

**Bureau of Ocean Energy Management
and
Bureau of Safety and Environmental Enforcement**

Interim Policy Document

Effective Date: **OCT 25 2011**

IPD No. 2012-01

Series: Administrative

Title: Information Technology Resources Management and Oversight

Originating Office: Information Management Division, Office of Administration

1. Purpose. The purpose of this policy is to establish management authority for all information technology (IT) resources for the Bureau of Safety and Environmental Enforcement (BSEE) and its serviced organizations.

2. Objective. To ensure that IT resources are acquired, developed, and managed in accordance with mission requirements, customer expectations, Departmental direction and legal authorities. The guidance set forth in this policy is designed to explicitly define management and operational authority for IT resources provided by the Office of Administration. The desired outcome is to meet mission requirements, customer expectations, and comply with legal authorities, while providing IT resources in a cost-effective and equitable manner to all affected parties.

3. Authorities.

A. Secretarial Order 3299, Establishment of the Bureau of Ocean Energy Management, the Bureau of Safety and Environmental Enforcement, and the Office of Natural Resources Revenue.

B. Secretarial Order 3309, Information Technology Management Functions and Establishment of Funding Authorities.

C. Public Law, 107-347, Title III Federal Information Security Management Act of 2002, December 17, 2002.

4. Scope. This policy applies to all employees, contractors, vendors and agents of BSEE, the Bureau of Ocean Energy Management (BOEM), and any other organizations receiving IT support from BSEE.

5. Definition. Information Technology Resources include all IT hardware, software, services and staff, which operate within BSEE and on behalf of BOEM.

6. Policy.

- A. All IT resources for both BSEE and BOEM will be acquired, and managed by the Office of Administration within BSEE, unless explicitly delegated otherwise.
- B. The Assistant Director for Information Resources (ADIR) within the Office of Administration of BSEE is responsible for, and maintains full authority over, all IT resources within BSEE and BOEM.
- C. The ADIR for BSEE will also serve as the ADIR for BOEM.
- D. The ADIR for BSEE shall develop and implement an IT governance structure, which accommodates both BSEE and BOEM.
- E. ADIR is responsible for carrying out the IT decisions of the BOEM and BSEE Directorates expressed through a mutually agreed governance structure.

7. Responsibilities.

A. The BSEE Director shall:

- (1) Ensure bureau compliance with this policy, its implementation and all related governance and procedural requirements.
- (2) Ensure the BSEE ADIR has the necessary resources to effectively carry out the provisions of this policy.
- (3) Assign subject matter experts and other appropriate personnel to participate in the BSEE IT governance process.

B. The BOEM Director shall:

- (1) Ensure bureau compliance with this policy, its implementation and all related governance and procedural requirements.
- (2) Assign subject matter experts and other appropriate personnel to participate in the BSEE IT governance process.
- (3) Ensure that no unauthorized IT resources are hired, procured, developed or installed.

C. The BSEE ADIR shall:

- (1) Assume full responsible and authority of all IT resources within BSEE and BOEM.

(2) Develop a plan to migrate any IT resources owned or operated by BOEM into the BSEE operational model.

(3) Develop and implement an impartial and equitable IT governance structure, which accommodates both BSEE and BOEM.

(4) Develop necessary planning, policy, and procedure documents to ensure the implementation of this directive.

8. Cancellation. This IPD will remain in effect until it is incorporated into the bureau manual, canceled or superseded by a higher level authority.

Walter D. Cruickshank 10-25-11
Walter D. Cruickshank Date
Deputy Director, BOEM

Robert P. LaBelle OCT 19 2011
Robert P. LaBelle Date
Deputy Director, BSEE