

**UNITED STATES COAST GUARD
FY 2001 5-YEAR IT PLAN
EXECUTIVE SUMMARY**

This document represents the Coast Guard 5-Year Information Technology (IT) Plan. It outlines strategic information management initiatives for the next five years to help achieve the Coast Guard goals and objectives identified in the Information Technology Management Strategy (COMMANDANT INSTRUCTION 5230.58). These goals, in turn, support the departmental goals set by the Office of the Secretary (OST) in the DOT Strategic Plan (2000-2005). The development of a Coast Guard 5-Year IT Plan also allows the Coast Guard to be in closer alignment with the directions of the Office of Management and Budget (OMB), the General Accounting Office (GAO), and Congress.

FY 2000 IT Accomplishments

The more significant IT accomplishments during FY 2000 included the following:

• **Reorganization of Chief Information Officer and Staff under Chief of Staff**

Effective as of July 2000, the Coast Guard Director of Information and Technology (CIO) and staff were reorganized and placed under the direct command of the Coast Guard Chief of Staff. This change is intended to improve the effectiveness of IT Investments, enterprise-wide IT strategy and infrastructure management oversight, as well as to optimize the cross-programmatic and strategic direction of the Research & Development program. Other aspects of this organizational change include:

- The development of a central IT account to bring visibility to Coast Guard IT expenditures and to ensure the development of an enterprise-wide IT Investment Portfolio that adheres to the Clinger-Cohen Act and associated OMB Circular A-11 guidance
- Expanded CIO oversight of IT projects including the validation of infrastructure and operating requirements as well as the analysis of Life Cycle costs
- The establishment of a new Chief Knowledge Officer (CKO) position for the expressed purpose of implementing these initiatives, and with a specific focus on managing information and knowledge assets to improve decision-making throughout the corporate structure

• **FOIA Technology Improvements**

To increase efficiency and improve the Coast Guard's ability to track and respond to FOIA appeals, we acquired a custom designed Freedom of Information Act (FOIA) Imaging System for G-CIM FOIA staff. This technology enables rapid, high-volume scanning of FOIA-related documents and enhances document-tracking capabilities. It also reduces the effort expended in compiling the annual FOIA Report to Congress and preparing "stock" letters to fit specific circumstances. Also, in keeping with the Administrations' openness in government initiative, under the Electronic Freedom of Information Act (EFOIA), agencies are required to make information available to the public via electronic media. In this regard, Coast Guard has created a USCG FOIA homepage to comply with the requirements of the "Electronic Amendments" to the EFOIA. We also developed a USCG Internet FOIA Reading Room.

- **Security Improvements and Enhancements**

For the first time in its history, the CG's Information Systems Security (ISS) Program provided needed contractor support to Information Systems Security Officers (ISSOs) in the field to assist them in implementing the ISS Program within their Area of Responsibility (AOR).

Additionally, Information System Security Plans, based on the results of previously completed risk assessments, were completed for the three major applications and one facility deemed by DOT as Critical Infrastructure, per the criteria set for in Presidential Decision Directive 63, Critical Infrastructure Protection.

- **Coast Guard Directives System (CGDS) Improvements**

In an effort to keep the customer informed, 3 editions of the Coast Guard Directives System (CGDS) were promulgated and issued. This is the primary mechanism for distributing unclassified policies throughout the CG. The CD also contains all forms required for CG business. Additionally, our web site is continuously updated to reflect real-time data posted in the Standard Distribution List (SDL) and State By State Listing of Coast Guard Units, frequently accessed by CG members and the general public. Further, we created an on-line, web-based ordering system for the CGDS, expediting customer turn-around time and process reduction time.

Key Goals and Objectives (FY 2001 and Beyond)

Our key goals and objectives, as embodied in the Coast Guard Information Technology Management Strategy (COMMANDANT INSTRUCTION 5230.58), are:

- Strategy 1 – Institutionalize collaborative information technology management processes throughout the Coast Guard
- Strategy 2 – Link and align information technology initiatives to Coast Guard business
- Strategy 3 – Require Coast Guard information technology systems to be interoperable
- Strategy 4 – Communicate the value of information technology to the organization
- Strategy 5 – Capitalize workforce talents using innovative information technology tools
- Strategy 6 – Implement information technology performance measures

Additional key goals in the area of Information Management include:

- Complete all risk assessments, information systems security and contingency planning for CG's five systems and one facility deemed critical infrastructure in accordance with PDD 63. Begin implementing controls to meet PDD 63 requirements of full operational capability by March 2003.
- Coast Guard will continue implementation of E-Gov initiatives regarding privacy and the web.
- Over 95% of CG wide used forms are now available electronically – on the Coast Guard Directives CD and over the Internet. While these forms are available for downloading and filling in, they are not interactive. As it is the Administration's vision to improve customer service and governmental efficiency through using information technology, our goal for FY2001 and beyond is to increase usability of forms. To this end, we will purchase a forms

software application which will meet the requirements of the Government Paperwork Elimination Act (GPEA) which includes:

1. Making all forms accessible for interactive use to visually impaired government personnel and the public per Section 508 – "Electronic and Information Technology Accessibility Standards." This section requires federal agencies, when using electronic and information technology, to ensure that it allows federal employees with disabilities access to and use of information and data, comparable to that provided for employees without disabilities. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from the Federal government, have access to and use of information/data that is comparable to that provided to members of the public without disabilities.
 2. Providing the option for persons who are required to maintain, submit or disclose information, the ability to do so electronically and to use electronic authentication methods. This requirement is specifically intended for those "public-use forms" where the agency anticipates receiving 50,000 or more annually. This also includes providing more than one electronic signature option where feasible. The deadline for implementation is 2003.
- With the completion of the Coast Guard's migration to Standard Workstation III, Coast Guard will no longer be required to publish the Coast Guard Directives System (CGDS) CD-ROM in a dual platform format. Therefore, we will actively pursue the creation of a CGDS CD-ROM in a Adobe Acrobat PDF format. This will allow easier use by our customers, and an increase in the frequency of publishing the CD. In addition, Coast Guard is developing an in-house database that will allow us to provide "real-time" information to the Standard Distribution List (SDL) and State-by-State (SBS) web sites.
 - Coast Guard will explore using E-Stamp technology to replace the current Penalty Stamps once penalty mail is included in the E-Stamp software.

Critical IT Investments

The following list of systems or projects reflects those investments considered to be the most critical to the Coast Guard in terms of fulfilling the core missions.

- Coast Guard Standard Workstation III (SWIII)
- Standard Workstation Infrastructure Recapitalization and Sustainment
- Coast Guard Data Network Plus (CGDN+)
- National Distress & Response System Modernization Project (NDSRMP)
- Communications System 2000 (COMMSYS 2000)
- Automated Mutual-Assistance Vessel Rescue System (AMVER)
- Marine Information for Safety and Law Enforcement (MISLE)
- Marine Safety Information System (MSIS)
- Fleet Logistics System (FLS)

Linkage of Critical IT Investments to Key Goals and Objectives

- SWIII – Strategies 1, 2 and 3
- Standard Workstation Infrastructure Recapitalization and Sustainment - Strategies 1, 2 and 3

- CGDN+ – Strategies 1, 2 and 3
- NDSRMP – Strategies 2, 3 and 6
- COMMSYS 2000 – Strategies 2, 3 and 5
- AMVER – Strategies 1, 2 and 3
- MISLE – Strategies 1, 2, 3 and 5
- MSIS – Strategy 2
- FLS – Strategy 1, 2 and 6