DATE: March 31, 2023

TO: Operating Division Chief Information Officers

CC: Cheryl R. Campbell, Assistant Secretary for Administration
Operating Division Chief Operating Officers
Staff Division Directors of Information Technology

FROM: Karl Mathias, Ph.D. HHS Chief Information Officer

SUBJECT: HHS Chief Information Officer Delegation of Authorities and Communication of Responsibilities to Operating Division Chief Information Officers

Purpose:

The purpose of this document is to identify and record the specific authorities and responsibilities as granted by the Federal Information Technology Acquisition Reform Act (FITARA)\(^1\) and Executive Order Number 13833\(^2\) to the HHS Chief Information Officer (CIO) that are appropriate for delegation to Operation Division CIOs so that they may act on behalf of the HHS CIO to ensure diligent stewardship of HHS information technology resources. This document further describes the criteria by which those specific authorities can be delegated, and the conditions of faithful execution that allow them to be maintained.

I. Qualifying for a Delegation:

A qualified delegate is first an individual, regardless of position title, hired to act in the capacity of a Chief Information Officer for their component and approved by the HHS Chief Information Officer\(^3\).

Second, the Office of Management and Budget (OMB) requires that any delegation or assignment of authorities and responsibilities must have a clear chain of accountability. Individuals qualified for a delegation must have demonstrated, initially and on a reoccurring

---

\(^1\) Federal Information Technology Acquisition Reform Act (FITARA) Pub. L. No. 113-291, §831-832 (December 19, 2014)
\(^2\) Executive Order No. 13833 Enhancing the Effectiveness of Agency Chief Information Officers (May 18, 2018)
\(^3\) Title 40 United States Code (U.S.C.) § 11319 (b) (2); Memorandum – Operational Division Chief Information Officer Evaluations, April 27, 2016
basis, that the necessary policies, procedures, and governance structures are in place to act on behalf of the HHS CIO with an appropriate level of rigor⁴.

Notwithstanding that an individual may be qualified and subsequently delegated specific approval authorities and responsibilities, the HHS CIO remains a full participant⁵ in all relevant governance processes with accountability and authority for oversight.

II. Delegation of Authority

Pursuant to FITARA and in accordance with OMB M-15-14, as described in Appendix A of this memorandum, the HHS CIO grants qualifying OpDiv CIOs, the following authorities to:

a. Budget Formulation
   i. Define a required level of detail for IT resources that supports diligent budgetary planning, decision making, and required reporting.
   ii. Approve the OpDiv annual IT budget request before submission to HHS.

b. Budget Execution
   i. Establish and maintain a process to engage with program managers and evaluate IT projects for appropriate delivery of value to customers and the agency mission.
   ii. Define a required level of detail in expenditure and acquisition data for diligent decision making and required reporting.
   iii. Define all necessary OpDiv IT policies, processes, and procedures to ensure proper governance of the IT portfolio. Require the use of incremental development.
   iv. Govern and evaluate all projects or initiatives with IT components. Take action as necessary to intercede on any poorly performing projects that contain IT elements, making recommendations and decisions where appropriate.

c. Acquisition
   i. Approve OpDiv IT acquisitions, strategies, plans, and investments of less than $20 million annually or $100 million over five years.

d. Organization and Workforce
   i. Define competency requirements for OpDiv IT staff and leadership and maintain a plan to meet mission requirements by recruiting and retaining requisite IT talent.

e. Cybersecurity and Risk
   i. Oversee and comply with the responsibilities of the HHS CIO’s delegated senior official, the HHS Chief Information Security Officer, in accordance with the Federal Information Security Modernization Act⁶ (FISMA) and the HHS Policy for Information Security and Privacy Protection (IS2P).

---

⁵ Title 40 United States Code (U.S.C.) § 11319 (C)(i)(III)
III. Limitations

a. Limitations in Authority

i. Qualifying individuals, acting with delegated authority, are understood to be acting on behalf of the HHS CIO, who retains full authority and oversight of the HHS IT portfolio to govern as empowered by law and outlined in Appendix A of this memorandum.

ii. OpDiv CIOs must ensure their internal policies, guidance, and procedures address HHS CIO governance requirements; policies and procedures; and federal laws, regulations, policies, and Presidential Directives.

iii. Broadly, all authorities delegated are subject to limitation by scope (OpDiv), monetary threshold ($20 million annually or $100 million over 5 years), and CIO designation as outlined in Appendix A of this memorandum or as otherwise noted.

iv. The HHS CIO may designate any IT project or investment (including acquisitions) as requiring HHS CIO level governance and approvals based on visibility, risk, mission criticality, or special interest.

v. Any reprogramming of IT funds that would require congressional notification must be reviewed and approved by the HHS CIO.

vi. Non-Recurring Expense Fund requests, or other requests for additional IT resources, remain subject to the same HHS CIO governance and approvals that other IT resources, projects, or investments would receive.

vii. Individuals hired to lead IT organizations under the title of CIO and/or to execute CIO responsibilities, without having been expressly qualified and delegated authority, may consider the roles and responsibilities described in Appendix A as a communication of responsibilities only and do not have final action in decision or approval to any extent unless otherwise outlined in writing from the HHS CIO.

b. Limitations in Applicability – the Office of the Secretary

i. The HHS CIO continues to officially assume the role and responsibilities of the Office of the Secretary (OS) CIO, acting within the scope of these authorities in service of HHS Staff Divisions (StaffDivs) and OpDivs directly supported by OS, unless or until otherwise formally delegated. Furthermore, the HHS CISO, as the HHS CIO’s delegated senior official, is the Authorizing Official for authorizations, i.e., Authority to Operate (ATO), in accordance with FISMA and the HHS IS2P.

c. Actions expressly limited or otherwise prohibited

i. Technology Modernization Fund requests, or similar interagency requests for additional IT funds, require HHS CIO review and approval before submission to OMB.

ii. The HHS CISO is the Authorizing Official (AO) for the Office of the Secretary (OS), HHS StaffDivs, and HHS OpDivs directly supported by OS. Authorizing or accepting cyber-risk on behalf of the HHS CISO/Authorizing Official is prohibited. Risk acceptances for systems, policies, hardware, software or users leveraging a General
Support System (GSS)\(^7\) must have authorization from the HHS CISO. A system owner accepting risk for a system that leverages a GSS must coordinate the acceptance of risk with the HHS CISO. Such risk may not be accepted on behalf of the HHS CISO.

iii. Authorizing a PIV waiver or exception must be done in accordance with HHS policy and federal security requirements, complying with all expressed limitations therein. Additionally, Multi-Factor Authentication should be used to the maximum extent practicable.

IV. Conditions:

i. Authorities herein may be revoked with cause, and individuals receiving delegated authority are subject to periodic reviews of their OpDiv policy and procedural documents to demonstrate diligent execution of the responsibilities described herein. Notice of such revocation would be provided in writing separate from this memorandum.

ii. OpDiv level governance procedures and decisions must address, at a minimum, any requirements of relevant HHS policy, and should be recorded, produced, or reported sufficient to meet HHS data collection requests and requirements. This includes using and maintaining any relevant systems of record\(^8\).

iii. OpDiv CIOs must fulfill all necessary obligations to participate in HHS governance and obtain HHS CIO approvals as prescribed by HHS policy and when such approvals exceed the level of authority delegated herein.

iv. Receive satisfactory performance on the annual CIO Action Plan\(^9\), or future superseding and related requirements.

v. OpDiv CIOs covered by this delegation must commit to diligent attendance to CIO Council meetings, or any other relevant governance bodies, as outlined and required within their respective charters.

vi. Proactively inform the HHS CIO of any General U.S. Government Accountability Officer or Office of Inspector General engagements at initiation, including findings or recommendations, that reference authorities and responsibilities delegated herein or IT projects and investments that require HHS CIO review and approval.

vii. Comply with all requirements set forth in FISMA and all related implementation guidance or superseding federal regulations.

viii. Conduct an annual review of cybersecurity policies and certify to the HHS CIO that all Departmental cybersecurity policies are implemented across OpDiv programs.

---

\(^7\) For example, HHS StaffDivs and HHS OpDivs directly supported by OS that leverage the HHS HQ Network are bound by the same Authority to Operate (ATO) processes and under the HHS CISO as the Authorizing Official.

\(^8\) Including the portfolio management tool, Folio, or other systems later defined.

\(^9\) The CIO Action Plan is the current format used to detail required action items that will impact OpDiv CIO performance.
V. Exception for the Office of the Inspector General (OIG)

As provided in the Inspector General Act of 1978 (IG Act), as amended (Title 5, U.S.C. § 6 (a) (7)), Inspectors General have independent authority to employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the office. Consequently, The Inspector General will retain full authority to fill the position of a CIO and subsequently govern that employee’s performance.

Additionally, the OIG IT budget and investments will be governed in accordance with the “Memorandum of Understanding between the Department of Health and Human Services Office of Inspector General and the Department of Health and Human Services”\(^\text{10}\) outlining those procedures. This delegation will not be applied to OIG in a manner that would adversely impact the office’s independence and authorities guaranteed in the IG Act, and all disputes will be resolved using the method prescribed in section VIII. Issue Resolution of the above memorandum.

VI. Effect on Existing Delegations:

This Delegation of Authority memorandum is effective immediately and supersedes all prior delegations of authority memoranda; it remains in place until rescinded.

The HHS CIO hereby affirms and ratifies any actions taken by the OpDiv CIO, or his or her designee, which involve the exercise of the authorities delegated herein.

VII. Signature

The above authorities, consistent with the described limitations and conditions, are hereby delegated to OpDiv CIOs at:

- Administration for Children and Families
- Administration for Community Living
- Administration for Strategic Preparedness and Response
- Agency for Healthcare Research and Quality
- Centers for Disease Control and Prevention
- Centers for Medicare & Medicaid Services
- Food and Drug Administration
- Health Resources and Services Administration
- Indian Health Service
- National Institutes of Health
- Substance Abuse and Mental Health Services Administration

Signed

[Signature]

karl mathias (Mar 22, 2023 14:44 EDT)

Karl Mathias, Ph.D.

HHS Chief Information Officer
Appendix A – FITARA Chief Information Officer (CIO) Authorities and Responsibilities

Organized as detailed by OMB M-15-14, related legislation amending title 40 is found in Appendix B.

Budget Formulation and Planning

**OMB A1**  
**Visibility of IT resources**

HHS CIO Role: Coordinating with the Chief Financial Officer (CFO), define the level of detail with which IT resource levels are described distinctly from other resources.

Scope of Delegation: Delegated with Limited Scope - Within OpDiv

OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, OpDiv CIOs should coordinate with relevant executives to define a required level of detail for IT resources that supports diligent budgetary planning, decision making, and required reporting.


**OMB B1**  
**CIO role in pre-budget submission**

HHS CIO Role: Participate, in coordination with the CFO and Chief Acquisition Officer (CAO) or senior procurement officer, in the planning, programming, and budgeting stages for programs that include IT resources.

Scope of Delegation: Communication of Responsibilities Only - Within OpDiv

OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, OpDiv CIOs should coordinate with relevant executives to participate in the pre-budgeting process for programs that include IT resources before submitting to HHS for review and submission to OMB.


**OMB C1**  
**CIO role in planning program management**

HHS CIO Role: Participate in budgetary planning processes for the use of IT resources to accomplish agency objectives, approves the components of any plan that includes IT investment.

Scope of Delegation: Delegated approval authority with Limited Scope - Within OpDiv

OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, OpDiv CIOs participate in OpDiv budgetary planning and approve the OpDiv annual IT budget request before submission to HHS.

OMB D1 CIO role in budget request

HHS CIO Role: Reviews and approves major IT investment portion of budget request to OMB. Additionally, affirms as such in writing with the CFO, as prescribed by OMB.

Scope of Delegation: Non-Delegable

OpDiv CIO Role: Do not have the authority or requirement, as part of the budget process, to submit anything directly to OMB without the HHS CIO and CFO review and approval.


Budget Execution

OMB E1 Ongoing CIO engagement with program managers

HHS CIO Role: Establishes and maintains a process to engage with program managers and evaluate IT projects for appropriate delivery of value to customers and the agency mission.

Scope of Delegation: Delegated with Limited Scope - Within OpDiv

OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, establish and maintain a process to engage with program managers and evaluate IT projects for appropriate delivery of value to customers and the agency mission.


OMB F1 Visibility of IT planned expenditure reporting to CIO

HHS CIO Role: Define, in coordination with the CFO and CAO, the level of detail of planned expenditure reporting for all acquisitions that include IT resources.

Scope of Delegation: Delegated with Limited Scope - Within OpDiv

OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, OpDiv CIOs should coordinate with relevant executives to define a required level of detail in expenditure and acquisition data for diligent decision making and required reporting.

Enabling Legislation: 40 U.S.C. § 11319
<table>
<thead>
<tr>
<th>OMB G1</th>
<th>CIO defines IT processes and policies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HHS CIO Role:</strong></td>
<td>Define IT processes, policies, development processes, milestones, review gates, and the overall policies for all capital planning, enterprise architecture, project management, and reporting for IT resources. Additionally, ensures the use of incremental development.</td>
</tr>
<tr>
<td><strong>Scope of Delegation:</strong></td>
<td>Delegated with Limited Scope - Within OpDiv</td>
</tr>
<tr>
<td><strong>OpDiv CIO Role:</strong></td>
<td>Within the scope of their OpDivs, and complying with HHS enterprise policy, define all necessary OpDiv IT policies, processes, and procedures to ensure proper governance of the IT portfolio. Require the use of incremental development.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OMB H1</th>
<th>CIO role on program governance boards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HHS CIO Role:</strong></td>
<td>Serve on governance boards that include governance, review, or approval of IT resources.</td>
</tr>
<tr>
<td><strong>Scope of Delegation:</strong></td>
<td>Communication of Responsibilities Only - Within OpDiv</td>
</tr>
<tr>
<td><strong>OpDiv CIO Role:</strong></td>
<td>Within the scope of their OpDivs, and complying with HHS enterprise policy, OpDiv CIOs should serve on all relevant boards that govern, review, or approve the use of IT resources.</td>
</tr>
<tr>
<td><strong>Enabling Legislation:</strong></td>
<td>40 U.S.C. § 11319(b)(1)(A); Executive Order 13833 Enhancing the Effectiveness of Chief Information Officers (2018)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OMB J1</th>
<th>CIO role in recommending modification, termination, or pause of IT projects or initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HHS CIO Role:</strong></td>
<td>Conduct TechStat reviews and apply measurements to evaluate the use of IT resources. As appropriate, and in compliance with regulation, recommend modification, termination, or pause of activities based on their evaluation.</td>
</tr>
<tr>
<td><strong>Scope of Delegation:</strong></td>
<td>Delegated with Limited Scope - Within OpDiv</td>
</tr>
<tr>
<td><strong>OpDiv CIO Role:</strong></td>
<td>Within the scope of their OpDivs, and complying with HHS enterprise policy, govern and evaluates all projects or initiatives with IT components. Takes action as necessary to intercede on poorly performing projects that contain IT elements, making decisions where owned by the OpDiv Chief Information Office.</td>
</tr>
<tr>
<td><strong>Enabling Legislation:</strong></td>
<td>40 USC §11315(c)(2)</td>
</tr>
</tbody>
</table>
OMB L1  
**CIO approval of reprogramming**

**HHS CIO Role:** Approves any movement of funds for IT resources that requires Congressional notification.

**Scope of Delegation:** Not Delegated

**OpDiv CIO Role:** Does not have the authority or responsibility to approve the movement of IT funds when congressional notification would be required.

**Enabling Legislation:** 40 U.S.C. § 11319 (b)(1)(C)(i)(II)

### Acquisition

OMB I1  
**Shared acquisition and procurement responsibilities**

**HHS CIO Role:** Reviews all agency cost estimates, acquisition strategies, and acquisition plans that include IT.

**Scope of Delegation:** Communication of Responsibility Only - Within OpDiv

**OpDiv CIO Role:** Within the scope of their OpDiv, and complying with HHS enterprise policy, review all agency cost estimates, acquisition strategies, and acquisition plans that include IT.

**Enabling Legislation:** 40 U.S.C. 11319(b)(1)(A)

OMB K1  
**CIO review and approval of acquisitions**

**HHS CIO Role:** Reviews and approves acquisition strategies and plans that include IT resources.

**Scope of Delegation:** Delegated approval authority with Limited Scope - Within OpDiv, monetary threshold, or further CIO designation

**OpDiv CIO Role:** Within the scope of their OpDivs, and complying with HHS enterprise policy, reviews and approves OpDiv IT acquisitions, strategies, plans, and investments of less than $20 million annually or $100 million over five years.

**Enabling Legislation:** 40 U.S.C. § 11319 (b)(1)(C)(i)(I)
### Organization and Workforce

**OMB M1**  
**CIO approves new bureau CIOs**

**HHS CIO Role:** Participates in the recruitment, interview, and selection of OpDiv CIOs, or those hired to act in that capacity regardless of title.

**Scope of Delegation:** Non-Delegable

**OpDiv CIO Role:** Does not have related authorities or requirements.

**Enabling Legislation:** 40 U.S.C. 11319(b)(2)

**OMB N1**  
**CIO role in ongoing bureau CIOs’ evaluations**

**HHS CIO Role:** Develop element(s) or measures to be used in on-going OpDiv CIO evaluations.

**Scope of Delegation:** Not-Delegated

**OpDiv CIO Role:** Does not have related authorities or requirements.

**Enabling Legislation:** 40 U.S.C. § 11315(c)(3)

**OMB O1**  
**Bureau IT leadership directory**

**HHS CIO Role:** Publish a dataset identifying all bureau officials with title of CIO or duties of a CIO.

**Scope of Delegation:** Communication of Responsibilities Only – Within OpDiv

**OpDiv CIO Role:** Responds to quarterly data calls, or other prescribed processes as appropriate, to ensure information is validated and accurate.

**Enabling Legislation:** 40 U.S.C. § 11315(c)(3)

**OMB P1**  
**IT workforce**

**HHS CIO Role:** Define competency requirements for OpDiv IT staff and leadership and maintain a plan to meet mission requirements by recruiting and retaining requisite IT talent.

**Scope of Delegation:** Delegated with Limited Scope - Within OpDiv
OpDiv CIO Role: Within the scope of their OpDivs, and complying with HHS enterprise policy, define competency requirements for OpDiv IT staff and leadership and maintain a plan to meet mission requirements by recruiting and retaining requisite IT talent.

Enabling Legislation: 40 U.S.C. § 11315(c)(3)

**OMB Q1**

**CIO reports to agency head (or deputy/COO)**

HHS CIO Role: Reports to agency head (i.e. Secretary, or Deputy Secretary)

Scope of Delegation: Not-Delegated

OpDiv CIO Role: Does not have related authorities or requirements. However, OpDiv CIOs should collaborate with executives and advocate for the time and attention of leadership as necessary to ensure diligent stewardship of agency IT resources.

Enabling Legislation: 44 U.S.C. § 3506 (a)(2); 40 U.S.C. 11315(b)
Appendix B – Related Legislation and Policy

Legislation and related Title 40 CIO authorities.

- Executive Order 13833, Enhancing the Effectiveness of Chief Information Officers, May 15, 2018

Federal Guidance

- OMB M-16-12, Memorandum for The Heads of Departments And Agencies, Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing, June 2, 2016
- OMB Circular A-130, Managing Information as a Strategic Resource, July 28, 2016
- OMB Circular A-11, Preparation, Submission and Execution of the Budget, Section 55, June 28, 2019

Department Policy and Guidance

- HHS Policy for Enterprise Architecture, August 2008
- HHS Federal Information Technology Acquisition Reform Act (FITARA) HHS Implementation Plan, September 2015
- Memorandum - Operational Division Chief Information Officer Evaluations, April 2016
- HHS Federal Information Technology Acquisition Reform Act (FITARA) Implementation-Revised HHS IT Governance Framework, October 2016
- HHS Policy for Information Technology Acquisition Reviews (ITAR), June 2020
- HHS Policy for Information Technology Asset Management (ITAM), August 2020
- HHS Policy for Information Technology Portfolio Management, September 2021
- HHS Policy for Information Security and Privacy Protection (IS2P), November 2021
- HHS Policy for Information Technology (IT) Policy for Enterprise Performance Life Cycle (EPLC), November 2016
Appendix C – HHS OCIO Governance Functions and Contacts

HHS governance programs and requirements outlined in the memorandum are described below as they address OMB M-15-14 and the roles described in Appendix A.

Office of Enterprise Services (OES) - Legislative Compliance Division

Addresses CIO Authorities: OMB I1 – Shared acquisition and procurement, K1- CIO review and approval of acquisitions, N1 – Role in ongoing bureau CIO evaluations, and O1 – Bureau IT leadership directory.

Information Technology Acquisition Review (ITAR) (OMB F1, I1, K1)

The ITAR Program addresses authority to review and approve acquisition plans and strategies. These reviews are required as described above, consistent with the limitations and thresholds of the delegation.

Contact: Charrsi Brightharp - Director, Legislative Compliance Division, itar@hhs.gov

FITARA Scorecard (OMB N1, O1)

This program is used to forecast GAO FITARA scorecards, monitor operational data, and provide input into CIO bureau evaluation.

Contact: Freda Bredy, Freda.Bredy@hhs.gov

OES - Governance Strategy and Policy Division

Addresses CIO Authorities: OMB G1 – CIO defines IT processes and Policies, H1 – CIO role on program governance boards, J1 – CIO role in recommending modification, termination, or pause of IT projects or initiatives, N1 – CIO role in ongoing bureau CIOs’ evaluations.

Administration Management IT Steering Committee (AMD ITSC) (OMB C1, E1, H1, J1)

The AMD ITSC ensures IT investments, projects and acquisitions contribute to the Department’s strategy, mission, and business needs; align with the HHS Enterprise Architecture; and have acceptable levels of risk. The HHS CIO, as a Co-Chair, has the authority to recommend the modification, termination, or pause of IT projects or initiatives, in coordination with AMD ITSC voting members.

Contact: Sherrell Parker, DomainGovernance@hhs.gov

Executive Review Board (ERB) (OMB H1, J1)

The ERB ensures IT investments, projects and acquisitions contribute to the Department’s strategy, mission, and business needs; align with the HHS Enterprise Architecture; and have acceptable levels of risk. The HHS Deputy CIO for Enterprise Services serves as the Chair of the ERB with delegated authority to recommend the modification, termination, or pause of IT projects or initiatives, in coordination with ERB voting members and approval by the AMD ITSC.

Contact: Sherrell Parker, ExecutiveReviewBoard@hhs.gov

508 Compliance (OMB G1, H1, J1)

The HHS and OS Accessibility Program delivers consultation and guidance on how to make the acquisition, design, development, and implementation of ICT accessible. The program identified non-conformance to policy and standards, provides training and tools, and reports on behalf of the Department to the Office of Management and Budget (OMB) and General Services Administration (GSA).
The HHS and OS Accessibility Program serves as a critical partner in stage gates reviews and makes recommendations for the modification, termination, or pause of IT projects or initiatives, in coordination with AMD ITSC voting members.

Contacts: Kate Maynor and Cammie Truesdell 508helpdesk@hhs.gov 508OperationsBoard@hhs.gov

**HHS IT Strategic Plan (OMB GI, HI, JI, NI)**

Implementation of the HHS ITSP strengthens the Department’s ability to deliver core IT functions with agility, security, and effectiveness, thereby providing for effective health and human services. The HHS CIO defines enterprise IT processes and policies that align with the goals and objectives in the ITSP. The HHS CIO evaluates bureau CIOs’ performance in their execution of the ITSP as part of the CIO Action Plan.

Contact: Sherrell Parker, HHSCIOCouncil@HHS.gov

**CIO Action Plan (OMB NI)**

The CIO Action Plan is an annual set of performance goals and metrics that are established and used by the HHS CIO to evaluate the performance of OpDiv CIOs. The CIO Action Plan goals and metrics center on FITARA implementation, FISMA implementation, and other IT priorities. The HHS CIO provides the OpDiv CIOs with quarterly and annual performance feedback via the HHS CIO Action Plan scorecard.

Contact: Sherrell Parker, HHSCIOCouncil@HHS.gov

**Enterprise Policy (OMB GI)**

Enterprise IT policies are developed and maintained to enforce federal legislation, implement OMB guidance, and outline HHS requirements. These policies are published and maintained on the [HHS IT Policy Library](#). Policies are reviewed routinely (three years or less) to satisfy changes from legislation, guidance, and the HHS enterprise IT environment. All enterprise IT policies are developed by the HHS OCIO, in coordination with HHS OpDivs and StaffDivs.

Contact: Christopher Smith – Enterprise IT Policy Officer, ITPolicyOfficer@hhs.gov

**OES - Portfolio Management Division**

Addresses CIO Authorities: OMB A1 – Visibility of IT resources, B1 – CIO role in pre-budget submission, C1 – CIO role in planning program management, D1 - CIO role in budget request, LI – CIO approval of reprogramming, OMB E1 – Ongoing engagement with program managers JI – CIO role in recommending modification, termination, or pause of IT projects or initiatives.

This program implements Federal budget and IT mandates to achieve continuous portfolio value optimization and risk mitigation; it is responsible for the TBM framework, portfolio data analytics and standard reporting.

**Budget Submission (OMB A1, B1, C1)**

This program is responsible for the bi-annual IT budget submission to OMB, as required in OMB Circular A-11, Section 55 (Information Technology Investments). As part of the budget cycle, the required data submissions must include reports on the management and performance of individual IT investments within the agency’s portfolio, as well as analysis of the agency’s planned technology spending for the upcoming budget year.
Annual IT Portfolio Review (OMB A1, B1, C1, F1)

The IT Portfolio Review Meetings are hosted by the HHS CIO and HHS CFO annually (June – August) in accordance with the Federal IT Acquisition Reform Act (FITARA) and OMB A-11 Capital Planning reporting requirements. This program is responsible for conducting assessments of IT budget estimates, the impact of new and existing mandates, operational status, and programmatic areas of concern.

Integrated Data Collection (IDC) (OMB A1, B1, D1)

This program is responsible for collecting and analyzing the quarterly OMB data call. The Integrated Data Collection (IDC) is a consolidated approach to reporting requirements. The consolidation both simplifies the requirements and ensures OMB and agencies effectively use the data to improve IT management and strategic decision-making.

Tech Stats (OMB E1, J1)

This program is responsible for an evidence-based review of an Information Technology (IT) investment with support from senior leadership. It is a realistic, data driven assessment to identify weaknesses and to determine corrective actions or modifications that support delivery of value.

Contact: Oscar Carranza, Oscar.Carranza@hhs.gov

OES - Vendor Management (OMB I1, K1)

Enterprise ITAM Program and Software Asset Management.

This program addresses the FITARA, Megabyte and the OMB Memorandum M-16-12 and M-19-13, specifying that agencies are required to develop and participate in the HHS Enterprise ITAM Program. HHS has developed the HHS Enterprise ITAM Program based on an overarching framework to support the centralization and management of enterprise license agreements.

Contact: Michael Stup, Software Asset Manager HHS-VMO@hhs.gov

OES - Enterprise Architecture

Addresses CIO Authorities: OMB G1 – CIO defines IT processes and Policies, H1 – CIO role on program governance boards, J1 – CIO role in recommending modification, termination, or pause of IT projects or initiatives

The HHS EA Program supports the Operating and Staff Divisions of HHS in meeting Department objectives by enhancing interoperability across information systems, reducing redundancies, and improving access to accurate, timely, and consistent information

Contact: Ashu Goel – Director, Enterprise Architecture, HHS_EA_Program@hhs.gov

OES - Office of the Secretary Governance

Addresses CIO Authorities: OMB E1 – Ongoing engagement with program managers, F1 – Visibility of IT planned expenditure reporting; G1 – CIO defines IT processes and Policies; H1 – CIO role on program governance boards; J1 – CIO role in recommending modification, termination, or pause of IT projects or initiatives

OS Governance (OSG) ensures that IT systems, within the OS, support business needs and are developed securely in compliance with federal rules and regulations, as well as other HHS IT Policies. OSG
provides governance and oversight support to the HHS IT governance boards by referencing the HHS Enterprise Performance Life Cycle (EPLC) Framework.

Contact: Carmen Cheng, Director, OS Governance, HHSEPLC@hhs.gov

**OS – Information Technology Governance Board** *(OMB E1, F1, J1)*

The purpose of the OS ITGB is to review, approve, and provide funding for investments, based on HHS’s strategy and advancements in technology that can be leveraged to support the agency’s enterprise and business objectives. The OS ITGB also provides oversight of resulting IT investments and governs HHS’s Enterprise Architecture (EA).

Contact: Carmen Cheng, Director, OS Governance, HHS_OS_ITGB@hhs.gov