

## Subchapter 3039.1 General

### 3039.101 Policy.

(b)(1) Department of Homeland Security Directives and Instructions that apply to the acquisition of information technology (IT) and provide policy and guidance for information and technology management are:

- (i) Directive 102-01, Acquisition Management Directive;
- (ii) Directive 102-02, Capital Planning and Investment Control (CPIC);
- (iii) Directive 139-05, Office of Accessible Systems and Technology, and Instruction 139-05-001, Managing the Accessible Systems and Technology Program;
- (iv) Directive 140-01, Information Technology Security Program; and
- (v) Directive 142-02, Information Technology Integration and Management, and Instruction 142-02-001, Information Technology Integration and Management.

(2) See HSAM 3004.470 for security requirements for contractor access to unclassified facilities, IT resources, and sensitive information.

(3) See HSAM 3004.13 for Homeland Security Presidential Directive-12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors, for HSPD-12 requirements.

### 3039.170 Information Technology Acquisition Review.

(a) *Policy.* Directive 142-02, Information Technology Integration and Management, establishes the authorities, responsibilities, and policies of the DHS Chief Information Officer (CIO) with respect to the management of IT and directs the DHS CIO and Component CIOs to establish the IT Acquisition Review (ITAR) process for acquisitions that include IT.

(b) *Requirements.*

(1) *Investments that have a Total Estimated Procurement Value (TEPV) below \$500,000.* Procurement request packages that include any IT and have a TEPV below \$500,000 shall be reviewed and approved by the Component CIO through the Component-level ITAR or acquisition review process.

(2) *Investments that have a TEPV greater than or equal to \$500,000.* Procurement request packages that include any IT and have a TEPV greater than or equal to \$500,000 shall be reviewed and approved by both the Component CIO and DHS CIO through the Component-level ITAR or acquisition review process and the DHS Headquarters ITAR process.

- (3) *Components without a Chief Information Officer.* Components, Directorates, and Offices for which the DHS CIO is the senior IT executive, i.e., there is no Component CIO, procurement request packages that include any IT and have a TEPV greater than or equal to \$500,000 or for which a written acquisition plan is required shall be reviewed and approved by the DHS CIO through the DHS Headquarters ITAR process.
- (4) *Documentation.* For all procurements that include IT and have a TEPV greater than or equal to \$500,000, the approval document must be signed by the Component CIO and DHS CIO, when applicable. The DHS CIO signature can be delegated to the DHS Deputy CIO and the Component CIO signature can be delegated to the Component Deputy CIO. Such delegation is authorized only when the DHS CIO or Component CIO is unavailable to sign in a timely manner. The approval document for procurements that go through the DHS Headquarters ITAR process will be the Acquisition Review Decision (ARD), the Acquisition Plan Review Decision (APRD), or a document that combines the ARD and the APRD. Component policies shall identify the approval document for procurements that only go through the Component-level ITAR or acquisition review process.
- (5) Contracting officers shall ensure that procurement request packages that include any IT and have a TEPV greater than or equal to \$500,000 include documentation of approval for the procurement by the Component CIO or Deputy CIO and the DHS CIO or Deputy CIO, when applicable, before issuance of a solicitation.