

AT A GLANCE:

NIH's Office of the Chief Information Officer (OCIO)

OVERVIEW

Located within the NIH Office of the Director (OD), the Office of the Chief Information Officer (OCIO) is responsible for advising the NIH director and leaders within the institutes and centers (ICs) at NIH on the strategic direction and management of significant NIH Information and Information Technology programs and policy.

As a staff office of the NIH director, OCIO is also a key hub for IT-related activities across the federal government that is focused on the following:

- Establishing NIH-level information technology plans, policies, and guidance.
- Overseeing the NIH IT portfolio of investments and overall NIH IT budget.
- Representing and advocating on behalf of NIH on IT-related matters.
- Assuring compliance with policies and promoting best practices in information and IT management across NIH.
- Analyzing trends and opportunities for NIH.
- Ensuring that NIH data and systems are secure.

OCIO also works closely with IC management and staff at all levels to collect data, assess activities, and report to the Department of Health and Human Services (HHS), the Office of Management and Budget (OMB), Congress, and other interested parties.

BACKGROUND

OCIO has seen its federal CIO responsibilities expanded recently by the new Federal Information Technology Acquisition Reform Act of 2015 (referred to as FITARA). By law, the department CIO has full accountability for IT management, with many FITARA-related authorities delegated to the NIH CIO. OCIO is responsible for ensuring these responsibilities are executed on behalf of NIH.

KEY RESPONSIBILITIES AND ACTIVITIES

OCIO provides guidance and expertise to the NIH community in the following areas:

Information Security. Information security is a strategic enabler of the NIH mission. To ensure the protection of numerous and diverse information resources that support research, education, healthcare, and administrative operations, NIH works in partnership with the ICs to maintain a robust Information Security Program.

For more information about the NIH Information Security Program, visit <https://ocio.nih.gov/InfoSecurity/Pages/>.

IT Governance and Policy. OCIO enables and supports the NIH mission by playing a crucial role in developing and implementing IT policy and supporting NIH's IT governance processes, helping the NIH ICs and OD align information technology investments with the NIH mission.

IT governance provides a structured decision-making process around IT investment and promotes accountability, due diligence, and efficient and economic delivery of enterprise IT services.

OCIO also educates and guides the NIH community on the federal, HHS, and other high-level policies, regulations, and laws that drive NIH-level IT requirements. As a liaison with the HHS CIO office, OCIO works with HHS on priority enterprise architecture efforts such as legacy IT.

OCIO's supportive role in IT governance and policy at NIH includes the following:

- Collaborates with NIH ICs to develop effective and appropriate IT governance for NIH investments and to support the strategic planning and administration of NIH IT investments and resources.
- Represents NIH interests and concerns to HHS, ensuring that NIH has input into OMB and HHS policies, guidance, and IT management activities.



- Assures critical support to the NIH IT community and its essential activities through development, implementation, and management of NIH IT policy and related guidance.
- Interprets and defines NIH implementation of relevant laws, regulations, and HHS, OMB, and other federal mandates.
- Reviews NIH investment assessments and reports from the General Accounting Office (GAO), OMB, and HHS and collaborates with investment managers to provide responses as appropriate.
- Works with ICs to develop and assess IT capital planning and investment control activities.
- Develops IT management tools and training.
- Provides staff support to NIH-level IT management committees, governance groups, and work groups.

IT Investment Portfolio. In addition to approving the budget, OCIO serves as the central coordinator for the collection of NIH IT budget information for the OMB Agency IT Portfolio Summary and the Major IT Investment Business Cases, as required by HHS and OMB.

OCIO's supportive role in the NIH IT Budget process includes the following services:

- Represents NIH interests and needs to the HHS Capital Planning and Investment Control (CPIC) program.
- Prepares and distributes guidance on budget reporting requirements to the NIH ICs.
- Assists NIH ICs as they develop their IT budgets.
- Conducts quality assurance reviews of submitted materials.
- Coordinates related IT data calls from HHS, OMB, and other federal entities.
- Ensures timely reporting of NIH data per HHS requirements.

Visit <https://ocio.nih.gov/ITBudget/Pages> for more information on the NIH IT budget.

IT Project Management. OCIO supports the development of NIH IT project management expertise by providing the following services:

- Works with HHS, other HHS OPDIVs, and NIH ICs to develop and share standards, templates, frameworks, and guides.
- Provides community networking opportunities for sharing lessons learned and best practices through monthly community presentations and brown-bag meetings.

- Supports the issuance of Project Management Institute (PMI) credits for training and community presentations.
- Develops a cadre of skilled project management staff by providing professional development opportunities to improve skills and performance.
- Creates and refines an NIH Project Management training program that aligns with federal and HHS Federal Acquisition Certification for Project and Program Management (FAC P/PM) requirements.
- Supports HHS-wide efforts to develop and refine HHS Enterprise Performance Life Cycle (EPLC) methodology.
- Represents the NIH project management community's needs to HHS.

Go to <https://ocio.nih.gov/PM/Pages> for more information about OCIO project management activities.

NIH Section 508 Program. OCIO is responsible for overseeing the Section 508 program at NIH. Section 508, which refers to an amendment to the Rehabilitation Act of 1973, was enacted to eliminate barriers to a person's ability to obtain and use electronic information and to make available new opportunities and technologies for people with disabilities. The law requires all information and communication technology (ICT) that is developed, procured, maintained, or used by the federal government to be accessible to people with disabilities.

The NIH Section 508 Advisory Group, which includes representatives from across NIH, supports the NIH OCIO 508 program and shares information and best practices on Section 508 implementation and ICT accessibility from their respective ICs, groups, and organizations.

For more information about Section 508 at NIH, go to <https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/>.

Enterprise Architecture. The NIH Enterprise Architecture (EA) is the design for how IT supports the mission and business operations of all of NIH. The intent of the NIH EA is to help make the IT expenditures of NIH more effectively serve the mission and goals of the organization.

FOR MORE INFORMATION

To learn more about OCIO, go to <https://ocio.nih.gov> or email nihciocommunications@mail.nih.gov.