

## OFFICE OF THE CHIEF INFORMATION OFFICER

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The Office of the Chief Information Officer (OCIO) leads the management and use of information resources throughout the Department, ensuring that the Department's programs make full and appropriate use of information technology (IT). Its mission is to support the use of leading edge information technology to enable the Department to accomplish its mission effectively and at the lowest cost, with excellent program products and services for its customers. The OCIO was created to implement the Information Technology Management Reform Act of 1996, known as the Clinger-Cohen Act. The Office oversees the \$2 billion annual IT expenditures of the Department of Commerce. The office develops and implements a DoC Information Technology Security Program, to ensure the confidentiality, integrity, and availability of information and IT resources. Staff personnel develop, coordinate, and implement DoC policies and procedures to promote electronic commerce to provide timely and comprehensive services to the Department's customers via the Internet. As a DoC service-providing entity, OCIO also provides telephone and network services for the HCHB, data center services, IT help desk and electronic mail (e-mail) system support, and administrative systems support, but excluding financial systems under Department Organization Order DOO 20-27.

Additionally, OCIO implements applicable provisions of 40 U.S.C. 759 (Federal Information Processing Standards), and provides DoC-wide guidance for acquiring, managing and using telecommunications-related IT resources. The three project descriptions that follow and the *Department Organization Order 15-23*, governing OCIO's responsibilities, offer further insight on services provided.

### MANAGEMENT OFFICIALS

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### LIST OF PROJECTS

Department-wide IT Programs	0702000	WCF
Office of the Secretary IT Support Services	0703000	WCF
HCHB Network	0706000	WCF
ESA IT Services	0707000	WCF
National Archives	7149000	A&R

GSA WITS Telephone Service	7172000	A&R
FTS Long Distance - HCHB	7176000	A&R
E-Gov Initiatives	7946000	A&R
DoC Initiatives	7947000	A&R
Commerce National Security Systems	7948000	A&R
Continuation of DOC ARRA Web Support	7950000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### DEPARTMENT-WIDE IT PROGRAMS PROJECT 0702000

**Description of Service:** This project provides support for Department-wide IT programs, including coordination and integration of the enterprise architecture, supporting the Commerce IT Review Board and IT investment process, and assisting with automated administrative systems that cross DoC organizational and functional boundaries (e.g., Web T&A, WebCIMS, DoC Home Page, Commerce Learning Center, Employee Notification System, etc. ). This project also supports DoC's program for IT security, critical infrastructure protection, and technology. Additionally, the project includes all aspects of IT security policy, procedure, management, oversight, and reporting related to DoC IT systems; the development and implementation of the critical infrastructure protection, including Department-wide IT Continuity of Operations Planning; and the application of leading-edge technology to the Department's mission areas.

**Basis of Charge:** Costs are billed to operating units and offices based upon their share of the Department's FTE ceiling.

### OFFICE OF THE SECRETARY IT SUPPORT SERVICES PROJECT 0703000

**Description of Service:** This project provides all aspects of IT support for the office of the Secretary (OS). These activities include: desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance; the IT Customer Service Center (Help Desk); Continuity of Operations Support for IT for OS; and facilitating communications DoC-wide with other federal agencies as well as the public sector.

**Basis of Charge:** Costs are distributed among the Office of the Secretary/Departmental Management accounts (S&E, WCF, and OCS) on the basis of their share of FTE. Offices within the OS may have to pay for the installation and wiping of desktop computers, contingent upon the budget availability in Project 0703. These funds are needed for additional contractor labor and overtime.

### HCHB NETWORK PROJECT 0706000

**Description of Service:** This project provides secure high-speed network services to customers in the HCHB and Ronald Reagan Building. This project also specifically supports ESA's current LAN and remote offices. The new infrastructure is controlled, maintained, and enhanced by a single, central entity, the HCHB Network Operations Center (NOC), which connects the individual networks and enhances interoperability among heterogeneous environments. This project provides Voice over Internet Protocol (VoIP) telephone services, ensuring superior sound quality and reliability. The project also provides an Emergency Broadcast System (EBS) that delivers emergency broadcasts via the VoIP telephone system to all VoIP telephones located in

employees' offices. Additionally, the project provides a Public Address System (PAS) that delivers emergency broadcasts to HCHB common areas (e.g., hallways, restrooms, stairwells, parking garages, lobby, cafeteria, etc.) via wall-mounted speakers and strobe lights. Finally, this project provides all aspects of external connectivity, including Internet service consisting of high-speed telecommunications access, Internet Service Provider (ISP), and required hardware and software to manage Internet access.

**Basis of Charge:** Costs are billed to HCHB operating units and offices based upon their share of the number of phone lines installed in the Herbert Clark Hoover Building and the Ronald Reagan Building, as well as an interagency agreement between DOC/OCIO and ESA for full IT support services.

#### **ESA IT SERVICES PROJECT 0707000**

**Description of Service:** This project provides all aspects of IT support for the Economics and Statistics Administration (ESA). These activity include: IT Management, Planning and Coordination, desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance; the IT Customer Service Center (Help Desk); Continuity of Operations Support for IT for OS; and facilitating communications DoC-wide with other federal agencies as well as the public sector.

**Basis of Charge - Manual:** Costs are billed based on memorandum of understanding agreement between DOC/OCIO and ESA for fill IT support services.

### **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

#### **NATIONAL ARCHIVES PROJECT 7149000**

**Description of Service:** The National Archives and Records Administration (NARA) stores and services DoC records in a safe and secure environment. The records are stored in NARA's records centers (including the Washington National Records Center and the National Personnel Records Center) where legal ownership of the records remains with DoC.

**Basis of Charge - Manual:** Bills from NARA will be allocated to bureaus based on the actual cost of the total cubic footage of records stored at NARA and related transactions.

#### **GSA WASHINGTON INTERAGENCY TELECOMMUNICATIONS SYSTEM (WITS) TELEPHONE SERVICES-HCHB PROJECT 7172000**

**Description of Service:** This project was established for the monthly telephone bills covering common usage charges, local message unit charges, directory assistance and related charges in the

Herbert C. Hoover Building and other selected Commerce locations. FTS 2001 long distance charges are not included in this project (see Project 7176000 below).

**Basis of Charge - Automatic Monthly:** Costs are billed to HCHB operating units and offices based upon their share of the number of phone lines installed in the Herbert Clark Hoover Building and the Ronald Reagan Building.

**FEDERAL TELECOMMUNICATIONS SYSTEM (FTS) LONG DISTANCE - HCHB PROJECT 7176000**

**Description of Service:** This project was established for the monthly FTS 2001 Long Distance telephone bills. In FY 2004, the General Services Administration (GSA) changed its method of billing long distance services. In the past GSA billed DoC bureaus directly for their long distance services. Beginning in FY 2004, GSA billed the Office of the Secretary for long distance services in the HCHB and will continue this method of billing. The project covers FTS and Network Long Distance (the replacement contract for FTS2001) telephone bills.

**Basis of Charge - Manual:** Costs are billed to operating units based on actual usage.

**ELECTRONIC GOVERNMENT (E-GOV) INITIATIVES PROJECT 7946000**

**Description of Service:** This project was established to serve as the central processing point for Commerce's share of funding for the E-Government initiatives, in which we participate (e.g., E-Rulemaking, Business Gateway, Grants. Gov, Integrated Acquisition Environment (IAE) Program office, IAE Loans & Grants, Financial Management Line of Business, Human Resources, Grants Management LOB, Budget Formulation and Execution and Disaster Assistance Improvement Plan. The funds are distributed via Memorandum's of Understanding with managing partners. These initiatives must receive concurrence from the Senate Appropriation Committee before any funds are reprogrammed.

**Basis of Charge:** Costs are billed to operating units and offices based on an initiative specific algorithm which is then the basis for creating memorandums of understanding with DoC bureaus.

**DEPARTMENT OF COMMERCE INITIATIVES PROJECT 7947000**

**Description of Service:** This project was established to serve as the central processing point for IT goods and services purchased Department-wide with funding provided through Memorandum of Understandings between OCIO and the operating units. Each task code (ITS, SMB, MSE, RBT, CSA) indicates the goods or service being purchased.

7947000/ITS - Manual Billing: This is an optional Contract Line Item Number (CLIN) on the OCIO IT Services contract. Operating units (OUs) can use it on an as-needed basis for IT-related support (i.e., during FY08 NOAA utilized for IT security policy and compliance reviews). The OUs

identify the need, OCIO processes an MOU and then modifies the current contract for the support requested.

7947000/SBM – Manual Billing: In order to meet OMB technical controls of sensitive information, a department-wide enterprise “Safeboot” license was procured. This Safeboot licenses must be maintained annually, via contract modification. MOUs will be executed between the Office of the Secretary (OS/OCIO), and the benefiting bureau(s).

7947000/MSE – The department currently has a Microsoft Enterprise contract in-place, through which the department receives economies of scale for purchasing various Microsoft hardware/software products and services (i.e., desktops, software, etc).

7947000/RBT – In order to meet OMB requirements for training and overseeing personnel with “*significant information security responsibilities*”, a department-wide contract was initiated to provide such training. This contract which provides multiple subject area disciplined support in IT security “Role-Based training”, will expire in May 2010.

7947000/CSA – DOC/OCIO directs the computer security and critical infrastructure protection programs to ensure the security of Commerce systems by assisting operating units in identifying and implementing process controls for sensitive, critical and classified automated systems. In 2007 DOJ was selected to provide CSAM application access and NOAA was selected to lead in managing the implementation of the CSAM application throughout the Department.

**Basis of Charge:** Manual billing. Each operating unit’s cost is allocated and billed according to the executed Memorandum of Understanding.

#### **COMMERCE NATIONAL SECURITY SYSTEMS PROJECT 7948000**

**Description of Service:** This project was established to serve as the central processing point for IT goods and services for National Security Systems with funding provided through Memorandum of Understandings between OCIO and the operating units.

**Basis of Charge - Manual:** Manual billing. Each operating unit’s cost is allocated and billed according to the executed Memorandum of Understanding.

#### **DOC ARRA WEB SUPPORT PROJECT 7950000**

**Description of Service:** Provide services, support and hosting solution for the Department of Commerce Recovery Act website. The Department of Commerce has entered into an agreement with National Technical Information Service (NTIS) to develop, deploy and maintain this site and all required applications that provide a managed flow of information from the DOC Commerce Business System (CBS). The website that provides information and Atom 1.0 data feeds is [www.commerce.gov/recovery](http://www.commerce.gov/recovery).

**Basis of Charge - Manual:** Costs are billed to operating units and offices based on bureau proportionate share (% of total) of ARRA funding allocated in FY 2009.