Subject: DEPARTMENT OF TRANSPORTATION, OFFICE OF THE CHIEF INFORMATION OFFICER ORGANIZATION MANUAL

1. <u>PURPOSE.</u> This Order updates the mission and functions of the Office of the Chief Information Officer (OCIO).

2. <u>CANCELLATION.</u> This Order cancels DOT 1100.16A, Department of Transportation, Office of the Secretary Organization Manual, Office of the Chief Information Officer.

3. <u>EXPLANATION OF CHANGES.</u> This Order updates, restructures, and realigns the functions of the Department's Office of the Chief Information Officer to improve operations, deliver customer service, and enhance the efficiency and effectiveness of the Department's IT program. The changes reflect the Department's shared services initiative as well as the enterprise-wide digital transformation effort. The updated structure also extends the focus of OCIO to include technology innovation and application development. This adjustment will enable OCIO to better support the Department's Innovation and Accountability goals.

   Documented below is information addressing the organizational realignment and specific changes included in the OCIO section of the DOT Organizational Manual:

   a. The Office of Resource Management will be strengthened to support financial management activities associated with the Department's IT portfolio and promote organizational management.

   b. The Information Technology Policy Oversight Office will be renamed the Office of Strategic Portfolio Management to reflect the increased focus on strategic alignment of IT resources to the mission of the Department.

   c. The Information Technology Shared Services Office will be renamed the Office of Infrastructure and Operations to reflect the consolidation of all commodity, or common, IT services from across the Department.

   d. The Information Assurance Office will be replaced by the Office of Cybersecurity and Information Protection to reflect the Department's focus on cybersecurity.

   e. The Information Technology Enterprise Projects Office will be eliminated and its functions realigned to the Office of Strategic Portfolio Management for strategic alignment of IT resources, the Office of Infrastructure and Operations for technical architecture, the Office of Application and Digital Solutions for IT project delivery, and the Office of Resource Management for coordination of government-wide e-Government initiatives and funding needs.

   f. The Office of Data and Analytics Solutions will be created in support of managing the Department's data, including geospatial data, as an asset.

g. The Office of Innovation and Emerging Technologies will be created in support of the Department's strategic priority focused on Innovation.

h. The Office of Application and Digital Solutions will be created to provide advisory services relating to the Department's system and application inventory to ensure a modern approach for mission and support systems.

4. <u>MISSION.</u> The mission of the Office of the Chief Information Officer is to support the Department's Safety, Infrastructure, Innovation, and Accountability priorities through the delivery of effective digital services and solutions. The Chief Information Officer serves as the principal information technology (IT) advisor to the Secretary and DOT Operating Administrations (OAs) on matters involving IT including: portfolio management, IT infrastructure and operations, cybersecurity, information assurance, innovation and emerging technologies, enterprise data management, and application and digital solutions.[1]

5. <u>FUNCTION.</u>

a. General Description. The Office of the Chief Information Officer in the Office of the Secretary is responsible for delivering effective digital services and solutions to the Department.

b. Provides executive direction of the following:

Office of Strategic Portfolio Management
Office of Infrastructure and Operations
Office of Cybersecurity and Information Protection
Office of Innovation and Emerging Technologies
Office of Data and Analytics Solutions
Office of Application and Digital Solutions
Office of Resource Management

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[1] All statements contained in this Order are applicable to all Components but only to the extent that such requirements and recommendations are consistent with the express language contained in 49 U.S.C. §§ 106 and 40110. The Federal Aviation Administration and Office of Inspector General will issue internal policies consistent with this policy and will work with the DOT Chief Information Officer unless specifically prohibited by law.

6. ORGANIZATION.

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                    │ Chief Information Officer (CIO) │
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| Strategic Portfolio Management S-81 | Infrastructure and Operations S-82 | Cybersecurity and Information Protection S-83 | Innovation and Emerging Technologies S-84 | Data and Analytics Solutions S-85 | Application and Digital Solutions S-86 | Resource Management S-87 |
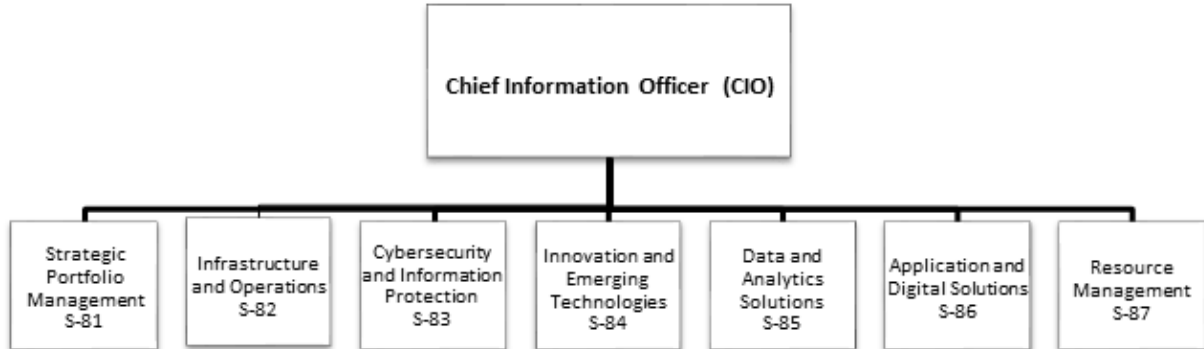
a. Office of the Chief Information Officer (CIO) (S-80)

1) Mission. The immediate Office of the Chief Information Officer (OCIO) supports the front office functions of OCIO, including but not limited to: directing and managing the seven offices within OCIO, special projects, and strategic communication services.

2) Functions.

a) Provides executive direction and management of OCIO, including for the Deputy Chief Information Officer, the seven offices within OCIO, immediate office support staff, and strategic communication services.

b) Develops, oversees, and directs OCIO strategy.

c) The Deputy CIO supports and facilitates the duties, responsibilities, and authority of OCIO throughout the Department.

b. Office of Strategic Portfolio Management (S-81)

1) Mission. The Office of Strategic Portfolio Management (SPM), led by the Associate CIO for Strategic Portfolio Management, ensures the strategic alignment of IT resources to the mission of the Department.

2) Functions.

a) Provides an enterprise-wide view for IT resource management by working with program and mission offices to match OCIO IT capabilities with their mission needs.

b) Maintains department-level IT policy, governance, enterprise risk, and compliance programs to ensure an enterprise-wide perspective.

c) Develops and maintains department-level IT acquisition strategies and approvals.

d) Acts as audit liaison for OCIO, coordinating IT audit responses and related correspondence with pertinent parties.

c. Office of Infrastructure and Operations (S-82)

1) Mission. The Office of Infrastructure and Operations, led by the Associate CIO for Infrastructure and Operations, provides the full range of commodity IT shared services to enable DOT program offices to carry out mission activities.

2) Functions.

a) Manages DOT IT infrastructure in accordance with shared services, including:

i. Infrastructure operations, help desk, network, server, storage, desktop, Cloud, email, wireless/mobile, telephony, Internet, telecommunications, data center management, disaster recovery, and all other infrastructure/platforms as service commodity IT offerings, including assistive technologies.

b) Manages DOT IT operations in accordance with shared services, including:

i. Technical Architecture

ii. Configuration Management

iii. End User Services

iv. Infrastructure and Service Delivery

d. Office of Cybersecurity and Information Protection (S-83)

1) Mission. The Office of Cybersecurity and Information Protection, led by the Associate CIO for Cybersecurity and Information Protection, ensures the identification, categorization, prioritization, and protection of agency information and systems.

2) Functions.

a) Ensures the proper planning, testing, and implementation of security and privacy controls for information systems.

b) Ensures the engineering and deployment of secure systems and applications.

c) Ensures the documentation of risk and authorization of information systems and applications.

d) Ensures the detection and mitigation of vulnerabilities and risks.

e) Ensures planning for contingencies and continuity for information systems, and regular exercises to validate the effectiveness of planning.

f) Ensures the detection and response to incidents and breaches.

g) Ensures the identification, categorization, and management of risk for national security systems and related information.

h) Ensures the proper planning for and management of privacy risk, including Privacy Act compliance activities.

i) Ensures the review and approval of new, modified, and existing collections of information.

j) Ensures the development, management, and operation of the enterprise records management program.

k) Ensures the development and implementation of applicable policies, standards, and guidance.

l) Ensures the training, education, and evaluation of agency personnel in pertinent cybersecurity, privacy, and records management subject areas.

m) Oversees the following in accordance with a shared services model:

    i.    Privacy and Information Governance

    ii.    Compliance

    iii.    Cybersecurity Engineering, Operations, and Incident Response

    iv.    Risk Management and Authorization

    v.    Contingency and Continuity Planning

    vi.    National Security Systems

e. Office of Innovation and Emerging Technologies (S-84)

1) Mission. The Office of Innovation and Emerging Technologies, led by the Chief Innovation Officer, leads the Department's use of artificial intelligence, robotic process automation, and other emerging technology solutions.

2) Functions.

a) Maintains a detailed understanding of technology innovation required to advance the mission of the Department.

b) Helps identify programs to support mission activities at the Operating Administrations.

c) Promotes the use of information technology and innovative technology solutions to improve the operations, productivity, accessibility, efficiency, effectiveness, and service delivery of the Department.

f. Office of Data and Analytics Solutions (S-85)

1) Mission. The Office of Data and Analytics Solutions, led by the Assistant CIO for Data and Analytics Solutions, manages and uses data to reduce information collection burdens on the public; increase program efficiency and effectiveness; and improve the integrity, quality, and utility of data for all users within and outside the agency.

2) Functions.

a) Manages the Department's data, including geospatial data, as an asset.

b) Manages the data lifecycle, including data platform operations.

c) Manages the Department's data assets and promotes best practices for data.

d) Architects, delivers, and operates shared services that support data and analytics for the entire Department, regularly reviewing the impact of the infrastructure of the agency on data asset accessibility and continually improving such infrastructure to reduce barriers that inhibit data asset accessibility.

e) Maximizes the use of data in the agency, including for the production of statistics, cybersecurity, and the improvement of agency operations.

f) Engages employees, contractors, and the public in using and analyzing data.

g) Oversees the following in accordance with a shared services model:

i. Geospatial Management Office

ii. Data Engineering and Analytics Services

iii. Data Platform Operations Office

g. Office of Application and Digital Solutions (S-86)

1) Mission. The Office of Application and Digital Solutions, led by the Associate CIO for Application and Digital Solutions, provides advisory services relating to the Department's application development and digital solutions to ensure a modern, accessible, and user-centered approach to mission and support systems.
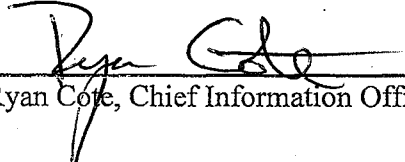
2) Functions.

  a) Ensures the design and development of user-centered solutions.

  b) Provides leadership and program management for the Department's information technology accessibility program.

  c) Designs, builds, delivers, and maintains platform technologies that will be utilized across the Department.

  d) Conducts and supports IT program management to ensure the effective delivery of IT results to users and stakeholders inside and outside the Department.

  e) Manages IT accessibility programs, enterprise platform delivery services, mission system support services, and project management office teams.

h. Office of Resource Management (S-87)

  1) Mission. The Office of Resource Management, led by the Associate CIO for Resource Management, helps to support the daily functions of OCIO to ensure proper and consistent business processes.

  2) Functions.

  a) Provides financial and budget management services across the OCIO operating budgets.

  b) Ensures a transparent billing process associated with the Working Capital Fund.

  c) Provides organizational management and outreach including procurement support, talent outreach and development, event logistics management, asset management, and space planning and management.

  d) Manages requisite OCIO administrative services.

  e) Provides OCIO contract and customer support.

Ryan Cote, Chief Information Officer