



OFFICE OF THE GOVERNOR  
HAGÁTÑA, GUAM 96910  
U.S.A.

**EXECUTIVE ORDER NO. 2005 - 25**

**RELATIVE TO ESTABLISHING A BUREAU OF INFORMATION TECHNOLOGY UNDER THE GOVERNOR'S OFFICE TO CONTINUE THE WORK IN IMPROVING COMMUNICATIONS, DATA PROCESSING, AND INFORMATION TECHNOLOGY WITHIN THE EXECUTIVE BRANCH**

**WHEREAS**, Information Technology (IT) and the various elements of the Information Age, properly applied and managed, are essential for our government to successfully improve its services; and

**WHEREAS**, delivery of government services and information to the public through the internet, integrated host/server systems, voice and data technologies, and other technological means, are now widely used with ever increasing demand; and

**WHEREAS**, appropriate implementation by the government will provide for enhanced access to government information and delivery of government services with secure electronic technology designed to protect privacy; and

**WHEREAS**, the Administration understands and believes that a successful program depends on the development of well managed information technology projects and government wide infrastructure that is compatible to allow the sharing of information and resources between departments; and

**WHEREAS**, the Administration understands and believes that there must be a central focal point for a government wide vision of information technology, its infrastructure, its governance, and its application in the democratic process in the government of Guam; and

**WHEREAS**, the Administration understands and believes in the essential need for centralized management of information technology planning, projects, infrastructure, and resources, and the role that the Chief Information Officer has in achieving this objective.

**NOW, THEREFORE, I, FELIX P. CAMACHO, *I Maga'låhen Guåhan***, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby rescind Executive Orders 96-02, 96-13 and 96-38 and order:

1. There is hereby established within the Executive Office of the Governor the Bureau of Information Technology (BIT).
  - a. BIT shall be responsible for overseeing all Information Technology (IT) planning, procurement, development, implementation, and infrastructure within the executive branch of the government of Guam.



- b. BIT shall be the IT central managing office with authority over all databases and application systems within the executive branch. Each department, agency, office, division and instrumentality of the executive branch shall be responsible for their respective databases and application systems.
    - c. BIT shall have managing authority over all "wide area networks" within the executive branch.
    - d. BIT shall coordinate with the Director of Administration to oversee the staff, duties and responsibilities of the Data Processing Division of the Department of Administration (DOA), which was established by Public Law 13-96.
    - e. BIT shall be responsible for the development, implementation, and enforcement of practices and standards of information technology management, procurement, and business processes.
    - f. BIT shall ensure that the executive branch adheres to all laws, rules, regulations, and policies pertaining to IT, such as copyrights, patents, procurements, etc.
    - g. BIT shall maintain a comprehensive record of information technology activities, systems and projects, and shall order oversight consultants whenever necessary to ensure independent review of information technology projects.
    - h. BIT may consult, when necessary, with experts from the government, private sector, and the community at large on issues it is deliberating.
2. The Chief Information Officer (CIO), appointed by the Governor, shall administer the responsibilities of BIT.
  - a. The CIO shall work with the various department and agency heads to ensure that their IT requirements are supported in order to carry out their department or agency mission, and to accomplish their goals and objectives.
  - b. The CIO shall maintain membership with the National Association of State Chief Information Officers (NASCIO). Membership in this national professional organization provides the CIO access to resources at the national and federal levels, which is vital to the management of the organization.
3. All IT personnel, i.e. Data Processing, Management Information Systems, and Graphical Information Systems, within the executive branch shall fall under the authority of BIT, however their respective agencies are responsible for maintaining their IT personnel cost.
4. BIT shall coordinate with the General Service Agency (GSA) regarding all IT procurement.
5. All departments, agencies, offices, divisions and instrumentalities of the executive branch shall include in their budget their respective IT costs which include personnel, hardware, software, supplies, etc.



6. BIT, DOA Human Resources Division (HR), and the Civil Services Commission (CSC) shall work in partnership to address the recruitment, retention, training and development of information technology personnel. Additionally, the partnership shall work towards the establishment and ongoing maintenance of IT related positions and salaries within the executive branch.
7. This Executive Order will expire when subsequent legislation establishes a Bureau of Information Technology (BIT).

**SIGNED AND PROMULGATED** at Hagåtña, Guam this 27<sup>th</sup> day of ~~June~~ **2005**.

A handwritten signature in cursive script, reading "Felix P. Camacho".

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**FELIX P. CAMACHO**  
*I Maga' Låhen Guåhan*  
Governor of Guam