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Date

Approved for Release
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23 FEB 2016
Date

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DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES (HR) BULLETIN #206, FY16

SUBJECT: Hiring of Bureau and Sub-Bureau Chief Information Officers (CIOs), Deputy CIOs, Related Senior Executive Service (SES)/Senior Level (SL) IT Positions; and Positions at the GS-15 or Equivalent that Function in the Capacity of a Bureau/Sub-Bureau CIO

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not applicable

BACKGROUND: The Federal Information Technology Acquisitions Reform Act (FITARA) of 2014, enacted December 19, 2014, requires that CIOs have a significant role in information technology (IT) decisions, including annual and multi-year planning, programming, budgeting, execution, reporting, management, governance, and oversight functions. To implement the requirements of FITARA, the Office of Management and Budget (OMB) published guidance (Memorandum M-15-14) on June 10, 2015, which reflected input from a diverse group of stakeholders, including representatives from the Chief Financial Officer, Chief Human Capital Officer, Chief Acquisition Officer, Assistant Secretary for Management, Chief Operating Officer, and CIO communities. The guidance takes major steps toward ensuring that agency CIOs have significant involvement in procurement, workforce, and technology-related budget matters while continuing a partnership with other senior leaders.

PURPOSE: The purpose of this HR Bulletin is to provide Department-wide guidance on hiring bureau and sub-bureau CIOs, Deputy CIOs, related SES/SL IT positions; and positions at the GS-15 or equivalent that function in the capacity of a bureau/sub-bureau CIO.

COVERAGE: This bulletin pertains to the hiring of all bureau and sub-bureau CIOs, Deputy CIOs, related SES/SL IT positions (e.g., Chief Technical Officer, Chief Information Security

Officer, etc.), and positions at the GS-15 or equivalent or above that function in the capacity of a bureau/sub-bureau CIO.

EXCLUDES: All positions of the Office of the Inspector General (OIG)

POLICY: In accordance with Public Law 113-291, December 19, 2014, Subtitle D, Federal Information Technology Acquisition Reform, Section 831; and Title 40, United States Code (U.S.C.) § 11319(b)(2), the Department of Commerce (Department) CIO must concur on the selection, reassignment, and/or detail of positions covered under this HR Bulletin with the following exception.

Exception – Pursuant to the OMB Memorandum M-15-14’s recognition of the independence and authorities that Inspectors General have over personnel, performance, procurement, and budget of the OIG, as provided in the Inspector General Act of 1978, as amended (Title 5, U.S.C. App. 3), the Inspector General will retain full authority to establish, classify, select, and fill CIO and SES/SL IT positions, which are established by and report to the Inspector General. Consequently, any approval authorities or oversight responsibilities specifically retained by the Department do not apply to the CIO and SES/SL IT positions in the OIG. In exercising his authority, the Inspector General shall give particular regard to the activities of the Department CIO with a view toward avoiding duplication and insuring effective coordination and cooperation related to management, governance, and oversight of information technology in OIG operations.

The hiring of all positions covered under this HR Bulletin must be done in collaboration with the Department CIO. The Department CIO must personally concur on the selection of a candidate, or the reassignment, or detail of an individual through written correspondence. The written correspondence can be in the form of an e-mail to the hiring official, or appropriate individual, which is then provided to the Servicing Human Resources Office (SHRO); or the Department CIO can annotate and sign/date the “certificate of eligibles” provided by the SHRO, or the Justification Memorandum that will be submitted to the office of the Chief Financial Officer and Assistant Secretary for Administration. The SHRO is required to maintain a copy of the written correspondence in the recruitment case file.

Criteria for determining positions that function in the capacity of a bureau/sub-bureau CIO: Supervisory positions at the GS-15 or equivalent level or above, with responsibilities and authorities to improve the operating efficiency of their bureau or sub-bureau—by performing true portfolio management for all IT in the bureau—are considered to be functioning in the capacity of a bureau CIO. These positions focus on delivering IT solutions that support the mission and business effectiveness of the bureau and overcoming bureaucratic impediments to deliver enterprise-wide solutions. Below are examples of bureau-level duties that may result in the position requiring Department CIO approval:

- Driving the investment-review process for IT investments and having responsibility over the entire IT portfolio for the bureau;
- Focusing on eliminating duplication and rationalizing bureau IT investments, thereby reducing costs;

- Identifying, recruiting, and hiring top IT program management talent;
- Implementing a bureau-wide information security program and providing information security for both the information collected and maintained by the bureau, or on behalf of the bureau, and for information systems that support the operations, assets, and mission of the bureau;
- Ensuring that IT projects and expenditures align to bureau mission and business needs;
- Promoting an interoperable, secure, portable, and scalable technology environment;
- Optimizing IT planning and investment decisions;
- Establishing clear measures and accountability for the management of IT initiatives;
- Optimizing the portfolio mix and maximizing IT investments;
- Ensuring that the IT portfolio remains dynamic and flexible to meet changing business needs;
- Determining program effectiveness and measurements of success; and/or
- Establishing effective security controls and authentication tools.

Approval Process:

The Department CIO must:

- 1) Document concurrence on Standard Form (SF)-52, Request for Personnel Action, by initialing/signing any blocks in Part C – Reviews and Approvals.
- 2) Provide written concurrence (e-mail is sufficient) for the final Job Opportunity Announcement (JOA) prior to the release of the JOA. Documentation of concurrence must be maintained in the case file.
- 3) Concur on the final selection in writing (i.e., email, co-signing a certificate, etc.) prior to the SHRO extending a tentative offer. Documentation of concurrence must be maintained in the case file.

Note: The Department CIO may participate in interviews and/or any other part of the selection process if he/she initiates participation; however, it is not required.

REFERENCES:

- Public Law 113-291, December 19, 2014, Subtitle D, Federal Information Technology Acquisitions Reform, Section 831
- Title 40, United States Code § 11319(b)(2)
- Office of Management and Budget, Memorandum M-15-14, June 10, 2015
- Office of Management and Budget, Memorandum M-11-29, August 8, 2011

OFFICE OF POLICY AND BENEFITS: OPBservices@doc.gov

