Interim Capital Planning and Investment Control Program Policy

Directive No: CIO 2120.3

Issued by the EPA Chief Information Officer,
Pursuant to Delegation 1-19, dated 07/07/2005

Interim Capital Planning and Investment Control Program Policy

1. PURPOSE

Capital Planning and Investment Control (CPIC) is the Information Technology (IT) governance and management methodology in use at the Environmental Protection Agency (EPA) for selecting, controlling and evaluating the performance of EPA IT investments throughout the full lifecycle. It also prescribes the roles and responsibilities for carrying out IT CPIC requirements.

This Policy describes the principles for conducting IT investment governance and management within EPA. The principles are based on the Clinger-Cohen Act (CCA) of 1996 and Office of Management and Budget (OMB) guidance that direct agencies to institute and maintain a disciplined approach to funding and monitoring IT investments. The principles form the basis for efficient and effective management of EPA's IT investments by promoting informed decision making and timely oversight from the appropriate review boards. The goal is to achieve optimal balance of the Agency's IT investments at the lowest cost, with the least risk, while addressing the strategic needs of the Agency, optimizing scarce IT resources and ensuring that mission and business goals are achieved. In addition, this policy addresses Federal Information Security Management Act (FISMA) compliance, which requires agencies to integrate IT security into their capital planning and enterprise architecture processes, conduct annual IT security reviews of all programs and systems and report the results of those reviews to OMB.

2. SCOPE

The policy applies to EPA IT investments and IT projects throughout their entire life cycle, regardless of funding source, whether owned and operated by EPA or operated on behalf of EPA. All EPA organizations are expected to manage their IT investment portfolios in the form of a major, medium, lite and small/other investment category within the EPA CPIC Program.

3. AUDIENCE

The policy applies to EPA and contractor personnel participating in the acquisition, development, management and disposal of EPA IT systems.

4. BACKGROUND

In 1997, following the enactment of the Clinger-Cohen Act (CCA), EPA developed a process for reviewing major IT investments. The process was developed using the requirements of CCA and guidance from OMB. According to OMB, federal agencies must effectively manage their portfolio of capital assets, including information

technology, to ensure that scarce public resources are wisely invested. The CPIC program integrates the planning, acquisition and management of capital assets into the budget decision-making process, and it is intended to assist agencies with improving asset management in compliance with results-oriented requirements. Capital planning is an essential part of the E-Government Strategy and assists project managers and Agency officials with managing their portfolio of technology projects so that Agency mission goals may be achieved, and citizens are better served.

5.   AUTHORITY

The links to the documents listed below can be found at
https://intranet.epa.gov/cpic/index.html

- *Clinger-Cohen Act of 1996 (formerly the Information Technology Management Reform Act (ITMRA))* – requires the head of each agency to implement a process for maximizing the value and assessing and managing the risks of the Agency's IT acquisitions.
- The *E-Government Act of 2002* – aims to enhance the management and promotion of Electronic Government services and processes by establishing a Federal Chief Information Officer (CIO) within the OMB, and by establishing a broad framework of measures that require using Internet-based information technology to enhance citizen access to government information and services, and for other purposes.
- *Paperwork Reduction Act of 1995 (PRA)* – requires agencies to use information resources to improve efficiency and effectiveness of their operations and fulfillment of their mission.
- *Federal Acquisition Streamlining Act of 1994 (FASA)* – requires agencies to define cost, schedule and performance goals for federal acquisition programs and to ensure that these programs remain within prescribed tolerances.
- *Government Performance and Results Act of 1993 (GPRA)* – requires agencies to set goals, measure performance, and report on their accomplishments.
- *Chief Financial Officers (CFO) Act of 1990* - focuses on the need to significantly improve the financial management and reporting practices of the federal government. Having accurate financial data is critical to understanding the costs and assessing the returns on IT investments.
- *Federal Information Security Management Act of 2002 (FISMA)* – requires agencies to integrate IT security into their capital planning and enterprise architecture processes, conduct annual IT security reviews of all programs and systems, and report the results of those reviews to the OMB.
- OMB Circular A-130 Management of Federal Information Resources – incorporates the PRA and provides guidance concerning information dissemination and sharing, planning, training, security, standards, privacy, and records management.
- *OMB Circular A-11 Annual Budget Guidance* – provides unified budget guidance and emphasizes that estimates for information systems reflect the agency's commitment to planning and are consistent with the CCA.
- *OMB Circular A-123 Appendix D Compliance with the Federal Financial Management Improvement Act (FFMIA) of 1996* – defines new requirements for determining compliance with the FFMIA in order to transform a compliance

framework so that it will contribute to efforts to reduce the cost, risk, and complexity of financial system modernizations by providing additional flexibility for Federal agencies to initiate smaller-scale financial modernizations as long as relevant financial management outcomes (e.g., clean audits, proper controls, timely reporting) are maintained.

- *Federal Information Technology Acquisition Reform Act (FITARA).* This Act requires CIO involvement in IT budget formulation, IT planning, IT acquisition, and IT delivery. As part of this new role, the CIO will conduct the annual FITARA IT Portfolio reviews (ITPRs), called "pre Exhibit 100 reviews" (see the CPIC Procedures) to ensure that all programs and the CIO are meeting the requirements of FITARA.
- Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 (d)), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.
- Information and Communication Technology (ICT) Final Standards and Guidelines (36 CFR Part 1193 and 1194, January 18, 2017).
- Section 255 (of the Communications Act of 1934, as amended by the Telecommunications Act of 1996 – 36 C.F.R. Part 1193

6.   POLICY

CPIC is the IT governance and management methodology at the EPA to Pre-select, Select, Control, and Evaluate the performance of EPA's IT investments. It also prescribes the roles and responsibilities for carrying out IT CPIC requirements. IT investments must proceed through the management approval process before being approved by CIO with recommendations from EPA's Information Review Board (IRB).

The policy addresses the distinct categories of IT investments within the EPA portfolio. The policy addresses the criteria and threshold for each category, the investment reporting requirements, guidance for retiring an investment at the end of its useful life and changing an investment category. Changing an investment category includes a new investment request and changes to the status of an investment (downgrade, upgrade, consolidation or retirement).

EPA IT investments are categorized by four distinct types: major, medium, lite, and small/other. Every IT investment shall support EPA's vision, mission, and goals, and is implemented at acceptable costs within reasonable times.

Review and Approval for Small/Other, Lite, Medium and Major IT Investments:

The information for Small/Other, Lite, Medium and Major investments goes through multiple levels of review and approval throughout the CPIC process. First, CPIC investments (or changes to existing investments) are proposed by the investment owners to their Senior Information Official (SIO). SIOs are responsible and accountable for reviewing all investment proposals at the Responsible Program Implementation Office (RPIO) level.

Upon SIO approval, the investment proposal undergoes an Applications Governance

review to ensure there is no duplication with existing applications across EPA. Upon approval, the proposal is forwarded to the Senior Budget Officer (SBO) for review and approval. If approved by the SBO, the proposal is subsequently forwarded to the CPIC Team Lead for review and coordination with the Program Director who indicates concurrence or non-concurrence using the CPIC forms.

Once the Program Director concurs, and depending on the time of year, the investment (i.e., new or existing) may be reviewed by the CIO during the annual Federal IT Acquisition Reform Act (FITARA) IT Portfolio Review process. Regardless, all investment proposals are reviewed by the Investment Review Board (IRB) and forwarded to the CIO for formal approval and inclusion into the Agency IT Portfolio Summary (AITPS) prior to the September Office of Management and Budget (OMB) submittal. There is also an additional opportunity for review and approval by the CIO prior to passback in the January timeframe.

Major IT Investment:

An EPA major IT investment requires special management attention because of its importance to the mission or function of the agency; has significant program or policy implications; has high executive visibility; has high development, operating and maintenance costs; annual expenditure equal to or greater than $5M; is funded through other than direct appropriations. Major IT investments must be reported in the EPA Exhibit 100, EPA Exhibit 200, OMB major IT Business Case (commonly called Exhibit 300), OMB Agency IT Portfolio Summary (AITPS) (commonly called Exhibit 53) and OMB Monthly IT Dashboard (ITDB).

A major IT investment is an investment that meets <u>at least one</u> of the following criteria: Designated by the EPA CIO as critical to the EPA mission or to the administration of programs, finances, property, or other resources (e.g., CIO discretion):

- Implemented for financial management, and obligates more than $500K annually;
- Requires special management attention because of its importance to the mission of EPA;
- Significant program or policy implications, or Congressional interest;
- High executive visibility;
- High development, operating, or maintenance costs, deemed by EPA as an Annual expenditure greater than $5M.

Medium IT Investment:

An EPA medium IT investment refers to any IT investment with an annual expenditure equal to or greater than $2M, but less than $5M, supports agency IT investments. Medium investments must be reported in the EPA Exhibit 100, EPA Exhibit 200 and OMB Agency IT Portfolio Summary (AITPS).

A medium IT investment is an investment that meets <u>at least one</u> of the criteria listed below:

- Annual expenditures equal to or greater than $2M, but less than $5M;
- Less than $2M annual cost in any current or future life cycle year when 1) the

investment is an enterprise wide investment or cross-cutting between programs; or2) the investment is High Risk as determined by the Program Office and/or the CIO.

Lite IT Investment:

An EPA lite IT investment refers to any IT investment in the EPA IT portfolio that does not meet the definition of major IT investment, medium IT investment, or small and other IT investment, has annual expenditure equal to or greater than $250K, but less than $2M. Lite IT investments must be reported in the EPA Exhibit 100, EPA Exhibit 200 and OMB Agency IT Portfolio Summary (AITPS).

A lite IT investment is an investment that meets the following criteria: Annual expenditures equal to or greater than $250K, but less than $2M

Small and Other IT Investment:

An EPA small and other IT investment refers to any IT investment in the EPA IT portfolio that does not meet the definition of major, medium or lite IT investment. Small and other IT investments must be reported in the OMB Agency IT Portfolio Summary (AITPS).

A small and other IT investment is an investment that meets the following criteria: Annual expenditures less than $250K

Table 1 provides a synopsis of the CPIC investment criteria by investment type and Table 2 summarizes the CPIC reporting requirements by investment type.

Table 1. CPIC Investment Criteria

Investment Type	Criteria
Major	Annual expenditure = or >$5M
	Or, the investment meets at least one of the following criteria: • Designated by the EPA CIO as critical to the EPA mission or to the administration of programs, finances, property, or other resources (e.g., CIO discretion) • Requires special management attention due to its importance to the mission of EPA • Has a significant program or policy implication, or Congressional interest • For financial management purpose and obligates more than $500K annually
Medium	Annual expenditure = or >$2M, but <$5M Has less than $2M annual cost in any current or future life cycle year and: • Is an enterprise wide investment or cross-cutting between programs • Is High Risk as determined by the Program Office and/or the CIO

Investment Type	Criteria
Lite	Annual expenditure = or >$250K, but <$2M
Small and Other	Annual expenditure < 250K

Note: Annual expenditure includes FTE, travel, contracts, Working Capital Fund and personnel compensation and benefits.

6.1 CPIC Investment Reporting Requirements

Not all IT investments have the same reporting requirements. EPA Exhibit 100 and EPA Exhibit 200 are annual EPA internal reports. OMB Major IT Business Case and Agency IT Portfolio Summary (AITPS) are annual reports mandated by the OMB. Each month OMB conducts management and operational performance assessments of all major investments through the use of monthly performance reports that EPA submits to OMB's IT Dashboard (ITDB).

Table 2. CPIC Investment Reporting Requirements

Investment Type	Monthly IT Dashboard (ITDB) Update	EPA 100	EPA 200	OMB Major Business Case (commonly called Exhibit 300)	OMB Agency IT Portfolio Summary (commonly called Exhibit 53)
Major	X	X	X	X	X
Medium		X	X		X
Lite		X			X
Small and Other					X

6.2 CPIC Investment Type Change

Throughout the life cycle of every IT investment, changes occur. These may include changes in investment types like upgrades or downgrades (e.g. medium to major, or medium to lite), splits (i.e., divesting an investment into two or more investments), consolidation, and retirement. Any change to investment status requires completion of the "Investment Change in Status form" and the appropriate approval signatures.

Contact the CPIC Team before submitting the form. Pursuant to OMB requirements, investments in the retirement phase must continue to report for a period of three consecutive years from the last year receiving funding. New investments, upgrades to a major and both the splits and downgrades of major investments do require IRB approval. In addition, the EPA CPIC Program requires that downgrades continue to report for three years as the same original

CPIC category. Upgrades of any EPA CPIC categories assume the new EPA CPIC category immediately for reporting purposes

6.3   CPIC New Investment

New investments must be processed through the Pre-Select and Select Phase and new investment requests require completion of a "New Investment Request" form and establishment of new IT codes.

6.4   CPIC Performance Baseline Change

Changes occur in the life cycle of every investment. Any changes impacting project scope, schedule and cost of an existing investment requires a Performance Baseline Change

These changes must be approved by the appropriate investment management team.

7.   ROLES AND RESPONSIBILITIES

Assistant Administrators and Regional Administrators, General Counsel, and Inspector General: Shall ensure, in their areas of responsibility, compliance with this policy.

Chief Information Officer (CIO):

- Approves CPIC Policy and Procedures, ensuring Agency compliance with CPIC Procedures by providing guidance and tools to senior managers for program oversight. Assists senior agency officials with IT issues.
- Develops and maintains an Agency-wide information security program.
- Develops and maintains risk-based information security policies, procedures, and control techniques.
- Designates a Chief Information Security Officer (CISO) to carry out CIO directives as required by FISMA.
- Ensures IT training for agency staff and oversees IT security personnel. Designs, implements, and maintains processes for maximizing the value and managing the risks of IT acquisitions.
- On the advice of the IRB, the CIO shall review and select the investments to be funded, present proposed IT portfolios to the IRB, provide final portfolio endorsements and recommend proposals to the CFO for investment consideration during the Agency's budget formation process.
- Additionally, the CIO, in consultation with the CFO, Senior Procurement Official (SPE), CISO and senior program officials on IRB, shall provide the appropriate review, monitor compliance with this policy, present and recommend control, and evaluate decisions and recommendations.
- The CIO will review the requests for waivers from this policy and grant the policy waivers whenever appropriate.

Chief Financial Officer (CFO): Shall provide, in consultation with the CIO and other senior program officials, the appropriate review and selection of investments to be

funded and monitored for compliance with this policy.

Information Review Board (IRB): Advises and assists the CIO on all matters pertaining to information investment management. The IRB supports the CIO in making recommendations on the appropriateness of information investments, and monitors the agency's IT investments from inception to completion throughout the pre- select, select, control, and evaluate phases of the CPIC program.

Senior Procurement Executive (SPE): Ensures that acquisition strategy considerations for each project are appropriate, and investment proposals are consistent with the EPA acquisition policies and procedures.

Chief Architect (CA): The CA is responsible for leading the development, alignment and maintenance of the agency's target Enterprise Architecture in conjunction with the SLCM Policy. EPA's SLCM Framework facilitates the identification, planning, and implementation of IT systems by integrating EA, CPIC, SLCM, and Security life cycles (See Figure 3 in SLCM Procedure). The CA shall certify that Solutions Architectures required for IT projects are compliant with the Enterprise Architecture (EA). EA is the discipline that synthesizes key business and technology information across the organization to support better decision-making. EA provides useful and usable information products and governance services to the end-user while developing and maintaining the current and target (to-be) architectures and transition plan for the organization. The information in the EA includes: results of operations, business functions and activities, information requirements, supporting applications and technologies, and security.

Senior Information Officials (SIO): SIOs shall coordinate the development of information resource investment proposals within their respective offices, monitor the implementation of information resource investments to ensure the information technology utilized and managed by their organization supports the business needs and mission to achieve EPA's strategic goals, and review and concur on waiver requests to the CPIC Policy and the CPIC Procedure.

Information Management Officers (IMO): The IMOs shall support the SIOs with development of the information resource investment proposals within their respective offices and monitor the implementation of information resource investments and review and concur on waiver requests to the CPIC Policy and the CPIC Procedure.

Chief Information Security Officer (CISO): The CISO is responsible for: a) Carrying out the CIO responsibilities under this policy and relevant information security laws, Executive Branch policy and other directives. b) Maintaining professional qualifications required to administer the functions of the EPA Information Security Program and carry out the CIO responsibilities under this policy and relevant information security laws, Executive Branch policy and other directives.

Information Security Officer (ISO): The ISOs shall conduct detailed information security analyses, review CPIC business cases for security requirements within their respective offices, and support system owners and project managers in developing and maintaining CPIC information security documentation.

Senior Budget Officers (SBO): SBOs shall support the IMOs, SIOs, and SROs in the process of development of information resource investment proposals within their respective offices and monitor the implementation of information resource investments. The SBOs ensure the alignment of resources between the agency's authoritative budget source and the IT investments' business cases.

Project Manager (PM):

- PMs develop and maintain viable, appropriate and achievable CPIC business cases that support EPA's goals for information management, thereby supporting the Agency's senior management in the process of selecting, reviewing, and evaluating IT investments.
- PMs ensure that the investment's goals and objectives are aligned with those of the Agency through the CPIC process.
- PMs must be qualified in accordance with federal and Agency requirements for IT project management and must possess documented knowledge and skills as prescribed by the qualification's guidance.
- PMs shall work with the ISO within their respective offices to ensure that products developed incorporate security and meet user requirements and provide performance measures to evaluate the security of the delivered IT initiative.

8. RELATED INFORMATION

DOCUMENTS

- CIO Policy 2130.1, Section 508: Accessible Electronic and Information Technology (EIT) February 20, 2014.
- CIO 2130-P/S/G-01.0 Accessible Electronic and Information Technology Standards, Procedures, and Guidance
- Data Exchange Procedure https://www.epa.gov/sites/production/files/2018-03/documents/data_exchange_procedure.pdf
- Data Standards Policy https://www.epa.gov/sites/production/files/2013-11/documents/21330.pdf
- Enterprise Architecture Governance Procedures https://www.epa.gov/sites/production/files/2013-11/documents/cio-2122-p-01.1.pdf
- EPA Acquisition Regulation (EPAAR) https://contracts.epa.gov/epaag
- Interim Records Management Policy https://www.epa.gov/sites/production/files/2018-09/documents/interim-records-mgmt-policy-20180822.pdf
- FIPS 199 – Standards for Security Categorization of Federal Information and Information Systems http://csrc.nist.gov/publications/fips/fips199/FIPS-PUB-199-final.pdf
- General Accountability Office (GAO) Cost Estimating and Assessment Guide http://www.gao.gov/new.items/d093sp.pdf
- GAO Information Technology Investment Management (ITIM) Framework http://www.gao.gov/assets/80/76790.pdf
- Improving Agency Performance Using Information and Information Technology (Enterprise Architecture Assessment Framework v3.1)

http://intranet.epa.gov/architec/pdfs/OMBs-EA-Assessment-Framework-v3-1-June-2009.pdf

PROCEDURES, STANDARDS AND GUIDANCE

- Earned Value Management (EVM) Procedures
  https://www.epa.gov/sites/production/files/2013-11/documents/2120-p-01.2.pdf
- System Life Cycle Management (SLCM) Procedure
  https://www.epa.gov/sites/production/files/2018-09/documents/slcm-proc-dec2017.pdf
- System Life Cycle Management (SLCM) Requirements Guidance
  https://www.epa.gov/sites/production/files/2016-10/documents/cio_2121-g-01.0_0.pdf
- Information Security – Roles and Responsibilities Procedures
  https://www.epa.gov/sites/production/files/2013-11/documents/cio-2150-3-p-19-1.pdf

9. **DEFINITIONS**

Capital Planning and Investment Control (CPIC) Process: It is a process to acquire, implement, maintain and dispose of IT. The CPIC process is a dynamic process in which IT investments are selected and then continually monitored and evaluated to ensure each chosen capital Investment is well managed, cost effective and supports the mission and strategic goals of the government organization. The process integrates strategic planning, budgeting, procurement, and the management of IT in support of agency missions and business needs, as defined in the 1996 CCA.

Control Phase [of CPIC Process]: It is a process to ensure that IT initiatives are developed and implemented in a disciplined, well-managed, and consistent fashion; that project objectives are being met; that the costs and benefits were accurately estimated; and that spending is in line with the planned budget. This promotes the delivery of quality products and results in initiatives that are completed within scope, on time, and within budget.

Enterprise Architecture: It is a strategic information asset base that provides a definition of the mission, the information and technologies necessary to perform the mission, and transitional processes for implementing new technologies in response to changing mission needs.

Lite IT Investment: Has development, operating, or maintenance annual expenditure costs equal to or greater than $250K, but less than $2M.

Medium IT Investment: Has development, operating, or maintenance annual expenditure costs equal to or greater than $2M, but less than $5M.

Evaluate Phase [of CPIC Process]: This phase provides processes and guidance for comparing actual to expected results once an IT investment has been implemented. Also, this phase provides an understanding of how to evaluate "mature" systems and

their continued effectiveness in supporting mission requirements. It evaluates the cost of continued support or potential retirement and replacement.

Information and Communication Technology: Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; Web sites; videos; and, electronic documents

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.
- IT includes equipment used by the executive agency directly or used by a contractor under a contract with the executive agency that:
  o Requires the use of such equipment, or
  o Requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.
- IT also includes computer, ancillary equipment, software, firmware, and similar procedures, services (including support services), and websites, subscriptions to electronic services and products, and related resources.

IT Investment: The expenditure of resources on selected information technology or IT-related initiatives with the expectation that the benefits from the expenditure will exceed the value of the resources expended (*GAO-04-394G, IT Investment Management, A Framework for Assessing and Improving Process Maturity*, March 2004, v.1.1). The acquisition and management of an IT asset through its life cycle.

IT Portfolio: The collection of the Agency's IT investments.

IT Project: A temporary planned endeavor funded by an approved information technology investment, thus achieving a specific goal and creating a unique product, service or result. A project has a defined start and end point with specific objectives that, when attained, signify completion.

Life Cycle: The duration of all activities associated with the investment from initiation through the disposal of assets.

Major IT Investment: An IT investment that meets at least one of the criteria listed below:

- Is designated by the CIO as critical to the EPA mission or to the administration of programs, finances, property, or other resources (e.g., CIO discretion).
- Is for financial management and obligates more than $500K annually;
- Requires special management attention because of its importance to the mission of EPA;
- Has a significant program or policy implication, or Congressional interest;

- Has high executive visibility; and
- Has high development, operating, or maintenance annual expenditure costs equal to or greater than $5M.

Performance Management Baseline: A primary tool to measure IT investment, IT project or IT contract performance and to identify risk. The baseline identifies the work that will be accomplished and defines the cost and schedule to accomplish that work. The Performance Measurement Baseline, which consists of the cost, schedule and scope baseline, is derived from the scope of work described in a hierarchical Work Breakdown Structure (WBS) and the associated WBS dictionary. The WBS, in turn, decomposes the entire project into a logical structure of tasks and activities tied to deliverables and to assigned responsibilities. The Performance Measurement Baseline comprises:

- The cost baseline – defines the approved, projected, time-phased, life-cycle costs for acquiring, operating and disposing of the physical and/or logical system represented by the scope baseline.
- The schedule baseline – approved timeline for acquiring, operating and disposing of the physical and/or logical IT asset/system.
- The scope baseline – represents the configuration of the product of the project as developed and described in the project's technical documentation.

The Performance Measurement Baseline is integrated so that the time-phased cost baseline is consistent with the schedule baseline and the costs related to acquiring, operating and disposing of the physical and/or logical IT asset represented by the scope baseline.

Select Phase (of CPIC Process): The process to ensure that IT investments chosen are the best to support the Agency's mission and align with EPA's approach to enterprise architecture.

System (Information System): The National Institute of Standards and Technology (NIST) defines an information system as "A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information" (NIST SP 800-18 Rev. 1). Federal guidance gives agencies flexibility in constituting an information system, and system managers must establish system boundaries to define the information resources allocated to the system. A single system may consist of several subsystems (*a component of a system that performs specific functions*). These subsystems fall under the governance of the overall system and should be included in the system documentation, but they do not require separate documentation. A system or subsystem may include information resources (e.g., applications, web pages, databases, or spreadsheets). On their own, these resources are not considered an information system, but once combined with other resources to perform a specific function or process, they become a system or subsystem.

System Life Cycle: Complete time span of an IT system from the origin of the idea that leads to the creation of the system to the end of its useful life. The life cycle is divided into discrete phases with formal milestones established as points of management control.

10. WAIVERS

Waivers to the requirements of this policy must be submitted by an SIO to the CIO for final approval. All waivers to the CPIC Policy and Procedure must be approved by the CIO.

11. MATERIAL SUPERSEDED

The policy supersedes EPA Information Directive: CIO 2120.2 Interim Capital Planning and Investment Control Program Policy, approved on October 28, 2020.

12. CONTACTS

For further information about this policy, please contact the Office of Mission Support – Environmental Information, Office of Customer Advocacy, Policy & Portfolio Management, Portfolio Management Division.

Vaughn Noga
Deputy Assistant Administrator for Environmental Information
and Chief Information Officer
U.S. Environmental Protection Agency