

# **IDENTIFYING INFORMATION TECHNOLOGY RESOURCES**

## **FY 2015 – Operating Plan**

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Note: This guide is identical to the document entitled "Information Technology Guidance and Coding in BAS, BY – 2016."

### **1. Introduction**

#### *1.1 Purpose*

The purpose of this guide is to:

- a) Define what is information technology and who must comply with this guide
- b) Describe the critical requirements governing IT coding
- c) Explain how to code for IT in the financial systems at the EPA (see section 2)
- d) Describe how to code for user-fee systems (see section 2.1.1)
- e) Explain what should and what should not be included in the EPA's Technology Infrastructure Modernization (TIM) investment (see section 3)
- f) Describe how to code for E-Enterprise funding (see section 4)
- g) Describe how to capture security costs (see section 5)
- h) Describe how to code for geospatial (see section 6)
- i) Describe how to code for WCF (see section 7)
- j) Describe how to code for E-gov and line of business (LoB) (see section 8)
- k) Describe how to code non-IT costs (see section 9)
- l) Provide a complete listing of approved IT codes (see Appendix 1)
- m) Provide examples for coding in BAS (see Appendix 2)

#### *1.2 What is Information Technology?*

You must comply with this guide when coding for Information Technology (IT). As per EPA and OMB policy, the term "information technology" means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. For purposes of the preceding sentence, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. The term "information technology" does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.

*IT costs are NOT:*

- System users and staff who process IT related transactions
- Data, files, or records management
- Entering and retrieving data from databases.

For other examples of non-IT items, see the PA 05-01 policy. Also see the section below, titled “Investment Related Non-IT Cost Accounting Codes”

### *1.3 Critical Considerations*

The following represents the critical requirements that must be considered when coding for IT as per this guidance:

- All investments must segregate their E-Enterprise activities and funding, and report these costs individually. See section 5, "Coding for E-Enterprise" below for further details.
- Hosting Charges – All Investments must code hosting costs to the specific investment IT code (second and third character of the IT site code) and the 5th through 8th characters of the IT Site code (e.g., LxxxICBS). For user fee systems, refer to section 3, "User Fee Systems Coding".
- Interagency Funds – The EPA must report on all funds received from other Agencies. This requirement is not limited to E-Gov and Lines of Business.
- Security Costs – All investments must report their security costs. Costs must be reported for the core system, development, and for security costs associated with hosting their system. Development Phase - Investments must capture all development costs associated with their investment. Development costs must also include all security costs associated with the development, separate from the operations and maintenance (O&M) security costs.
- Non-IT coding (“Y” in BAS Project Type field) – Use for data handling or modeling activities that are not considered IT costs, ordered from the WCF (e.g., YFGN0000). Additional details are contained in the Non-IT section of this attachment.
- Include all regional and headquarters IT resources and all Budget Object Classes, including WCF and FTE. OCFO will calculate PC&B (BOC 10) and enter IT payroll resources for all offices in BAS.

## **2. How to Code for IT**

If you are spending funds on IT as defined above, then you must code those funds in the EPA's financial systems. IT Codes should be entered in the BAS Resource Information (Edit/Browse) screen shown below with the IT Projects Entry/Update Screen window. This screen parses the eight character IT Site Code into six fields plus the BOC. The following table is an example of the eight characters.

You must code these funds in one of the following methods:

- a) As part of an already defined investment, such as SEMS, EPASS, etc.
- b) As part of a new investment as defined by the Capital Planning and Investment Control (CPIC) policy
- c) As part of a user-fee system (see section 3 below)

- d) As part of the agency-wide Technology Infrastructure Modernization (TIM) investment (see section 4 below)
- e) As part of the E-Enterprise initiative (see section 5)
- f) As part of the geospatial line of business (see section 7)
- g) As part of an E-gov or line of business (LoB) (see section 9)

For examples of coding in BAS, see Appendix 2.

## 2.1 Coding Against an Existing Investment

If you already have an existing investment, or, if you are in the planning phase for a new investment, you must enter the data into BAS in the following manner:

Position	Contents
1	For IT costs, this field must be "L". No other letter is valid for IT costs. "Y" can be used for investment-related, non-IT costs as discussed later in this document.
2 & 3	This is the 2-character code for the investment (often referred to as the IT code) provided by the CPIC team. See appendix 1 for a list of currently active IT codes.
4	This is the life-cycle phase of the investment. Valid entries are: P, D, M, and R.
5 & 6	Used for the cost area; see below for details.
7	Project reserve 1 (see below)
8	Project reserve 2 (see below)

Valid entries for the above fields are as follows:

Project type:

- L - IT cost
- Y = Investment-related, Non-IT (see Coding for Non-IT). Use "Y" in the BAS Project Type (ProjType) field to indicate Investment Related Non-IT costs. Non-IT costs are not reported to OMB on the Exhibit 53 but are reported to OMB for the Geospatial Line of Business and may be used to calculate IT investments Return on Investment. It is mandatory to use the "Y" code for Geospatial investments and non-IT services from the Working Capital Fund. Use for other IT investments is voluntary, at this time.

Project Code:

- 2-character code assigned to each existing investment. See appendix 1 for the currently active codes.
- Small investments, usually below \$250 thousand, that do not need unique IT codes should be coded and reported as Small Systems (code SM). They should not be lumped under EK or SL. You may optionally request a unique IT code for a smaller system to help track your costs. You can request a separate code without necessarily increasing your investment classification or reporting requirements. Once such a code is established, it must be used for budget formulation in BAS and in funding budget execution documents for the investment, until a coding change is requested.

- Other investments include a small number of investments that are tracked by OMB through other mechanisms and are not required to submit CPIC business cases. Examples of these are the agency's Enterprise Architecture and IT Strategic Planning (EK), OEI's central Enterprise Architecture Program (AR), CPIC Program (CT) and Information Security (IS).

#### Life-cycle phase:

- P - Preliminary: This phase usually takes place at the outset of an investment, when studies are undertaken to identify requirements, create alternative analysis, develop justifications for management, create conceptual designs, etc.
- D - Development, modernization, or enhancement (DME): Used when changes are being made to a system that add functionality or that resolves significant problems in the system. This phase should not be used for regular patching to maintain security or when changes are required to resolve minor issues.
- M - Operations and maintenance (O&M): In this phase, the system is operational. OMB has indicated that the EPA's portfolio is too heavy in O&M investments, which has led to insufficient opportunities to become transformative.
- R - Retirement or termination

#### Cost Area:

- IA – EUSS (formerly Desktop Computer Services and Seat Management). OMB A-11 guidance defines as End user hardware (desktop, laptop, and handheld devices), peripherals (local printers, shared printers and scanners), and software (PC operating systems, office automation suites, messaging and groupware), and hardware and software for help desks.
- IB – TSS (formerly Networks (Data and Voice)). Telecommunications (including wireless, multimedia, and local and long distance telephony) hardware and software operations, licenses, maintenance, back-up, continuity of operations, and disaster recovery. This also includes network operations command centers and wire closets and cable management.
- IC – MSSS (formerly Data Centers). Mainframes and servers [including web hosting (but not Web content development and management)], hardware and software operations, licenses, maintenance, back-up, continuity of operations, and disaster recovery. This also includes electronic messaging and storage, data center and data center system components including mainframe, mid-tier systems, servers storage, as well as all the component systems used to house the data center equipment in environmentally correct conditions, including UPS, back-up generators, HVAC systems, and building management systems.
- SC – Security. Information Security involves all functions necessary to meet federal Information Security policy requirements. It includes the development, implementation and maintenance of security policies, procedures and controls across the entire information lifecycle. This includes Certification and Accreditation, Security Awareness training (by not the technical infrastructure required for the delivery of training), FISMA compliance reporting, development of security policy and security audits and testing. It does not include the physical protection of facilities such as that in "Critical Infrastructure Protection."

The following cost area codes are to be used if the previous codes are not applicable:

- AB - Training B - User
- CT - Contract Support
- EA - E-Gov contribution to another agency
- EB - E-Gov Other related spending
- LA - Library-A (Acquisition of electronic and computer-based equipment)
- RA - Records Mgmt - A (Planning, Develop & maintenance of electronic records)

The Geospatial line of business also codes in the 5th and 6th characters and is discussed below in section 7, "Geospatial Line of Business".

Project Reserve 1:

- A - Agency Line of Business
- B - Lines of Business (LoB)
- E - E-Gov (see section 9)
- H - Migration Costs

Project reserve 1 is now also used to code for user-fee systems. See section 3 below for details.

Project Reserve 2: See section 9 for details.

### *2.1.1 User Fee System Costs*

The EPA has initiated a process to capture the costs associated with the various user fee systems within the agency. At present, the EPA has 7 user fee systems, as shown below. Costs for these systems must be captured and coded as with all other investments.

The following represents the codes to be used in the 7th character of the IT site code for user fee systems.

- L: Lead
- M: Motor vehicles & engine compliance
- F: FIFRA
- P: PRIA
- C: Clean air part 71
- N: Pre-manufacturing notification
- I: Freedom of Information Act
- J: E-Manifest

Since user fee systems cannot identify LoB hosting costs with the normal "B" in the 7th character of the IT site code, coding for hosting a user fee system is done by replacing the 8th character with an "S" instead of the "0". For example, to capture the hosting costs for the investment Federal Lead-based Paint Program (FLPP), code this system's hosting costs as follows:

- LFFMICLS \$28,000 (hosting costs)
- LFFMSCLS \$ 2,000 (security for hosting)

### 2.1.2 Budget Object Class (BOC)

In addition to the 8-character IT site code, BAS requires Budget Object Class Categories in the Resource Information window. Valid BOCs are:

- 17 – FTEs
- 10 – PCB
- 21 – Travel
- 36 – General Expenses
- 37 – Contracts
- 38 – Working Capital Funds
- 41 – Grants/IAGs

### 3. Coding Against the TIM Investment

OMB has required the EPA to disaggregate the TIM investment to provide better management of the investment, as well as providing greater visibility into the EPA's IT portfolio. To assist program offices in determining whether they should be coding to TIM, the following chart has been created:

<b>TIM Spending Analysis – Decision Support Table</b>		
Instructions: Apply the three questions below to actual or proposed IT obligations or expenditures to properly categorizing them.		
<b>1. Is it IT?</b>	<b>2. Is it infrastructure?</b>	<b>3. Whose infrastructure is it?</b>
<p>According to OMB and EPA policy, IT <b>means</b>...</p> <p>...computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources for the automatic acquisition, storage, manipulation, managements, movement, control display, switching, interchange, transmission, or reception of data or information.</p> <p>IT is <b>not</b>...</p> <ul style="list-style-type: none"> <li>• Personnel cost for <ul style="list-style-type: none"> <li>• System users not directly involved in developing or administering a system</li> <li>• Administrative or other support staff (e.g., Funds Control Officers) involved in processing IT transactions</li> </ul> </li> </ul>	<p>OCFO Policy, "Identifying IT Resources", defines IT infrastructure as "all agency IT infrastructure, office automation, and telecommunications costs..."</p> <p>EPA's TIM Business Case describes IT infrastructure as: *</p> <ul style="list-style-type: none"> <li>• <b>User Environment</b> technologies: PCs, software, printers, phones, handheld devices, etc.</li> <li>• <b>Infrastructure Services</b> for email, file &amp; print services</li> <li>• <b>Technologies</b> for hosting individual EPA locations' office automation and site-specific applications**</li> <li>• <b>Networking</b> infrastructure, including LANs, routers, cables, switches, internet and remote access devices;</li> <li>• <b>Voice and video communications</b> infrastructure, including VOIP, videoconferencing, voicemail, etc.;</li> <li>• <b>Security infrastructure</b>, including perimeter security, identity and access security, and control</li> </ul>	<p>EPA's IT Infrastructure includes Enterprise-level infrastructure (e.g., EPA email or internet) <u>and</u> Program or Regional-level infrastructure (e.g., LANs, data centers, or COOP Sites). Therefore, improving the transparency of EPA's IT infrastructure involves answering the question: Whose infrastructure (or TIM) is it?</p> <p>Answering this ownership question involves asking two questions: (1) What is the Primary Purpose of the IT? (2) What is its Availability or Accessibility?</p> <ul style="list-style-type: none"> <li>• <b>Primary Purpose Test:</b> If the <u>primary</u> purpose of the IT asset is to support programmatic or regional functions or operations, then the IT asset is Program or Regional TIM. This</li> </ul>

<ul style="list-style-type: none"> <li>• Data, files, or records management</li> <li>• Data entry or retrieval from databases</li> <li>• Web content development or management</li> <li>• Modeling: Scientific, statistical, or other</li> <li>• Preparing spreadsheet, graphs, and charts</li> <li>• Libraries &amp; library services, except on-line library development</li> <li>• Activities performed only by system(s) “users”</li> <li>• Scientific equipment</li> <li>• Office equipment (e.g., copy, fax, or scanning equipment) unless part of an integrated system</li> <li>• Other equipment (e.g., Audio/Visual, Voice-only phones, presentation equipment, etc.)</li> <li>• Cable or Satellite TV Services</li> <li>• Supplies (e.g., copy paper, toner, etc.). Note: Consumables by definition are <u>not</u> infrastructure.</li> </ul> <p>Sources: OCFO Policy 05-01: Accounting for IT. OEI TIM PM.</p>	<p>security</p> <ul style="list-style-type: none"> <li>• <b>Support services</b> including staff and contract costs to implement &amp; manage the IT infrastructure.</li> </ul> <p>Note: Centralized acquisition of IT equipment &amp; services (e.g., CISCO Smartnet) are TIM <b>and</b> belong to the funding RPIO.</p> <p>TIM does <b>not</b> include Program office systems that specifically support that office’s mission, such as SEMS (Superfund Enterprise Management System); administrative systems that provide services to the entire Agency, such as PeoplePlus; or any other system or application that is not specifically used to manage or provision the Agency’s infrastructure.</p> <p><u>*IT Standards Profile</u> lists EPA’s standard IT Infrastructure products.  <a href="http://cfint.rtpnc.epa.gov/otop/itarchitecture/standards.cfm">http://cfint.rtpnc.epa.gov/otop/itarchitecture/standards.cfm</a></p> <p><b>**For accounting purposes, the infrastructure costs for hosting an EPA program or administrative application or system at the NCC are to be captured in the application or system’s CPIC business case.</b></p>	<p>includes providing a service that is <u>comparable</u> to a WCF Service (e.g., Managed Print).</p> <p>If the primary purpose of the infrastructure is to support core IT functions or operations of EPA, <u>regardless of mission, program or project</u>, then it is Enterprise-level TIM (E-TIM).</p> <p>Note: Dual purpose IT (e.g., cable connecting a local network to EPA’s main network) and may require judgment in allocating between TIM categories.</p> <ul style="list-style-type: none"> <li>• <b>Availability or Access Test:</b> If the IT asset is <u>only available or accessible</u> to staff of a specific program, region, or office (e.g., access to a LAN), then the asset belongs to that organization.</li> </ul>
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After going through the chart above, offices should know if they should code against TIM, and whether they should code as Enterprise TIM or Programmatic TIM. For examples of TIM coding, see Appendix 2.

### 3.1 Enterprise TIM

Program offices should code against the TIM investment with "SL" in the 2nd and 3rd characters in the IT site code, and one of the following cost area codes (characters 5 and 6):

- IA: End User Systems and Support
- IB: Telecommunications System and Support
- IC: Mainframes and Servers Services and Support
- SC: Security

#1 Designates IT Project	#2 & #3 Project Code	#4 Life Cycle Phase	#5 & #6 Cost Area	#7 Proj Reserve 1	#8 Proj Reserve 2
L	SL	M	IA	B	S

- 1st character is “L” = IT Cost (instead of “Y” for Related Non-IT costs)\
- 2nd and 3rd characters identify the IT project: e.g., SL-Technology Infrastructure modernization
- 4th Character: IT Life Cycle Phase
- 5th and 6th characters are Cost Area codes (see above)
- Seventh and 8th characters = BS, Implementing Information Technology Infrastructure Line of Business

Hosting Example:

#1 Designates IT Project	#2 & #3 Project Code	#4 Life Cycle Phase	#5 & #6 Cost Area	#7 Proj Reserve 1	#8 Proj Reserve 2
L	CB	M	IC	B	S

- 1st character is “L” = IT Cost (instead of “Y” for Related Non-IT costs)
- 2nd and 3rd characters identify the IT project: e.g., CB-Central Data Exchange
- 4th Character: IT Life Cycle Phase
- 5th and 6th characters are Cost Area codes and normally are either:
  - 00 – non-LoB CPIC investment amount
  - IC – Mainframes and Servers Services and Support (Previously Data Centers)
  - SC – Security
  - 7th and 8th characters = 00 – non-LoB CPIC investment amount or BS, Implementing Information Technology Infrastructure Line of Business hosting amount

When budgeting for an existing CPIC investment with **infrastructure hosting services**, you must have at least four lines of account codes (CB in this example), under the Maintenance Phase and **an amount budgeted for security for both the core investment and the hosting charges**. For example:

- LCBM0000 \$67,000 (core)
- LCBMSC00 \$ 3,000 (security for core)
- LCBMICBS \$28,000 (hosting costs)
- LCBMSCBS \$ 2,000 (security costs for hosting)

### 3.2 Programmatic TIM

To code for Programmatic TIM, code exactly as described under Enterprise TIM, but use the letter "Z" in the eighth position to indicate Programmatic TIM, e.g., LXXXICBZ for Programmatic TIM hosting.



#### 4. Coding for E-Enterprise

Each investment must segregate the E-Enterprise projects and activities, along with the associated funding, included in their investment. Coding for E-Enterprise should use the same structure as described in section 2 above, except the Local Code must be updated with "EEN".

#### 5. Capturing Security Costs

All investments must capture actual security costs as opposed to the old method of assigning a percentage to security. OMB issues a Budget Data Request (BDR) annually to collect all security costs incurred by agencies. Hence, security costs must be captured for:

- Operations and maintenance
- Development
- Hosting

Use SC in the cost area (characters 5 and 6 of the IT site code) to capture security costs as part of the budget submission.

#### 6. Geospatial Line of Business

The agency has implemented a two-part Geospatial coding solution which includes IT Cost Codes for OMB required IT details, described in this section, and Investment Related, Non-IT Cost Accounting Codes, described in section 10.

The list of IT cost areas, used in 5th and 6th position for geospatial accounting are:

- GA - GIS - A (Hardware)
- GB - GIS - B (Software)
- GS - Services (Automated)
- GP - Data Processing (Automated)
- GD - Data Distribution (Automated)
- SC - Security

Geospatial Line of Business IT Cost Example:

#1 Designates IT Project	#2 & #3 Project Code	#4 Life Cycle Phase	#5 & #6 Cost Area	#7 & #8 Special Purpose
L	GB	M	GS	BQ

- 1st character is "L" = IT Cost (instead of "Y" for Related Non-IT codes)
- 2nd and 3rd characters identify the IT project:
  - GA - OEI Headquarters geospatial activity
  - GB - Regional geospatial activity
  - SM or specific CPIC System that is implementing the GEO features
- 4th Character: Non-IT phase

- P - Planning or Preliminary
- D - Development or Acquisition
- M - Maintenance
- R - Retirement or Disposition Costs
- 5th and 6th characters are Cost Area Codes (see above)
- 7th and 8th characters = BQ, Implementing Geospatial LoB

## 7. IT Codes for Working Capital Fund

- All WCF Service Agreements for Data Processing services must be budgeted and coded with **proper IT Codes**.
- A **separate Service Agreement** should be used for each CPIC Major OMB Exhibit 300, CPIC Medium, and CPIC lite investment to accommodate accurate IT budget formulation and execution. Exceptions can be granted by the WCF staff, only if costs can be accurately allocated.
- Remember to budget for your office's costs for **ECMS** to LEJM0000, for **WebForms** to LAKM0000, and for **CMS** to LRBM0000, including 1 percent for security to LRBMSC00 in BOC 38.
- Applicable WCF resources supporting hosting should be budgeted to the most specific system, per the instructions in sections 2, 3, and 4 above.
- You must also identify those Small Systems (\$250,000 or less per year), and code them to SM. Do not lump them under SL, EK or other codes.

The Data Processing services offered by the WCF are predominantly IT costs. However, in some business cases and situations, it has become necessary to account for costs associated with an IT investment that is not defined by OMB as IT costs. These investment related Non-IT Costs include: system users and staff who process IT related transactions, data, files, or records management and entering and retrieving data from databases and related expenses. These may include some of the costs for maintaining web sites or computer modeling IT investments. For a web site, the costs of hosting, maintaining and HTML programming of web pages are considered IT expenses. The cost of assembling and editing the material to be put on the web may not be an IT cost. For computer modeling, the costs of hosting, maintaining and programming the computer to accept the complex data is considered IT expenses. Interpreting the data output model may not be considered an IT costs. For these Non-IT costs the WCF service agreement should be coded, starting with a "Y" Project Type, as described in section 10 below.

## 8. Enhanced E-Government and Line of Business Reporting

In preparing an OMB Exhibit 53 that includes costs or investments related to the E-Gov or LoB initiatives, agencies should include line items for any associated costs relevant to their role in an E-Gov or LoB initiative.

- Use the 7th and 8th characters "Special Emphasis Program" of the 8-digit IT site code to

capture E-Gov and LoB reporting.

- Cost attributed to an EPA-specific system or investment.  
Example – People Plus HR investment (Char 2-3 code HC) migration cost (Char 7 Code H) allocated to the HR LoB E-Gov initiative (Char 8 Code M). Full IT site/project code is LHCM00HM.
- Direct contributions to other agencies to support E-Gov initiatives.
  - Use the “FH” IT project Code for Direct payment or in-kind contribution to another agency. We must separate these payments on the Exhibit 53, separate from the related investment. The 8<sup>th</sup> character will capture the nature of the E-Gov or LoB project or initiative.  
Example - LFHM00EA = Direct payment or in-kind contribution to another agency to support e-travel.
- Code as LFHM00EA (the 7<sup>th</sup> and 8<sup>th</sup> character E-Gov project identifier).

#### Agency Role Codes in E-Government /Line of Business Project or Initiative (partial list)

Project Reserve 1 E-Gov/LoB Agency Role	SITE/PROJ CHAR 7	Description of Related Costs tied to Agency Role
<b><u>Agency</u> Line of Business</b> (Inter/Intraagency) Contribution, Fee, Implementation Cost or Migration Costs	A	Costs for EPA-sponsored interagency or intraagency investments scheduled to migrate to an EPA agency solution developed through an agency LoB initiative. These Internal sponsored LoBs are not a part of the official list of OMB LoBs but may be mandated by OMB or may be an EPA management decision.
<b><u>OMB</u> Line of Business</b> Contribution, Fee or Implementation Cost	B	OMB managed funding contributions or service fees made by Partner Agencies to the Managing Partner of a LoB initiative. Costs associated with the agency implementation of a common solution developed by a LoB initiative.
<b>OMB E-Gov</b> Contribution Fee or Implementation Cost	E	Funding contributions or service fees made by Partner Agencies to the Managing Partner of an E-Gov project. Costs associated with the agency implementation of a common solution developed by an E-Gov initiative.
Project Reserve 1 E-Gov/LoB Agency Role <i>(continued)</i>	SITE/PROJ CHAR 7	Description of Related Costs tied to Agency Role
<b>OMB Migration Costs</b>	H	Costs for agency investments scheduled to migrate to a common solution developed by an E-Gov or LoB initiative, not including the actual cost of the migration. Investment owner must track Investment Migration Costs separately from agency Migration Costs.

## E-Government / Line of Business Project or Initiative Codes

Project Reserve 2 E-Gov/LoB Project/Initiative	8 <sup>th</sup> Character of the Project/Site Code	Lead Office
E-Travel E-Gov	A	OCFO
Disaster Management E-Gov	B	OSWER
Geo One-Stop E-Gov	C	OEI
E-Rulemaking E-Gov	D	OEI
E-Records E-Gov	E	OEI
E-Authentication E-Gov	F	OEI
E-Training E-Gov	G	OARM
Integrated Acquisition E-Gov	H	OARM
Business Gateway E-Gov	J	OEI
Grants.gov E-Gov	K	OARM
Financial Management LoB	L	OARM, OCFO
Enterprise Human Resource Integration E-Gov	M	OARM
Recruitment One-Stop E-Gov	N	OARM
Human Resources LoB	O	OARM
Grants Management LoB	P	<i>(subsumed within FM LoB)</i>
Geospatial LoB	Q	OEI and All
Budget Formulation and Execution LoB	R	OCFO
IT Infrastructure LoB	S	OEI and All
Information Systems Security LoB	T	OEI
E-Payroll E-Gov	U	OEI
Integrated Acquisition Environment (IAE) Grants & Loans E-Gov	V	OARM

<b>Project Reserve 2 E-Gov/LoB Project/Initiative</b>	<b>8<sup>th</sup> Character of the Project/Site Code</b>	<b>Lead Office</b>
Automated Commercial Environment (ACE)/International Trade Data System (ITDS)	W	OEI and CDX Partner Offices
Performance Management LoB	X	OCFO

The two previous charts serve as the source codes for the 7<sup>th</sup> and 8<sup>th</sup> characters tracking E-Gov and LoB projects. Because of the complexity of the codes and that not all codes are appropriate the following chart is offered for the E-Gov and LoB offices with the most likely code combinations required by OMB or EPA. The 7<sup>th</sup> and 8<sup>th</sup> characters are explained in reverse order to allow an office to logically find their correct codes. The order is the remnant of an old coding structure in this field. The complexity is demanded by the reporting requirements of the OMB Exhibit 53.

#### **E-Gov/LoB/Agency LoB IT Coding Chart**

<b>Office</b>	<b>E-Government Initiative (Char 8)</b>	<b>Agency E- GOV/LoB Role (Char 7)</b>	<b>Associated EPA Investment/Project (Char 2-3)</b>	<b>Eight Character IT Project Site Code (Use appropriate Dev. Phase in 4th Character)</b>
All Offices (OEI Lead)	IT Infrastructure LoB (S)	Implementation (B)	TIM (SL)	See FY 2011 IT Coding Attachment
	Geospatial LoB (Q)	Implementation (B)	GEO/GIS (GA/GB)	"
OARM	Integrated Acquisition Environment (IAE) E-Gov (H)	Migration Cost (H)	ICMS (JD)	LJDM00HH
		Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EH
	IAE Grants and Loans E-Gov (V)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EV
	GM LoB (P)	Migration Cost (H)	IGMS (JF)	LJFM00HP
		Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EP
	Grants.gov E-Gov (K)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EK
	E-Training E-Gov (G)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EG
	Enterprise Human Resource Integration (M)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EM

Office	E-Government Initiative (Char 8)	Agency E-GOV/LoB Role (Char 7)	Associated EPA Investment/Project (Char 2-3)	Eight Character IT Project Site Code (Use appropriate Dev. Phase in 4th Character)
	Human Resources LoB (O)	Migration Cost (H)	PeoplePlus (HC)	LHCM00HO
		Partner Agency (B)	E-Gov/LoB Ext. Pay (FH)	LFHM00BO
	Recruitment One-Stop E-Gov (N)	Migration Cost (H)	EZ-Hire (ER)	LERM00HN
		Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EN
OCFO	Budget Formulation and Exec. LoB (R )	Migration Cost (H)	BAS (BA)	LBAM00HR
		Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00BR
	E-Travel E-Gov (A)	Service Fees (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EA
	Financial Mgmt. LoB (L)	Migration Cost (H)	FinRS (FA)	LFAM00HL
		Partner Agency (B)	E-Gov/LoB Ext. Pay (FH)	LFHM00BL
	E-Payroll E-Gov (U)	Migration Cost (H)	FinRS (FA)	LFHM00HU
		Service Fees (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EU
OEI	Business Gateway E-Gov (J)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EJ
	E-Authentication E-Gov (F)	Migration Cost (H)	EPASS (DG)	LDGM00HF
		Migration Cost (H)	IAM (AQ)	LAQM00HF
		Migration Cost (H)	CDX (CB)	LCBM00HF
		Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EF
	E-Records E-Gov (E)	Integrating Agency (E)	ECMS (EJ)	LEJM00EE
	E-Rulemaking E-Gov (D)	Migration Agency (H)	E-Rulemaking (RC)	LRCM00HD
		Migration Cost (H)	E-Rulemaking (RC)	LRCM00HD
		Managing Partner (E)	E-Rulemaking (RC)	LRCM00ED

Office	E-Government Initiative (Char 8)	Agency E-GOV/LoB Role (Char 7)	Associated EPA Investment/Project (Char 2-3)	Eight Character IT Project Site Code (Use appropriate Dev. Phase in 4th Character)
	Geo One Stop E-Gov (C)	Partner Agency (E)	E-Gov/LoB Ext. Pay (FH)	LFHM00EC
	Geospatial LoB (Q)	Partner Agency (B)	E-Gov/LoB Ext. Pay (FH)	LFHM00BQ
	IT Infrastructure LoB (S)	Partner Agency (B)	E-Gov/LoB Ext. Pay (FH)	LFHM00BS
	Security LoB (T)	Migration Cost (H)	EISS (DJ)	LDJMSCHT
		Implementation (B)	EISS (DJ)	LDJMSCBT
OEI with CDX Partner Offices	ACE/ITDS Agency LoB (W)	Migration Cost (H)	CDX (CB)	LCBD00HW
		Implementation (A)	CDX (CB)	LCBD00AW
OPPTS	ACE/ITDS Agency LoB (W)	Migration Cost (H)	Manage Toxic Substances (MT)	LMTD00HW
		Implementation (A)	Manage Toxic Substances (MT)	LCBD00AW
OAR	ACE/ITDS Agency LoB (W)	Migration Cost (H)	Ozone Depleting Substances data – Small System (SM)	LSMD00HW
		Implementation (A)	Ozone Depleting Substances data – Small System (SM)	LSMD00AW
OSWER	Disaster Management E-Gov (B)	Implementation (E)	CAMEO (CC)	LCCD00EB
		Implementation (E)	WebEOC (SX)	LSXD00EB

OEI will work with the offices responsible for E-Gov/LoB Project/Initiatives with their proper coding. If you have any questions on these codes, contact Michael Rivera at (202) 564-5185.

## **9. Investment Related Non-IT Cost Accounting Codes (Required for Geospatial LoB and Working Capital Fund)**

In responding to OMB's Geospatial LoB Supplementation Data Request and in some other business cases and situations, it has become necessary to account for costs associated with an IT investment that are not defined by OMB as IT costs. These investment related Non-IT Costs include: system users and staff who process IT related transactions, data, files, or records management and entering and retrieving data from databases and related expenses. These and other non-IT costs are detailed in the Accounting for Information Technology: EPA's Comptroller Policy Announcement No. 05-01 (12/15/2004).

Since these costs were part of OMB’s Geospatial LoB Supplementation Data Request, we will have to report on these cost categories. The established Non-IT codes are mandatory for OMB reporting for the Geospatial Line of Business (IT Project Codes GA and GB). OMB requires reporting on much of this non-IT information, especially geospatial data acquisition to allow for combined purchases for better government purchasing power. Geospatially related Non-IT Cost Area Codes are:

- YP - Data Acquisition (Purchase);
- YC - Data Collection;
- YA - Data Analysis;
- YD – Data and Information Distribution (Manual);
- YM - Program Management; and
- YO – Outreach.

Similarly, the Data Processing services offered by the WCF are predominantly IT costs. However, in some investments and situations, it has become necessary to account for costs associated with an IT investment that is not defined by OMB as IT costs. These investment related Non-IT Costs include: system users and staff who process IT related transactions, data, files, or records management and entering and retrieving data from databases and related expenses. These may include some of the costs for maintaining web sites or computer modeling IT investments. For a web site, the costs of hosting, maintaining and HTML programming of web pages are considered IT expenses. The cost of assembling and editing the material to be put on the web may not be an IT cost. For computer modeling, the costs of hosting, maintaining and programming the computer to accept the complex data is considered IT expenses. Interpreting the data output model may not be considered an IT costs. For these Non-IT costs the WCF service agreement should be coded, starting with a “Y” Project Type, as described below.

Non-IT codes mimic the existing IT coding guidance for IT costs for non-IT costs such as: system users and staff who process IT related transactions; data, files, or records management and entering and retrieving data from databases. It utilizes the same BAS and Compass Site/Project field and structure as IT costs.

These Non-IT codes may be used voluntarily for other investments, if you wish to track your related expenditures for ROI or to track a program’s total costs. BAS is set up to accommodate these codes. OCFO will need to be notified to update Compass before a new Y code can be processed. Your IMO will need to notify Richard Balzer or Chi Vuong of OCFO to allow the necessary codes changes in Compass.

#1 Designates Non-IT Project	#2 & #3 Project Code	#4 Non-IT Cycle Phase	#5 & #6 Cost Area	#7 Special Purpose	#8 Special Purpose
<b>Y</b>	<b>GB</b>	<b>N</b>	<b>YP</b>	<b>B</b>	<b>Q</b>

- 1st character is ‘Y’ = Non-IT Information Related Cost (instead of ‘L’ for IT Cost)
- 2nd and 3rd characters identify the IT Project Code:
  - GA - OEI Headquarters geospatial activity
  - GB - Regional geospatial activity
  - SM or specific CPIC System that is implementing the GEO features



- 4th Character: Non-IT Cycle Phase
  - N – non IT
- 5th and 6th characters normally are Cost Area Codes and currently are either:
  - YP - Data Acquisition (Purchase);
  - YC - Data Collection;
  - YA - Data Analysis;
  - YD – Data and Information Distribution (Manual);
  - YM - Program Management; and
  - YO – Outreach
- 7th and 8th characters = BQ Implementing Geospatial Line of Business

## APPENDIX 1

### IT Investments – IT Project Type Codes and Lifecycle Phase

CPIC Investments	FY14 Active IT Code(s)	Life Cycle Phase
ACRES- Assessment Cleanup and Redevelopment Exchange System	PG	O&M, DME
AFS - AIRS Facility System	AA	O&M
AQS-Air Quality System	AB	O&M, DME
AIRNOW	AD	O&M, DME
AITSP - Agency IT Security Program	IS	O&M
AQS DataMart	FS	O&M
ATTAINS- Assessment Total Maximum Daily Loads Tracking And Implementation System	FT	O&M, DME
BASINS	BG	No funding in 15
BFS - Budget Formulation System	BC	O&M, DME
CAMDBS - Clean Air Markets Division Business System	AC	O&M
CAMEO - Computer Aided Management of Emergency Operations	CC	O&M
CCRS - Criminal Case Reporting System	AL	O&M
CDX - Central Data Exchange	CB	O&M, DME
CERCLIS - Comprehensive Environmental Response, Compensation, and Liability Information System	CD	O&M
ChemView	CV	DME
CIMC - Cleanups In My Community	EW	O&M, DME
Clinger-Cohen Act	CT, DB (NPM H), EK (NPM H)	O&M
CMDS - Content Management and Discovery Services	EJ	O&M
CMS- Correspondence Management System	RB	O&M
CWNS - Clean Watersheds Needs Survey	NF	O&M, DME
DCFUEL - Fuel Reporting System	DC	O&M, DME
DWINS- Drinking Water Infrastructure Needs Survey	DW	O&M
EAS - EPA's Acquisition System	AJ	O&M
ECHO/IDEA - Enforcement and Compliance History Online/Integrated Data for Enforcement Analysis	CL	O&M, DME
EDG - Environmental Data Gateway	XE	O&M, DME
eEnterprise Portal	EO	DME
E-Gov: Budget Formulation and Execution	FH	O&M
E-Gov: EHRI	FH	O&M
E-Gov: E-Training	FH	O&M
E-Gov: FM LoB Partner Contribution	FH	O&M
E-Gov: Geospatial One-Stop Partner Agency	FH	O&M
E-Gov: HRM LoB Partner Contribution	FH	O&M
E-Gov: IAE - Integrated Acquisition Environment Grants and Loans	FH	O&M

<b>CPIC Investments</b>	<b>FY14 Active IT Code(s)</b>	<b>Life Cycle Phase</b>
E-Gov: Integrated Acquisition Partner Agency	FH	O&M
E-Gov: Recruitment One-Stop	FH	O&M
EIMS- Environmental Information Management System	EF	O&M
EIS- Emission Inventory System	DK	O&M, DME
eManifest	CS	DME
EMP- Emergency Management Portal	EX	O&M
EMTS- EPA Moderated Transaction System	RS	O&M, DME
eNOI- Electronic Notice of Intent Database	GF	O&M, DME
Envirofacts - Envirofacts Information Warehouse	ED	O&M, DME
Environmental Science Connector	SY	O&M
EPA Enterprise Architecture Development and Implementation	AR, IM, DL (NPM H)	O&M, DME
EPASS - EPA Personnel Access and Security System	DG	O&M, DME
e-Payroll Service Fee	FH, GR	O&M
eRulemaking	RC	O&M
ETL - Extract, Transform, and Load Tool	BH	O&M
EV-ACES - Engines and Vehicles-Automated Commercial Environment System	BP	O&M
EV-GHG - Engines and Vehicles-Greenhouse Gases	VG	O&M, DME
EZ-Hire	ER	O&M
FinRS - Financial Replacement System	AX, FA, FE, KB, LD, PK	O&M
FLPP - Federal Lead-Based Paint Program	FF	O&M, DME
FOIAModule	FX	O&M
FOIAXpress	FB	No funding in 15
FRS - Facilities Registration System	FC	O&M, DME
GAP Online- General Assistance Program	GH	O&M, DME
GeoPlatform	GP	O&M, DME
GHGMRR- Greenhouse Gas Mandatory Reporting Rule	GG	O&M, DME
Grants Management LoB	FH	O&M
Grants.gov Find and Apply	FH	O&M
GRTS - Grants Reporting and Tracking System	GD	O&M, DME
GSIS - CO2 Geologic Sequestration Information System	GE	DME
HERO - Health and Environmental Research Online	HE	O&M, DME
HWQS- Hydrologic and Water Quality System	FR	O&M, DME
ICIS - Integrated Compliance Information System	JC	O&M, DME
IGEMS - Inspector General Enterprise Management System	IG	O&M, DME
IGMS - Integrated Grants Management System	JF	O&M
ISTAR- Integrated Strategic Tracking and Recruiting	JP	O&M, DME
LDMS - NVFEL Laboratory Data Management System	NH	O&M, DME

CPIC Investments	FY14 Active IT Code(s)	Life Cycle Phase
LoB: Performance	FH	O&M
Modeling Support for Air Pollution Research	MG	O&M
Modeling Support for Compliance and Stewardship Research	MJ	O&M
Modeling Support for Health and Ecological Research	MH	O&M
MOVES - Motor Vehicle Emissions Simulator	MF	O&M, DME
MTS - Manage Toxic Substances	MT	O&M, DME
Multi-Media Enterprise Architecture	EK (NPM A), EK (NPM B), EK (NPM C), EK (NPM F), EK (NPM D), EK (NPM E), EK (NPM G), EK (NPM J), EK (NPM P)	O&M
New Budget Formulation System	BD	DME
NHD/RAD - National Hydrography Dataset/Reach Address Database	NE	O&M
OAR Internet Support	PU	O&M
OARM Data Mart	DH	O&M
OASIS - Office of Administration Services Information System	ST	O&M, DME
OMIS - ORD Management Information System	PE	O&M
OneEPA Web (IOME)	OE, JH, BK	O&M
ORD Websites	PS	O&M
OWWCOP - OW Website Coordination and Organization Project	WM	O&M, DME
PAT- OSWER Performance Assessment Tool	AT	O&M, DME
PCS - Permit Compliance System	CQ	O&M
PMS - Payment Management System	CH, LP	O&M
PPL-HR - PeoplePlus-Human Resources	HC	O&M
PRISM - Pesticide Registration Information System	CJ	O&M, DME
RadNet - Environmental Radiation Ambient Monitoring System	EL	O&M, DME
RBLC- RACT/BACT/LAER Clearinghouse	RJ	O&M
RCRAInfo- Resource Conservation and Recovery Act Information	RA	O&M
RSTI - Research Science Technology Infrastructure	RT	O&M, DME
SDWISNG- Safe Drinking Water Information System Next Generation	SQ, SD, SE, SK, CX	O&M, DME
SEMS - Superfund Enterprise Management System	AM, SC	O&M, DME
SI - Superfund Imaging	SB	O&M
SLATE- Strategic Lease and Asset Tracking Enterprise	SN	No Funding in 15
Small/Other: Clean Air	AE, FG, FJ, GB, SM	O&M, DME
Small/Other: Clean and Safe Water	AF, ES, FW, GB, SM, TJ, TK, TN	O&M, DME
Small/Other: Compliance and Environmental Stewardship	CK, CP, CR, GB, GC, SM, WC, WS	O&M
Small/Other: Healthy Communities and Ecosystems	CM, GB, SM, LF	O&M, DME

CPIC Investments	FY14 Active IT Code(s)	Life Cycle Phase
Small/Other: Multi-Goal IT Investments	BB, GA,GB, NJ, SM, SP, TC, EZ, CM	O&M, DME
Small/Other: Preserve and Restore the Land	EB, EU, FJ, GB, GT, PN, QD, SM, TA	O&M, DME
SoR - System of Registries	EC	O&M, DME
SRMP- System for Risk Management Plans	SG	O&M, DME
STORET - Storage and Retrieval Information System	SH	DME
Superfund eFacts	QE	No funding in 15
TIM - Technology Infrastructure Modernization	CF, DA, PM, SL	O&M
TriAnalyzer	TR	DME
TRI-MEweb - Toxics Release Inventory-Made Easy Web	DE	O&M, DME
TRIPS - Toxics Release Inventory Processing System	FM	O&M, DME
TSEC - TIGER Security	DM	O&M, DME
UIC - Underground Injection Control	FU	O&M, DME
VERIFY - Vehicles and Engines Information System	VR	O&M, DME
WAM- Web Access Management	AQ	O&M
Web 2.0 Applications	WT	O&M, DME
WebEOC - Web Emergency Operations Center	SX	O&M
WebForms	AK	O&M
Xacta - Telos Xacta Information Assurance Manager	XA	O&M

*Note: Lifecycle Phase shown in the table above for each investment is based on BY 2015 in eCPIC*

**Development Stage Code - 4<sup>th</sup> Digit of the IT Project site code**

Character Code	Description
P	Preliminary Design
D	Development
M	Maintenance

**Cost Area Code - 5th and 6th digit of the IT Project Site Code**

Character Codes	Description
00	No Cost Area
AB	Training B - User
CT	Contract Support
EA	E-Gov contribution to another agency
EB	E-Gov Other related spending
GA	GIS - A (HW)
GB	GIS - B (SW)

GC	GIS-C(Contr Support)
GD	Data Distribution - Automated
GP	Data Processing - Automated
GS	Services - Automated
HH	Handheld Units
HM	Hardware Maintenance.
IA	Desktop Computer Services & Seat Management
IB	Networks (Data and Voice)
IC	Data Centers
LA	Library-A (Acquisition of electronic and computer-based equipment)
PC	PCs
PT	Printers/Scanners
RA	Records Mgmt - A (Planning, Develop & maintenance of electronic records)
SC	Security
SV	Servers
SW	Software
TA	Telecom - A (HW)
TC	Telecom - C (Maint.)
VA	Voice - A (Local service)
VB	Voice-B(Buy/Replace)
VM	Voice Mail
YA	Data Analysis
YM	Program Management
YO	Outreach
YP	Data Acquisition - Purchase

**Project Reserve1- 7<sup>th</sup> digit of the IT Project Site Code**

Character Code	Description
A	Agency Line of Business
B	Lines of Business (LoB)
C	Clean air part 71 (user-fee)
E	E-Gov
F	FIFRA (user-fee)
H	Migration Costs
I	Freedom of Information Act (user-fee)
J	e-manifest (user-fee)
L	Lead (user-fee)
M	Motor vehicles & engine compliance (user-fee)
N	Pre-manufacturing notification (user-fee)
P	PRIA (user-fee)

**Project Reserve2 - 8<sup>th</sup> digit of the IT Project Site Code**

<b>Character Code</b>	<b>Description</b>
B	Disaster Management
C	Geospatial
D	On-Line Rulemaking
G	E-Training
H	Integrated Acquisition
K	E-Grants
L	Financial Management
M	Human Resources
N	USA Jobs (Recruitment One-Stop)
O	Human Resources LoB
P	Grants Management LoB
Q	Geospatial LoB
R	Budget Formulation LoB
S	IT Infrastructure LoB
T	Security LoB
U	E-Payroll
V	Integrated Acquisition Environment Grants & Loans
W	Automated Commercial Environment (ACE)/International Trade Data Systems (ITDS)
Z	Programmatic TIM

## APPENDIX 2

### IT Coding Examples

Activity	IT Site/Project Code	Comments
Software (e.g., MS Project, Visio) for staff in the office	LSLMIABZ	Software productivity tools that support a regional or HQ program office are considered Regional or Programmatic TIM.
Printer paper, toner, and other printer supplies	N/A	Not considered IT.
Purchase of printer toner for printers directly connected to a workstation	N/A	Not considered IT.
Multi-user, networked printer and associated equipment	LSLMICBZ	Procurement of printers beyond current allocation through WCF MPS.
Printer connected directly to a workstation (not networked)	LSLMIABZ	Supports the regional or HQ Program office.
GIS support		Follow guidance in Attachment F (Section 10) to July 15, 2014 memorandum: Instructions for Preparing the FY2016 Annual Performance Plan and Budget Submission to the Office of Management and Budget.
IT training on TIM topics (e.g., network management or security)	LSLMABBZ	See column #2, Decision Support Table of Attachment F, "Is it infrastructure?", for a definition of TIM activities.
Training on the use of an investment such as SEMS	LxxMAB00	Replace "xx" with the appropriate IT code for the investment.
Cable Television	N/A	Not considered IT.
Subscription to an information provider such as Lexis-Nexis	N/A	Not considered IT.
Subscription to an online magazine, periodical, etc.	N/A	Not considered IT.
Air cards, Blackberries, cell phones, iPhones, etc.	LSLMIABZ (45% of cost); LSLMIBBZ (50% of cost); LSLMSCBZ )5% of cost)	Mobile devices will be characterized as Programmatic TIM by eBusiness.



General purpose computer peripherals (mice, monitors, keyboards, etc.)	LSLMIABZ	Supports the regional or HQ program office.
Computer equipment used specifically for a system that is an established investment by CPIC	LxxMIA00	Replace "xx" with the appropriate IT code for the investment.
Telephone equipment used specifically for a system that is an established investment by CPIC	LxxMIB00	Replace "xx" with the appropriate IT code for the investment.
IT system with less than \$250K cost per year	LSMM0000	Use IT guidance for additional information.
IT support contract for TIM services	LSLMyyBZ for Program or Regional TIM or LSLMyBS for Enterprise TIM	Replace yy with: IA for desktop support; IB for telecommunications support; or IC for network and hosting support.
Google Earth	Geospatial coding	In eBusiness (WCF), Google Earth is most frequently associated with the EG service (Geographic Tools-Enterprise License. We have this mapped to 95% geospatial and 5% to geospatial security.
Enterprise Network Service - proposed new WCF service	LSLMIBBS / LSLMSCBS	eBusiness will assign LSLMIBBS (95%) and LSLMSCBS (5%) to this new service.
Development of models (i.e., software coding)	LSMD0000	Model development costs are considered IT.
Software for running models.	LSMMSW00	Software purchased to run models is considered IT
Purchase of data used in models	YSMMYP00	Costs for modeling data and costs for interpreting model results is not IT, but must be reported using "Y" at the beginning of the site-project code.
DSL	LSLMIBBZ	Purchase of DSL supports a regional or HQ program office and is considered Regional or Programmatic TIM.