

BPA Policy 473-2

Information Technology Policies

Information Technology

Table of Contents

473-2.1 Purpose & Background.....	2
473-2.2 Policy Owner	2
473-2.3 Applicability	2
473-2.4 Terms & Definitions.....	2
473-2.5 Policy.....	3
473-2.6 Policy Exceptions	3
473-2.7 Responsibilities.....	3
473-2.8 Standards & Procedures.....	3
473-2.9 Performance & Monitoring	4
473-2.10 Authorities & References	4
473-2.11 Review	4
473-2.12 Revision History	4



473-2.1 Purpose & Background

To establish requirements, assign responsibilities, and provide guidance for issuance of Enterprise-wide Information Technology Policies within the Bonneville Power Administration (BPA).

BPA's Information Technology policies address the appropriate use of IT equipment and the acceptable use of IT Services made available in the BPA IT computing environment. This policy supports, and is consistent with, DOE O 200.1A, Information Technology Management, and the statutory and regulatory requirements provided in the Clinger-Cohen Act of 1996 which established the powers and responsibilities of Federal Chief Information Officers.

473-2.2 Policy Owner

The BPA Chief Information Officer (CIO) is the owner of this policy.

473-2.3 Applicability

All organizations and staff within BPA are required to adhere to this policy.

473-2.4 Terms & Definitions

- A. **Information Technology**, pursuant to 40 U.S. Code Subtitle III, is any automated solution or interconnected system or subsystem of solutions that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. All IP-addressable equipment or devices are included in this category.
- B. **BPA IT Equipment** includes BPA's computer networks and any authorized BPA-owned or leased computing device or component that can be attached or connected to BPA's computer network, including any IP-addressable equipment or devices. BPA IT Equipment includes desktop computers and monitors, laptop and portable computers, tablets, thin clients and mobile thin clients, firmware, software, shareware, freeware, personal digital assistants (PDAs), telephones, digital cameras, cell phones, smart phones, facsimile machines, pagers, copiers, photocopiers, printers, scanners, servers, fixed or portable storage devices (e.g. flash drives), routers, peripheral devices, multi-purpose machines (e.g. combined facsimile, printer, and copier), and cloud-based IT services such as Archive-as-a-Service, Storage-as-a-Service, Desktop-as-a-Service, Software-as-a-Service, Platform-as-a-Service, Infrastructure-as-a-Service, Backup-as-a-Service, etc.
- C. **IT Service**, (a sub-component of Information Technology) encompasses several main categories such as managed staffing, managed services, consultant arrangements, and cloud-based services, particularly whenever information is exchanged. In order to distinguish cloud-based services from data subscription, cloud-based services is a software distribution model in which applications are centrally hosted by independent software vendors (ISVs) or application service providers (ASPs) and made available to

Organization Information Technology		Title/Subject Information Technology Policies	Unique ID 473-2	
Author M. Harris	Approved by L. Buttress	Date March 25, 2015	Version #1	Page 2

customers over a network, typically the Internet. Hosted services are a form of cloud-based services in which the vendor runs, manages, and modifies software on behalf of the client and manages the clients' data. Software as a Service (SaaS) is another form of cloud-based services in which applications provide the consumer the capability to use the provider's applications running on a cloud infrastructure. The provider manages all aspects of the application, including upgrades.

- D. **Cyber System:** IT equipment or collections of IT equipment; any technology system (or collections thereof) capable of sending, receiving, or storing electronic data. Synonyms: GridIT, IT, information system, cyber asset, IT system. Examples: computing servers, user workstations, remote terminal units, phasor measurement units, network routers and switches, etc.

473-2.5 Policy

The CIO and his/her delegates retain sole authority to establish BPA enterprise-wide Information Technology policies that assure prudent, stable, and secure management of Information Technology, and that ensure Agency compliance with applicable laws and regulations.

473-2.6 Policy Exceptions

There are no exceptions to this policy. Other organizations may issue IT policies specific to their organizations (i.e they are not enterprise-wide policies) as long as those policies do not contradict enterprise-wide policies issued by the OCIO, and do not contradict applicable laws, regulations, or OMB or DoE directives.

473-2.7 Responsibilities

A. BPA Chief Information Officer (CIO)

Sponsors and owns this policy, overseeing periodic review of the policy, consistent with BPA strategic and operational plans and all statutory, regulatory, administrative, and OMB requirements. Reports any critical violations of this policy, or the standards and operations procedures referenced in this policy, to the BPA Executive Governance Body.

B. Agency Policy Working Group (PWG)

Oversees authorization, publication, and dissemination of agency-wide policies and policy changes.

473-2.8 Standards & Procedures

Applicable standards for BPA IT Equipment are located or referenced within the Bonneville Information Technology Architecture (BITA) published on the Chief Technical Officer (CTO) SharePoint site.

The OCIO follows standards and procedures established by the PWG for creation, publication, and dissemination of enterprise-wide policy.

Organization Information Technology		Title/Subject Information Technology Policies		Unique ID 473-2	
Author M. Harris	Approved by L. Buttress	Date March 25, 2015	Version #1	Page 3	

473-2.9 Performance & Monitoring

On an annual basis a delegate of the CIO shall report to the CIO any policies published in the official enterprise-wide policy repository that direct information management activities and are not published or sponsored through the OCIO. Any exceptions to this policy or critical violations shall be reported to the BPA Executive Governance Body.

473-2.10 Authorities & References

- A. DOE O 200.1A, Information Technology Management
- B. Clinger-Cohen Act of 1996
- C. Federal Information Security Management Act (FISMA)
- D. 40 U.S. Code SUBTITLE III: INFORMATION TECHNOLOGY MANAGEMENT

473-2.11 Review

This policy shall be reviewed by the policy owner at least every five years for relevant purpose, content, currency, effectiveness, and metrics.

473-2.12 Revision History

Version	Issue Date	Description of Change
1.0	3/25/2015	Initial creation by Mike Harris from BPAM Chapter 1101 doc.

Organization Information Technology	Title/Subject Information Technology Policies	Unique ID 473-2
Author M. Harris	Approved by L. Buttress	Date March 25, 2015
		Version #1
		Page 4