

U.S. Department of Energy  
Washington, D.C.

ORDER

DOE 1360.3C

10-19-92

SUBJECT: INFORMATION TECHNOLOGY STANDARDS

- 
1. PURPOSE. To establish policies and responsibilities for the implementation of information technology standards within the Department of Energy (DOE).
  2. CANCELLATION. DOE 1360.3B, AUTOMATIC DATA PROCESSING STANDARDS, of 11-15-90.
  3. APPLICATION TO CONTRACTS. The provisions of this Order are to be applied to all covered contractors, and they will apply to the extent implemented under a contract or other agreement. A covered contractor is a seller of supplies or services awarded a management and operating (M&O) contract or other cost reimbursement contract.
  4. REFERENCES.
    - a. Computer Security Act of 1987 (Public Law No. 100-235), which amends the National Bureau of Standards Act (15 United States Code (U. S. C.) 271-278h), and authorizes the Secretary of Commerce to promulgate binding and compulsory standards for Federal computer systems.
    - b. DOE 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM, of 5-19-92, which sets forth policy, assigns responsibility, and provides requirements for the development and application of technical standards in DOE facilities, programs, and projects; for establishment of a DOE Technical Standards Program; and assigns the responsibility for the management of the DOE-wide technical standards program.
    - c. DOE 1330.1D, COMPUTER SOFTWARE MANAGEMENT, of 5-18-92, which establishes requirements, policies, responsibilities, and procedures for computer software management,.
    - d. DOE 1360.1A, ACQUISITION AND MANAGEMENT OF COMPUTING RESOURCES, of 5-30-86, which establishes Departmental policies and procedures for the acquisition and management of automatic data processing equipment (ADPE) and resources.
    - e. DOE 5300.1C, TELECOMMUNICATIONS, of 6-12-92, which establishes policy and general guidance for the use, review, coordination, and provision of telecommunications services.

---

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Information  
Resources Management

- f. Title 41, Code of Federal Regulations (CFR), Chapter 201, Federal Information Resource Management Regulations, which provide Governmentwide policies, procedures, and guidelines pertaining to the procurement and management of ADPE and services.
- g. Office of Management and Budget (OMB) Circular A-119, revised 10-27-82, which establishes policies to be followed by executive branch agencies in working with organizations which plan, produce, and coordinate voluntary standards.
- h. OMB Circular A-130, "Management of Federal Information Resources," of 12-12-85, as revised, which establishes policy for the management of Federal information resources.

5. DEFINITIONS.

- a. Federal Information Processing Standards (FIPS). Governmentwide automatic data processing and telecommunications standards or guidelines issued by the National Institute of Standards and Technology (NIST).
- b. Federal Standards (FED-STD). Governmentwide telecommunications standards issued by the National Communications System (NCS).
- c. Information Technology (IT). The term which includes those technologies (computing resources, telecommunications, and software), except for classified procedures, associated with information resources management (IRM).
- d. Open Systems Environment. Is an environment in which application portability standards, graphical user interface standards, and document interchange standards are maximized to the greatest practical extent.
- e. IT Standards. Include all mandatory FIPS, FED-STD(s), and any voluntary standards pertaining to ITs, as adopted by DOE.

6. POLICY. In order to promote efficiency, economy, and effectiveness in the acquisition and use of IT within DOE and its contractors, DOE will:

- a. Migrate to an Open Systems Environment as rapidly as programmatically, technologically, and administratively feasible, consistent with approved budget allocations;
- b. Adopt, in a systematic and expeditious manner, those open systems interoperability standards and applications portability standards which promote an Open Systems Environment. These include: Government Open Systems Interconnection Profile, Portable Operating Systems Interface, Standard Generalized Markup Language, etc.;

- C. Facilitate the interchange of information with other Government agencies; and
- d. Maximize current investments through reuse of IT.

7. RESPONSIBILITIES AND AUTHORITIES.

- a. Director of Administration and Management (AD-1), as the Departmental Designated Senior Official for IRM, shall:
  - (1) Approve and issue DOE-wide IT standards, as appropriate, using the procedures and formats established for the DOE Technical Standards Program under DOE 1300.2A; and
  - (2) Approve or disapprove requests for waivers from the use of mandatory IT standards.
- b. Director of Information Resources Management (AD-20), through the Director of IRM Policy, Plans, and Oversight (AD-24), shall:
  - (1) Develop a Departmentwide standards program;
  - (2) Participate in the Departmentwide technical standards program and maintain official Departmental liaison with non-Governmental standards bodies, such as the International Organization for Standardization and the American National Standards Institute, as well as NIST, NCS, and other agencies and organizations concerned with IT standards;
  - (3) Appoint members to serve on the IT standards committees, and ensure reporting of such membership on DOE F 1300.2, as appropriate;
  - (4) Review/recommend approval or disapproval of waiver requests, as appropriate;
  - (5) Provide overall guidance to DOE and contractor organizations in the application and use of IT standards;
  - (6) Distribute or arrange for the distribution of FIPS, Federal standard(s) and other documentation concerning IT standards to DOE Elements and contractors;
  - (7) Conduct management reviews, as appropriate, to determine whether applicable IT standards are being adopted and implemented, and whether assigned responsibilities are being carried out in a timely fashion; and
  - (8) Provide guidance, upon request, for the procedures to be followed in obtaining waivers.

- c. Director of Procurement, Assistance and Program Management (PR-1) shall develop acquisition policies, procedures, and guidance, as may be needed from time to time, to assure that IT standards are included in applicable acquisitions.
- d. General Counsel (GC-1) ensures that all matters of policy, analysis, and advice affecting the DOE IT standards program are consistent and in accordance with applicable statutes.
- e. Heads of Departmental Elements shall:
  - (1) Ensure participation of their organizations in the development and/or review of IT standards which apply to their areas of responsibility;
  - (2) Ensure that DOE and contractor personnel are informed of existing IT standards and implement and enforce IT standards where applicable;
  - (3) Review and submit appropriate requests for waivers through the Lead Program Secretarial Officer to AD-24;
  - (4) Perform self-reviews, as well as reviews of subordinate sites, to determine the extent of compliance with the IT standards program;
  - (5) Through the contracting officer and Procurement request initiator, ensure that acquisitions for IT resources include the applicable IT standards, as set forth in the DOE IT standards program; and
  - (6) Include in a procurement request package, for each procurement requiring the application of this Order:
    - (a) Identification of the Order;
    - (b) Identification of the specific requirements for the flow down provisions of this Order to any subcontract, or, if this is not practicable, identification of the specific paragraphs or other portions of this Order with which a contractor or other awardee is to comply;
    - (c) Requirements for the flow down of provisions of this Order to any subcontract. For application to awarded M&O contracts, Heads of Departmental Elements may set forth this information in a written communication to the contracting officer, rather than in a procurement request package.

- f. Program Secretarial Officers (PSO) and Lead PSOs in addition to the responsibilities in subparagraph e, above, shall:
  - (1) Participate in the development and/or review of, as well as ensure compliance with IT standards, which apply to their areas of responsibility;
  - (2) Concur or decline to concur in requests for waivers by subordinate DOE Field Offices and/or M&Os in their areas of responsibility; and
  - (3) Involve the Staff Secretarial Officers in all phases of the IT Standards process, as appropriate.
- g. Administrator, Energy Information Administration (EI-1), shall:
  - (1) Formulate, approve, and issue standards for energy information/data within EIA; and
  - (2) Advise and assist DOE and contractors in standardization efforts relating to energy information.
- h. Director, Naval Nuclear Propulsion Program (NE-60), shall, in accordance with the responsibilities and authorities assigned by Executive Order 12344 (statutorily prescribed by Public Law 98-525 (42 U.S. C. 7158, note)) to the Director, Naval Nuclear Propulsion Program (who is also the Deputy Assistant Secretary for Naval Reactors within DOE), and to ensure consistency throughout the joint Navy/DOE organization of the Naval Nuclear Propulsion Program, implement and oversee all policy and practices pertaining to this Order for activities under his/her cognizance.

BY ORDER OF THE SECRETARY OF ENERGY:



