U.S. DEPARTMENT OF THE INTERIOR
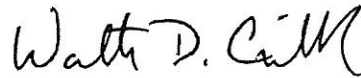# Bureau of Ocean Energy Management

TRANSMITTAL SHEET

Version No. 001   Date: JUL 21 2014

SUBJECT: Administrative Series
            Part 375: Information Technology (IT) Management
            Chapter 6: IT Life Cycle Replacement

EXPLANATION OF MATERIAL TRANSMITTED:

This release provides guidance on the BOEM IT life cycle replacement policy.

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FILING INSTRUCTIONS:

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Part	Chapter	Pages	Release		Part	Chapter	Pages	Version
IPD	08-17				375	6	3	001
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1. Purpose and Scope. This chapter describes the BOEM IT asset life cycle replacement policy. This policy applies to standard/office IT assets. Workstations, servers, and equipment to support scientific, engineering, or enhanced systems such as Geological Interpretive Tools (GIT) are managed differently and may have a separate procurement process or contract. This policy applies to all BOEM employees and contractors.

2. Objective. To ensure BOEM employees have the appropriate level of technology to meet mission requirements.

3. Authority.

A. Executive Order 13589, Promoting Efficient Spending, November 09, 2011.

B. Secretarial Order (S.O.) 3309, Information Technology Management Functions and Establishment of Funding Authorities, December 14, 2010. S.O. 3309 aligned resources under a single Chief Information Officer to minimize redundancies, streamline IT, enhance customer service, and lower IT costs.

C. DOI Office of the Chief Information Officer (OCIO) Directive 2013-001, Promoting Efficient Spending by Limiting Workstations Assigned to the Department of the Interior Employees.

D. 375 DM 6, Information Resources Life Cycle Management, February 27, 1989.

E. 375 DM 19, MMS Information Technology Security Program.

4. References.

A. Office of Management and Budget (OMB) Circular No. A-130 Revised, Management of Federal Information Resources, November 28, 2000.

B. Federal Information Processing Standard Publications (FIPS PUBS 38 and 64).

C. OMB Circular No. A-123, Management's Responsibility for Internal Control, as revised December 21, 2004.

D. OMB Circular No. A-127, Financial Management Systems, as revised January 9, 2009.

5. Definitions.

A. Life Cycle: The life cycle is the period of time during which IT assets and hardware remain useful. Management of the life cycle provides a structured process for planning and controlling an information resource from inception to replacement or termination. Management of the life cycle provides a common framework for facilitating control of the process, specifying the contents of deliverables, improving communications among diverse groups, and managing the information resources development and acquisition process. The effort and level of detail of the life cycle activities performed is commensurate with the size, complexity, and importance of the resource.

B. IT Assets. Any equipment, interconnected system(s), or subsystem(s) of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency.

C. Non-Related Assets. Assets *not* included:

(1)   Workstations, servers, and equipment to support scientific, engineering, or enhanced systems such as GIT.

(2)   Mobile devices such as tablets and smartphones.

(3)   Equipment acquired by a contractor incidental to a contract.

(4)   Equipment that contains embedded IT used as an integral part of the product, but the principle function of which is not defined as "Information Technology." For example, heating, ventilation, and air conditioning (HVAC) equipment such as thermostats, temperature control devices, and uninterruptible power supplies (UPS).

(5)   Supplies used in conjunction with computer hardware, such as diskettes, printer ink/toner cartridges, compact discs (CDs), digital video disks (DVDs), desktop accessories, anti-glare screens, thumb drives, etc.

(6)   Facilities related to support, such as air conditioning and UPS.

6. Policy. It is the policy that:

A. IT asset purchases of PCs, servers, network printers, network plotters, and network scanners are funded centrally from the Director's Office. All IT asset purchases and requests are subject to funds availability.

B. BOEM employees and contractors are entitled to one computer system. All requests for additional laptops, workstations, or additional systems must be fully justified in writing to the

designated official in the Program/Regional Offices. For each new PC or laptop, one must be returned to be excessed.

C. The inventory list of IT assets to be replaced is developed every fiscal year on a bi-annual basis (first weeks of June and September) by the Bureau of Safety and Environmental Enforcement (BSEE) Technology Services Division and validated and maintained by the BOEM Office of Budget and Program Coordination.

D. In accordance with Department of the Interior guidance, all desktops scheduled for replacement shall be replaced with laptops as appropriate.

E. Desktops, laptops, workstations, and peripherals are scheduled to be replaced every 4 to 5 years.

F. Servers are scheduled to be replaced every 5 years.

G. Shared printers, plotters, and scanners are scheduled to be replaced every 7-10 years or on an as needed basis due to frequency of repairs or software upgrades.

H. As explained in OCIO Directive 2013-001, exclusions to the desktop and laptop counts are: servers, switches, dedicated or single-purpose monitoring and control systems such as a SCADA (supervisory control and data acquisition); desktops or laptops used for system testing and training; mission specific data and information collection; processing, analysis, and monitoring; desktops or laptops used as a key component of scientific research experiments (i.e., as control or data collection devices); workstations that are used for high performance computing; virtual machines such as Citrix or VMware; and hand-held devices such as cell phones, smartphones, and tablet computers.

7. Expiration. This policy will remain in effect until it is canceled or superseded with another policy/directive.

8. Contact. To answer questions or respond to concerns please contact the Chief, Office of Budget and Program Coordination.