FITARA and CPIC procedures; and information security processes.
- Concur on waiver requests to the EA Policy and/or EA IT Standards Procedure, as applicable.
- Approve completed SLCM Control Gate and Project Level Reviews.
- Ensure submission of System or Application Concept Proposals as described in the SLCM Procedure.
- Work with the reviewers of the System or Application Concept Proposal and others to explain the proposed applications and, as necessary, consider alternate approaches.

**System Owners:**

- Adhere to the EA Policy, EA IT Standards Procedure, SLCM Policy and Procedure and approve tailoring plans.
- Oversee product owner activities for component products of the systems within their purview.

**System Managers:**

- Ensure that systems utilize IT standard technologies as appropriate.
- Recommend and prepare written justification for waivers and document them as part of the Project Management Plan.
- Preparing SLCM Control Gate and Project Level Reviews.

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## **7. RELATED INFORMATION**

- EPA System Lifecycle Management Policy: <https://www.epa.gov/irmpoli8/policy-procedures-and-guidance-system-life-cycle-management-slcml>
- EPA System Lifecycle Management Procedure: <https://www.epa.gov/irmpoli8/policy-procedures-and-guidance-system-life-cycle->



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- [management-slcm](#)
- Information Security Policy: <https://www.epa.gov/irmpoli8/information-security-policy-procedures-and-standards>
- Privacy Policy: <https://www.epa.gov/irmpoli8/privacy-policy-and-procedures>
- Section 508 Policy: <https://www.epa.gov/irmpoli8/section-508-policy-and-procedures>
- Section 508 Procedures: <https://www.epa.gov/irmpoli8/section-508-policy-and-procedures>
- Data Standards Policy: <https://www.epa.gov/sites/production/files/2013-11/documents/21330.pdf>
- EPA Acquisition Regulation (EPAAR): [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title48/48cfrv6\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title48/48cfrv6_02.tpl)
- Federal Information Technology Acquisition Reform of the National Defense Appropriations Act of 2015 (Pub. L. 113-291), December 2014  
<https://www.congress.gov/113/plaws/publ291/PLAW-113publ291.pdf#page=148%5D>
- CIO Policy 2120.1, Capital Planning and Investment Control (CPIC) Program Policy for the Management of Information Technology Investments:  
<https://www.epa.gov/irmpoli8/capital-planning-and-investment-control-cpic-management-information-technology-investments>
- CIO 2120-P-02.1, Capital Planning and Investment Control (CPIC) Procedures for the Office of Management and Budget (OMB) Exhibit 300, Version 3, December 2017:  
<https://www.epa.gov/irmpoli8/capital-planning-and-investment-control-program-policy-and-procedure>

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## 8. DEFINITIONS

**Application:** A system for collecting, saving, processing and presenting data by means of a computer. The term application is generally used when referring to a component of software that can be executed. The terms application and software application are often used synonymously. [[NIST Interagency Report 7695](#)]

**Enterprise Architecture (EA):** A set of products and integrations with platform services that support the enterprise mission, strategic goals, business practices, data assets and technologies. EPA uses its [IT/IM Architecture Program site](#) as its primary resource for disseminating information to agency stakeholders.

**Enterprise-wide:** Available to, used or consumed by all EPA organizational units and their employees.



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**Information Technology (IT):** Per OMB Memorandum M-15-14<sup>1</sup>, IT includes the following:

- Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency; where
- such services or equipment are 'used by an agency' if used by the agency directly or if used by a contractor under a contract with the agency that requires either use of the services or equipment or requires use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product.
- The term "information technology" includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and
- surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources.
- The term "information technology" does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment.

**IT Portfolio:** The collection of the Agency's IT investments.

**IT Standards:** Agency-wide IT solutions that ensure Agency applications and information assets are consistent, secure, and compatible with the Agency's IT infrastructure and in turn help promote more cost-effective business practices. Standards help contain costs and promote information sharing.

**Product:** Product is a commonly used term in Agile development. [Scrum.org](https://scrum.org) defines a Product in [The Scrum Guide](#) as "...a vehicle to deliver value. It has a clear boundary, known stakeholders, well-defined users or customers. A product could be a service, a physical product, or something more abstract.

**Technical Infrastructure Portfolio and Standards (EA IT Standards):** The EPA Technical Infrastructure Portfolio and Standards serve as the official guidance on information technologies selected by EPA to be used to perform specific functions. It provides information to IT managers, application developers, and end users on products,

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<sup>1</sup> OMB M-15-14, *Management and Oversight of Federal Information Technology*:  
<https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf>

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services, and technical specifications upon which the Agency has standardized. Where applicable, the standards convey future target technologies and those planned to be phased out.

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### **9. WAIVERS**

Waivers from the requirements of this Procedure will be reviewed based on the business needs of the requesting office. Refer to the Waiver Request Process on EPA's IT/IM Architecture Program site.

The CIO maintains authority to approve or deny all waiver requests from the requirements of this Procedure.

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### **10. DIRECTIVE(S) SUPERSEDED**

CIO 2122-P-03.1 Enterprise Architecture IT Standards Procedure

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### **11. CONTACTS**

For questions about this Procedure, please contact the Office of Mission Support, Office of Digital Services and Technical Architecture.

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***Vaughn Noga, Chief Information Officer and Deputy Assistant Administrator  
for Information Technology and Information Management***