



## ADMINISTRATIVE INSTRUCTION 123

# INFORMATION MANAGEMENT AND TECHNOLOGY SUPPORT FOR OSD

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**Originating Component:** Office of the Performance Improvement Officer/Director of Administration and Management

**Effective:** February 6, 2024

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**Purpose:** In accordance with the authority in DoD Directive 5105.53 and the January 18, 2022 Deputy Secretary of Defense Memorandum; the January 11, 2021 Deputy Secretary of Defense Memorandum; and the September 30, 2022, Deputy Secretary of Defense Memorandum, this issuance identifies relationships and assigns roles and responsibilities pertaining to OSD information technology (IT) and information management.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to the Offices of the Principal Staff Assistants, the Defense Agencies and DoD Field Activities (DAFAs) that are serviced by the Defense Information Systems Agency (DISA) Joint Service Provider (JSP), and DISA JSP (referred to collectively in this issuance as the “OSD IT Enterprise”).

### 1.2. POLICY.

In accordance with the September 30, 2022 Deputy Secretary of Defense Memorandum, the Performance Improvement Officer and Director of Administration and Management (PIO/DA&M):

- a. Is the senior official within OSD responsible for reliable, available, and modern IT and serves as the OSD Chief Information Officer (CIO).
- b. Leads the engagement between OSD IT Enterprise and IT service providers, develops and advocates for application and system modernization, and serves as the cyber risk manager for cybersecurity-related issues in the OSD IT Enterprise.
- c. Advocates for enhanced common IT services for the Principal Staff Assistants and the DAFAs that are serviced by DISA JSP.
- d. Provides progress updates to and develops recommendations to establish the OSD IT Enterprise position that are reviewed and considered by the OSD Management Forum.
- e. Implements DoD CIO and Chief Digital and Artificial Intelligence Officer policies for the OSD IT Enterprise.

## SECTION 2: RESPONSIBILITIES

### 2.1. PIO/DA&M.

The PIO/DA&M is the OSD CIO and oversees the Director, Information Management and Technology (IM&T).

### 2.2. DIRECTOR, IM&T DIRECTORATE.

Under the authority, direction, and control of the PIO/DA&M, and on behalf of the Principal Staff Assistants and other organizations for the OSD IT Enterprise, the Director, IM&T Directorate:

- a. Is the Deputy OSD CIO.
- b. Provides enterprise program management oversight to the OSD IT Enterprise initiatives and leads the development, continuous evaluation, and management of a modernization strategy in support of the OSD mission.
- c. Establishes common IT requirements for the OSD IT Enterprise and advocates for resources for those requirements through the OSD Information Technology Enterprise Committee (OITEC).
- d. Interfaces with IT service providers to ensure successful capability delivery to the OSD IT Enterprise.
- e. Establishes service-level agreements with clear metrics based on the authoritative data codified in memorandums of agreement with service provider(s) to ensure the OSD IT Enterprise user experience goals are achieved.
- f. Advises the OSD IT Enterprise on cybersecurity risk management, in accordance with the policies and procedures issued by DoD CIO.
- g. Develops, maintains, and oversees the following:
  - (1) OSD information resource management strategy, OSD IT modernization strategy, governance, and program analysis for the OSD IT Enterprise that inform OSD IT strategy.
  - (2) OSD IT asset management.
  - (3) Common IT performance metrics execution of the OSD IT Enterprise.
- h. On behalf of the OSD IT Enterprise, and in accordance with the DoD CIO and the Chief Digital and Artificial Intelligence Officer guidance and direction:

(1) Ensures information policy and functional requirements for common IT are reflected in architectures and plans across OSD to ensure information safeguarding, sharing, visibility, trustworthiness, and interoperability.

(2) Advocates for data and information management needs to be addressed in OSD data governance policies that clearly establish the roles, responsibilities, and processes by which personnel manage information as an asset and the relationship among technology, data, OSD programs, strategy, legal and regulatory requirements, and business objectives.

(3) Ensures records management requirements for the OSD IT Enterprise are addressed including terms and conditions of contracts.

i. Coordinates with the:

(1) DISA JSP and IT service providers for the OSD IT Enterprise and Defense Agencies and Field Activities to ensure the maintainability and sustainability of the information resources and infrastructure supporting the system and to determine when significant upgrades, replacements, or disposition are required to effectively support OSD missions or business functions and adequately protect OSD IT assets.

(2) OSD Senior Agency Official for Records Management to ensure IT systems comply with Office of Management and Budget Circular A-130 for records management.

(3) DoD CIO to ensure OSD IT system modernization efforts align to the DoD CIO portfolio management strategies and initiatives.

### **2.3. DIRECTOR, DISA.**

Under the authority, direction, and control of the DoD CIO, the Director, DISA:

a. Serves as the primary service provider authorizing official for common IT services in accordance with the May 1, 2015 Deputy Secretary of Defense Memorandum.

b. In coordination with the PIO/DA&M, ensures the successful delivery of IT services aligned to the OSD IT modernization strategy.

c. Ensures records management requirements for OSD IT systems are addressed in all phases of the systems' lifecycle to include the terms and conditions of contracts.

(1) Serves as the senior IT advisor to OSD IT Enterprise in modernizing their applications and systems to align with larger OSD strategies and policies.

(2) Establishes a funding plan for OSD IT Enterprise common IT services and participates in annual budget processes.

d. Manages changes to OSD IT service rates and service catalogue offerings by agreement with the:

- (1) OITEC.
- (2) Pentagon Area Customer Council.
- e. Participates in the OITEC and Pentagon Area Customer Council.

#### **2.4. HEADS OF THE OSD IT ENTERPRISE.**

The heads of the OSD IT Enterprise:

- a. Provide subject matter expertise and participate in the OITEC and its corresponding working groups to:
  - (1) Review and validate the requirements needed to implement all IT modernization.
  - (2) Identify problems and address IT issues and capability gaps.
- b. Resource and execute OSD mission IT requirements to include cybersecurity, except for continuous monitoring, which is the responsibility of the DoD CIO.
- c. Ensure property accountability and auditability requirements are met in accordance with the responsibilities outlined in the May 1, 2015 Deputy Secretary of Defense Memorandum.
- d. Incorporate records management function and disposition requirements into information systems life cycle processes and stages to include design, development, implementation, and decommissioning in accordance with DoD Instruction 5015.02. This includes adding terms and conditions to contracts or other agreements involving the processing, storage, access to, transmission, and disposition of Federal records to meet the policy and legal requirements pursuant to Section 1222.32 of Title 36, Code of Federal Regulations, and Office of Management and Budget Circular A-130.
- e. Ensure that Senior Component Officials for Privacy provide oversight of IT functions in accordance with DoD Instruction 5400.11, DoD 5400.11-R, and Volume 2 of DoD Manual 5400.11.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
CIO	chief information officer
DISA	Defense Information Systems Agency
IM&T IT	Information Management and Technology information technology
JSP	Joint Service Provider
OITEC	OSD Information Technology Enterprise Committee
PIO/DA&M	Performance Improvement Officer and Director of Administration and Management

### G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>enterprise program management</b>	Centralized management and organization of multiple teams and multiple projects on a companywide scale to meet company objectives.
<b>heads of the OSD IT Enterprise</b>	The OSD Principal Staff Assistants, the Directors of the DAFAs within the OSD IT Enterprise, and the DISA JSP Director.
<b>OSD IT Enterprise</b>	The common IT activities of the OSD Principal Staff Assistants, Defense Agencies and DoD Field Activities that are serviced by DISA JSP (currently the Pentagon Force Protection Agency, Washington Headquarters Service, DoD Education Activity, Defense Security Cooperation Agency, Defense Technology Security Administration, the Defense Human Resources Activity), and the DISA JSP.

## REFERENCES

- Charter for the Office of the Secretary of Defense Information Technology Enterprise Committee, December 12, 2022
- Code of Federal Regulations, Title 36, Section 1222.32
- Deputy Secretary of Defense Memorandum, “Consolidation of Pentagon Information Technology Operations,” May 1, 2015
- Deputy Secretary of Defense Memorandum, “Modernizing the Digital Experience in the Office of the Secretary of Defense,” September 30, 2022
- Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- Deputy Secretary of Defense Memorandum, “Supplemental Guidance on Functions and Responsibilities of the Performance Improvement Officer,” January 18, 2022
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Manual 5400.11, Volume 2, “DoD Privacy and Civil Liberties Programs: Breach Preparedness and Response Plan,” May 6, 2021
- Office of Management and Budget Circular No. A-130, “Management of Federal Information Resources,” July 28, 2016