OptiTech Analytics
BUSINESS · SYSTEMS · DATA ANALYSIS

FOR PRIMES AND PROGRAM TEAMS

How we use AI on federal programs

AI does the slow parts of analysis: reading long documents, drafting first versions, finding gaps and edge cases, checking consistency across a large backlog. A person does the judgment. These are the rules we follow on every program.

FOUR RULES

1 Approved tools only. We use the AI tools your program has approved, such as agency-provided tools, and nothing else.

2 No sensitive data in public tools. No CUI, PII, source-selection, or procurement-sensitive information goes into a public AI tool. Sensitive material stays on the systems the program authorizes. If there's no approved AI tool for it, we don't use AI on it.

3 A person reviews every output. AI drafts. The analyst checks, edits, and signs off on what the team receives. AI never makes decisions.

4 We keep a record. We log what AI helped produce, and label it when the program asks.

WHERE IT HELPS, AND WHAT THE PERSON CHECKS

WORK	AI DRAFTS	THE PERSON CHECKS
Requirements	Draft requirements, decision logs, and open questions from workshop notes	The analyst checks that each requirement traces to something a stakeholder said
Acceptance criteria	Given/When/Then criteria and edge cases from business rules	The product owner accepts them
System behavior	Plain-language "what the system does today" from code or config, read-only	Confirmed with an engineer before anyone relies on it
Bug investigation	Likely causes from browser developer tools and logs (logs only in a program-approved tool)	The analyst recommends; engineers decide on and make the change
Data validation	SQL checks from the schema only, with no data	The analyst reads and runs every query
Reconciliation	Groups of exceptions by likely cause, in a program-approved tool	Each group is verified against the ledger; AI never clears an exception
Backlog	Likely duplicates and stories that fail INVEST	The product owner decides
Procedures	Release procedures, runbooks, and process documentation	The release manager approves

TOOLS WE WORK WITH

Hosted assistants (ChatGPT, Claude, Gemini), Microsoft 365 Copilot and GitHub Copilot, and local models where the program allows them. On a federal program, the tool actually used is whichever one the program has approved.

WHAT WE NEVER DO

- Put controlled or personal data into a public AI tool.
- Let AI make a decision, clear an exception, or accept a requirement.
- Write or change production code, pipelines, or production systems. Engineers make those changes.
- Use a tool the program hasn't approved.

We follow each program's AI policy and federal guidance. Product names are trademarks of their owners, used only to identify tools; no partnership or endorsement is implied.