



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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## OCIO DIRECTIVE 2004-010

To: Heads of Bureaus and Offices

From: W. Hord Tipton  
Chief Information Officer 

Subject: Population and Maintenance of the Department of the Interior Enterprise Architecture Repository

### Purpose:

This directive establishes the Department of the Interior (DOI) Enterprise Architecture Repository (DEAR) and its sub-systems, Bureau EA Repositories (BEARs), as the official source for information on all DOI information technology (IT) systems and enterprise architecture (EA) artifacts.

### Policy:

All DOI tracked systems and IT investments will be tracked in DEAR. The data for each system and investment will periodically be updated through the responsible Interior Architecture Working Group (IAWG) team member and/or the appropriate governance group described herein. Chief Information Officers (CIOs) are responsible for ensuring the accuracy and completeness of their respective IT systems inventory and investments as well as validating and mapping these assets to all architectural models contained in DEAR.

In addition to DOI tracked systems, each bureau CIO is required to maintain a current and complete inventory of all IT systems used by the bureau in their BEAR. Therefore, any system that does not fall into the DOI tracked system categories must still be tracked in the appropriate BEAR. Although this is a distributed architecture, OCIO has access to all data in DEAR and the BEARs for a complete DOI-wide IT systems inventory. For systems used by multiple bureaus, the bureau/office that manages the system is responsible for providing and updating information about it, including associating its assets with each of the architecture models contained in DEAR.

Close coordination with data stewards, program managers, system managers, and other subject matter experts (SMEs) is required to ensure the mappings to the architectural models are accurate.

### Scope:

This directive is Department-wide.

DOI tracked systems are any IT systems, including those operated by contractors and application service providers, wholly or partially funded by DOI that fall into the following categories for any phase of the system's life cycle (e.g., design, development, operation and maintenance):

- Indian Trust Systems
- Major Applications
- Financial Management Systems
- General Support Systems
- Other systems associated with
  - ◆ Major IT investments – Exhibit 300s
  - ◆ Non-Major IT investments – Exhibit 300-1s

### **Time Frame:**

Population, validation and extension of DEAR have already begun and will continue on a phased schedule coordinated primarily through the bureau/office IAWG representative and/or the appropriate governance group described in this directive. The next milestone, which is due for completion on June 2, 2004, is mapping the application systems inventory to our Service and Technical Reference Models.

### **Background:**

In the 2004 and 2005 Budget Passback language, the Office of Management and Budget (OMB) directed DOI to develop a program that links all bureau-level EA efforts into a unified and integrated framework aligned with the Federal Enterprise Architecture (FEA). DEAR is an automated repository and business modeling tool that supports the implementation of a unified EA by enabling the cohesive linkage of DOI strategic outcomes and measures, IT investments, application systems, functions and processes, data requirements, technology and product standards.

DOI enterprise architecture artifacts maintained in DEAR include our business, performance, data and technical reference models, each of which is based on the FEA. Each bureau has its own repository (BEAR) which rolls up into DEAR. DEAR will be leveraged to improve the management of our IT portfolio by supporting cross-cutting analyses. For example, DOI and each bureau/office will be able to query DEAR to determine which IT systems and investments support our strategic outcomes and measures, functions/activities and information requirements, and approved IT product standards.

Such information will be leveraged in the development of modernization blueprints for DOI's lines of business and functions. Modernization blueprint recommendations approved by DOI's Investment Review Board (IRB) will guide our Capital Planning and Investment Control (CPIC) process for our lines of business and functional areas.

Future extensions to DEAR will occur as DOI's EA evolves. The following governance structure will serve as the primary means for evolving and validating the architecture models contained in DEAR:

1. **Interior Business Architecture Team (IBAT)** – Responsible for the Business and Performance Reference Models, which address DOI's functions, processes and associated performance metrics.
2. **Data Resource Management Steering Group (DRMSG)** – Responsible for the Data Reference Model, addressing the types of information and data required to support DOI's functions and processes.
3. **Architecture Review Board (ARB)** – Responsible for the Service and Technology Reference Models, covering the services and technologies required to support the execution of DOI's mission.
4. **Interior Architecture Working Group (IAWG)** – Serves as the main points of contact for maintaining and assuring accuracy of the data in DEAR for their respective bureaus. The IAWG representative shall coordinate with the DOI bureau/office Chief Information Officer (CIO) and appropriate SMEs to ensure all data in DEAR is current and accurate. DEAR training has been made available to all IAWG representatives.
5. **DEAR Integrated Product Team** – Serves as the change control board for the structure of the DEAR database.

More information about DEAR is available at <http://www.doi.gov/ocio/architecture/dear.htm>

**Contact:**

If you have any questions regarding this directive, please contact me at (202) 208-6194. Staff may contact Ms. Colleen Coggins, Chief Architect, at (202) 208-5911.

Attachment

cc: Bureau/Office Chief Information Officers  
Interior Architecture Working Group

**OCIO Directive 2004-010 Definitions**

**Information system** means a discrete set of information technology (IT), data, and related resources, such as personnel, hardware, software, and associated IT services organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. (Source: Office of Management and Budget (OMB) Circular A-11)

**Financial Management System:** system that houses financial data of any and all kinds (e.g., accounting, budget, etc.) including both transactional and reporting systems. (Source: OMB Circular A-127)

**General Support System (GSS):** GSS means an interconnected set of information resources, under the same direct management control, which shares common functionality. A GSS normally includes hardware, software, information, data, applications, communications, and people. A GSS can be, for example, a local area network (LAN) including smart terminals that supports a branch office, an agency-wide backbone, a communications network, a departmental data processing center including its operating system and utilities, a tactical radio network, or a shared information processing service organization (IPSO). A GSS normally provides support for a variety of users and/or applications. Users may be from the same or different organizations. (Source: OMB Circular A-130)

**Major Application (MA):** MA means an application that requires special attention to security due to the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to, or modification of, the information in the application. All Federal applications require some level of protection. Certain applications, because of the information in them, require management oversight and should be treated as a MA. Adequate security for other applications should be provided by the security of the systems in which they operate. A breach in a MA might compromise many individual application programs and hardware, software, and telecommunications components. MAs can be either a major software application that utilizes the services of another IT system's platform and communication or a combination of hardware/software where the only purpose of the systems is to support a specific mission-related function. The IT system should be defined such that, as whole, there is a completed product such as a report or a completed transaction. (Source: OMB Circular A-130)

**Major IT Investments:** include: a) any project reported to OMB in the previous fiscal year, or b) had a \$5 million annual cost or greater than \$35 million life-cycle costs; or was c) a financial systems with a life-cycle of more than \$500,000; or d) constitutes importance to bureau's mission or its significant role in administration of programs, finances, property, or other resources; or was e) an integral part of agency's architecture modernization blue-print; or f) constitutes an E-Gov, Departmental, or cross-cutting project. (Source: OMB Circular A-11)

***Non-Major IT Investments:*** means any initiative or investment not meeting the definition of Major IT investment defined above, but is part of the agency's IT investment. (Source: OMB Circular A-11)

***Modernization Blueprint:*** the transition plan for migrating from to include the as-is and target architecture and associated transition plans typically specific to a business or functional area. To view DOI's Modernization Blueprint please visit: <http://www.doi.gov/ocio/architecture/index.html>.