**U.S. Department of Energy**

 Washington, DC 20585

[INSERT DATE]

MEMORANDUM FOR Rocky Campione, Chief Information Officer (CIO)

FROM: [Name]

 [Program Office Name]

SUBJECT: Request for CIO Approval of Information Technology (IT) acquisitions for [Brief description]

**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, section 831 Chief Information Officer authority enhancements, provides statutory authority to the CIO in the planning, programming, budgeting, and execution of information technology (IT)[[1]](#footnote-1) acquisitions. The Act requires CIO review and approval for Major IT investments, and CIO or CIO Delegate (includes the delegation of Departmental Element CIOs) review and approval for Non-major IT investments, prior to award of any contract or agreement.

In order to comply with FITAR Act (aka FITARA) statutory requirements concerning the procurement of IT supplies or services for the Department of Energy (DOE), [Program Office name] requests the DOE CIO approval on the attached list of [Item(s), brief description, total cost, and date requested].

**RECOMMENDATION:** CIO approval of the attached IT procurement award actions.

**CIO DECISION (Signature Required):**

**APPROVE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DISAPPROVE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS (If applicable):**

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Attachment: As Stated

1. As defined in [OMB M-15-14, Management and Oversight of Federal Information Technology](https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf), page 3 [↑](#footnote-ref-1)