



U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NO.
270 FW 1, 2, 4, 6, 7 & 8	ITM Program Management	406
FOR FURTHER INFORMATION CONTACT Division of Information Technology Management		DATE September 30, 2002

EXPLANATION OF MATERIAL TRANSMITTED:

270 FW 1 describes the Fish and Wildlife Service Information Technology Architecture (SITA).

270 FW 2 defines policies for planning and managing investments in information technology and automated information systems.

270 FW 4 establishes policies and procedures for performing management control reviews of automated information systems in the Service.

270 FW 6 defines data management practices and the process for establishing data standards.

270 FW 7 identifies the policies, procedures, and responsibilities that form the basis of the Service's automated information technology (IT) security program.

270 FW 8 states the objectives of the spatial data management program.


Deputy DIRECTOR

FILING INSTRUCTIONS:

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270 FW 4, 03/08/94, FWM 130 (4 pages)
Illustration 1, 270 FW 4, 03/08/94, FWM 130 (1 page)
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**FISH AND WILDLIFE SERVICE
INFORMATION RESOURCES MANAGEMENT**

Information Resources Management

Part 270 ITM Program Management

Chapter 1 Service Information and Technology Architecture

270 FW 1

1.1 What is the purpose of this chapter? This chapter describes the U.S. Fish and Wildlife Service (Service) Information Technology Architecture (SITA).

1.2 What is an information technology (IT) architecture? An IT architecture is an integrated framework that provides developers with a standard infrastructure for data, security, hardware, and software as a basis for managing information and developing and maintaining information systems. The aim is to improve the productivity, efficiency, and effectiveness of the Service by aligning information resources with the business of the Service to achieve the strategic goals and information resources management goals.

1.3 Why do we have an IT architecture? Federal and Departmental policies mandate the establishment of an IT architecture program in the Service. The most important ones are:

A. Information Technology Management Reform Act of 1996 (ITMRA or Clinger-Cohen).

B. OMB Circular A-11, Part 3, Planning, Budgeting, and Acquisition of Capital Assets.

C. OMB Circular A-130, Management of Federal Information Resources.

1.4 To whom does this chapter apply? This chapter applies to all Service Regions and programs that acquire, manage, and use information resources.

1.5 What is the Service policy on architecture?

A. Managers will ensure that their acquisition, management, and use of information resources comply with SITA. Exceptions must be reported as part of project management documentation required by 270 FW 2.

B. SITA will be consistent with and support the Department's IT architecture.

1.6 Where can SITA standards be found? We publish SITA standards on the Service Intranet.

1.7 How can new standards be nominated for inclusion in SITA? The SITA document defines the process for making changes.

1.8 Who is responsible for implementing the provisions of this chapter?

A. Assistant Directors and Regional Directors will ensure that their staffs implement these policies and procedures.

B. The Chief Technology Officer (CTO) will:

- (1) Appoint the Service's Chief IT Architect.
- (2) Ensure that SITA supports Service and Departmental mission goals.

C. The Chief IT Architect will:

- (1) Maintain and update SITA to assure that it reflects the most current, secure, and efficient technology for supporting Service mission goals.
- (2) Ensure that information system owners and Regional CTOs have the opportunity to review and comment on proposed modifications to SITA.
- (3) Communicate changes in SITA to Regional and program managers, system owners, Regional CTOs, and IT coordinators.
- (4) Advise information system owners on opportunities for data integration and sharing.
- (5) Certify that information systems are SITA-compliant.
- (6) Coordinate with the Department to ensure that SITA supports the Department's IT architecture, and resolve conflicts.

D. Information system owners will ensure that information systems under their management are in compliance with SITA.

E. Regional CTOs and IT Coordinators will:

- (1) Support the implementation of SITA standards within their areas of responsibility.
- (2) Coordinate with programs to communicate the SITA standards within their areas of responsibility.
- (3) Identify priorities in their areas of responsibility for consideration in the development and revisions of SITA.

1.9 What terms do I need to know?

A. Chief Technology Officer (CTO). The official responsible for coordinating IT issues on a Servicewide basis and for ensuring that information resources support the Service's strategic missions. The CTO is the Chief, Division of Information Technology Management - Washington Office.

B. Information System. A discrete set of information and IT organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

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Part 270 ITM Program Management

Chapter 1 Service Information and Technology Architecture

270 FW 1

Information systems include local and wide area networks, telecommunications systems, electronic mail systems, geographic information system (GIS) projects, data creation projects, databases, and radio projects.

C. Information System Owner. The manager who makes the decision to fund the information system and who is responsible for development, acquisition, operation and maintenance of the system.

D. Information Technology (IT). Any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Typically, IT includes hardware and software pertaining to computers, telecommunications, networks, and radio equipment.

E. IT Coordinator. A person designated by a program or office to coordinate IT issues between that program or office and the cognizant CTO.

F. Service Information and Technology Architecture (SITA). The set of Service standards, policies, and procedures that align IT with the Service's mission and goals and guide information system owners and developers so they know the IT infrastructure that is supported in the Service.

G. Regional CTO. The person designated by each Region to coordinate IT issues between that Region and the Division of ITM.