



## SSA DIRECTIVE 8000.01

### CHIEF INFORMATION OFFICER RESPONSIBILITIES

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**Originating Component:** Office of Systems/Office of the Chief Information Officer

**Effective:** June 06, 2018 (Version 1)

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**Releasability:** Cleared for public release.

**Approved by:** Rajive Mathur, Deputy Commissioner for Systems/Chief Information Officer

**Updated Version Approved by:** *Rajive Mathur, Deputy Commissioner for Systems/Chief Information Officer*

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**1. Purpose.** This directive:

- a. Establishes a comprehensive policy to formalize Chief Information Officer (CIO) responsibilities.
- b. Formalizes CIO delegations of authorities in accordance with Title 44, United States Code (U.S.C.), The Common Approach to Federal Enterprise Architecture, and SSA Policy 8015.01.

**2. Applicability.** This directive applies to the SSA CIO.

**3. Policy.** It is SSA policy that:

- a. In accordance with Chapter 3506 of Title 44, U.S.C., the CIO reports to the SSA Commissioner.
- b. The CIO is responsible and accountable for all agency Information Technology (IT) and IT resources as required in Chapter 11315 of Title 40, U.S.C. and Executive Order 13833.
- c. The CIO's responsibilities and accountabilities primarily span, but are not limited to, the following categories:

(1) Capital Planning and Investment Control (CPIC)

- i. In accordance with Chapter 3506 of Title 44, U.S.C. and Chapter 11312 of Title 40, U.S.C., manage investments in information solutions through CPIC as defined in SSA Policy 8100.01. Consistent with Chapter 3601 of Title 44, U.S.C., IT management includes data center management and optimization.
- ii. The Deputy CIO for Modernization validates compliance to CPIC standards in accordance with legislative regulations and Office of Management and Budget (OMB) guidance.
- iii. As defined in Chapters 306, 1115, 1116, 1120-1124 of Title 5, U.S.C., Chapters 11313 and 11315 of Title 40, U.S.C., OMB Circular No. A-130, OMB Circular No. A-11, and OMB Memorandum M-13-09, develop and maintain a strategy for managing IT resources through the following:
  1. Provide input as a senior official to the Agency Strategic Plan (ASP).
  2. Prepare IT contributions to Annual Performance Plan (APP) and Annual Performance Report (APR).
  3. Develop and maintain an Information Resource Management (IRM) Strategic Plan as appropriate. Ensure that the IRM is analyzed and revised as appropriate prior to making IT investments.
  4. Design and implement an investment framework to guarantee an upfront analysis of customer preferences and business requirements prior to making significant IT investments.
  5. Benchmark SSA's performance against the private and public sector to determine strengths and opportunities for improvement.
  6. Analyze existing business processes to use challenges and customer expectations as input to strategically plan how technology could build a foundation now in order to achieve long term goals.
- iv. As defined in Delegation of Administrative Authorities from the Commissioner to the Chief Information Officer, the CIO has authority to approve the agency's IT funding as a part of the budget function.
  1. Define the level of detail with which IT resource levels are described distinctly from other resources in accordance with OMB Memorandum M-15-14 by maintaining a single IT budget for the agency.
- v. In accordance with Chapter 11316 of Title 40, U.S.C. and OMB Memorandum M-13-23, ensure that the financial systems are effectively established and implemented as defined in Chapter 3 of the Financial Management Manual.

- vi. Review acquisition plans, acquisition strategies, and requisitions for approval according to SSA Policy 8015.01.
- vii. In accordance with Chapter 11319 of Title 40 U.S.C., provide for the agency's IT planning, programming, budgeting and execution processes to meet SSA's mission.
  - 1. Provide for the annual, multi-year IT budget formulation process with review and approval of agency IT funding requests within the agency's IT budget amount guidance.
  - 2. Provide for the review and approval of IT funding requests that change the agency's IT budget allowance during the fiscal year.
  - 3. Approve all IT procurement requisitions and IT Interagency Agreements (IAAs).
  - 4. Submit final IT budget request to the head of the agency for final determination.
  - 5. In accordance with OMB Circular No. A-11, sign the IT Resource statement.
- viii. As defined in Chapter 11319 of Title 40, U.S.C. and OMB Memorandum M-15-14, review and approve funding reprogramming requests.
  - 1. In accordance with Chapter 2 of the Financial Management Manual, coordinate with the Office of Budget (OB) for the reprogramming of funds from IT to non-IT or from non-IT to IT.
- ix. Appoint a Chief Enterprise Architect to develop the Enterprise Architecture (EA) program and fulfill the responsibilities as defined in The Common Approach to Federal Enterprise Architecture.
- x. Appoint a Software Manager to centralize and improve software management as defined in OMB Memorandum M-16-12 and SSA Policy 8040.05.
- xi. As defined in Chapter 3506 of Title 44, U.S.C., establish a process to select, control, and evaluate the results of IT investments.
  - 1. Lead work under SSA's Information Technology Investment Review Board (IT IRB) as defined in OMB Memorandum M-03-18 and detailed in the IT IRB Charter and SSA Policy 8020.01.
    - i. As defined in Delegation of Administrative Authorities from the Commissioner to the Chief Information Officer, the CIO has authority to approve/disapprove funding for new projects and funding increases.
  - 2. Utilize the Investment Technology Investment Process (ITIP) to ensure the development, management, and use of an optimal IT portfolio that best supports programmatic needs, minimizes risks, and provides the greatest return on investment as defined in

Chapter 11312 of Title 40, U.S.C. and detailed in the IT IRB Charter and Managing Variances.

- i. In accordance with OMB Memorandum M-15-14, define the agency's policy for the level of detail of planned IT expenditure reporting.
3. Ensure the integration and alignment of the CPIC process with EA, cyber security, budget formulation, investment assessment/prioritization, strategic portfolio review, and other management processes as defined in OMB Circular No. A-130.
4. In accordance with OMB Memorandum M-16-21, establish guidance for acquiring software as defined in SSA Policy 8040.05.
  - i. Utilize and share Open Source Software (OSS) and use Federal Reusable Software as defined in Open Source Software and Federal Code Reuse Acquisition and Management Policy.
5. In accordance with OMB Memorandum M-15-14, define project management policies as outlined in the SSA Project Resource Guide.
6. In accordance with OMB Circular No. A-130 and OMB Memorandum M-15-14, define development processes as outlined in the SSA Project Resource Guide and Agile Development Policy, and incremental development as outlined in SSA Policy 8020.05.
7. Regularly engage with Program Managers as defined in OMB Memorandum M-15-14. This includes, but is not limited to, quarterly meetings.
8. Evaluate IT investments monthly and ensure that the CIO numeric rating reported to the IT Dashboard reflects the appropriate level of risk as defined in Chapter 11302 of Title 40, U.S.C., OMB Memorandum M-15-14, the IT Budget Capital Planning Guidance, and SSA Policy 8020.10.
9. Govern the TechStat process and lead TechStat sessions to review high risk IT investments as defined in OMB Circular No. A-130.
10. Improve the management of SSA's IT portfolio through PortfolioStat as defined in OMB Memorandums M-12-10, M-13-09, M-14-08, and M-17-26.
11. In accordance with OMB Memorandum M-19-19, maintain an inventory of data centers and develop a strategy to consolidate and optimize them as defined in SSA's Data Center Optimization Strategic Plan.

(2) IT Workforce

- i. In accordance with Chapter 11315 of Title 40, U.S.C. and OMB Circular No. A-130, manage the IT workforce as defined in the Information Technology Workforce Strategy by annually:
  1. Evaluating the knowledge and skills requirements of IT personnel.
  2. Assessing the extent to which IT personnel meet the knowledge and skills requirements.
  3. Developing strategies for hiring and training to address knowledge and skills deficiencies.
  4. Reporting progress made in improving IT personnel capabilities to the head of the agency.
- ii. In accordance with OMB Memorandums M-18-19, Federal Information Technology Project Management Guidance Matrix, OMB Memorandum M-04-19, and OMB Memorandum M-10-27, ensure that program and project managers are trained and qualified.

(3) Information Security

- i. In accordance with Chapter 3554 of Title 44, U.S.C., uphold SSA's security mission to protect, enable, assure, and secure the agency's Information Technology (IT) resources and data as defined in the SSA's Information Security Policy (ISP) and SSA IRM Strategic Plan by:
  1. Designating a Chief Information Security Officer (CISO) as defined in the July 8, 2015 SSA Chief Information Officer Memorandum to develop and maintain an agency-wide information security program.
  2. Certifying that senior agency officials carry out their information security responsibilities.
  3. Ensuring that SSA personnel, including those with significant responsibility for information security, are trained to effectively fulfill information security policies, procedures, and control techniques and are held accountable for compliance.
  4. Briefing the SSA Commissioner annually on the effectiveness of the information security program using the Office of Information Security executive level Information Security Reports.
- ii. Appoint a Cybersecurity Risk Executive with oversight of cybersecurity risk activities who facilitates collaboration among stakeholders and provides consistent application of the cybersecurity risk management strategy in accordance with National Institute Standards and Technology (NIST) Special Publication (SP) 800-39 and as designated in SSA Memorandum 2019-003.



- iii. Mandate that the Cybersecurity Risk Executive maintain an ongoing Cybersecurity Risk Register which may be shared with internal and external stakeholders contingent on the appropriate verified security clearances for such stakeholders.

(4) External Reporting.

- i. In accordance with Chapter 11302 of Title 40, U.S.C., OMB Memorandum M-15-14, and the IT Budget Capital Planning Guidance, make major investment reporting data publicly available on the Federal IT Dashboard within the prescribed timeframe.
- ii. In accordance with OMB Memorandum M-15-14, post IT processes and policies publicly as a downloadable dataset and share with OMB through the Integrated Data Collection (IDC).

(5) Open Data.

- i. In accordance with OMB Circular No. A-130, OMB Memorandum M-13-13 and Open Data Policy, define open data processes and policies.
- ii. Participate in the Data Governance Body and collaborate with the Chief Data Officer as defined in Chapter 3502 of Title 44, U.S.C., and OMB Memorandum M-19-23.

(6) Records Management.

- i. Appoint a Senior Agency Official for Records Management (SAORM) as defined in OMB Memorandum M-19-21 and OMB Circular A-130.
- ii. Support the records and information management program as defined in Chapter 7 of Material Resources Manual.

**4. Approval.**

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Rajive Mathur  
Chief Information Officer

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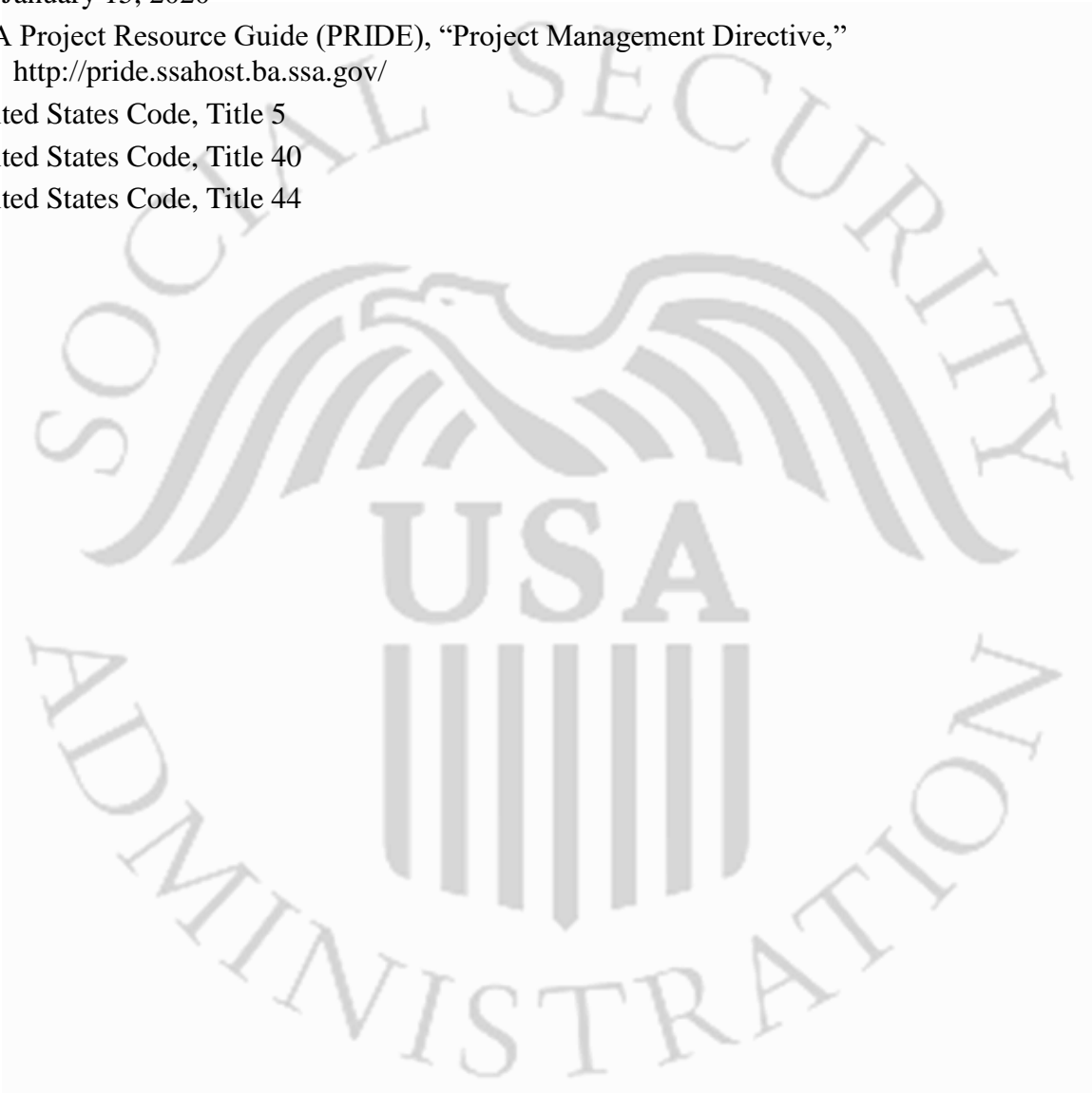
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## GLOSSARY

All definitions and acronyms can be found in SSA Manual 8200.01 Issuance Library Glossary.



**CHANGE HISTORY**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
8000.01 V1	06/06/2018	Directive implementation date
8000.01 V2	08/29/2018	Added IT Workforce, IT Security, Strategic Planning, and PMIAA responsibilities.
8000.01 V3	03/5/2019	Added references to SSAPOL 8020.01, SSAPOL 8020.10, SSAPOL 8040.05, and SSAPOL 8100.01. Incorporated SSAMEM 2019-002.
8000.01 V4	01/15/2020	Updated CIO annual IT Workforce responsibilities, added Open Data and Records Management sections, added Deputy CIO for Modernization responsibility, updated references, added new issuances.