

INFORMATION TECHNOLOGY ASSET MANAGEMENT



COMDTINST 5230.9
April 2022



Commandant
United States Coast Guard

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COMMANDANT INSTRUCTION 5230.9

Subj: INFORMATION TECHNOLOGY ASSET MANAGEMENT

- Ref: (a) Information Technology Asset Management and Refresh, DHS Directive 138-03
(b) Command, Control, Communications, Computers, Cyber, and Intelligence (C5I) Sustainment Management Policy, COMDTINST 5230.72 (series)
(c) Deputy Commandant for Mission Support (DCMS) Engineering Technical Authority (ETA) Policy, COMDTINST 5402.4 (series)
(d) Coast Guard Configuration Management Policy, COMDTINST 4130.6 (series)
(e) U.S. Coast Guard Cybersecurity Policy, COMDTINST 5500.13 (series)
(f) U.S. Coast Guard Enterprise Architecture (EA) Policy, COMDTINST 5230.68 (series)
(g) Limited Personal Use of Government Office Equipment and Services, COMDTINST 5375.1 (series)

1. PURPOSE. This Instruction establishes the U.S. Coast Guard's policy regarding management and recapitalization of Information Technology (IT) assets to ensure that they remain secure, trustworthy, efficient, and resilient in support of missions and business operations, in accordance with References (a) through (g).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, office chiefs, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside of the organization.
6. SCOPE AND AUTHORITIES. This Instruction includes and applies to all IT infrastructure assets, including but not limited to workstations, servers, switches, routers, mobile devices, and multi-function devices (MFDs). This Instruction does not apply to labor, provisioned services, or applications.

7. IMPACT ASSESSMENT. This policy does not have an impact on resources.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. Office of Environmental Management, Commandant (CG-47) reviewed the development of this Instruction, and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
 - b. This Instruction will not result in any substantial changes to existing environmental conditions or violation of any Federal, state, or local laws relating to the environment. It is the responsibility of the action proponent to elevate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the USCG Directives System Library internally, and if applicable on the Internet at www.dcms.uscg.mil/directives.
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedule located on the Records Resource Center CGPortal site: cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx.
11. POLICY.
 - a. Subject to the policy constraints articulated in paragraph 11.d below, the StoreFront Hardware and Software Request Fulfillment Application (i.e. StoreFront) is authorized for users to request pre-approved enterprise hardware and software for use on the Coast Guard network infrastructure.
 - b. The Special Use Information Technology (SUIT) application is authorized for users to request hardware and software that fulfill unique requirements that cannot be met using StoreFront. Products requested through SUIT are not supported by the enterprise. Thus, units are responsible for resourcing, purchasing, configuring, maintaining, and securing products requested through SUIT.
 - c. All Coast Guard procured mobile phones and tablets must be centrally managed by a Mobile Device Manager. When downloading and using apps on these devices, end users shall be guided by Reference (g).
 - d. Workstations shall be managed and funded in a centralized and controlled manner as follows:

- (1) Users shall be issued workstation types based on the nature of their job (billet) that best meets their mission needs. Coast Guard will primarily deploy mobile, lightweight workstations to the majority of the workforce.
 - (2) Users shall not be issued more than one workstation unless specifically authorized by the Assistant Commandant for Capability (CG-7) and Assistant Commandant for C4IT (CG-6).
 - (3) Shore units are not authorized to modify their inventory of workstations unless they are tied to changes in the number of billets.
 - (4) With the exception of authorized inventory of workstations for contingency operations, units are not authorized to retain an inventory of spare workstations for end users.
 - (5) End users, end units, and field support units are not authorized to modify their standard workstation configurations such as adding memory or hard-drive capacity.
 - (6) Commandant (CG-6) shall replace workstations on an industry standard refresh schedule.
 - (7) End units may request exemptions to the above via the SUIT application.
- e. MFDs are centrally managed through an enterprise contract, and funded by the unit in a decentralized manner as follows:
- (1) Commanding Officers, Officers in Charge, or designated command representatives are authorized to purchase MFD models identified in StoreFront at the unit's expense. Only MFD models identified in StoreFront shall be authorized.
 - (2) Commanding Officers, Officers in Charge, or designated command representatives are authorized to determine the number of MFDs required by the unit. In determining the best use of government resources, they shall be guided by the industry standard of 10:1 user-to-device ratio and encourage alternatives to printing when feasible.
 - (3) Shore units are not authorized to purchase single-function devices unless approved through the SUIT application.
 - (4) Shore units are not authorized to purchase or retain MFDs intended for a single user unless subject to a pre-existing Collective Bargaining Agreement or approved Reasonable Accommodation.
 - (5) MFDs shall be configured for Common Access Card (CAC) print capability to reduce paper usage and protect sensitive information.

- (6) MFDs shall be configured with duplex and greyscale printing settings as the default configuration to reduce paper and toner consumption. Users may change these default settings through the printer interface window prior to printing.

12. ROLES AND RESPONSIBILITIES.

a. Assistant Commandant for Capability (CG-7):

- (1) Validates annually distinct end user classifications and their use cases that require a particular workstation configuration to include Active Duty, Reserve, civilian, and contractors.
- (2) Validates annually the positions that require more than one workstation.
- (3) Validates annually cutter workstation allowance lists per cutter class.
- (4) Validates annually the IT asset requirements for contingencies.
- (5) Validates C5I capability need requests prior to SUIIT submissions.

b. Assistant Commandant for C4IT (CG-6):

- (1) Oversees the StoreFront and SUIIT process for IT asset requests.
- (2) Publishes annually information on the Coast Guard IT assets, to include:
 - (a) An inventory summary of current and planned IT assets by configuration type.
 - (b) A summary of IT asset costs by configuration type across the Planning, Programming, Budgeting, and Execution (PPBE) lifecycle.
 - (c) The planned refresh schedule based on prevailing industry standards as well as available and planned funding levels.
 - (d) The current and planned cutter allowance lists and workforce population size by workstation user class for Coast Guard workforce plus contractors.
 - (e) The standard cost model for budgeting new Full-Time-Equivalent (FTE) to account for their associated IT assets.
 - (f) A summary of the procurement strategy to maintain the desired configuration and refresh schedule.
 - (g) An inventory of upcoming projects that will impact the mix of IT assets.
 - (h) A list of positions that require more than one workstation.

- (i) Opportunities to streamline the IT asset footprint to provide best value to the U.S. Coast Guard.
- c. Assistant Commandant for Resources (CG-8):
 - (1) Validates annually the information provided in paragraph 12.b(2) across the PPBE lifecycle.
 - (2) Provides annually to Commandant (CG-6) the planned changes to the Coast Guard workforce population by workstation user class.
 - (3) Reviews and adjudicates the standard cost planning factors developed by Commandant (CG-6).
- 13. FORMS/REPORTS. The forms referenced in this Instruction are available on the USCG Standard Workstation or on the Internet: www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/.
- 14. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the USCG Section 508 Program Management Office at Section.508@uscg.mil.
- 15. REQUEST FOR CHANGES. Recommendations for changes or improvements to this Instruction are welcomed and should be submitted via the chain of command to Commandant (CG-68).

/DAVID M. DERMANELIAN/
Rear Admiral, U. S. Coast Guard
ASSISTANT COMMANDANT FOR C4IT