



**U.S. Department of Energy**  
Washington, DC 20585

October 30, 2017

MEMORANDUM FOR DOE PROGRAM OFFICES

FROM: Max Everett  
Chief Information Officer (CIO)

SUBJECT: Information Technology Acquisitions Requiring CIO, or CIO Delegate,  
Review and Approval

**BACKGROUND:** The Carl Levin and Howard P. “Buck” McKeon National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2015 [Public Law 113-291], Subtitle D – Federal Information Technology Acquisition Reform (FITARA), section 831 Chief Information Officer authority enhancements, provides statutory authority to the CIO in the planning, programming, budgeting, and execution of information technology (IT)<sup>1</sup> acquisitions. The Act requires CIO review and approval for Major IT investments, and CIO or CIO Delegate review and approval for Non-Major IT investments, prior to award of any contract or agreement. The OCIO subject matter experts (SMEs) comprehensively review and provide recommendations to the CIO or their designee on IT Acquisition Plans/strategies and acquisition requests.

**APPLICABILITY:** The OCIO review and approval process applies to any contract action, whether the principal purpose of the contract action is for the acquisition of IT or for some other stated purpose, but that purpose requires acquisition of IT. This process applies regardless of dollar value where the IT asset or service is to be:

- acquired by new contract or new agreement;
- acquired via modification to an existing contract or existing agreement, when such IT has not already been previously agreed to and negotiated between the parties; and
- purchased on a purchase card that cannot be acquired through an established Program/Site/Office process.

**EXEMPTIONS:** For purposes of operations security, the OCIO will exempt the Technology Crime Section, Office of Investigation, Office of Inspector General (OIG) from its review of IT acquisitions. Technology Crime Section IT acquisitions under this exemption shall not exceed \$150K per IT acquisition. The OIG will provide the OCIO with periodic reports pertaining to utilization of this exemption. The reports shall detail, inter alia, the analogous processes that the OIG followed consistent, wherever possible, with this memorandum.

**INSTRUCTIONS:** All Departmental elements must submit the following for consideration:

- Acquisition Plan/Strategy, when required by the Office of Management
- IT Acquisition Approval Package

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<sup>1</sup>As defined in [OMB M-15-14, Management and Oversight of Federal Information Technology](#), page 3

- Memo to CIO requesting approval of IT acquisition
- Completed IT Acquisition Request Form

The OCIO's goal is to review all items within 5 business days of submission. This timeframe is dependent on the complexity of the item. The OCIO will strive to meet external deadlines for mission-critical items, when so notified by the requester.

Send completed requests and questions to [DOE.OCIO.FITARA-REQUESTS@hq.doe.gov](mailto:DOE.OCIO.FITARA-REQUESTS@hq.doe.gov). The IT acquisition approval process instructions, Memo to CIO, and IT acquisition request form are located at: <https://energy.gov/cio/guidance/it-acquisition>.

We will continue working together to ensure requests are processed expeditiously.