



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

APR 22 2005

PROCUREMENT MEMORANDUM 2005-02

ACTION

MEMORANDUM FOR Department of Commerce (DOC) Contracting
Officer Representatives (CORs), and Contracting
Professionals

FROM: Michael S. Sade **Signed**
Director Acquisition Management
and Procurement Executive

SUBJECT: Effectively Integrating Information Technology (IT)
Security Into the Acquisition Process

Background

In September 2003, the Office of the Inspector General (OIG) issued Final Inspection Report OSE-16146 presenting the audit results of the Department's information technology security program. The audit responded to requirements outlined in the Federal Information Security Management Act (FISMA) for agencies to conduct annual information security program reviews and for the OIG to perform annual independent evaluations of those programs.

The OIG report found that improvement is needed in the area of effectively integrating information security requirements into contracts. Consequently, the Office of Acquisition Management partnered with the Office of the Chief Information Officer, to develop content for the new online course entitled "Effectively Integrating Information Technology (IT) Security into the Acquisition Process." This new online course is designed to guide students through the necessary IT security considerations during each phase of the acquisition process. This course is required for the entire DOC acquisition community, including contracting officers, contract specialists and contracting officer representatives (CORs).

Acquisition Policy

CORs – Commerce Acquisition Manual (CAM) 1301.670, COR Certification Program Policy currently identifies Effectively Integrating Information Technology (IT) Security into the Acquisition Process as a requirement for certification. Consequently, all CORs must complete the new course.

Contracting Professionals – As a result of this procurement memorandum, "Effectively Integrating Information Technology (IT) Security into the Acquisition Process" is

required for all current and new contracting professionals. The course will be specifically identified in future updates to the CAM 1301.6, Acquisition Career Management Program.

Required Action

All members of the DOC acquisition community, including contracting officers, contract specialists and contracting officer representatives (CORs) must complete the new online course entitled "Effectively Integrating Information Technology (IT) Security into the Acquisition Process" by June 30, 2005.

The course will take approximately 45 minutes to complete and may be found on the Office of Acquisition Management (OAM) website at the following two links:

- http://oamweb.osec.doc.gov/CAPPS_contracting_officer.html.
- http://oamweb.osec.doc.gov/CAPPS_contracting_professionals.html

In addition to finding the course on the OAM website, the course will soon be available on the Department of Commerce (DOC) Learning Management System (LMS).

Once you have completed the course online, you will receive an electronic certificate of completion issued by OAM. Also, for CORs only, your contracting office will also be notified that you have completed the course.

Please note that this new course has not been provided in the past and is not the same as the annual IT Awareness Training provided by the Office of the Chief Information Officer (OCIO). The new course, "Effectively Integrating Information Technology (IT) Security into the Acquisition Process" is an additional requirement for DOC employees that fall within the acquisition community, including contracting officers, contract specialists and contracting officer representatives (CORs).

Online Course System Requirements

- Viewing Requirements
 - Windows Media Play 6+
 - Macromedia Flash 4+
 - Internet Employer browser, version 5+ (Netscape is not supported)
 - Sound card and speakers
- Links Requirements
 - An internet connection is required to select additional links and resources on the web

Those using Macintosh computers may experience difficulties, such as video playing in a stand-alone player instead of the multimedia interface. For all users, including PC and Mac users, due to the many hardware, software and data transport variations that exist, other or additional requirements may apply to your particular system. Please contact your local helpdesk for additional configuration questions.

Should you have any questions concerning this procurement memorandum, please feel free to contact Curtina Smith, Procurement Analyst, on 202-482-4186.

cc: Acquisition Community
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