

**MISSION AND FUNCTIONS STATEMENT**  
**OFFICE OF SCIENCE**  
**OFFICE OF INFORMATION TECHNOLOGY MANAGEMENT**

**Mission**

The Director of the Office of Information Technology Management (OITM) is the Senior Information Management Executive for the Office of Science (SC-SIME) and serves as principal information technology (IT) advisor to the Director, Office of Science (SC). The Office of Information Management and Technology plans, develops, manages, and implements a support program that promotes effective and efficient IT services to meet all SC Federal business activities at SC Headquarters, Field elements, site offices, and appropriate interfaces to related systems at associated laboratories.<sup>1</sup> This Office develops and maintains an SC-wide Information Architecture and IT Strategic Plan to guide the program. The Office defines and implements policies, procedures, and guidelines to ensure efficient and cost-effective information resource planning and acquisition, records management, cyber security, and enters into partnerships with SC scientific programs to ensure the success of programmatic Research and Development (R&D) IT initiatives. The Office establishes, provides, and oversees SC-wide information technology guidance, standards, reporting, and related processes, which include performance reviews and monitoring. It is also responsible for oversight of all SC Federal IT systems development and engineering activities as well as IT support services. It ensures SC information technology activities are in full compliance with the Information Technology Management Reform Act of 1996, OMB Circular A-130, Management of Federal Information Resources, Government Performance and Results Act, Government Information Security Reform Act, Government Paperwork Reduction Act, and the Department's information technology policies and objectives.

The Office serves as the principal SC-wide IT point of contact with other DOE organizations (i.e., the Office of Environmental Management, National Nuclear Security Administration, etc.) and communicates IT issues to the Departmental Chief Information Officer on behalf of the Office of Science. The Office also coordinates development of the SC position on proposed DOE IT Directives and Federal regulations and coordinates SC-wide IT capital planning and submissions of required IT reporting.

**ORGANIZATIONAL STRUCTURE**

1. Information Services and Planning Division
2. e-R&D Portfolio Management, Tracking and Reporting Division
3. Cyber Security Staff

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<sup>1</sup> These include: Operations Offices - Oak Ridge and Chicago. Site Offices - Stanford and Berkeley. Laboratories - Brookhaven National; Argonne National; Oak Ridge National; Lawrence Berkeley National; Pacific Northwest National; Princeton Plasma Physics; Ames; Fermi National Accelerator; Thomas Jefferson National Accelerator Facility; and Stanford Linear Accelerator Center. Other - Office of Scientific and Technical Information and Oak Ridge Institute for Science and Education.

## **FUNCTIONS**

1. Stimulate the use of innovative and cost-effective information technology solutions by shaping strategic objectives during SC planning and budget processes. Participate in the SC-wide planning process as an agent of change.
2. Establish policies and guidelines for, and, in partnership with SC scientific programs, provide oversight of SC programmatic R&D IT initiatives.
3. Develop and disseminate policies, procedures, and standards that further advance effective and efficient information management and technology throughout the SC complex (Headquarters and Field).
4. Interact with the Departmental Chief Information Officer in support of DOE corporate IT initiatives, programs, and systems.
5. Exchange information with other Federal and commercial organizations to determine and share best practices and applications.
6. Develop, implement, and oversee SC-wide Records Management program.
7. Ensure better and more consistent DOE reporting to Congress, the Office of Management, Budget, and the Office of Science and Technology Policy.

### Information Services and Planning Division

1. Develop, implement, and maintain SC-wide Enterprise Architecture and IT Strategic Plan, which is integrated with the SC and DOE Strategic Plans.
2. Develop, maintain, and support the SC-wide IT capital planning process.
3. Ensure that the information needs of SC management are effectively and efficiently addressed.
4. Develop SC corporate application system for managing and tracking R&D efforts.
5. Ensure that all SC IT activities comply with Federal and Departmental Directives, laws, and regulations.
6. Facilitate and coordinate the acquisition of IT resources to maximize the value of investments throughout the SC complex.
7. Establish, coordinate, defend, and oversee SC-wide Federal IT budgets.
8. Oversee all SC HQ Federal IT activities and develop appropriate interfaces between Federal-site systems and those at SC multi-program and single-purpose laboratories to ensure the consistent, efficient and effective application of IT resource management to support SC missions.
9. Collaborate with other Departmental Offices and Field elements for the implementation and integration of IT.
10. Document, track, and report on performance of overall SC IT performance results and outcomes.
11. Provide direction and guidance for DOE corporate information and business systems affecting the entire SC complex.

### eR&D Portfolio Management, Tracking and Reporting Division

1. Manage the Corporate R&D Portfolio Management Environment Project to modernize and streamline the non-classified R&D management processes across the DOE complex.
2. Develop SC corporate application system for managing and tracking R&D efforts that will enable cradle-to-grave tracking of research projects.
3. Participate in business process re-engineering, including recommending where and how information technology can add value in supporting program and project operations.
4. Interact with the Departmental Chief Information Officer in support of corporate and interagency implementation of eR&D Portfolio Management efforts.

### Cyber Security Staff

1. Develop SC cyber security policy and guidance, ensure conformance with DOE policy, and monitor compliance in partnership with the Office of Laboratory Operations, Environment, Safety and Health (LOES&H).
2. Work with LOES&H to develop a SC single point of contact for meeting cyber security reporting requirements throughout the SC complex.
3. In partnership with LOES&H, direct the establishment, implementation, and maintenance of a comprehensive and effective cyber/computer security program to protect SC's (Headquarters and Field) classified and unclassified information and information technology assets. Provide guidance in cyber/computer security to all Office of Science Field sites. Track SC's Headquarters and Field implementation.

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