

ADS 542 - Planning and Budgeting for Information Technology (IT) Resources

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Functional Series 500: Management Services
ADS Chapter 542 - Planning and Budgeting for Information Technology (IT) Resources

542.1 Authority

1. [OMB Circular A-130, Management of Federal Information Resources](#)
2. [The Paperwork Reduction Act of 1995](#)
3. The Clinger-Cohen Act of 1996

542.2 Objective

To provide the framework for planning and budgeting for information management and [information technology \(IT\) resources](#) to carry out the Agency's mission, goals, and objectives.

To provide the essential procedures for planning and budgeting for information management and information technology (IT) resources to carry out the Agency's mission, goals, and objectives.

542.3 Responsibility

1. Chief Information Officer (CIO): The CIO is designated by the USAID Administrator with the approval of the Office of Management and Budget (OMB). The CIO serves in a leadership role with overall responsibility and authority for approving the Agency-wide information technology budget, and has overall responsibility for planning and budgeting activities for information technology-related investments, which benefit USAID.
2. Deputy CIO: The Deputy CIO is designated by the CIO and is responsible for assisting the CIO in meeting all management requirements of the Clinger-Cohen Act of 1996, OMB Circular A-130 and other related statutes and regulations, including the planning and budgeting components of those statutes and regulations.
3. Capital Investment Review Board (CIRB): The CIRB is chartered by the CIO and is responsible for selection and prioritization of investments in information technology. The CIRB reviews and approves plans involving information technology and influences the information technology budget through selection and prioritization of investments.
4. The Director of the Office of Information Resources Management (M/IRM/OD): M/IRM/OD is responsible for operational management of the Information Resources Management (IRM) program and is the focal point

for planning and management of the information technology architecture of USAID. M/IRM/OD is the official responsible for the Operating Expense (OE) portion of the information technology budget and for formulation of an IRM Strategic Plan, which supports the goals and objectives, contained in the USAID Strategic Plan.

5. Agency bureaus/independent offices/overseas organizations: As required, these organizations are responsible for providing input to the strategic planning and budgeting processes.

6. Office of Budget (M/B): M/B is responsible for providing Annual Budget Submission (ABS) guidance to all [Agency organizations](#).

542.4 Definitions (See [ADS GLOSSARY](#))

Agency organizations
information technology resources

542.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

542.5.1 PLANNING FOR INFORMATION TECHNOLOGY (IT) RESOURCES

The Chief Information Officer (CIO) and Deputy Chief Information Officer together shall articulate the Information Resources Management (IRM) management philosophy for applying information resources to support the Agency's mission including the IRM vision, goals, and objectives.

E542.5.1 Planning for Information Technology (IT) Resources - N/A

542.5.1a AGENCY MISSION

The Bureau for Management, Office of Information Resources Management (M/IRM) shall review and confirm the Agency's mission and program objectives. Support for these objectives and information needs shall be reflected in the Strategic IRM Plan.

E542.5.1a Agency Mission - N/A

542.5.2 STRATEGIC IRM PLAN

An Agency-wide Strategic IRM Plan for the creation, collection, processing, transmission, use, storage, dissemination, and disposition of information will be developed.

a) The strategic IRM planning process shall support the Agency's current and future mission, program needs, and include participation from the Agency's bureaus, independent offices, and missions.

b) The Strategic IRM Plan shall serve as the cornerstone for formulating the Agency-wide IRM budget submission to the Office of Management and Budget (OMB).

E542.5.2 Strategic IRM Plan

The Agency's Strategic IRM Plan shall include sections on: IRM direction, planning assumptions and constraints, initiatives, and IRM activities from the previous Strategic IRM Plan. The Plan shall be reviewed by M/IRM to ensure that initiatives are currently meeting the Agency's information needs.

a) After reviewing the Agency's information needs and IRM environment, strategies shall be developed to meet them.

b) The Strategic IRM Plan shall be updated annually. The Plan shall then be submitted to OMB to satisfy annual reporting requirements.

The CIO shall approve the Agency's IRM budget based upon input from the Deputy CIO.

542.5.3 INFORMATION RESOURCES

Information resources represented in the Agency's IRM budget shall be limited to IT resources, that is, information management and information technology resources under the use and control of the Federal government, not by a host country.

E542.5.3 Information Resources - N/A

542.5.4 BUDGETING FOR IT RESOURCES

The Strategic IRM Plan shall reflect budget constraints and form the basis for the Agency's budget request to OMB for Agency-wide IT resources.

E542.5.4 Budgeting for IT Resources

All Agency organizations shall prepare their budget requests for IT resources with reference to specific activities detailed in the Strategic IRM

Plan and in line with the Annual Budget Submission (ABS) guidance provided by the Agency's Office of Budget (M/B).

Budget requests for IT resources, which are not referenced to a specific activity detailed in the Agency's Strategic IRM plan, shall require review and approval by the Deputy CIO.

Each Agency organization shall prepare and submit to M/B its budget requirements for IT resources for which they shall eventually initiate procurement action once a budget allocation is made. Coordination in preparing and submitting budget data shall be required among organizations where one organization procures IT resources for use by other organizations.

E542.5.4a Agency Appropriation

Once the Agency's appropriation has been passed, M/B shall notify Agency organizations of authorized allocation levels against the budget. Individual Agency organizations shall initiate procurement actions only for IT resources that have been reviewed and approved as part of the budget process and for which specific allowances have been made.

E542.5.4b Agency Compliance

Individual Agency organization's compliance with authorized allocation levels against the budget shall be monitored by M/IRM's review of procurement documents for IT resources and periodic IRM review of individual organization's IT acquisitions.

542.6 Supplementary Reference - N/A

542.7 Mandatory Reference - N/A