

DEPARTMENTAL REGULATION		Number: 3220-004
SUBJECT: Operating System Software Management	DATE: July 6, 1989	
	OPI: Agency Technical Services Division, Office of Information Resources Management	

1 PURPOSE AND SCOPE

This regulation establishes policy and responsibilities relative to the implementation, administration, and management of Operating System Software (OSS) for all processing offices within the United States Department of Agriculture (USDA).

2 SPECIAL INSTRUCTIONS

Policies set forth in other USDA Directive regarding the planning, use, acquisition, and security of software remain in effect and should continue to be followed.

3 APPLICABILITY

The standards and policies apply to OSS purchased, developed, or used by or on behalf of the United States Department of Agriculture (USDA), whether Government owned or leased and whether Government or contractor operated.

4 REFERENCES

INTERNAL AND EXTERNAL REFERENCES

Source	Publication	Title/Subject
GSA	FAR	Subchapter G. Sub-part 42 and 43
NIST	Pub 500-144	Use of Proprietary Software Products

OMB	Circular A-76	Policies for Acquiring Commercial or Industrial Type Products and Services Needed by the Government
USDA	AGAR 439.70	Delegation of Acquisition Authority
USDA	DR 3111-1	Departmental Long-Range IRM Planning
USDA services	DR 3130-1	Technical Approval for IRM Products and
USDA	DR 3130-2	Microcomputer Policy
USDA	DR 3140-1	USDA ADP Security Policy
USDA	DM 3140-1	USDA ADP Security Manual
USDA Centers	DR 3200-1	Services at Departmental Computer
USDA	DR 3220-3	Software Management
USDA	DR 3300-1	Telecommunications
USDA System	DR 3400-3	Departmental Information Locator
USDA Procurement Authority	DR 5039-3 for ADP Acquisitions	Agency Requests for Delegation of

5 DEFINITIONS

a Operating System Software. A collection of computer programs which interfaces between the user, application programs, telecommunications software, and the hardware to control and manage the operation of the computer. These programs control the allocation of resources to users and their programs and play a central role in operating a computer system. They perform input and output, storage assignment tasks, and other system related functions.

b System (computer System). A functional unit, consisting of one or more computers and associated software, that uses common storage for all or part of a program and also for all or part of the data necessary for executing the program; executes user written or user designed programs; performs user designated data manipulation, including arithmetic operations and logic operations; and that can execute programs that modify themselves during their execution. A computer system may be a stand-alone unit or may consist of several interconnected units. Synonymous with ADP system.

c USDA Processing Office. A site using computer resources in carrying out USDA policy and programs.

6 ABBREVIATIONS

OSS	Operating System Software
USDA	United States Department of Agriculture
OIRM	Office of Information Resources Management
IRM	Information Resources Management

7 POLICY

All USDA processing offices will develop, implement, and maintain the internal controls necessary to ensure efficiency and integrity of Operating System Software.

Processing offices will:

- a Ensure that, prior to the acquisition of OSS, the acquired software will not compromise the stability and security of the overall system.
- b Establish and implement policies, procedures, and standards for the installation, testing, and implementation of OSS.
- c Establish a mechanism for the identification of required OSS changes and analysis of impact.
- d Establish procedures to provide controls to ensure software changes are defined, planned, coordinated, tested, and fully documented.
- e Establish procedures for phasing out old releases of unsupported OSS and OSS that is not being used.

8 RESPONSIBILITIES

- a The Director, OIRM will develop and issue OSS management policy.
- b Each Agency Head will:
 - (1) Establish and agency-wide program for OSS management consistent with the agency's mission.
 - (2) Conduct periodic review of OSS regarding its applicability to the agency's needs and notifying responsible processing office for appropriate action.
- c IRM Facility managers will:

- (1) Develop and update facility OSS management plans.
- (2) Implement an OSS management program.