



DEPARTMENT OF DEFENSE  
Defense Commissary Agency  
Fort Lee, VA 23801-1800

## DIRECTOR'S POLICY

### Information Technology

**DP 500-08**  
**May 20, 2010**

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Chief Information Officer  
OPR: DeCA/CI

Reference: DP 500-08, "Information Technology," July 6, 2001 (hereby canceled)

**1. PURPOSE.** This Policy describes the philosophy, structure, and process for the management of information technology (IT) resources. This policy provides key guidance consistent with subtitle III of title 40, United States Code (U.S.C.) that expanded the provisions of the Clinger-Cohen Act of 1996 and section 2222 of title 10, U.S.C. Additionally, adherence will facilitate conformance to the Chief Financial Officers Act, Federal Financial Management Improvement Act, and Federal Information Security Management Act.

#### **2. POLICY.**

a. All information systems of the Defense Commissary Agency (DeCA) will be in compliance with applicable legislation and DoD directives as well as support the fulfillment of our unique mission.

b. The Agency will employ a comprehensive approach for the acquisition and management of IT resources. We will focus our information resource planning to support the Agency strategic objectives. IT investments will be zero based; that is, assessed each year for need relative to all other competing requirements. They will also have an acceptable rate of return, normally 4 years or less, or be required for security reasons. Our capital planning and investment process must link mission needs, information, and IT to resource programming, formulation, and execution. We will invest in state-of-the-art technology, focusing on solutions that reduce operational costs, enhance business capabilities, provide for technological growth, and consistently lead to parity with commercial industry.

#### **3. RESPONSIBILITIES.**

a. To ensure the effective execution of this IT management philosophy, I have appointed a Chief Information Officer (CIO) who will provide enterprise leadership for all IT-related activities and services. The DeCA CIO will be responsible for the following:

(1) Serving as the Agency Designated Approving Authority for Information Assurance (IA) Certification and Accreditation.

(2) Maintaining an adequate IA program which ensures that cost-effective security products and techniques are appropriately used, establishes rules of behavior for use of IT resources, and provides training on security responsibilities to all systems users.

(3) Enforcing an IT capital planning and investment process that provides for a positive return on investment and links IT investments to the DeCA Strategic Plan and the Integrated Program Budget Submission.

(4) Reviewing each IT cost for the fiscal year, determining its value in providing either support for an existing business function or in achieving a strategic objective.

(5) Reviewing and recommending an IT acquisition strategy that manages risk and incorporates industry standards and best practices.

(6) Promoting an interoperable, secure, and integrated IT architecture that maximizes the productivity of DeCA's operations.

(7) Monitoring and evaluating the development and operations of IT systems based on cost, schedule, and performance. Identifying programs that significantly deviate from established goals and directing corrective action or recommending termination.

(8) Providing for the development of a multi-skilled, well-trained corps of Agency IT professionals. Monitoring the development and implementation of training in IT and business functions for IT personnel.

(9) Serving as an advisor to the Agency Pre-Certification Authority for systems that require certification under the Defense Business Systems Investment Review Process.

(10) Providing management oversight of all IT programs. Enforcing IT-related public laws and DoD policies to ensure compliance applicable to DeCA.

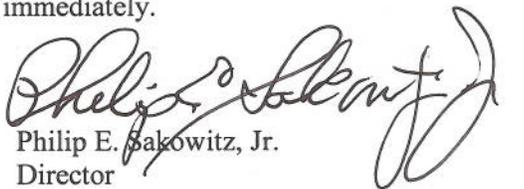
b. Additionally, I have established the following governance structure:

(1) The Executive Steering Council (ESC) is the Agency's highest advisory body, recommending to the Director of DeCA, strategic direction the Agency should pursue. The ESC is chaired by the Director and comprised of DeCA Senior Executive Service members.

(2) The Corporate Governance Board (CGB) actively oversees execution of the strategic plan and programs. The CGB evaluates the merits of programs under consideration and adjudicates all issues before forwarding to the ESC. The CGB is chaired by the Deputy Director. Members are the directors of each directorate and staff office, also referred to as functional process owners/special staff group (FPO/SSG), and the deputy directors of each region.

(3) The Business Transformation Steering Group (BTSG) focuses on the identification and evaluation of business process reengineering opportunities. The BTSG provides recommendations to the CGB and ESC. The BTSG is led by a business transformation executive sponsor and deputy sponsor. Members are managers designated by FPO/SSG and highly knowledgeable of their respective business processes.

4. **EFFECTIVE DATE.** This Policy is effective immediately.



Philip E. Sakowitz, Jr.  
Director