

ORDER

SPRPMO O 200.3A

Approved: 5/4/16

INFORMATION TECHNOLOGY GUIDANCE IMPLEMENTATION PROCESS



**U.S. DEPARTMENT OF ENERGY
Strategic Petroleum Reserve
Project Management Office**

RESERVED

5/4/16

INFORMATION TECHNOLOGY GUIDANCE IMPLEMENTATION PROCESS

1. **PURPOSE** This Order establishes the Strategic Petroleum Reserve Project Management Office (SPRPMO) requirements for personal and Government Information Technology (IT) directives, procedures, specifications, standards, operating and use instructions, and local policy and guidance, generically referred to herein as IT Guidance.
 - a. The SPRPMO Information Management Council (IMC) approves the implementation of Information Technology policies, procedures, and guidance that ensures mission-essential functions are executed in a safe and secure environment.
 - b. The Information Technology Planning Committee (ITPC) provides input and recommendations to the IMC on SPRPMO Directives, Policies, Orders, and Notices. Information Technology specifications, procedures, work processes, and use instructions will be set by the Chief Information Office (CIO) in consultation with the ITPC. This framework applies to Government and personal Information Technology, including electronic technology used in the conduct of business on the SPR or used on the SPR premises.
 - c. This IT Guidance supports the overall Department of Energy (DOE) and Lead Program Office guidance and supports the implementation of the SPR Information Technology architecture.
2. **CANCELLATION**. This Order cancels **SPRPMO O 200.3**, Information Technology Guidance Implementation Process, dated 8/07/07.
3. **APPLICABILITY**.
 - a. **SPRPMO Elements**. Except for the exclusions in Paragraph 3c, this Order applies to all SPRPMO organizational elements.
 - b. **DOE Contractors**. Except for the exclusions in Paragraph 3c, the Contractor Requirements Document (CRD), Attachment 1, sets forth the requirements of this Order that will apply to contracts that include the CRD. The Contractor Requirements Document (Attachment 1) sets forth the requirements of this Order which are applicable to the Management and Operating (M&O) contractor.

5/4/16

- c. Exclusions. None.

4. REQUIREMENTS.

- a. Upon majority affirmation by the ITPC, the IT Guidance will be either issued or, if required as in the case of establishing an SPRPMO Directive (Policy, Order, or Notice), be recommended to the IMC by the ITPC for approval.
- b. All Information Technology, both classified and unclassified will be evaluated to determine any risks to the SPR and its mission, resources, sensitive information, and personal data. The risks will be documented, and IT Guidance recommended as a result of this evaluation will be submitted to the ITPC. If the evaluation indicates that an SPRPMO Directive is required, it will be recommended by the ITPC and presented to the IMC.
- c. IT Guidance in the form of a SPRPMO Directive (Policy, Order, or Notice) will be submitted through the Directives process for review, approval, and final publication.
- d. IT Guidance in the form of specifications, procedures, work processes, and use instructions will get applicable signatures from SPRPMO IT, M&O Data Systems, and Assistant Project Manager Systems and Projects. Signature from Authorizing Official (AO) will be obtained for any IT Guidance with implications for security significant changes, or other increases to system risk. AO signature may also be obtained per determination of the SPRPMO CIO. Final approved documents will be published with SPR Publications.
- e. IT Guidance shall be given a number for publishing and tracking purposes.

5. RESPONSIBILITIES.

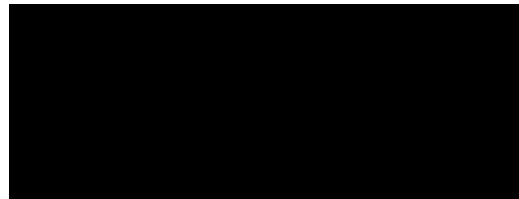
- a. The SPRPMO CIO, with the assistance of the M&O contractor's CIO, will oversee and direct the preparation of IT Guidance.
- b. The SPRPMO CIO will bring IT Guidance to the ITPC review and for IMC review as appropriate.

- c. The SPRPMO Assistant Project Manager for Systems and Projects will review IT Guidance and provide signature as appropriate for final and approved IT Guidance.
- d. ITPC members will review and provide input on IT Guidance.

6. REFERENCES.

- a. SPRPMO O 200.2A, *Information Management Council and Information Technology Planning Committee*, dated 8/29/2006.
- b. Department of Energy Order 251.1C, *Departmental Directives Program*, dated January 15, 2009.

7. CONTACT. The SPR CIO (Director, Information Systems and Technical Services) is the point of contact regarding this Order.



Project Manager
Strategic Petroleum Reserve

Attachment:

Attachment 1 – Contractor’s Requirements Document

CONTRACTOR REQUIREMENTS DOCUMENT
SPRPMO O 200.3, INFORMATION TECHNOLOGY GUIDANCE
IMPLEMENTATION PROCESS, Dated 05/04/16

Regardless of the performer of the work, the contractor is responsible for complying with the requirements of this Contractor Requirements Document (CRD). The contractor is responsible for flowing down the requirements of this CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements.

The Management and Operating (M&O) contractor will:

1. Support the preparation of the Information Technology Long-Range Plan and participate in the Information Management Council as required. The M&O contractor Chief Information Officer (Director of Data Systems) participates as a voting member of the Information Technical Planning Council (ITPC) with other M&O representatives participating on an ad hoc basis
2. The M&O contractor will draft the IT Guidance, conduct the risk analysis as appropriate, and may also propose and suggest additional guidance and changes to existing guidance and present this to the ITPC.