



Agency IT Portfolio Summary Reporting

Technical Guidance For Performing the FY 2018
Information Technology Portfolio Submission



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1 PURPOSE

This guide has been prepared by the U.S. Department of Energy (DOE) Office of the Chief Information Officer (OCIO) to provide Department-wide Budget Year (BY) 2018 Agency Information Technology (IT) Investment Portfolio Summary, the Agency Provisioned IT Services Spending Summary (formerly the Agency Cloud Spending Summary), the Agency Data Center Spending Summary, and Agency Budget Account Summary reporting instructions and is consistent with the Office of Management and Budget (OMB) requirements. OMB uses the Agency's IT Investment Portfolio Summary, Provisioned IT Services Spending Summary, Data Center Spending Summary, and Agency Budget Account Summary to create an overall Agency IT Portfolio Summary published as part of the President's Budget.

Because IT activities significantly impact the Department's ability to accomplish its mission and business functions, it is important to identify and coordinate IT activities being planned by all elements of the Department. The purpose of the Department's IT Portfolio reporting instructions is to provide guidance on OMB's reporting requirements for IT investments and establish the processes to be used in completing these requirements. By completing these requirements, DOE meets the requirements set forth in the Clinger-Cohen Act of 1996 and further defined in the Federal Information Technology Acquisition Reform Act (FITARA) to provide a full and accurate accounting of IT resources for the agency.

Federal agencies are required to submit the Agency IT Portfolio Summary to OMB biannually.

2 HOW THE AGENCY IT PORTFOLIO SUMMARY IS ORGANIZED

The Agency IT Portfolio Summary is composed of four parts:

- Agency IT Investment Portfolio Summary – individual IT investment budget and architecture information;
- Agency Provisioned IT Services Spending Summary – total Agency spending on provisioned IT services by deployment model;
- Agency Data Center Spending Summary – total Agency data center spending (includes Parts 1-4 of the IT Investment Portfolio Summary); and
- Agency Budget Account Summary – total Agency spending by OMB budget account, including spending authority for each account held by the Chief Information Officer (CIO).

3 CAPTURING AND SUBMITTING IT PORTFOLIO DATA

3.1 Federal IT Dashboard (ITDB)

OMB requires that the Department submit all IT portfolio and investment data to the ITDB. The ITDB is a website enabling Federal agencies, industry, and the general public to view details of federal IT investments. The purpose of the ITDB is to provide visibility and transparency on the effectiveness of government IT programs and to support decisions regarding the investment and management of IT resources. The ITDB provides access to individual major IT investments, including projects and activities associated with an investment (reported monthly), and the Department's IT Portfolio (reported annually).



3.2 Electronic Capital Planning and Investment Control (eCPIC)

In order to meet OMB reporting requirements to the ITDB, the Department leverages a portfolio management tool to collect and submit investment data to OMB. The eCPIC system is a government-owned, web-based application that is used by Federal agencies to support their IT Capital Planning and Portfolio Management processes. This includes managing investment portfolios and preparing budget data for submission to the OMB. The OCIO will review the data and provide feedback to the Program/Staff Office (PSO) prior to final submission to OMB. The OCIO provides training and instructional materials for eCPIC.

Each PSO should update existing investment data or create new investments, if needed, in eCPIC. For investments supported by multiple organizations, the program leading the effort will provide a single investment entry in eCPIC. To avoid double counting, no other program that contributes to a collaborative (consolidated) investment should report an investment in eCPIC for their portion of that collaborative investment. Each contributing program must ensure that its share of the total investment cost is reported to the lead program for inclusion in the IT Investment Portfolio Summary.

3.2.1 Use of eCPIC

For eCPIC access, please contact the eCPIC Help Desk at ecpic@hq.doe.gov or (202) 586-5437. The OCIO provides training and instructional materials for eCPIC. Prospective system users must attend eCPIC training prior to using the system.

4 AGENCY IT INVESTMENT PORTFOLIO SUMMARY

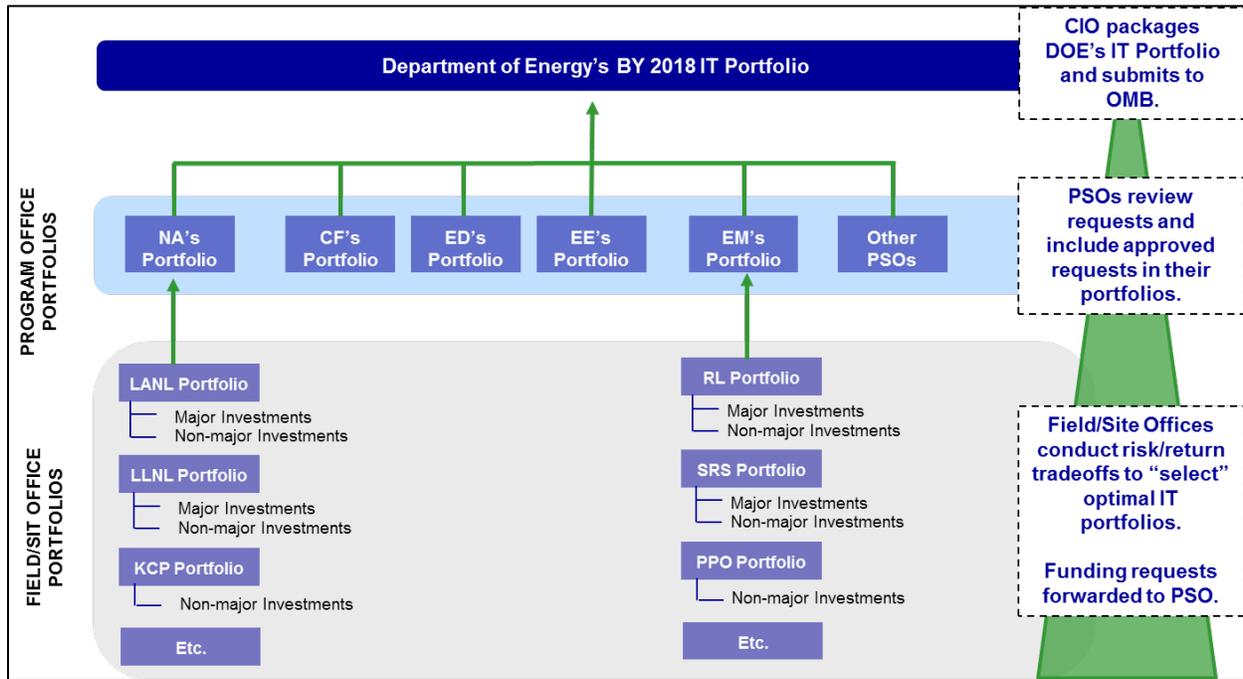
4.1 Overview

The Agency IT Investment Portfolio Summary is a report of all IT investments and funding across the Department and must include all major and non-major investments. Funding levels in the Agency IT Investment Portfolio Summary should be provided for Prior Year (PY), Current Year (CY), and Budget Year (BY), as outlined below:

For:	Funding levels in Agency IT Investment Portfolio Summary should be:
PY (2016)	2016 Enacted/likely actual level, to be updated with actuals for the final FY 2018 President’s Budget
CY (2017)	Likely Enacted for 2017
BY (2018)	The agency’s request, consistent with OMB FY 2018 Budget Guidance

These levels should be consistent with program level funding and agency summary of funding tables. Note that the PY funding should be updated to reflect the 2016 Actuals for the final FY 2018 President’s Budget.

The Agency IT Investment Portfolio Summary is created when Field/Site/Lab offices analyze the cost and benefits of all proposed investments to select the optimal IT portfolio. They then forward these funding requests to Headquarters PSOs to review requests and include approved requests in their portfolios. The OCIO packages the Department’s Agency IT Investment Portfolio Summary and submits to OMB.



4.2 Organization

The Agency IT Investment Portfolio Summary is separated into four primary parts:

- Part 1: IT Investments for Mission Delivery**

Consistent with agency strategic and annual performance plans, report the amounts for IT investments directly supporting an agency-designated mission delivery area. Mission delivery is programs or activities that execute the agency mission. Report each mission area in which IT investments are funded, itemizing the “major” and “non-major” IT investments within each mission area.

The only mandatory mission area defined by OMB is Financial Management, and it must be reported as the first mission area. Report all IT investments for major financial management systems in this area. Include in each financial management investment short description a count of the number of federal full time equivalents (FTEs) supporting the system.

- Part 2: IT Investments for Administrative Services and Support Systems**

Report all Investments for Administrative Services and Support Systems specific to an agency, and IT investments officially designated as Shared Services and E-Gov/LoB. Administrative Services are defined as the activities common to all Agencies, including functional areas such as financial management, human resources, acquisitions, and grants management.

Per OMB M-16-11, officially designated shared service providers (SSPs) include agencies previously designated by the Department of Treasury’s (Treasury) Office of Financial Innovation and Transformation (FIT), the Office of Personnel Management’s (OPM) HR Line of Business (HRLoB) as well as any providers designated by the General Services Administration’s (GSA) Office of Unified Shared Services Management (USSM). Appendix B provides a list of these investments, SSPs, and E-Gov/LoBs.



▪ **Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management**

Report all IT investments supporting planning, development, modernization, enhancement, operation, and maintenance of common user systems such as IT infrastructure and IT security. These investments usually involve multiple mission areas and should include End User Services and Support, Mainframes and Servers Services and Support, and Telecommunications Services and Support. Report IT security initiatives and investments not directly tied to a major investment on a separate line identified as “non-major”. Section 6.2 provides additional guidance on how to report infrastructure investments.

Also in Part 3, report amounts for IT investments supporting strategic management of IT operations (e.g., business process redesign efforts not part of an individual investment, enterprise architecture development, capital planning and investment control processes, procurement management, and IT policy development and implementation). IT investments in this part of the Agency IT Investment Portfolio Summary should include costs for CIO functions.

▪ **Part 4: IT Investments for Grants and Other Transferred Funding to Non-Federal Organizations for Information Technology**

Report total amounts for grants and other transferred funding to non- federal organizations (i.e. state and local governments) to be used for information technology. Part 4 does not relate to agency grants management systems (reported in Part 2).

All IT investments must be classified into Parts 1, 2, 3, or 4.

4.3 Data Entry in eCPIC

To complete the information required for the Agency IT Investment Portfolio Summary, the following data points must be provided. The following sub-sections (4.3.1-4.3.4) explain each field that is required in the order that they are built out in eCPIC.

The following fields fall within the Agency IT Investment Portfolio Summary BY18 Process in eCPIC:

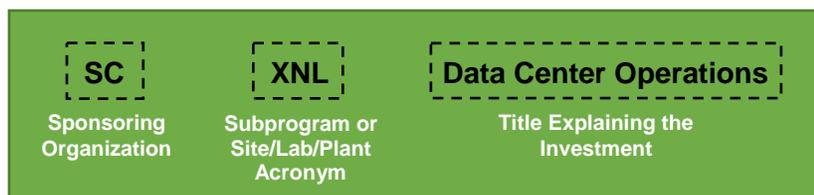
4.3.1 Initiative Definition

This is the first section in eCPIC for the Agency IT Investment Portfolio Summary.

Investment Title

Clear, definitive title explaining the investment. If the investment title has changed, include the previous name in parentheses. Follow the DOE IT investment naming convention by starting each investment title with the prefix of the sponsoring organization (e.g., IM Office Automation (formerly Office Computers). Where applicable, include the subprogram or site/lab/plant name acronymn.

SC XNL Data Center Operations





Investment Federal, M&O, or Mixed (drop-down)

DOE required fields have been incorporated into the IT Portfolio Summary in order to identify investments as Federal, M&O or Mixed. If funding for an investment is Mixed (Federal and M&O), users are to provide the percentage of Federal funding. The percentage field is blank and entries should not exceed 100 and be represented as a whole number. The field will not accept a decimal.

Investment Directly or Indirectly Funded (drop-down)

DOE required field has been incorporated into the IT Portfolio Summary in order to identify the investment funding source as directly or indirectly funded.

DOE Program or Staff Office (drop-down)

Select a Program Office for each investment.

DOE Location (drop-down)

Select the primary location where this investment's work is performed. This is an additional internal field for OCIO reporting purposes. Note: If you do not see your Program Office or DOE Location, please contact the eCPIC Help Desk.

4.3.2 Descriptive Information

This section contains the identifying information regarding the investment. Complete the following fields in eCPIC.

Bureau (drop-down)

Select the appropriate DOE Bureau for the investment:

- National Nuclear Security Administration
- Environmental and Other Defense Activities (EM, LM, EHSS)
- Energy Programs (EE, EIA, FE, NE, OE, SC)
- Power Marketing Administrations (SEPA, SWPA, WAPA)
- Departmental Administration (GC, HG, IG, IM, CF, HR, MA, PA)
- Inter-Agency Projects
- Department Level or Agency-wide Activity

Change in Status Identifier (drop-down)

Select the identifier that correctly describes the investment's status for this budget submission, relative to the status in the previous budget cycle.

1. Upgraded from non-major to major IT Investment
2. Downgraded from major to non-major IT Investment
3. Split into multiple Investments
4. Consolidation of Investments
5. Reorganization
6. Eliminated by funding



- 7. Eliminated by split
- 8. Eliminated by consolidation
- 9. Eliminated by reorganization
- 10. New
- 11. No Change in Status

Note:

- PSOs should confirm the selected status is for the current BY submitted (e.g., if the investment was reported as “New” during the BY17 submission, it should be reported as “No change in status” in the BY18 submission.)
- PSOs should also confirm that investment UIIs have not changed except for investments that selected 3, 4, 5, or 10.

Agency Description of Change in Investment Status (255 characters)

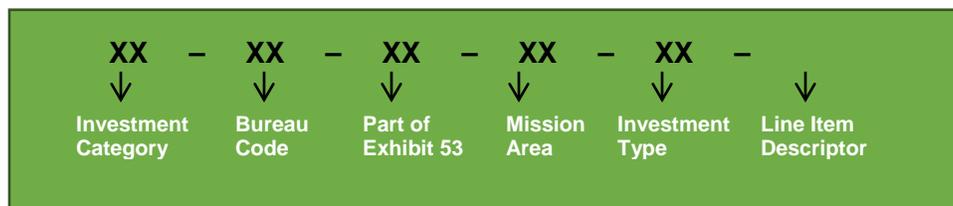
Mandatory field used when an indicator has been chosen for “Change in Investment Status” to provide more description of the rationale for the change. This field must end in a period (.).

Unique Investment Identifier

All new and existing investments are assigned a 12 digit number called a Unique Investment Identifier (UII). Each investment has a UII for identification and tracking purposes. The UII is made up of two parts: a 3-digit identifier that represents the Agency code and a 9-digit unique investment code that is generated by eCPIC when the investment is created. The “019” Agency Code indicates all Department of Energy investments.

Previous UII

Unique code reported in the previous BY Agency IT Portfolio Summary submission to OMB allowing cross-walk and historical analysis crossing FYs for tracking purposes. To indicate consolidations/splits/reorganizations, agencies can provide more than one entry and separate UIIs with commas. The Previous UII value is managed by the eCPIC Help Desk and is therefore read-only in eCPIC. PSOs should contact the eCPIC Help Desk with questions regarding the Previous UII.



Agency Code (3-digits) → 019 - 000000000 ← **Unique Investment Code (9-digits)**

Services Category (drop-down)

If this investment provides or leverages a shared service, please select the appropriate identifier below (If the investment does not include shared services, then select “00”):

- 00: Code for all Investments other than those coded “24”, “36” or “48”



- 24: E-Gov initiatives or an individual Agency's participation in one of the E-Gov/LoB initiatives
- 36: Share Service Providers (SSP) (and their customers) previously designated by Treasury's FIT and OPM's HRLoB as well as any providers designated by the USSM. Agency contributions to FMLoB and HRLoB should use code 24, not code 36.
- 48: Any Multi-Agency (Inter- or Intra-Agency) collaboration or an individual Agency's participation in one of these initiatives. This includes shared services not officially designated by USSM and excludes E-Gov/LoB initiatives and USSM designated shared services.

Shared Services identifier (free text)

These four digits are applicable for all Investments with a Shared Services Category of 24, 36 or 48. A code will be specifically assigned for all E-Gov/LoB and USSM designated shared services in Appendix D, while Agencies should assign their own four (4) -digit unique codes for Multi-Agency initiatives using the "48" shared services category. This code represents the same 4-digit identifier previously provided in the last nine (9) digits of the UII for Investments starting with xxx-99999XXXX.

Part of Agency IT Portfolio Summary (drop-down)

Select the appropriate part based on the nature of the Investment. The details of each part are described above:

- Part 1: IT Investments for Mission Delivery
- Part 2: IT Investments for Administrative Services and Support Systems
- Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management
- Part 4: IT Investments for Grants and Other Transferred Funding to Non-Federal Organizations for Information Technology

Standard IT Infrastructure and Management Category (drop-down)

Select the sub-category of Investments identified as Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management. Investments for IT Security programs should use the IT Security & Compliance category (Category 02). Investments for CIO functions previously reported in Part 3 should use the IT Management category (Category 03). All other Investments should use Not Applicable (Category 01).

1. Not Applicable
2. IT Security & Compliance
3. IT Management

Mission Delivery and Management Support Area (drop-down)

Select the mission delivery and management support area for the Investment:

- 01=Financial Management
- 11=National Nuclear Security Administration (NNSA)
- 12=Energy Efficiency & Renewable Energy (EE)
- 13=Energy Information Administration (EIA)
- 15=Environmental Management (EM)



- 16=Fossil Energy (FE)
- 17=Other Corporate Management (IM, CF, HR, MA and other DOE Staff Offices)
- 18=Nuclear Energy (NE)
- 21=Science (SC)
- 23=Power Marketing Administrations (WAPA, SWPA, and SEPA)
- 24=Environmental Health, Safety, and Security (EHSS)
- 25=Enterprise Assessments (EA)
- 31=Legacy Management (LM)
- 32=Electronic Delivery and Energy Reliability (OE)
- 99=Inter-Agency Projects

Type of Investment (drop-down)

Select the appropriate Investment Type based on the following criteria:

1. Major IT Investment

DOE Criteria: OMB directed portfolio IT investments; Requires special management attention because of its importance to the mission or function of the agency; Significant program or policy implication; High executive visibility; High development, operating, or maintenance costs; or Funded through other than direct appropriations; Cumulative steady state or mixed life cycle funding of \$25 million or more across PY, CY, and BY. (Every major investment identified on the Agency IT Portfolio Summary must have an approved Major IT Business Case).

2. Non-major IT Investment

DOE Criteria: (Classify investment as “non-major” if it doesn’t qualify as major investment as defined in the above criteria.)

3. IT Migration Investment

Represents a portion of a larger asset and for which there is an existing business case for the overall asset. Description of the IT investment should indicate the UII of the major asset investment of the managing partner.

4. Partner Agency Funding Contribution

Represents resources provided to a partner Agency for a joint effort by more than one agency. It is used to identify investments where the business case for the major IT investment is reported in another Agency's IT Investment Portfolio Summary. Description of the IT investment should indicate the UII of the major asset investment of the managing partner.

National Security Systems Identifier (drop-down)

Indicate whether or not the investment includes a National Security System

1. Non-National Security System Investment
2. National Security System Investment



OMB Short Description

This is a short public-facing description for each investment explaining its purpose and what program(s) it supports, including the value to the public. It should be understandable to someone who is not an expert of the agency. If the investment is part of a multi-agency initiative or part of another business case the description should state this information and refer to the UII of the appropriate business case. This description is displayed on the Federal IT Dashboard and must end in a period (.) when entered in eCPIC.

Cross-Boundary Information Identifier (drop-down)

Activity that crosses a bureau or agency boundary, including information sharing with international, state, local, tribal, industry, or non-governmental organization partners. If the investment supports reusable, standardized information exchanges indicate which were used:

1. Information Sharing Environment Core Interoperability Framework
2. NIEM & the Common Profile
3. Other
4. None

Note: If the investment support both "1" & "2", use "1".

Supports the Anti-Terrorism-Related Information Sharing Environment (drop-down)

Select all that apply for investments that support Agency efforts to develop, integrate, and reuse anti-terrorism-related mission capabilities and technical services. Terrorism-related is defined as terrorism, homeland security, weapons of mass destruction, and crimes with a national security concern. Targeted capabilities are in most instances dual use, meaning that they are integrated into Agency Enterprise Architectures (EAs) to support many or most of an Agencies missions, including but not limited to anti-terrorism-related efforts. More information can be found at www.ise.gov. Select from the following options:

1. Aligning and integrating field-based intelligence and information sharing entities (i.e., Fusion Centers; High Intensity Drug Trafficking Centers; RISS Centers; Joint Terrorism Task Forces; and related entities or task forces)
2. Integration into the Sensitive but Unclassified network federation using the interoperability guidance and criteria promulgated by the SBU Technical Advisory Committee
3. Request for Information, including event or case/subject (or target entity) law enforcement or criminal intelligence deconfliction
4. Alerts, warnings or notifications
5. Law enforcement, homeland security or criminal intelligence incident reporting (including Suspicious Activity Reporting)
6. Other
7. None



Functional/Business Sponsor

The agency official who is responsible for the program or function supported or implemented by the investment. The sponsor is responsible for expressing the value of, ensuring successful implementation of, and providing accurate and timely data for the IT investment to the agency CIO and OMB. The designated person may (or may not) be the same as the “Business Process owner/Subject Matter Expert” listed for a major investment on the Major IT Business Case under Integrated Program Team. Each major and non-major investment listed in the Agency IT Portfolio Summary must include the name of the functional/business sponsor as well as the individual’s title (These are two separate fields).

Federal Enterprise Architecture (FEA) Business Reference Model (BRM) Primary Service Area (dropdown)

The BRM is the three-digit code that indicates the predominant mission/business function served by the investment (not necessarily the mission/business of the Agency). IT investments are mapped to the BRM to identify opportunities for collaboration, shared services, and solution reuse. BRM version 3.1 is the current version.

4.3.3 Financial

This section consists of the tables necessary for populating the funding columns on the Agency IT Investment Portfolio Summary. These tables are also used for reporting Government Full Time Equivalents (FTE).

Chief Financial Officer (CFO) Budget Control Point

This DOE required field has been incorporated into the IT Portfolio Summary in order to identify the investments budget control point provided by the Office of the Chief Financial Officer (OCFO). The selection made should align with the CFO FY 2018 IT Budget Request exercise.

	PY - 8 2009 and Onsp.	PY - 9 2010	PY - 4 2011	PY - 3 2012	PY - 2 2013	PY - 1 2014	PY 2015	CY 2016	BY 2017	BY + 1 2018	BY + 2 2019	BY + 3 2020	BY + 4 2021	BY + 5 2022	BY + 6 2023	BY + 7 2024	BY + 8 2025 and Beyond	Total
Planning Costs																		
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DME (Excluding Planning) Costs																		
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planning Govt. FTE Costs																		
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Exhibit 1: CFO Budget Control Points in eCPIC

Life Cycle Costs Table

This table is used to track the full cost of an investment from planning through retirement. Investments should break-out Development/Modernization/Enhancement (DME) and Operations & Maintenance (O&M) funding requests by PY, CY, and BY. Report amounts in thousands (\$k) when entering in eCPIC for all fiscal years. For example: \$18,000 = 18 in eCPIC; or \$1,500,000 = 1500 in eCPIC. Costs should be entered into the following categories as applicable:

- Planning



- Planning Govt. FTE Costs
- DME (Excluding Planning)
- DME (Excluding Planning) Govt. FTE Costs
- Operations and Maintenance
- Operations and Maintenance Govt. FTE Costs

	PY - 7 2009 and Prior	PY - 6 2010	PY - 5 2011	PY - 4 2012	PY - 3 2013	PY - 2 2014	PY - 1 2015	PY 2016	CY 2017	BY 2018	BY + 1 2019	BY + 2 2020	BY + 3 2021
▼ Planning Costs													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ DME (Excluding Planning) Costs													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Planning Govt. FTE Costs													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ DME (Excluding Planning) Govt. FTE Costs													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Sub-Total DME Costs (Including Govt. FTE)													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ O&M Costs													
Budgetary Resources	0	0	0	0	0	22960	21210	21210	0	0	0	0	0
▼ Disposition Costs (optional)													
Budgetary Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ O&M Govt. FTE Costs													
Budgetary Resources	0	0	0	0	0	380	416	432	0	0	0	0	0
▼ Sub-Total O&M Costs (Including Govt. FTE)													

Exhibit 2: Life Cycle Costs Table in eCPIC

For detailed definition of DME and O&M, please refer to the eCPIC Resource Library for the Integrated Data Collection (IDC) common definition of terms (see Appendix A).

Funding Sources Table

For each investment (major and non-major), provide the funding source(s) and total budgetary resources that contribute to the investment (**Figure 2**). An agency should add as many funding source line items as are appropriate for the investment. For each reported year, the sum of all funding source(s) amounts for an investment must equal its total investment costs as reported in the Life Cycle Costs table (above). Report amounts in thousands (\$k) when entering in eCPIC for all fiscal years. For example: \$18,000 = 18 in eCPIC; or \$1,500,000 = 1500 in eCPIC.

- Agency Funding

Reports the agency’s budgetary resources for a given investment for PY (2016), CY (2017), and BY (2018). Agency Funding can be identified by designating a funding source as “Internal = Yes”.

- Contributions (PY) /Expected Contributions (CY and BY)

Includes both monetary contributions and fees for services provided by partner agencies to managing partners or shared service providers of a multi-agency collaboration. Contributions



should only apply to multi-agency collaboration. Actual contributions should be reported for PY (2016), as well as expected contributions for CY (2017) and BY (2018). Contributions can be identified by designating a funding source as “Internal = No”.

Below is the Funding Source table in eCPIC.

F S Name: MAX Code	Type	Row Type	2009 & Prior	PY - 6 2010	PY - 5 2011	PY - 4 2012	PY - 3 2013	PY - 2 2014	PY - 1 2015	PY 2016	CY 2017	BY 2018 2019	BY + 1 2020	BY + 2 2021	BY + 3 2022	BY + 4 2023	BY + 5 2024	BY + 6 2025 & Beyond	Total	Edit
Departmental Administration: 019-60-0228-0	DME		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SS		0	0	0	0	0	26763	25370	25536	0	0	0	0	0	0	0	0	0	77669
	Total		0	0	0	0	0	26763	25370	25536	0	0	0	0	0	0	0	0	0	77669
Total Yearly Budgets		DME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SS	0	0	0	0	0	26763	25370	25536	0	0	0	0	0	0	0	0	0	77669
		Total	0	0	0	0	0	26763	25370	25536	0	0	0	0	0	0	0	0	0	77669

Funding Source (Name:Code): Departmental Administration: 019-60-0228-0
 Is Internal Agency Funding:

Add Source

Exhibit 3: Funding Sources Table in eCPIC

Government FTEs

This is the number of government FTEs included in the PY, CY, and BY funding and the total PY, CY, and BY investment cost represented by the number of government FTE. This applies to all investments, both major and non-major. If an FTE’s costs are included in the investment costs for PY, CY, or BY, the FTE or portion of the FTE should be reported, regardless of the FTE’s role in the investment (technical, managerial, functional, or governance). PSOs should verify FTEs are reported consistently. Government FTE costs are captured in the Life Cycle Costs Table. **Exhibit 1** (above) highlights the “Govt. FTE Costs” rows in that table.

Exhibit 3 displays the FTE table in eCPIC. FTE counts in this table are entered as decimals to reflect a portion of an FTE’s time being devoted to work under this investment. For example, the “2.3” represents two FTEs, plus 30% of another FTE’s time. PSOs should verify the FTE costs in the Life Cycle Cost Table align with the FTE count in the FTE table.

	2009 & Prior	PY - 6 2010	PY - 5 2011	PY - 4 2012	PY - 3 2013	PY - 2 2014	PY - 1 2015	PY 2016	CY 2017	BY 2018 2019	BY + 1 2020	BY + 2 2021	BY + 3 2022	BY + 4 2023	BY + 5 2024	BY + 6 2025 & Beyond	Total
Security	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IT	0	0	0	0	0	1.25	1.25	1.5	1.5	1.5	0	0	0	0	0	0	7
Financial Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Management	0	0	0	0	0	0.75	0.75	0.8	0.75	0.8	0	0	0	0	0	0	3.85
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total*	0	0	0	0	0	2.00	2.00	2.3	2.25	2.3	0	0	0	0	0	0	10.85

Exhibit 4: FTE Table in eCPIC

To determine the average costs of FTEs for the investment, take the total FTE costs from the Life Cycle Costs Table (**Exhibit 1**) and divide by the Total FTEs in the FTE Table (**Exhibit 3**). For the example taken from **Exhibits 1 & 3** above, the average cost per FTE in PY 2016 is \$165,217 (\$380k/2.3 FTEs).



IT Security Spending

Enter the total investment spending on IT Security for PY, CY, and BY. The intent of this table is to capture security costs that are specific to this investment and not captured in other IT Security investments. Report amounts in thousands (\$k) when entering in eCPIC for all fiscal years.

For investments that select "IT Security & Compliance" under the Standard IT Infrastructure and Management Category, this table should match the total investment spending for PY, CY, and BY.

End of Life Spending

For Investments that include any component (technology, application, or infrastructure) that will be end-of-life within the next 3 years, enter the amount currently being spent (in the CY) on the retirement/decommission of that component. This should include both Agency funding and funds contributed to this Investment from external sources. Report amounts in thousands (\$k) when entering in eCPIC.

Legacy IT systems that were identified in the December 2015 congressional inquiry data call on the Department's use of legacy information systems or were identified in the May 2016 Government Accountability Office's (GAO) report on legacy systems (GAO-16-696T) should report end of life funding associated with those systems in this field. Please contact DOE.CPICmailbox@hq.doe.gov if you have questions.

4.3.4 Provisioned IT Services Spending

This section contains the fields related to Provisioned IT Services Spending. The data from these fields is used to populate both the columns on the Agency IT Investment Portfolio and the Agency Provisioned IT Services Summary.

Cloud Computing Alternatives Evaluation (drop-down)

As of the date of the submission, indicate whether the investment, or a component of the Investment, is leveraging, considering, migrating or posing as a candidate for cloud computing. All Investments should answer this question regardless of the overall life cycle stage of the Investment, as operational Investments should consider cloud computing alternatives during or as a result of an operational analysis. Select one of the following answers:

- This Investment or a portion of this Investment is leveraging cloud computing.
- This Investment is migrating to the cloud.
- This Investment is considering cloud computing.
- Cloud computing has NOT been considered.
- Cloud computing is NOT applicable for any portion of this Investment.
- Cloud computing has been considered but was not selected.

Provisioned IT Services Spending (tables)

What are Provisioned IT Services?

A "Provisioned IT Service" refers to an IT service that is (1) owned, operated, and provided by an outside vendor or external government organization (i.e., not managed, owned, operated, and provided by the procuring organization) and (2) consumed by the agency on an as-needed basis. Provisioned IT services are considered subcategories of DME and O&M. Examples of Provisioned IT Service may include the



purchase of E-Gov Line of Business from another Federal Agency, or the purchase of SaaS, PaaS, IaaS from a private service provider, or the purchase of shared services or cloud services. Provisioned IT Service excludes Software Licenses but includes both Intra and Inter Shared Services.

DOE Guidance on Provisioned IT Services

As it pertains to the OCIO, most of the IT services provided by IM-60 should be considered “Provisioned IT Services” since most/all are provided “intra”-agency. Programs should concur that IM-60 should report these services on their behalf.

For “cloud” based services, any supplemental support to a cloud-based solution doesn’t have to be included in the cloud totals, e.g., in-house support to manage content, etc. The work/costs should be easily separated when reporting.

For definitions of Cloud terms used in the Agency Provisioned IT Services Spending Summary, please refer to the eCPIC Resource Library for the Integrated Data Collection (IDC) common definition of terms.

Reporting Provisioned IT Services in eCPIC

To ease the collection of data required for OMB, eCPIC utilizes four tables for capturing all Provisioned IT Services funding data. The first three tables capture data for the three cloud Service Models (SaaS, IaaS, PaaS). Each table is broken down into four rows for the cloud Deployment Models (Public Cloud, Private Cloud, Community Cloud, Hybrid Cloud). The columns are broken out by DME and O&M, then by PY, CY, and BY, then again by Agency Funding and Contributions (see **Exhibit 4**). A fourth table matches the column format of the first three tables, but includes only a single row for “Other Provisioned Services (non-cloud).” Report amounts in thousands (\$k) when entering in eCPIC for all fiscal years.

Note: Costs for Provisioned IT Services are a subset of the total investment funding. The total cost of an investment continues to be represented through the DME and O&M categories of the Life Cycle Costs table. Think of it this way: Of the total Life Cycle DME and O&M costs, what costs are related to Provisioned IT Services?

	DME (Planning, Development, Spending/Capital Spending)						Operational & Maintenance Spending [non-DME]					
	PY		CY		BY		PY		CY		BY	
	Agency Funding	Contributions	Agency Funding	Contributions	Agency Funding	Contributions	Agency Funding	Contributions	Agency Funding	Contributions	Agency Funding	Contributions
Public Cloud	0	0	0	0	0	0	0	0	0	0	0	0
Private Cloud	0	0	0	0	0	0	0	0	0	0	0	0
Community Cloud	0	0	0	0	0	0	0	0	0	0	0	0
Hybrid Cloud	0	0	0	0	0	0	0	0	0	0	0	0

Exhibit 5: Provisioned IT Services Table (One of three tables)



5 AGENCY DATA CENTER SPENDING SUMMARY

For the upcoming submission, the old BY17 Agency IT Infrastructure Spending Summary table is being adjusted to simply collect the funding levels associated with data centers in order to inform the Data Center Optimization Initiative reporting metrics. This is to be completed for costs that the Agency incurs for data center assets that the Agency owns and operates or obtains via services (i.e., where the infrastructure is neither owned nor operated by the Agency but is procured via a services arrangement). It should include all of the infrastructure reported in Part 3 as well as the infrastructure used to support Investments in the rest of the Agency IT Portfolio Summary (Parts 1 and 2). Each row is mutually exclusive of the others.

Data Center Cost Category	Total PY (\$M)	Total CY (\$M)
Data Center Labor		
Data Center Software		
Data Center Hardware		
Data Center Electricity		
Data Center Facility		

Table 1: Data Center Spending Summary Table

5.1 Data Center Cost Category Definitions

	Definitions
Data Center Labor Cost	<p>All Data Center labor costs should be consolidated and put in the Data Center Labor cost category. Labor costs associated with other cost categories (e.g., Telecom End User Support) should be included within the individual Telecom Data, Telecom Voice, Help Desk, Desktop and Laptop Systems, or Mobile Devices cost categories. Data Center Labor Cost includes the fully loaded cost of government FTEs (as defined by OMB Circular A-76) and contracted personnel associated with the operations and maintenance of a data center. If the responsibilities are a fraction of a person or several persons' time, just include that portion of the individuals' salary based on the fraction of the time they spend working on data center activities.</p> <p>In-sourced staff: Labor costs include salary, overtime pay, benefits, and "other" employee costs such as job-related travel. Costs for Information Security training, however, should be excluded, as should costs associated with reductions in workforce, relocations, or retirement.</p> <p>Contractor resources: Labor costs include the total spending for contractor staff that is supplemental to the agency staff and "operationally" managed by the in-house staff.</p> <p>For labor associated with outsourced services, spending details by category may not be available. They may need to be reported under a "services" category</p>



Data Center Software Cost

Data Center Software Cost should include: server operating systems (both physical and virtual); virtualization and partitioning software; database and data management software; software dedicated to managing and maintaining storage systems; middleware; security software; IT management software; messaging and collaboration software; and software-related costs linked to planning, testing, quality control and quality assurance, and implementing disaster recovery.

Data Center Software Cost should exclude: application software, virtual desktops or VDI (these should be reported in the end user cost categories).

Data Center Hardware Cost

Data Center Hardware costs should include: processors, storage devices, print devices, tape devices and other peripherals associated with mainframes and servers; as well as other miscellaneous devices needed to support the processing equipment including desktops, laptops, and mobile devices used by personnel supporting the data centers.

Data Center Hardware costs should exclude: circuit or similar costs needed to connect to the network; this is considered network access and should be reported under the Telecom Data category. Costs for networking equipment (e.g., routers, switches, hubs, firewalls, and monitoring equipment) and costs to connect multiple data centers or processors/devices to each other should also be reported under the Telecom Data category.

Data Center Electricity Cost

Electricity used to power data center operations (e.g., servers, environmental, HVAC, lighting). Agencies may make estimates of Data Center Electricity or Data Center Facility of small data processing environments based on facility electrical/facility costs per square foot multiplied by the number of square feet of the data processing environment or by any other consistent, repeatable, justifiable method.

Data Center Facility Cost

Include the costs for **Data Center Occupancy** including:

Costs for IT equipment floor space (e.g., raised and no-raised floor space used for IT equipment). This is often calculated as the size of the floor space (square footage) multiplied by the monthly rate for that space $\times 12$.

Costs for office and/or other floor space: This captures the cost for the office space and/or other areas considered part of the data center that is not part of the raised floor space. This is often calculated as the amount of floor space in the data center minus the amount used for IT equipment, multiplied by the monthly rate for that space $\times 12$.

Costs for other facility mechanicals and equipment: These include uninterruptible Power Supply (UPS), redundant power supplies, air conditioning/cooling equipment, power distribution equipment, generators, fuel, and cage access control devices.

6 DOE INTERNAL GUIDANCE

6.1 Reducing IT Portfolio Reporting

In an effort to streamline the reporting process and reduce the IT Portfolio, PSOs are encouraged to consolidate their IT investments where appropriate.



Scenario 1: PSOs should de-select/remove investments reporting zero funding for PY 2016, CY 2017 and BY 2018 from their IT portfolio.

Scenario 2: PSOs with investments reporting funding for PY 2016, but are reporting zero funding for CY 2017 and BY 2018 and are being rolled-up/consolidated into other investments, the PY 2016 funding will be rolled-up/consolidated into the other investments' PY 2016 total. As a result, the original investments reflecting zero funding for PY 2016, CY 2017, and BY 2018 will be removed from the IT Portfolio Summary.

6.2 Infrastructure, Office Automation, and Telecommunications Investments

DOE Guidance: All non-OCIO Energy Information Technology Services (EITS formerly DOECO) infrastructure investments should be reported in the manner in which they are managed by the Program Office. The investment can be reported as an individual major or non-major line item in Part 2 (Infrastructure).

The following section provides guidance for reporting:

a. Review Infrastructure Investments Submitted in BY 2016 Portfolio

Each site/location should review the infrastructure investments that were submitted in the BY 2016 portfolio. This information should be used to determine if new investments should be added or deleted from the list.

b. Classify and Name Investments by Organizational Code and Service Lines

Investments should be categorized and classified by sponsoring organization and service line. The following naming convention should be used when entering investment information:

- The first part of the naming convention should identify the organizational code for the sub-investment.
- The second part of the naming convention should identify the service line (i.e., Telecommunications Networks, Telephony Services, Application & Data Hosting/Housing, Enterprise Collaboration Services, Office Automation and Cyber Security) associated with the sub-investment. If multiple sub-investments exist within the same organization and service line, then a descriptive suffix should be added to the service line. (Example: RL Telecommunications Networks Main LAN, RL Telecommunications Networks Testbed LAN)\
- Each site/location should submit a separate non-major investment per service line, resulting in, if applicable, a maximum of six non-major investments for each site/location under the PSO area of responsibility. If sites have multiple significant efforts within a single category, each effort should be identified as a non-major investment with a short description that explains the distinction among the efforts.

6.3 Identity, Credential, and Access Management (ICAM) Investment

Agency IT Portfolio Summary Reporting Requirements: To ensure all investments are accurately reported and selected into the ICAM portfolio, please send an email to ICAM-IPT@hq.doe.gov with a list of the HSPD-12/ICAM investments that are required at your locations. Offices should report ICAM project/activity costs in eCPIC on a monthly basis to support IT Dashboard and Quarterly Control Review Reporting.



Background: The DOE ICAM Initiative addresses DOE Order 206.2, *Identity, Credential, and Access Management*, as well as Homeland Security Presidential Directive - 12 (HSPD-12), Office of Management and Budget (OMB) mandates (M-04-04, M-05-24, and M-11-11), and Federal Chief Information Officer Council (Federal ICAM Roadmap and Implementation Guidance [FICAM Roadmap]). The DOE ICAM goals and objectives are:

- Share identity information across DOE organizations as well as with external DOE entities;
- Embrace identity credentials at all Levels of Assurance as defined in M-04-04 (to include DOE and other Federal Agencies’ HSPD-12, PIV-I , non-PIV, and external credentials approved by GSA’s Trust Framework Provider Adoption Process) for access to DOE facilities and information systems;
- Foster an enterprise and interoperable access management approach that links DOE physical access control systems (PACS) and logical access control systems (LACS) to a federated access management infrastructure; and
- Streamline the provisioning, updating, and de-provisioning of access to DOE systems to ensure DOE personnel have access to facilities, application, and information to which they are entitled.

ICAM investments (including HSPD-12 and PKI) should be reported in September as a single business case for the Department. This section provides guidance to DOE headquarters, and program offices when collecting and reporting their ICAM investments in the Agency IT Portfolio Summary. The goal is to collect all information on all efforts to meet ICAM objectives. The OCIO will collect ICAM investment information from the Program Offices; Program Offices should arrange for roll up reporting to the Program Office level.

Investments to include in the Consolidated ICAM portfolio: Each Program Office should report a single investment that includes all activities required to accomplish the DOE Enterprise ICAM Initiative.

DOE Enterprise ICAM Initiative	Description
Enterprise ICAM Services	Activities would include any involvement a program office, a staff office, or a site has in the establishment of enterprise ICAM Services to include, but not limited to: Enterprise Identity Data Broker (EIDB), Enterprise Access Management Service (EAMS), Enterprise Federation, Enterprise Credentialing Services, Enterprise Validation Services, Enterprise Privilege Management Services, and Enterprise PKI.
Identity Data Management	Activities associated within a program office, a staff office, or a site in identifying and integrating the appropriate authoritative data sources with the Enterprise Identity Data Broker .
Credentials	Activities would include, but not limited to, those associated with issuance of HSPD-12 Credentials to a new population set covered under DOE O 206.2 or activities for establishing badging capabilities for the populations not required to have HSPD-12 Credentials per DOE O 206.2 (Paragraph 4c(1)). HSS will report HSPD-12 credential costs . Program offices should report only costs associated with Local Site Specific Only credentials, efforts to expand the HSPD-12 to new populations, or new credential capabilities for populations that DOE O 206.2 does not require to have the HSPD-12 Credential.



Logical Access: Mandatory PIV Logon	Activities associated with the implementation of the mandatory PIV logon requirement to networks. This is narrowly scoped to implementing technologies and processes in the environment so that HSPD-12 Credential is required for logon to the network from local computers as well as remote access (to include VPN, VDI), etc.
Logical Access: Applications	Activities associated with implementing applications and systems within scope of DOE O 206.2. Although enterprise access management services will be available, some sites may implement local access management solutions for their local applications and those activities should be included in the investment. Activities should include the plans for updating applications and/or integrating with access management solutions to address the requirements in DOE O 206.2 (Paragraph 4d(2)) to include accepting HSPD-12 Credentials, PIV-I, and trusted federated access credentials via TFPAP.
Physical Access	Activities associated with upgrading and/or deploying new technologies and processes in the environment to support the HSPD-12 Credential for physical access per DOE O 206.2 (Paragraph 4d(3)) to facilities within scope of DOE O 206.2.
PKI	DOE O 206.2 provides flexibility for DOE sites to establish their own PKI capabilities. Per DOE O 206.2 (Paragraph 4f(1)), the PKI must be part of the trusted U.S. Federal PKI Common Policy Framework if the intent is to use the PKI to facilitate interoperability and electronic communication within DOE or to other Federal Agencies. Activities to track include DOE sites that have existing DOE PKI Certification Authorities that plan to migrate and/or transition to the DOE Enterprise PKI solution . Activities to track also include the establishment PKI services that are compliant with the U.S. Federal PKI Common Policy Framework but are not part or associated with the DOE Enterprise PKI solution.
Digital Signatures and Encryption	Activities associated with transitioning to the HSPD-12 Credential for digital signatures and encryption, as well as activities for incorporating the use of PKI based digital signatures with systems and electronic forms.

7 DATA SUBMISSION LOGISTICS

This section provides logistics for investment owners to submit their data to their PSOs for submissions to the OCIO for review and feedback.

In the chart below, each organization’s senior IT manager who owns a portfolio of IT investments in eCPIC will be responsible for updating, reviewing and certifying via email to DOE CPIC mailbox that their organization’s submission is complete for OCIO review. After the OCIO review, PSOs will be notified if the submission is satisfactory or if further modifications are necessary.



Due Date	Responsible Party	Action
7/1	OMB	OMB Circular A-11 & BY 2018 Capital Planning Guidance Published
7/13	OMB, OCIO	OMB/DOE Joint CPIC Workgroup Meeting
8/11	OCIO	Release of the DOE BY 2018 CPIC Technical Guidance for Agency IT Portfolio and Business Case Submissions
8/23	OCIO	BY 2018 Template Available in eCPIC (effective close of business)
8/31	Headquarters, eCPIC, Investment owners, and Portfolio owners	DOE Program Office Deadline for Submission of the following in eCPIC: <ul style="list-style-type: none"> (1) Preliminary/Draft BY 2018 IT Investment Portfolio and Agency Provisioned IT Services Spending Summary (Cloud Spending) (2) Provide the names of any new, upgraded or downgraded major IT investment(s) to DOE.CPICmailbox@hq.doe.gov
9/1 – 9/12	OCIO	OCIO reviews preliminary BY 2018 IT Investment Portfolio data and Agency Provisioned IT Services Spending Summary (Cloud Spending) and provides Performance Improvement Plan (PIP) feedback, where appropriate.
9/9	OCIO	Draft submission to the Office of Management and Budget (OMB) by the OCIO of the following: <ul style="list-style-type: none"> (1) IT Portfolio Summary (2) Budget Accounts Summary
9/19 – 9/22	OCIO	DOE Cyber Conference in Atlanta, GA.
9/23	Headquarters, eCPIC, Investment owners, and Portfolio owners	DOE Program Office Deadline for Submission of the following in eCPIC: <ul style="list-style-type: none"> (1) Final Updates to BY 2018 IT Investment Portfolio (2) Final Provisioned IT Services Spending Summary (3) Final Data Center Spending Summary
9/26 – 9/30	OCIO	eCPIC Lockdown & Portfolio Data Validation Period
9/30	OCIO	Final Submission to OMB by the OCIO of the following: <ul style="list-style-type: none"> (1) IT Portfolio Summary (2) Budget Accounts Summary (3) Provisioned IT Spending Summary (4) Data Center Spending Summary



10/12	Headquarters, eCPIC, Investment owners, and Portfolio owners	DOE Programs Submit Final Updates to <u>Existing</u> Major IT Investment Business Cases in eCPIC
10/13	OCIO	eCPIC Lockdown & Existing Major Business Case Data Validation Period
10/14	OCIO	Submission of Existing Major IT Investment Business Cases to OMB by the OCIO
11/10	Headquarters, eCPIC, Investment owners, and Portfolio owners	DOE Programs Submit Final New Major IT Investment Business Cases, including Security and Compliance Investments in eCPIC
11/14 – 11/18	OCIO	eCPIC Lockdown & Business Case Data Validation Period
11/18	OCIO	Submission of New Major IT Investment Business Cases to OMB by the OCIO
12/1	OCIO/OCFO	CIO/CFO “IT Resource Statement” Certification (<i>Pursuant Circular A-11, Sec. 51.3</i>) Uploaded to MAX Portal
TBD	OMB	Final FY 2018 President’s Budget Submissions

8 APPENDIX A: OMB GUIDANCE AND ASSOCIATED RESOURCES

The OCIO posts pertinent reference documents from OMB in the eCPIC Resource Library. For information on accessing the Resource Library, please see Appendix B. The following documents will be posted there for your reference:

- OMB BY 2018 IT Budget – Capital Planning Guidance
- OMB Circular A-11 Section 55 – Information Technology Investments

9 APPENDIX B: RESOURCE LIBRARY TUTORIAL

9.1 Investment Resources

eCPIC provides a **Resource Library** that allows users to access and download reference materials from anywhere in the application, including the Home Page.

The Resource Library includes three category types: General Resources, Investment Resources, and Portfolio Resources.



General Resources

General Resources are accessible to all users from the public-facing Resource Library. This is accessible from the eCPIC Home Page (prior to logging in) or from the Resource Library Module (after logging in).

To access the Resource Library Module:

1. Click on the **Resource Library** module in the Navigation Pane.

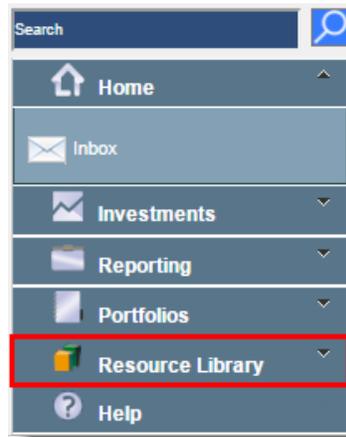


Exhibit 6: Resource Library Module Link

This will open the General Resource Library.



Exhibit 7: General Resource Library Home



2. Click on a folder to view the documents within that category, then click directly on the document name to open or download it on your computer.

To access the General Resource Library if you do not see the Resource Library link in the Navigation Pane:

1. Logout of eCPIC.
2. From the login screen, click on the Resource Library link at the top of the browser window.



Exhibit 8: eCPIC Login Page With Resource Library Link Highlight

3. The General Resource Library will appear in a separate window.

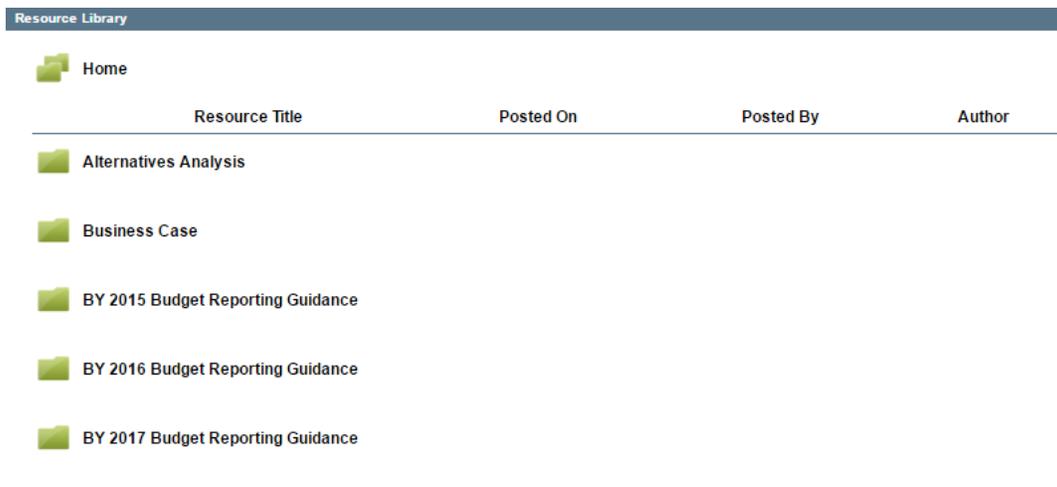


Exhibit 9: Public-Facing Resource Library Pop-Up Window

4. From this window, documents and folders can be accessed as described in the Resource Library Module steps.

Investment and Portfolio Resources

The Investment and Portfolio Resources are found in each respective module. From each module, access to the Resource Library can be toggled on or off. To toggle the Resource Library on:



1. Click on the **Toggle Resource List** icon () in the toolbar of either module. The Resource List icon () will appear on the side of the investment. There will also be the () icon. **Exhibit 5** shows how this appears within an investment. **Exhibit 6** shows the same for a portfolio.

The screenshot shows the 'Investment: AAA Test Investment' interface. The toolbar at the top includes icons for New, History, Link, Revise, Resources (highlighted with a red box), Delete, Member, Trend, Review, Scoring, Dashboard, Spell Check, View, Zoom, Lock, OMB, Full, and OMB. Below the toolbar, the breadcrumb trail reads: 'Browse Sections' > 'Process: Agency IT Portfolio Summary BY17' > 'Section: Initiative Definition BY17' > 'Subsection: (All)'. The main content area is titled 'Initiative Definition BY17' and contains a form with the following fields:

- Template Name: BY2017
- Is this investment a consolidated business case?: A dropdown menu with 'Yes' and 'No' options.
- Investment Name: AAA Test Investment

On the right side of the interface, there is a vertical toolbar with a 'Resources' icon (highlighted with a red box) and a '508' icon (highlighted with a red box).

Exhibit 10: Investment Resource Library

The screenshot shows the 'Portfolio : BY 2017 DOE Agency Portfolio' interface. The toolbar at the top includes icons for New, Mail, Print, Charts, Compare, Count, Security, Infra, Delete, User, Group, Roles, Revise, Edit, Resources (highlighted with a red box), and Manage. Below the toolbar, the breadcrumb trail reads: 'Dashboard' > '[Portfolio Investments]' > 'Select Portfolios' > 'Select Investments' > 'Reports'. The main content area is a table with the following data:

Title	Portfolio	Template	Consolidated Business Case	Rev	Is Current Revision	OMB Investment Type	Class	Point of Contact
ANL APS Beamline Support-Direct mission	BY 2017 SC Science M&O Mission and Infrastructure_Consolidation	BY2017		23	Yes	02 - Non-Major IT Investment	IT	Admin, System
ANL APS X-ray Science-Direct mission	BY 2017 SC Science M&O Mission and Infrastructure_Consolidation	BY2017		23	Yes	02 - Non-Major IT Investment	IT	Admin, System
ANL Application & Data Hosting/Housing (Computing and Information Systems)-M&O cont.	BY 2017 SC Science M&O Mission and Infrastructure_Consolidation	BY2017		29	Yes	02 - Non-Major IT Investment	IT	Admin, System
ANL Application & Data Hosting/Housing - M&O cont.	BY 2017 SC Science M&O Mission and Infrastructure_Consolidation	BY2017		0	Yes	02 - Non-Major IT Investment	IT	Admin, System

On the right side of the interface, there is a vertical toolbar with a 'Resources' icon (highlighted with a red box) and a '508' icon (highlighted with a red box).

Exhibit 11: Portfolio Resource Library

9.2 Accessing Documents in the Resource Library

To access the data within an investment or portfolio, go to the appropriate module and select the investment or portfolio for which you want to access Resource Library documents:

1. Toggle the Resource Library on (see section 9.1).



2. Mouse over the resource library icon on the right hand side of the display window to show the Resource Library and Messages. The Resource Library window contains a list of Resources that relate specifically to the investment.

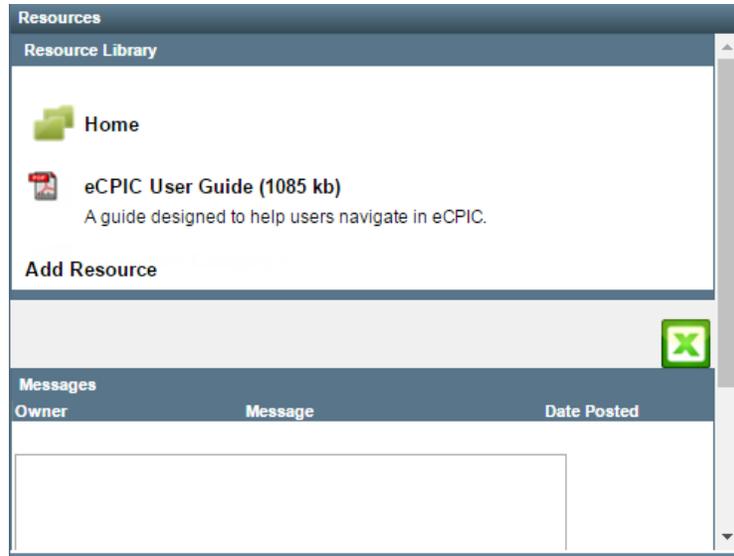


Exhibit 12: Resource Library Window

3. Click on the name of the resource (**eCPIC User Guide** in **Exhibit 7**) to download the resource to the computer. *Note: If the resource is a link, the link will open in another browser window.*
4. A dialog box will appear asking you to either **Save** or **Open** the file. Click **Save**.

9.3 Add an Investment or a Portfolio Resource

With the "Create" Right for the Resource Library, users will be able to add Resources to the Resource Library of an Investment and a Portfolio. To add documents into an investment or portfolio resource library:

1. Toggle the Resource Library on (see section 9.1).
2. Mouse over either icon to view the Resource Library and a Messages box to show the Resource Library and Messages.

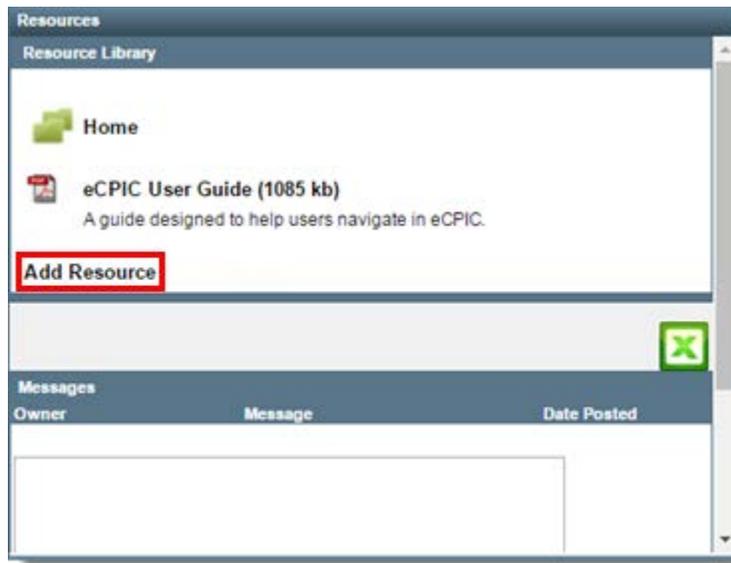


Exhibit 13: Highlight of the 'Add Resource' Button

3. In the Resource Library window, click **Add Resource**. The Add Resource form will appear:

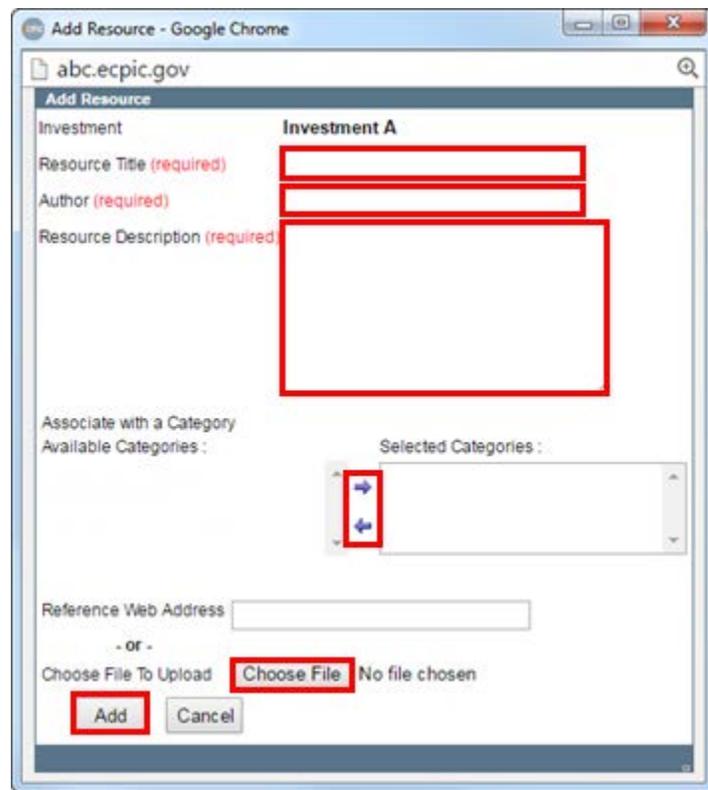


Exhibit 14: Add Resource Form With Field Highlights



4. In the Add Resource form, enter the Title, Author, and Description.
5. If there are Resources Categories available, users will see them listed in the 'Available Category' box. Users can associate the Resource with a category by highlighting the specific category and clicking the → arrow to move it to the 'Selected Category' box. To remove a category from the 'Selected Category', highlight the category and click on the ← arrow to move it back in the 'Available Category' box.

Note: Holding 'Shift' while selecting categories will highlight multiple categories at one time in the order which they are listed. Holding 'Ctrl' while selecting names, will allow users to highlight a category and select other categories that may not be in order.

6. If adding a Web link, enter the address in the 'Reference Web Address' field.
Note: Don't forget to add the http:// to the beginning of the link.
7. If adding a document, click **Choose File** and navigate to find the appropriate file.
8. After all information is complete, click **Add**. The Resource will now be associated with the investment or portfolio and any Category specified.

10 APPENDIX C: LIST OF ACRONYMS

ACRONYM	DESCRIPTION
A/V	Audio/Video
AEE	Advanced Engineering Environment
AR	Advanced Research Projects Agency - Energy
AU	Office of Associate Under Secretary for Environment, Health, Safety and Security
BRM	Business Reference Model
BY	Budget Year
CAN	Campus Area Network
CF	Office of Chief Financial Officer
CI	Assistant Secretary for Congressional and Intergovernmental Affairs
COE	Common Operating Environment
COTS	Commercial-Off-The-Shelf
CS	Cyber Security
CY	Current Year
DME	Development/Modernization/Enhancement
DOE	Department of Energy
DOECO	DOE Common Operating Environment



DTV	Digital TV
EA	Office of Independent Enterprise Assessments
EAMS	Enterprise Access Management System
eCPIC	Electronic Capital Planning and Investment Control
ED	Office of Economic Impact and Diversity
EE	Assistant Secretary for Energy Efficiency and Renewable Energy
E-Gov	E-Government
EHSS	Office of Environment Health, Safety, and Security
EIA	Energy Information Administration
EIDB	Enterprise Identity Data Broker
EITS	Energy Information Technology Services
EM	Assistant Secretary for Environmental Management
EPSA	Office of Energy Policy and Systems Analysis
ES	End User Systems and Support
FE	Assistant Secretary for Fossil Energy
FEA	Federal Enterprise Architecture
FICAM	Federal ICAM
FITARA	Federal Information Technology Acquisition Reform Act
FTS	Federal Telecommunications System
FY	Fiscal Year
FTE	Full-Time Equivalent
GC	Office of General Counsel
GP	General Purpose
HC	Office of Chief Human Capital Officer
HDTV	High Definition TV
HG	Office of Hearings and Appeals
HR	Office of the Chief Human Capital Officer
HSPD-12	Homeland Security Presidential Directive 12
HVAC	Heating, Ventilation, and Air-Conditioning
HW	Hardware
IA	Assistant Secretary for International Affairs
IaaS	Infrastructure as a Service
ICAM	Identity, Credential, and Access Management
IDC	Integrated Data Collection
IDS	Intrusion Detection System
IE	Office of Indian Energy Policy and Programs
IG	Office of Inspector General
IM	Office of Chief Information Officer
IN	Office of Intelligence and Counterintelligence
IP	Internet Protocol
IPv6	Internet Protocol version 6
IRB	Internal Review Board
ISDN	Integrated Services Digital Network



ISOWAN	Isolated Wide Area Network
ISE	Information Sharing Environment
ISP	Internet Service Provider
IT	Information Technology
ITDB	OMB's Federal Information Technology Dashboard
LACS	Logical Access Control Systems
LAN	Local Area Network
LM	Office of Legacy Management
LoB	Line of Business
LP	Loans Program Office
M&O	Management and Operating
MA	Office of Management
MAN	Metropolitan Area Network
MAX	OMB MAX website - https://max.omb.gov/
MOU	Memorandum of Understanding
MS	Mainframes and Servers Services and Support
NNSA	National Nuclear Security Administration
NE	Assistant Secretary for Nuclear Energy
NIEM	National Information Exchange Model
NMC	Network Monitoring Center
NOC	Network Operations Center
O&M	Operations and Maintenance
OCIO	Office of Chief Information Officer
OE	Assistant Secretary for Electricity Delivery and Energy Reliability
OLA	Operational Level Agreement
OMB	Office of Management and Budget
OS	Operating System
PA	Office of Public Affairs
PaaS	Platform as a Service
PACS	Physical Access Control Systems
PBX	Private Branch Exchange
PDA	Personal Digital Assistant
PIP	Performance Improvement Plan
PIV	Personal Identity Verification
PKI	Public Key Infrastructure
PRI	Primary Rate Interface
PY	Prior Year
PSO	Program and Staff Office
SaaS	Software as a Service
SB	Office of Small and Disadvantaged Business Utilization
SC	Office of Science
SEPA	Southeastern Power Administration
SLA	Service Level Agreement



SSL	Secure Sockets Layer
SW	Software
SWPA	Southwestern Power Administration
TIC	Trusted Internet Connection
TFPAP	Trust Framework Provider Adoption Process
TS	Telecommunications Systems and Support
UCore	Universal Core
UII	Unique Investment Identifier
UPI	Unique Project Identifiers
UPS	Uninterruptible Power Supply
USSM	Unified Shared Services Management
VDI	Virtual Desktop Infrastructure
VITS	Video Teleconferencing System
VoIP	Voice over Internet Protocol
VPN	Virtual Private Network
VTC	Video Teleconference
WAN	Wide Area Network
WAPA	Western Area Power Administration
WASP	Washington Area Switch Program
WITS	Washington Interagency Telecommunications System
XBLR	eXtensible Business Reporting Language
XML	EXtensible Markup Language

11 APPENDIX D: SHARED SERVICES CODING INSTRUCTIONS

For Agencies’ shared services Investments which are not included in the two tables below, these should be coded “48” for the “Shared Services Category” field in the IT Portfolio Summary.

E-Gov and LoB Initiative Investments (Shared Services Category Code “24”)

E-Gov or LoB Initiative	Acronym	Managing Partner Agency	Includes	Shared Services Identifier
Benefits.Gov		Labor		0020
Budget Formulation and Execution LoB	BFELoB	Education		3200
Disaster Assistance Improvement Plan		DHS		4100
E-Rulemaking		EPA		0060
Federal Health Architecture LoB	FHALoB	HHS		1400
Financial Management LoB	FMLoB	Treasury	Former GMLoB	1100
Geospatial LoB	GeoLoB	Interior		3100
Grants.Gov		HHS		0160
Human Resources LoB	HRLoB	OPM		1200



Integrated Award Environment	IAE	GSA	Former IAE-Loans & Grants	0230
Performance Management LoB	PMLoB	GSA		0900
Federal PKI Bridge	FPKI	GSA		0090
Recreation.Gov		USDA		0010
Security, Suitability, and Credentialing LoB	SSCLoB	OPM	New UII ending assigned for FY17 process.	1250
USAJOBS	USAJOBS	OPM	Former RecruitOnestop	1218
USA Services		GSA		0040

OMB M-16-11 defined shared service providers as providers designated by Treasury FIT or OPM HRLOB previously and USSM going forward. The below table reflects current USSM designated shared services.

A Partner Agency should list its Investment as Type 04 Funding Transfer and report funding in the Agency Funding fields. Managing Partner Agency should report their Investment as a Type 01 Major Investment and reports funding from customers in the Agency Contribution fields.

USSM Designated Shared Services Investments/Providers (Shared Services Category Code "36")

Shared Service Investment	USSM Designated Shared Service Provider	Acronym	Includes	Shared Services Identifier	
Agency Accounting Services (AAS)	Treasury	Administrative Resource Center	ARC	Financial Management	1101
HR LoB - HR Connect	Treasury	Treasury Shared Service Center	TSSC	Core HR	1201
Defense Civilian Personnel Data System	DoD	Defense Civilian Personnel Advisory Service	DCPAS	Core HR	1202
Defense Civilian Pay System	DoD	Defense Finance and Accounting Service	DFAS	Payroll	1203
IBC FMLoB Shared Service Provider	DOI	Interior Business Center	IBC	Financial Management	1102
IBC Shared Service Center (HRLoB)	DOI	Interior Business Center	IBC	Core HR, Payroll	1204
DOTXX129: Delphi Version Two	DOT	Enterprise Services Center	ESC	Financial Management	1103
HHS Integrated Personnel Management Service	HHS	Program Support Center	PSC	Core HR	1205



Human Capital Information Technology Services	GSA	HRLoB Shared Service Center	HRLoB SSC	Core HR	1206
PAR (e-Payroll)	GSA	HRLoB Shared Service Center	HRLoB SSC	Payroll	1207
OCFO FSSP	USDA	National Finance Center	NFC	Financial Management	1104
OCFO-NFC Shared Services	USDA	National Finance Center	NFC	Core HR, Payroll	1208
