SSA POLICY 8020.05

CERTIFICATION OF INCREMENTAL DEVELOPMENT

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

Effective: September 29, 2017 (Version 1)

Updated Version Effective: *January 15, 2020 (Version 3)*

Releasability: Cleared for public release.

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

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

1. **Purpose.** This policy:

   a. Implements Office of Management and Budget (OMB) Circular No. A-11, Chapter 11319 of Title 40, United States Code (U.S.C.) and OMB Memorandum M-15-14.

   b. Establishes the policy for the Chief Information Officer (CIO) to certify adequate incremental development as defined in SSA Directive 8000.01.

2. **Applicability.** This policy applies to the CIO and managers of Information Technology (IT) software development investments and projects.

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

   a. **External Certification.**

      (1) In accordance with OMB Circular No. A-11 and the IT Budget Capital Planning Guidance, the CIO certifies incremental development by completing the IT Resource Statement for the Requested President's Budget submission, Final President's Budget submission, and SSA's Congressional Justification.

      (2) The IT Resource Statement is posted to MAX.gov as defined in the IT Budget Capital Planning Guidance.

b. Internal Certification.

(1) In accordance with Chapter 11319 of Title 40, U.S.C., and OMB Memorandum M-15-14, the CIO certifies that the Agency's IT investments are adequately implementing incremental development by reviewing the frequency that projects are releasing useable functionality to Production and signing the quarterly Incremental Development Certification.

(2) The Incremental Development Certification is stored in a repository.

4. Approval

X _____
   Rajive Mathur
   Chief Information Officer

Enclosure

a.   Background Information

REFERENCES

Office of Management and Budget Circular No. A-11, "Preparation, Submission, and Execution of the Budget," June 28, 2019

Office of Management and Budget Guidance, "FY 2021 IT Budget Capital Planning Guidance," June 28, 2019

Office of Management and Budget Memorandum M-15-14, "Management and Oversight of Federal Information Technology," June 10, 2015

SSA Directive 8000.01, "Chief Information Officer Responsibilities," January 15, 2020

United States Code, Title 40

GLOSSARY

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

CHANGE HISTORY

Version	Date	Description of Change
Initial	09/29/2017	CIO-Approved Version
8020.05 V2	08/29/2018	Migration to new template. Removed references to the CPIC Guide. Added background information enclosure.
8020.05 V3	01/15/2020	Updated References and Background Information enclosure. Added reference to SSADIR 8000.01

BACKGROUND INFORMATION

As defined in OMB Memorandum M-15-14, adequate incremental development for software or services is the planned and actual delivery of new or modified technical functionality to users that occurs at least every six months. In the IT Budget Capital Planning Guidance, OMB encourages iterative (e.g. agile) development whenever possible to ensure that solutions are delivered incrementally through close collaboration with product owners and business sponsors who are embedded into the (e.g. agile) teams. Even though OMB encourages iterative development, all software or service development initiatives, whether using traditional waterfall or other methodologies, are required to deliver useable functionality at least every six months.

IT Resource Statement

As defined in OMB Circular No. A-11, in conjunction with the Agency IT budget submission to OMB, SSA must also provide an IT Resource Statement. The IT Resource Statement includes a declaration whereby the CIO explains the extent to which the CIO can certify the use of incremental development and which investments are using incremental development practices.