

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, DC 20250

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<u>Section</u>	<u>Page</u>
1. Purpose	1
2. Definition Sources	2
3. Definitions Requirements	2
4. Inquiries	3
5. Definitions	4
Appendix A – Revision History	A-1

“The problem is that the U.S. government has at least 15 official definitions of the word ‘rural,’ two of which apply only to Puerto Rico and parts of Hawaii. There are 11 definitions of ‘rural’ in use within the U.S. Department of Agriculture alone.”

(Source: *What does rural mean? Uncle Sam has more than a dozen answers.*
By David A. Fahrenthold, *The Washington Post*, June 8, 2013)

1. PURPOSE

This Departmental Guidebook (DG) definitions glossary is intended as a resource of commonly used and standard or preferred United States Department of Agriculture (USDA) definitions for the developers of new and revised Departmental directives. It is also intended as an aid for the reviewers of draft directives and for those developing other guidance for use within the Department.

Definitions are used to provide meaning for words and phrases as they are to be interpreted in the context of a given directive. Whenever possible, definitions should come from an accepted and authoritative Federal or USDA source. Ideally, only one version (the most current, authoritative version) of a given definition should be used in all Departmental directives for consistency and to minimize potential compliance issues and confusion for end users. However; some definitions may require occasional updating to remain in alignment

with new and changing Federal law, regulations, and other guidance. Definitions should only be adapted or tailored for use in a Departmental directive if there is a compelling and justifiable business, technical, legal, or other reason.

Beginning with the March 30, 2018 issuance of this Glossary, selected definitions have been marked as being the standard or preferred USDA definition for use in new and revised Departmental directives going forward. Several definitions have also marked as obsolete and should not be used in new Departmental directive issuances. Future issuances of this Glossary will strive to drive further convergence toward the consistent use of standard or preferred definitions.

2. DEFINITION SOURCES

a. Baseline Definition Source

Many information technology (IT) related definitions stem from the following baseline Departmental directive definition source unless noted otherwise. These definitions have been labeled with “(DM 3595-001).”

[Departmental Manual \(DM\) 3595-001](#), *USDA Cyber Security Manual Series 3500 Appendix A Glossary*, May 16, 2005.

b. Supplemental Definition Sources

(1) Published Departmental Directives

This Glossary provides a compilation of all definitions in published Departmental directives issued through August 16, 2018.

(2) Draft Departmental Directives for New Topic Areas

Draft Departmental Regulation (DR), *Bring Your Own Device (BYOD)*, April 24, 2018 version.

3. DEFINITIONS REQUIREMENTS

Per [DM 0100-001](#), *Preparing Departmental Directives*, January 4, 2018, Section 3c(2): Definitions – Provide meaning for words and phrases as they are to be interpreted in the context of the directive. Whenever possible, definitions should come from an authoritative, Federal source. If the definitions are lengthy, it is recommended that the information be provided in an appendix to avoid interrupting the readability and flow of the directive. The definitions provided in Appendix B of [DR 0100-001](#), *Departmental Directives System*, January 4, 2018, and in Appendix A of DM 0100-001 shall be applied consistently as the standard USDA definitions across all Departmental directives and need not be repeated in each one.

4. INQUIRIES

Address inquiries concerning this DG to Office of the Executive Secretariat (OES), Departmental Policy Office, via email to the SM.OES.DPO mailbox.

We would appreciate user feedback regarding any errors found and suggestions for improvements to be incorporated into future issuances of this Glossary.

We also welcome recommendations for definitions that should be marked as standard/preferred or obsolete, with appropriate justifications provided in each instance.

5. DEFINITIONS

A

Ability – A competence to perform an observable behavior or a behavior that results in an observable product.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

AbilityOne Program (formerly Javits-Wagner-O’Day Act Program) – This Act, 41 U.S.C. §8502 et seq., established the AbilityOne Program, which generates jobs and training opportunities for people who are blind or who have other severe disabilities, through the federal procurement process. For a current AbilityOne product and service listing, log onto their home page at <http://www.abilityone.gov>. AbilityOne products can also be acquired on-line at <http://www.abilityone.com> or through the USDA Acquisition Toolkit at <http://www.dm.usda.gov/procurement/>.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Absolute Standards – Performance standards which allow for no errors.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Absolute Standards – (Obsolete Definition) Performance standards which allow for no errors. These types of standards may be considered invalid by the Merit Systems Protection Board (MSPB) unless a single failure could result in loss of life, injury, breach of national security, or great monetary loss.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Abuse – Abuse is the unauthorized use of a fleet charge card for the purchase of any item other than fuel and maintenance services necessary to operate and maintain USDA vehicles, aircraft, boats, and motorized equipment. Abuse also includes the use of the fleet charge card to buy fuel and maintenance services, but at terms (e.g., price, quantity) that are excessive and/or for a questionable Government need. Examples include knowingly purchasing premium fuel rather than regular fuel for vehicles that do not require premium fuel; and using full-service pumps when fueling a vehicle rather than using a readily available self-service pump.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Abuse – Use of a government charge card, including alternative payment methods, to buy authorized items, but at terms (e.g., price, quantity) that are excessive, for a questionable government need, or both. Although intended for government use, these transactions are

also considered improper because they are not permitted by law, regulation, or government/agency policy.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Acceptable Performance – An employee’s performance that meets the performance standard(s) and measures at the Fully Successful [FS] level for the respective critical element(s).

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Acceptable Use – The ethical and allowable use of mobile computing devices at USDA. These acceptable use rules are in place to protect customers, business partners, and employees of USDA. Insecure practices and malicious acts expose USDA, customers, business partners, and employees to risks including, but not limited to, virus attacks, compromise of network systems and services, and loss of data or sensitive information. Security breaches could result in legal action for individuals or USDA. In addition, security breaches damage the USDA’s reputation and could result in loss of services.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Acceptable Use – The ethical and allowable use of mobile computing devices at USDA. These acceptable use rules are in place to protect customers, business partners, and employees of USDA. Unsecure practices and malicious acts expose USDA, customers, business partners, and employees to risks including, but not limited to, virus attacks, compromise of information system and services, and loss of data or sensitive information. Security breaches could result in legal action for individuals or USDA. In addition, security breaches damage the USDA’s reputation and could result in loss of services.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Access – Access means to use. For example, programs can access memory, which means they read data from or write data to the main memory. More specifically, access often means to read data from or write data to a mass storage device. (DM 3595-001)

Access – Opportunity to review documents on government premises or at another agreed-upon location.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Access – The ability and opportunity to obtain knowledge of classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Access (Accompanied) – A person that is accessing the facility and/or information system under escort and/or continuous monitoring by a USDA official (LincPass credential holder).

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Access (Limited) – A person that is accessing the facility and/ or information system, but only requires limited access. Limited access to facilities includes unaccompanied access to general common areas and workspace only. Limited access to information systems includes access to applications such as USDA email, Time & Attendance, AgLearn and GovTrip.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Access (Unaccompanied) – A person that is accessing the facility and/or information system without an escort and/or continuous monitoring by a USDA official. The agency’s determination should be based upon the support to successfully complete USDA’s mission critical functions/missions. This type of access requires a mandatory LincPass credential to be issued.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Access Control – Access control refers to mechanisms and policies that restrict access to computer resources. An Access Control List (ACL) specifies what operations different users can perform on specific files and directories (assets). (DM 3595-001)

Access Control – The process of granting or denying requests to access physical facilities or areas, or to logical systems (e.g., computer networks or software applications). See also “logical access control system” and “physical access control system.”

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Access Control – The process of granting or denying specific requests to obtain and use information and related information processing services.

- Source: NIST Interagency or Internal Report (IR) 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Access Control – Is the security service that helps ensure that LAN resources are being utilized in an authorized manner.

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Access Control ID (ACID) – ACID is the term CA Top Secret Software uses for user identification. (DM 3595-001)

Access to Information – Refers to providing the public, upon their request, access to government information to which they are entitled under appropriate law.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Accountable Personal Property – All capital leases (this would exclude operating leases for personal property) and all owned personal property having an acquisition cost of \$5,000 or more, and any item valued at less than \$5,000, but determined by an Agency Property Management Officer (APMO) to be sensitive. All owned real property with an acquisition cost of \$25,000 and above and all leased or assigned real property. The real property capitalization and accountability threshold is \$25,000.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Accountable Sensitive Property – Accountable Property is all government property with an acquisition value of more than \$5000.00 as well as, all real property. Sensitive Property is defined as an item with an acquisition value of \$5000.00 or less, and is subject to fraud, waste, and abuse; has a high level of visibility; and can be audited by oversight agencies such as the Government Accountability Office (GAO), Office of Inspector General (OIG), and Congress.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Accountability – The obligation of holding agency officials, managers, supervisors, and other employees responsible for complying with the requirements contained in this DR.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Accountability System – A set of related policies and practices that contributes to USDA’s human capital management performance by ensuring that each HCF system is fully operational and effective throughout USDA. This is done through
(1) systematic monitoring and evaluating of the results of human capital management policies, programs, and activities;
(2) by analyzing compliance with merit system principles; and
(3) by identifying, implementing and monitoring necessary improvements.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Accountable Form – A negotiable document usually bearing a preprinted control number that is used by the Government to purchase public services or products or other items that are used for security, control, or identification purposes.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Accountable Officer – An authorized disbursing officer, certifying officer, collecting officer, or any Government officer or employee who is responsible for or has custody of public funds.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Accountable Process – An accountable process is one by which the office or agency is able to track and report on the efforts on any given consultation, from initial outreach and consultation activities to how the results of consultation were used by the USDA agencies.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Accounting Change – An accounting change is one of three types of modifications that affect an enterprise's accounting principles and practices, or its application of them. The three types of accounting changes are:

- (1) a change in accounting principle from one generally accepted accounting principle to another alternative that is considered preferable,
- (2) a change in an accounting estimate, and
- (3) a change in the reporting entity.

- Used in: DR 2130-008, *Changes in Significant Accounting Estimates*, 10/24/16

Acquisition – The conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of systems, supplies, or services (including construction) to satisfy formal agency needs. Acquisitions result from investment decisions, respond to approved requirements, align to strategic direction, and are guided by approved baselines.

- Used in: DR 3130-011, *Information Technology Program and Project Manager Certification Requirements*, 02/04/16

Acquisition Cost – Costs will include all costs incurred to bring the asset to a form and location suitable for its intended use to include: amounts paid to vendors, transportation charges to the point of initial use, handling and storage costs, labor and other direct and indirect production costs, architectural, engineering, and other outside service charges for

designs, plans, specifications, and surveys; acquisition and preparation cost of buildings and other facilities; an appropriate share of the cost of the equipment and facilities used in construction work; the cost of fixed equipment and its related installation; legal and recording fees and damage claims, the fair value of facilities and equipment donated to the government; and material amounts of interest paid.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Acquisition Planning – Acquisition planning is the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07
- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

ACS Medical Bill Processing Portal – The portal was designed to complement the OWCP Medical Bill Processing System that currently administers the Federal Employee Compensation Act (FECA), Division of Energy Employees Occupational Illness Compensation (DEEOIC), and Division of Coal Mine Workers' Compensation (DCMWC) programs for the DOL. This website provides continuous internet access to OWCP information, programs and services.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Act – The Federal Advisory Committee Act, as amended.

- Used in: DR 1041-0001, *Advisory Committee Management*, 02/08/93

Activities Regulated by USDA – Activities regulated under programs within the Food Safety and Marketing and Regulatory Programs mission areas of the Department.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Ad Hoc Training – A special request for training or certification due to emerging or unanticipated civil rights issues.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Adequate and Proper Documentation – Record of the conduct of Government business that is complete and accurate to the extent required to document the organization,

functions, policies, decisions, procedures, and essential transactions of the agency, and that is designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

- **Standard USDA Definition** – Per the UDSA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Adequate Security – Adequate security is security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Adjudication – The stage in response to an allegation of compromised scientific integrity when the outcome of the investigation is reviewed and a determination is made as to whether scientific integrity was compromised and what corrective actions are warranted.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Administrative Document – A document for internal use only and not intended for the general public. Audience is limited to USDA personnel and official cooperators who need the information to carry out the agency's program responsibilities. These documents do not require OC review.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Administrative Records – Records that reflect routine, transitory, and internal housekeeping activities relating to subjects and functions common to all offices. Examples include training, personnel, and travel reimbursement files. Administrative records in conjunction with program records comprise the universe of agency records.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Administrator – Head of an agency within the Department of Agriculture regardless of the actual title used, e.g., Chief of the Forest Service.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

ADP Form – See Automated Data Processing (ADP) Form

ADP Room – See Automated Data Processing (ADP) Room

Advanced Notice of Proposed Rulemaking (ANPRM) – A regulatory action issued before an agency is ready to issue a notice of proposed rulemaking. An ANPRM is often used by an agency as a vehicle to obtain public views regarding the necessity for rulemaking or to obtain public participation in the formulation of a notice of proposed rulemaking.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Adverse Action – Adverse actions are defined by law at 5 United States Code (U.S.C.) Chapter 75, and include suspensions without pay, reductions in grade or pay, furloughs of 30 days or less, and removal.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Adverse Information – Any information that adversely reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, or that his or her access to classified information clearly may not be in the interest of national security.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Advisory Assessment – An informal, written record of an employee's performance for a period of fewer than 90 days.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Advisory Assessment – (Obsolete Definition) An informal, unofficial written record of an employee's performance while on assignment to another supervisor or program area for a period of fewer than 90 days. Advisory assessments must be based on clearly communicated and documented expectations, which will serve as an addendum to the employee's formal plan, but do not require a separate formal performance plan. Any information which may be considered in assigning an interim rating or a rating of record must be provided to the rating official in writing.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Advisory Committee – Any committee, board, commission, council, conference, panel, task force, or other similar group that is established by statute, or established or utilized by the President or by an agency official, for the purpose of obtaining advice or recommendations for the President or on issues or policies within the scope of an agency official's responsibilities.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Advisory Committee – A committee, subcommittee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or subgroup thereof, established by statute, or established or utilized by the President or any Departmental official for the purpose of obtaining advice or recommendations on issues or policies within the scope of his/her responsibilities, which are not exempt from the *Federal Advisory Committee Act*. Refer to Section 6 for exclusions from the Act.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Affected Employee – Any USDA employee subjected to assault, harassment, inappropriate interference, intimidation or threat by internal or outside sources.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

After Action Report – A document containing findings and recommendations from an exercise or a test.

- Source: NIST SP 800-84
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Agencies – USDA agencies and staff offices.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15
- Used in: DR 4040-551-004, *Referral Bonus Awards*, 11/18/05
- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Agency – Organizational units of the Department, other than staff offices, whose heads report to officials within the Office of the Secretary, Deputy Secretary, Under Secretaries, Assistant Secretaries, and Assistant to the Secretary.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18
- Used in: DR 1521-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18
- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10
- Used in: DR 3060-002, *Secretarially Signed Documents*, 07/17/10
- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 02/03/11
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Agency – Organizational units of the Department, other than staff offices, whose heads report to officials within the Office of the Secretary, Deputy Secretary, Under, and Assistant Secretaries.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Agency – Means an organizational unit of the Department, other than a staff office as, the head of which reports to an Under Secretary, Assistant Secretary, or Assistant to the Secretary.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Agency – For purposes of this directive, agency is defined as a major program organizational unit of the Mission Area with delegated authorities to deliver agricultural or food programs, activities, benefits and services. The Agricultural Research Service (ARS) is an example of an agency within Research, Economics and Education.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 06/04/13

Agency – An organizational unit of the Department, other than a staff office, which reports to an Under or Assistant Secretary, or to an agency or staff office to which the applicable authority has been delegated.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Agency – An organizational unit of the Department, other than a staff office, whose head reports to an Under Secretary.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16
- Used in: DR 1110-002, *Management's Responsibility for Internal Control*, 08/17/13
- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10
- Used in: DR 4030-337-002, *Category Rating*, 11/01/10

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11
- Used in: DR 4050-572-001, *Payment of Travel and Transportation Expenses for New Appointees and Pre-Employment Interviews*, 02/03/11
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10
- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07
- Used in: DR 4060-630-002, *Leave Administration – Excused Absence/Administrative Leave*, 08/08/07
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11
- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02

Agency – A component within USDA such as the Foreign Agriculture Service, the Food and Nutrition Service, and the Office of the Inspector General.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16
- Used in: DR 4050-550-003, *Advances in Pay*, 05/12/16

Agency – Any of the operational sub-units of the USDA, e.g. the Forest Service (FS), the Natural Resource Conservation Service (NRCS), or the Food Safety and Inspection Service (FSIS).

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Agency – An agency is any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency. (DM 3595-001)

- Source: 5 U.S.C. 552(f)(1)

Agency – Unless preceded by “Federal,” “agency” will mean an agency or staff office within USDA that administers procurement or non-procurement programs or activities.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Agency – For this regulation, the term “agency” means an organizational unit of USDA, other than staff offices, whose Head reports to officials within the Office of the Secretary, Deputy Secretary, and Under Secretaries.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Agency – Mission areas, bureaus, agencies, staff offices, component or organizational unit of USDA.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Agency – As used in this document means agencies, service and program offices of the Department whose head reports to the Secretary, an Under Secretary, or an Assistant Secretary.

- Used in: DR 4050-537, *Repayment of Student Loans*, 09/01/04

Agency – A major program (non-administrative) organization within the USDA headed by an administrator who reports to the Secretary, Deputy Secretary, or an Under Secretary.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Agency – Any service, bureau, agency, office, administration, instrumentality of or corporation within the USDA or any officer or employee of the Department to whom the Secretary delegates authority to carry out any of the functions or responsibilities of an agency.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99

Agency or Agencies – USDA mission areas, agencies, and offices.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Agency-Approved – Smoking cessation programs specifically authorized by the employee's agency.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Agency Committee – Any committee composed exclusively of members from a single agency of the Department.

- Used in: DR 1044-003, *Agency and Liaison Membership Committees*, 08/24/84

Agency-Convened Peer Panel – A panel of scientists convened by agencies specifically to assess the impact, stature, and recognition of SSTS candidates.

- Used in: DR 4090-920-002, *Senior Science and Technology Service*, 03/29/12

Agency Directives – Issuances that originate within Department agencies or staff offices as interpretations of internal or external directives, or enabling legislation.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Agency Drug Testing Liaison (ADTL) – The person appointed by the Agency Head to serve as the liaison with the Agency Head, DFWP Manager and the supervisors and employees of their agency on the Drug-Free Workplace Program.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Agency Fleet Program Coordinator (AFPC) – The AFPC is responsible for the overall Fleet Charge Card Program in each agency and is the agency's contact liaison to the Departmental Program Manager (DPM). AFPCs may appoint assistants, deputies, or Regional/Area Fleet Program Coordinators (R/AFPC) to assist with program management. AFPCs or their deputies are responsible for appointing Local Fleet Program Coordinators (LFPCs) to manage the day-to-day operations of their agencies' Fleet Charge Card Program.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Agency Form – A form established by a USDA agency use only within that agency or other agencies serviced by that agency.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Agency Head – Agency Administrator or Staff Office Director.

- Used in: DR 1560-001, *Physical Security Program*, 03/03/16

Agency Head – The administrator, chief, or director of an Agency who is the official named or designated to have primary responsibility for the management of the Agency as delegated under 7 CFR Part 2.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Agency Head – The head of an agency or staff office that does not have procurement authority but whose office generates contract requirements and who receives procurement services from a Cognizant HCA.

- Used in: DR 5090-003, *Annual Procurement Forecast Requirements*, 07/01/98

Agency Head – The head of an organizational unit of the Department who reports to an Under Secretary; the head of an administrative staff office who reports to the Secretary; and the IG.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15
- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15
- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 09/30/15
- Used in: DR 4050-550-003, *Advances in Pay*, 05/12/16
- Used in: DR 4040-551-004, *Referral Bonus Awards*, 11/18/05
- Used in: DR 4050-572-001, *Payment of Travel and Transportation Expenses for New Appointees and Pre-Employment Interviews*, 02/03/11
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10
- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07
- Used in: DR 4060-630-002, *Leave Administration: Excused Absence/Administrative Leave*, 08/08/07
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 11/28/11
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07
- Used in: DR 5090-002, *Annual Preference Program Goals*, 07/01/98
- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Agency Head Assessment – The annual assessment of Agency Heads and Staff Office Directors by OASCR, utilizing the Civil Rights Performance Plan and Accomplishment Report (the Plan), to evaluate and rate each Agency and Staff Office for effectiveness and compliance with the Department’s civil rights policies and regulations. The Plan requires the Agencies and Staff Offices to annually assess their civil rights activities and accomplishments and submit a report to OASCR to ensure civil rights accountability throughout USDA. The civil rights accomplishment rating issued by OASCR serves as a representative rating of the Agency Heads and Staff Office Directors.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Agency Head Review – A statutory requirement contained in 5 U.S.C. 7114(c) that negotiated collective bargaining agreements be reviewed for legal sufficiency and conformance with government wide rules and regulations by the head of an agency. For the purposes of application of this provision of the law in the USDA, the Agency head is the Secretary of Agriculture.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Agency Information Resource Management (IRM) Plan – A 5-year strategic IRM plan for the agency as a whole, describing the agency mission and purpose and recent IRM background, its current situation and future outlook, its future IRM technology needs, the organizational direction as defined in the agency IRM planning framework, and a definitive plan of action in the form of IRM objectives to bring out changes and improvements to its overall effectiveness in IRM. The first year of the plan is the year immediately following the year of the current planning cycle. To illustrate, in the FY 89 planning cycle IRM plans for FY 1990-94 will be developed.

- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89

Agency Location – This is an established physical office setting where a unit of a USDA agency performs specific services or functions. USDA employees may perform functions at work sites that are not in office settings and that are not agency locations. These work sites specifically include local Soil and Water Conservation District offices, private residences, site inspection facilities at privately owned processing plants, and temporary or transient work sites such as inspection or investigative circuits. In all cases, employees working at these sites report to a specific supervisory agency location that differs from their work site.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Agency Mail Manager – Has oversight of the mail communications program of an agency at the national level within the Department. The Agency Mail Manager serves as

a liaison to the Departmental Mail Manager and is a resource to agency personnel for mail management issues.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Agency Parking Representative – An employee designated by their Director of Administrative Services or Administrative Officer to administer the parking program within their agency or staff office in accordance with these procedures.

- Used in: DR 1633-001, *Parking – USDA Headquarters Complex Washington, D.C.*, 09/08/94

Agency Program Executive and/or Manager – The agency representative designated to lead and manage a program activity of a USDA agency or staff office, including the identification of programmatic requirements resulting in contracting actions.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07
- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Agriculture Property Management Regulations (AGPMR) – Management of Government Aircraft 110-33. This document is a supplement to the Federal Management Regulation (FMR) 102-33 that includes USDA-specific policies and procedures for the management of aircraft.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Agency Position Statement (APS) – A written statement providing the agency’s position that binds the agency responding to the allegations made by the complainant in the discrimination complaint. The APS must contain, at minimum, a written statement summarizing the underlying, relevant facts and responding to each of the complainant’s allegations, and must be signed by an agency official who is authorized to provide a binding statement on behalf of the agency. An APS must also contain all supporting documentation requested by the Office of Assistant Secretary for Civil Rights (OASCR).

- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Agency or Staff Office – A major line or program organization of the Department headed by an Administrator (or equivalent) who reports to the Secretary, Deputy Secretary, an Under or Assistant Secretary, or a General Officer.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11)

Agency Program Coordinator (APC) – The APC is responsible for the overall management of the purchase card program at the agency level. This person is appointed by the Head of Contracting (HCA) or their designee (HCAD) for each agency.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Agency Records Officer or Staff Office Records Officer – The person assigned responsibility by the agency head for overseeing an agency wide records management program.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Used in: DR 3080-001, *Records Management*, 05/23/13
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Agency Review – A compliance review that extends to the entire USDA agency and its sub-components and all the programs and activities conducted by that agency and its subcomponents.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Agency Scientific Integrity Officer (ASIO) – The individual appointed by a USDA agency or staff office who is responsible for overseeing agency/staff office responsibilities and activities related to scientific integrity, including receiving and overseeing agency/staff office responses to allegations of compromised scientific integrity. NOTE: For allegations of research misconduct involving USDA-funded extramural research, ASIOs will also serve as, and fulfill the responsibilities of, the ARIO, as described in 2 CFR 422, unless an agency specifically designates another individual to serve as the ARIO.

- Used in: DR 1074-001, *Scientific Integrity*, 11/16/18

Agency Small Business Specialist/Coordinator (SBS) – The agency representative designated by the Head of the Contracting Activity (HCA) to ensure agency compliance with USDA small business programs.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07

- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Agency Suspension and Debarment (S&D) Staff – Agency personnel assigned non-procurement S&D duties, which include reviewing and confirming potential causes for suspension or debarment. These individuals are not necessarily full-time program staff, but may be agency employees assigned to support the program manager regarding program S&D issues.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Agency/Office Points of Contact – Personnel who represent the Agency or Office head for purposes of approving and submitting digital message content.

- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13

Agency/Organization Program Coordinator (A/OPC) – Agency designated coordinator, including alternates, who administer the travel card program.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Agent – A person who acts on behalf of another. For USDA, an agent is typically an organization supporting the Secretary of Agriculture to deliver programs. Examples include, but are not limited to, Land Grant Universities, state colleges, insurance companies, commodity marketing cooperatives, and other organizations used by the Secretary to carry out program delivery, as defined in authorizing legislation.

- Used in:

AgLearn-Learning Management System (LMS) – Software that automates the administration of training. The LMS allows for online submission and approval of training requests, tracks learners' completed training in a learning history, and provides reports to management. The Department's LMS is called AgLearn.

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Agriculture Acquisition Regulations (AGAR) – The AGAR prescribes policies and procedures that implement and supplement the Federal Acquisition Regulation (FAR), which is the primary regulation for use by all Federal agencies in the acquisition of supplies and services with appropriated funds.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Agriculture Department Form (AD) – A form originating in USDA and used by two or more USDA agencies.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Agricultural Statistics Board – The Agricultural Statistics Board for any commodity is comprised of the Chairperson, Executive Director, Chief of the appropriate Commodity Branch, and designated statisticians from Headquarters and Field Offices. The Chairperson will preside over all Board meetings outlined in 7.b, c, and d. In the absence of the Chairperson, the Executive Director will preside over the meetings outlined in 7.b, c, and d; otherwise a Statistics Division Branch Chief may preside over board meetings as designated by the Chairperson.

- Used in: DR 1042-042, *Agricultural Statistics Board*, 05/29/09

Agriculture System Development Life Cycle (AgSDLCL) – The system’s development life cycle process outlined by the OCIO-Information Resources Management (IRM) for building information systems in a very deliberate, structured, and methodical way, reiterating each stage of the product’s life. For USDA, these stages consist of selection and requirements analysis, development, implementation, operations, maintenance, and disposition.

- Used in: DR 3300-001, *Telecommunications & Internet Services and Use*, 03/18/16

AICC Standard – See Airline Industry Computer Based Training Committee (AICC) Standard.

Airline Industry Computer Based Training Committee (AICC) – An international association of technology-based training professionals that develop guidelines for the development, delivery, and evaluation of computer based training (CBT) and related training technologies.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content*, 10/29/04

Airline Industry Computer Based Training Committee Standard – Standard for developing CBT training that has been expanded for use by all industries for promoting interoperability and data exchange between standard online courseware and learning management systems and players.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content*, 10/29/04

Alaska Native – As defined by section 3(b) of ANCSA, a citizen of the United States who is one-fourth degree or more Alaska Indian (including Tsimshian Indians not enrolled in the Metlakla Indian Community) Eskimo, or Aleut blood, or a combination thereof. The term includes any Native as so defined either or both of whose adoptive parents are not Natives. It also includes, in the absence of proof of minimum blood quantum, any citizen of the United States who is regarded as an Alaska Native by the Native village or Native group of which he/she claims to be a member of whose father or mother is (or, if deceased, was) regarded as Native by any village or group.

- Used in: DR 1340-007, *Policies on American Indians and Alaska Natives*, 03/14/08

Alaska Native Corporation (ANC) – Any Alaska Native village or regional corporation established pursuant to the *Alaska Native Claims Settlement Act*, P.L. No. 92-203 (ANCSA).

- Used in: DR 1340-007, *Policies on American Indians and Alaska Natives*, 03/14/08

Alcohol Use – The consumption of any beverage, mixture, or preparation (including any medication) containing alcohol.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Alerts – Alerts are messages to users regarding questionable transactions and transactions selected by statistical sampling for review and other events, as defined by the USDA OPPM/CCSC. Some alerts will trigger a set of questions that must be answered to verify the validity of a specific transaction. Alerts are being developed to reduce fraud, waste, and abuse.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Alignment – The line of sight within a performance plan from organizational goals to the individual's performance expectations.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Alignment – (Obsolete Definition) Employee performance plans align with and are designed to support organizational goals. Alignment should be clear and transparent so that employees can see how their performance plans support organizational goal achievement.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

All Appropriate Inquiries (40 CFR 312) – The process of evaluating a property’s environmental conditions and assessing potential liability for any contamination.

- Used in: DR 5600-005, *Environmental Management*, 09/24/12

Allegation – An assertion, declaration or statement made in a complaint that sets out or identifies what the alleging party expects to be proved.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Allowances – Includes, but is not limited to, payments to employees for quarters, uniforms, and overseas cost of living expenses, including travel and transportation allowances and relocation expenses payable under 5 U.S.C. 5724a.

- Used in: DR 2570-002, *Waiver Employee Claims from Erroneous Payment*, 01/05/01

Alternative Dispute Resolution (ADR) – ADR includes an array of techniques used to achieve consensual resolution of disputes, generally with the assistance of a neutral third party.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15
- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Alternate Methods – Different means of providing information to users of products, including product documentation such as voice, facsimile relay service, TTY, Internet posting, captioning, text-to-speech synthesis, and audio description.

- Source: 36 CFR § 1194.4
- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Alternative Payment Methods – These are payment methods available for use when the merchant does not accept the purchase card. These methods include the pre-paid cards, declining balance cards, convenience checks, and cardless accounts. Pre-paid and declining balance cards are also known as debit cards. The same rules and regulations that apply to the purchase card also apply to alternative payment methods when these methods are used to pay for supplies and services.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Alternative Worksite – A worksite location, other than the traditional office that satisfies all requisite federal health and safety laws, rules and regulations pertaining to the workplace, where an employee performs their official duties. Supervisors may authorize working from a number of alternate worksites.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

AltLink – The name of the alternative smart card solution that USDA uses to credential short-term employees/non-Federal employees assigned to or associated with the agencies requiring limited access to federally controlled facilities and/or information systems for less than twelve months. This credential is a token that allows both logical and physical access and requires favorable fingerprint adjudication. This alternative solution meets the multifactor authentication required under HSPD-12.

- Source: USDA Office of Homeland Security and Emergency Coordination
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Amended Application – An application for transit benefits that reflects changes such as name, duty location, and actual cost of transit requested/reported.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Amendment – An amendment is used for general updating that makes non-substantive or only minor substantive changes to 25 percent or less of the text of an existing DR, DM, or DG; e.g., for an organizational name change or personnel title change resulting from a realignment; to add language to the directive that clarifies, but does not change, existing policy or roles and responsibilities; for updating website links or updating references to external sources; or for updating references to the Code of Federal Regulations (CFR) or United States Code (U.S.C.).

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Amortization – The periodic charge to income that results from a systematic and rational allocation of cost over the life of an intangible asset.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Analyses and Findings – Review of a Covered Action to determine if any inappropriate actions or inactions occurred and/or to identify systemic issues that contributed to the issuance of a Covered Action and to evaluate whether corrective action or a proposal of disciplinary action is appropriate.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Annual Summary Rating – The final overall rating level that the appointing authority assigns at the end of the appraisal period after considering a Performance Review Board’s recommendation. This is the official rating of record.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Annual Training – Begins on the first day of the fiscal year (October 1); and is to be completed by the last day of the fiscal year (September 30) or as determined by OASCR.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Antimicrobial – An agent that kills or suppresses the growth of microorganisms.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Antiseptic – A substance that prevents or arrests the growth or action of microorganisms, either by inhibiting their activity or destroying them.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Appeal or Group Appeal – A written request by an employee, or group of employees occupying identical positions, asking the MAHRD, the CHCO or OPM to change the official pay plan, title, series, and/or grade of a position.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Appliances – A hardware-based device that performs one or more complex functions requiring sophisticated software and external controls. Examples include but are not limited to: firewalls, security policy manager, packet shapers, filtering/proxy devices, VPNs, network attached storage and routers. (DM 3595-001)

Applicable Associated Markings – Markings, other than those which designate classification level, that are required to be placed on classified documents. These include the “classified by” line, downgrading and declassification instructions, special control notices, and related markings.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Applicant – A person who applies for a vacant position.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Applicant – An individual seeking employment with USDA or its agencies.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11
- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11

Applicant – Any individual tentatively selected for employment with USDA in an Executive Order (EO) testing designated position (TDP) as listed in Appendix A, or a position requiring a commercial driver’s license (CDL). Also, any individual within USDA tentatively selected for movement into an EO TDP as listed in Appendix A, or a position requiring a CDL, who has not been subject to random testing immediately prior to the selection.

- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Application – A system that requires special attention to security due to the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to or modification of the information in the application. A breach in an application might comprise other application programs, hardware, software, and telecommunications components. Applications can be either software or a combination of hardware/software where the only purpose of the system is to support a specific mission-related function. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Applications – Agency financial applications, either manual or automated, used for planning, budget formulation and execution, program and administrative accounting, and audit; as well as other systems for recording and classifying financial data and reporting financial management information, including purchasing, property, inventory, etc.

- Used in: DR 2100-001, *Financial Management Systems*, 11/30/05

Application Owner – The head(s) of an organizational segment(s) that is responsible for authorizing funding for the procurement, development, installation and/or maintenance of a software application running on a USDA Automated Information System and its environment. (DM 3595-001)

Application Protocol – Protocol used by applications that are invoked by the user (example: E-mail).

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Application Reference Model (ARM) – Categorizes the system- and application-related standards and technologies that support the delivery of service capabilities, allowing agencies to share and reuse common solutions and benefit from economies of scale.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Application Reference Model (ARM) – The Application Reference Model (ARM) is the framework for categorizing Federal IT systems and application components to help identify opportunities for sharing, reuse, and consolidation or renegotiation of licenses. This information will often be used in conjunction with the other Reference Models to identify these opportunities.

Application is defined as: Software components (including websites, databases, email, and other supporting software) resting on Infrastructure that, when aggregated and managed, may be used to create, use, share, and store data and information to enable support of a business function.

The ARM is a categorization of different types of software, components and interfaces. It includes software that supports or may be customized to support business. It does not include operating systems or software that is used to operate hardware (e.g., firmware) because these are contained in the IRM.

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Application Reference Model (ARM) – The framework for categorizing Federal IT systems and application components help to identify opportunities for sharing, reuse, and consolidation or renegotiation of licenses. This information will often be used in conjunction with the other Reference Models to identify these opportunities.

It is a classification taxonomy used to describe the type of software applications in a particular architecture at the system, segment, agency, sector, federal, national, or international level.

Application is defined as: Software components (including websites, databases, email, and other supporting software) resting on Infrastructure that, when aggregated and managed, may be used to create, use, share, and store data and information to enable support of a business function.

The ARM is a categorization of different types of software, components, and interfaces. It includes software that supports or may be customized to support business. It does not include operating systems or software that is used to operate hardware (e.g., firmware) because these are contained in the IRM.

- Used in: DR 3170-001, *End User Workstation Configurations*, 05/12/15

Appointee – The person who is ultimately appointed to a position, and who enters on duty with the hiring agency.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Appointing Authority – The agency head or designee with authority to make appointments in the Senior Executive Service. In USDA, the Secretary of Agriculture is the appointing authority.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Appointing Authority – The legal or regulatory basis on which a specific appointment is made to a Federal civilian position.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Appointing Officer – A person having the authority, by law, or by duly delegated authority, to appoint, employ, or promote individuals to positions in an agency. (See 5 U.S.C. 3110.)

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Appointing Official (AO) – The Director of OPPM, or designee, is the AO and the only USDA individual with the signatory authority to issue a warrant. The AO has overall responsibility for the Department Real Property Leasing Officer program and will ensure that each agency complies with all regulations and delegated authorities.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Appraisal (for records management) – [The] process by which [the] NARA determines the value and the final disposition of Federal records, designating them either temporary or permanent.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Appraisal (for employee performance management) – The formal process under which performance is reviewed and evaluated against performance elements and standards.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Appraisal Period – The period of time covered by a specific performance plan, during which performance will be evaluated against elements and standards, and for which a rating of record will be prepared.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Appraisal Period – (Obsolete Definition) The period of time covered by a specific performance plan, during which performance will be evaluated against elements and standards, and for which a rating of record will be prepared. The minimum appraisal period is 90 days. The full appraisal period for USDA is October 1 – September 30 (also referred to as the Performance Year).

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Appraisal Period – The established period of time for which a senior executive’s performance will be appraised and rated. In USDA, the appraisal period is October 1 to September 30.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Appraisal Program – The specific procedures, methods and requirements for planning, monitoring and rating performance. The program is established under the policies and parameters of USDA’s performance appraisal system.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Appraisal System – The broad framework of policies and parameters established by the Department as defined at 5 U.S.C. 4301(1) for the administration of performance appraisal programs under 5 U.S.C., Chapter 43, Subchapter I, and 5 CFR 430 Subpart B; documented on OPM Form 1631 and approved by OPM.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Appraisal System – (Obsolete Definition) The framework of policies and parameters established by the Department as defined at 5 U.S.C. 4301(1) for the administration of performance appraisal programs under 5 U.S.C., Chapter 43, Subchapter I, and 5 CFR 430.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Appraisal Unit – The unit of measure used to establish the relative weighted value of critical and non-critical performance elements.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Approving Official (AO)/Approver – USDA official who has been delegated the authority to authorize travel and payment of travel vouchers for a traveler by an Agency or Staff Office Head.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15
- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Area Field Office – A forward element of the JFO Operations Section, established by the JFO Coordination Group, which is responsible for a specific geographic area, parallel to the NIMS/ICS division. (JFO SOP).

- Source: JPO SOP
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Area of Consideration – The area, organization, or group of organizations in which a search is made for eligible applicants to fill vacancies covered by this DR.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Archive – A collection of non-current Federal records that has been removed permanently from an agency and transported physically (in an acceptable) format to NARA. At that point, NARA assumes legal responsibility for the preservation of the records because of their continuing or enduring value.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Used in: DR 3080-001, *Records Management*, 08/16/16
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

ASB – See Agricultural Statistics Board

Assault – Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent ability to do so, and any intentional display of force, such as would give the victim reason to fear or expect immediate bodily harm.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13
- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Assessment – See Security Control Assessment.

- Source: NIST Interagency or Internal Report (IR) 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Assessment Instrument – A device or method used to measure the degree to which an applicant possesses the competencies/KSAs necessary for successful job performance. Examples of assessment instruments include rating schedules, written tests, work samples, and structured interviews.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Asset – Any USDA property or resource, the loss or theft of which could pose potential harm or threat to the general public.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Asset – A major application, general support system, high impact program, physical plant, mission critical system or logically related group of systems. An asset is also a physical or intangible item of value to an organization or individual. (DM 3595-001)

Asset Management – A process that promotes the long-term management of assets throughout their life cycle in a manner that enables the organization to: track them, determine their value and cost effectiveness; optimize their use, evaluate alternatives that may be more cost effective, and ensure delivery of benefits to stakeholders.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Assisted Programs and Activities – Program services, benefits or resources delivered through a recipient of USDA funding or assistance to an ultimate beneficiary.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Assistant Secretary for Civil Rights (ASCR) – The civil rights official for USDA with authority pursuant to 7 CFR 2.25 for the performance and oversight of civil rights functions within USDA, including the authority and discretion to delegate civil rights functions to Agency Heads and Offices.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Assistive Technology – Any item, piece of equipment, or system whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities. This may include screen readers, which allow persons who cannot see a visual display to either hear screen content or read the content in Braille, as well as screen magnification, voice recognition, etc.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Association of Management Officials and/or Supervisors (Supervisory/Managerial Association) – Means an established association comprised primarily of USDA management officials and/or supervisors, which is not eligible for recognition under the FSLMRS or comparable provisions of other laws, and which is not affiliated with a labor organization or federation of labor organizations. The purpose of such associations may include providing consultation services to USDA executives concerning the identification and resolution of agency operational issues, including problems affecting working conditions of supervisors and managers.

- Used in: DR 4020-251, *Associations of Management Officials and / or Supervisors and Other Organizations*, 07/27/95

Assurance – Is the degree to which the purchaser of a system knows the security features and procedures being acquired will operate correctly and will be effective in the system environment. (DM 3595-001)

Audio and Video Conferencing – Electronic communication among three or more people at two or more sites. This can be either through telephone line or satellite transmission.

- Used in: DR 1490-002, *Creative, Media and Broadcast Policy*, 08/04/11

Audiovisual Manager – USDA’s chief officer to manage the Department’s audiovisual production and to provide general oversight, leadership, and coordination of audiovisual activities. The Director of the Creative Media and Broadcast Center serves as the Audiovisual Manager.

- Used in: DR 1490-002, *Creative, Media and Broadcast Policy*, 08/04/11

Audit – A systematic, independent process of reviewing and evaluating documents and processes to determine the extent to which criteria are fulfilled; i.e., the USDA strategic human capital goals and objectives; OPM criteria for achieving HCF standards; merit system principles; veterans’ preference rules; and laws, regulations, and policies enacted to prevent prohibited personnel practices.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Audit Finding – Statement of problem(s) identified by OIG during an audit and having a condition, effect, and cause that meet the objectives of the audit.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Audit Follow-up – The process to ensure prompt and responsive action is taken once management decision has been reached on recommendations contained in final audit reports.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Audit Recommendation – A course of action recommended by OIG to correct an audit finding or set of findings.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Audit Record – An individual entry in an audit log related to an audited event.

- Source: NIST SP 800-53 Revision 4
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Audit Trail – An audit trail is a series of records of computer events about an operating system, application or user activities. A computer system may have several audit trails, each devoted to a particular type of activity. (DM 3595-001)

Auditing – The process by which vacancy announcement case files are reviewed to ensure compliance with legal and regulatory selection rules and procedures.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Auditing (of Certificate) – The process by which certifying action is taken on a returned Certificate of Eligibles by the DEU to ensure compliance with all legal and regulatory selection procedures and criteria. Note: See Section 15 for “Annual Self Audits” of delegated examining operations.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Authentication – Security measure designed to establish the validity of a transmission, message or originator, or a means of verifying an individual’s authorization to receive specific categories of information. (DM 3595-001)

Authentication – Verifying the identity of a user, process, or device, often as a prerequisite to allowing access to resources in an information system.

- Source: NIST SP 800-53, Revision 3
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Authoritative Data Source (ADS) – A recognized or official data production source with a designated mission statement or source/product to publish reliable and accurate data for subsequent use by customers. An authoritative data source may be the functional combination of multiple, separate data sources. ADS’s are not interim products leading to a final published ADS.

- Source: [DoDD8320.03](#), *Unique Identification (UID) Standards for a Net-Centric Department of Defense*, March 23, 2007
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Authoritative Name Server – An authoritative name server defines and originates DNS resource records and is considered public facing if it responds to DNS queries from an external network.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Authoritative System – System designated by USDA to be the official primary source for identity-related records, data, or attributes; such a system may or may not be a system of record.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Authority(ies) - The statutes, regulations, Executive Orders and policies which:
(1) Prescribe those actions by USDA agencies that constitute discrimination; and

(2) Set forth the scope and extent of CR's authority to require USDA agencies to conduct their programs and activities in a nondiscriminatory manner.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Authorization – The official management decision given by a senior organizational official to authorize operation of an information system and to explicitly accept the risk to the organizational operations (including mission, functions, image, or reputation), organizational assets, individuals, other organizations, and the nation, based on the implementation of an agreed-upon set of security controls.

- Source: NIST Interagency Report (IR) 7298 Revision 2
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Authorization (to Operate; ATO) – The official management decision given by a senior organizational official to authorize operation of an information system and to explicitly accept the risk to organizational operations (including mission, functions, image, or reputation), organizational assets, individuals, other organizations, and the Nation based on the implementation of an agreed-upon set of security controls.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Authorized Holder – An authorized holder of classified information means anyone who satisfies the conditions for access stated in section 4.1 of E.O 13526.

- Source: E.O. 13526
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Authorized User – Any appropriately cleared individual with a requirement to access an information system (IS) for performing or assisting in a lawful government purpose.

- Source: Committee on National Security Systems Instruction (CNSSI) 4009, *CNSS Glossary*, April 6, 2015
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Authorizing Official – Official with the authority to formally assume responsibility for operating an information system at an acceptable level of risk to agency operations (including mission, functions, image, or reputation), agency assets, or individuals. Synonymous with Accreditation Authority.

- Source: NIST Interagency Report (IR) 7298, Revision 2

- Used in: DR 3520-002, *Configuration Management*, 08/12/14
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Automated Data Processing (ADP) Form – A form designed to collect or transmit data through Automated Data Processing systems. Included are:

- (1) Paper forms designed to collect data for computer input.
- (2) Preprinted form layouts on continuous feed computer paper.
- (3) Form layouts on acetate overlays used to generate formatted computer outputs.
- (4) Programmed form layouts that are printed by computers.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Automated Data Processing (ADP) Room – Areas that house telephone and/or computer equipment.

- Used in: DR 3901-001, *Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations*, 06/28/13

Automated Decision-Making Applications – Computerized applications which directly or indirectly, without human intervention, result in the expenditure or transfer of funds.

- Used in: DR 3100-002, *Agency IRM Review Board*, 12/13/83

Automatic Declassification – The declassification of information based upon: (a) the occurrence of a specific date or event as determined by the original classification authority or (b) the expiration of a maximum timeframe for the duration of classification established under E.O. 12958.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Automated Information System (AIS) – An AIS is any assembly of electronic equipment, hardware, software and firmware configured to collect, create, communicate, disseminate, process, store, and control data or information. (DM 3595-001)

Automated Information System (AIS) – An assembly of computer hardware, software, or firmware configured to collect, create, communicate, compute, disseminate, process, store, or control data or information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Automated Teller Machine (ATM) – An electronic device that allows cash withdrawals/advances from participating banks.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Availability – Assurance that information, services, and IT system resources are accessible to authorized users and/or system-related processes on a timely and reliable basis and are protected from denial of service. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Aviation Into-Plane Reimbursement (AIR) Card – This is the charge card that should be used to procure aviation fuel and related ground services. The Defense Logistics Agency (DLA)/ Defense Energy Support Center (DESC)/ Government Fuel Card Program Management Office (GFC PMO) is designated as the Program Management Office for the AIR card.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Award – Something bestowed or an action taken to recognize or reward an individual or group achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives, which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Awareness – Awareness is a learning process that sets the stage for training by changing individual and organizational attitudes to realize the importance of IT security. (DM 3595-001)

Awareness – A learning process that sets the stage for training by changing individual and organizational attitudes to realize the importance of security and the adverse consequences of its failure.

- Source: [NIST SP 800-16](#), April 1998
- Used in: DR 3545-001, *Information Security Awareness and Training Policy*, 10/22/13

B

Backdoor – A term used to describe an entry to a network or computer. Usually a hidden logon identification (ID) and password are used to gain access through the backdoor. The hidden logon ID and passwords may be placed on the system by a hardware or software manufacture as a way for their technician to gain access for repair. Computer

hackers/crackers may use these hidden logon IDs and passwords or use trojan horses to establish illegal and unauthorized logon IDs and passwords on systems. These IDs and passwords become the backdoor entry point to the computer system or network. The main illegal use of backdoors is to get around computer system or network security.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Back-up Site (Alternate Site) – A facility that is able to support system operations in restoring critical systems to an acceptable level as defined in the DR plan. Sites are referred to as: cold, warm, hot, mobile, and mirrored. (DM 3595-001)

Backwards Standards – Standards which describe unacceptable performance rather than tell the employee what level of performance is expected.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Backwards Standards – (Obsolete Definition) Standards which describe unacceptable performance rather than tell the employee what level of performance is expected. Backwards standards have been overturned by the Merit System Protection Board and the courts, and OPM considers it good practice to not use backwards standards.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Baggage Fees – Fees pertaining to checked bags. Checked bags refer to those handed over to the airline and usually carried in the cargo compartment of the same aircraft.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Balanced Measures – An approach to performance management that balances organizational results with the perspectives of stakeholders, including customers and employees.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Bargain Purchase Option – A provision allowing the lessee the option of purchasing the leased property for an amount, exclusive of lease payments, which is sufficiently lower than the expected fair value of the property at the date the option becomes exercisable.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Bargaining Unit – A grouping of employees that the Federal Labor Relations Authority has found appropriate under the criteria of 5 U.S.C. 7112 (community of interest, effective dealings, efficiency of operations) for collective bargaining purposes. Certain

types of employees cannot be included in units, e.g., management officials and supervisors. See 5 U.S.C. 7112(b).

- Source: 5 U.S.C. 7112
- Used in: DR 4070-711, *Labor Relations*, 09/30/10
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Bargaining Unit Employee – An employee included in an exclusive bargaining unit as determined by the Federal Labor Relations Authority for which a labor organization has been granted exclusive recognition.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Barring Notice – Implemented to prevent entry and/or access to USDA facilities (HQ Complex, GWCC, and leased facilities in the NCR) for any employee who has exhibited behavior deemed harmful to the facility and/or its occupants.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Baseline – The baseline consists of an approved system requirements document and is initially known as the “requirements baseline.” The requirements baseline is also the basis against which the system is authenticated. Each baseline is subject to configuration control and must be formally updated to reflect approved changes to the CI or system as it goes through the life cycle stages. (DM 3595-001)

Baseline Configuration – A set of specifications for a system, or configuration item within a system, that has been formally reviewed and agreed on at a given point in time, and which can be changed only through change control procedures. The baseline configuration is used as a basis for future builds, releases, and/or changes.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Baseline Security – Baseline security refers to the minimum-security controls required for safeguarding an Information Technology (IT) system based on its identified needs for confidentiality, integrity and/or availability protection. (DM 3595-001)

Basic Pay – Basic pay is defined as the rate fixed by applicable law or regulation. Basic pay does not include other types of pay such as: bonuses, allowances, overtime, holiday, and military pay or supplemental payments from the Office of Workers’ Compensation Programs (OWCP).

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

- Used in: DR 4050-550-003, *Advances in Pay*, 05/12/16

Basically Qualified – An applicant being considered for any placement action who meets all established minimum qualification requirements (as prescribed in the OPM Operating Manual Qualifications Standards for General Schedule Positions or an OPM approved agency specific qualification standard including appropriate selective factor(s)) for the position being filled.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Basis – The ground(s) upon which an aggrieved person or complainant alleges that a USDA official or employee has engaged in prohibited discriminatory behavior.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Beneficiary – A person or group of persons with an entitlement to receive or utilize the benefits, services, resources, and information, or participate in activities and programs conducted or funded in whole or in part by USDA.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/20/15
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99

Benefit – Any Federal financial assistance or support provided by an Agency to the public.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Benefits – Means the amounts paid to participants under the plan to subsidize eligible child care expenses paid or incurred by the participant.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Bequest – Means a gift (usually of personal property) made by a will.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Best Qualified – Those applicants who demonstrate competencies/KSAs superior to other applicants for a position. These are the applicants referred for further consideration.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Betterments – A major cost incurred to extend or enhance the service potential (useful life potential) of a tangible asset with a component having superior performance capabilities.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Billing Error – Transactions appearing on a cardholder's account as questionable charges, duplicate billings or unauthorized charges.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Biobased Product – Biobased product means a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Biobased Product – A product determined by the Secretary of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

- Used in: DR 5023-002, *Biobased Products Procurement Program*, 04/20/05

Bioburden – The number and types of viable microorganisms with which an item is contaminated; also known as "bioload" or "microbial load."

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biocide – A chemical or physical agent that kills all living organisms, both micro and macro, as well as pathogenic and nonpathogenic microorganisms. Microbio-cide specifies an agent that kills microorganisms. Because a biocide kills spores as well as vegetative cells, it is presumably a sterilizing agent.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biocontainment – Work practices and construction designed to reduce the risk of an agent escaping into the environment.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biohazard – An infectious agent, or hazardous biological agent, or part thereof, regardless of origin (naturally occurring, bioengineered, or synthesized component of any such microorganism or infectious substance), that presents a real or potential risk to humans, animals or plants, either directly through infection, or indirectly through the disruption of the environment. Biohazards include certain types of recombinant DNA; organisms and viruses infectious to humans, animals or plants (e.g., parasites, viruses, bacteria, fungi, prions, and rickettsia); and biologically active agents (i.e., toxins, allergens, and venoms) that may cause disease in other living organisms or significantly affect the environment, community, commerce, or trade agreements.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biohazard Incident – An incident that may include human exposure to an infectious, potentially infectious, or zoonotic agent; a release of a biohazard into the environment; escape of infected animals or vectors; biohazard spills outside of a primary containment device; loss or theft of biohazardous agents; or other loss of containment or equipment failure in conjunction with a biohazard which may lead to a release of a hazardous agent within the laboratory environment or outside the laboratory environment.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biohazardous Agent – Any biological agent or organism, and or its toxin, extracted or intended for research that is known or suspected to cause human or vertebrate animal disease by direct or deliberate exposure. This includes microorganisms such as viruses, bacteria, fungi, and protozoa and their toxic metabolites, which exhibit human and animal risks by direct or environmental contact.

- Used in: DR 4400-006, *Biological Safety Program*, 05/19/06

Biohazardous Waste Types – Waste items as described in section 7 of this manual generated at USDA facilities.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biological Agent – Any microorganism (including, but not limited to, bacteria, viruses, fungi, rickettsiae, or protozoa), or infectious substance, or any naturally occurring, bioengineered, or synthesized component of any such microorganism or infectious substance, capable of causing:

- (1) Death, disease, or other biological malfunction in a human, an animal, a plant, or another living organism:
- (2) Deterioration of food, water, equipment, supplies, or material of any kind; or;
- (3) Deleterious alteration of the environment.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biological Indicator (BI) – A standardized preparation of nonpathogenic (surrogate) microorganisms (in many cases bacterial endospores) that are highly resistant to specific sterilization methods. BIs are used during the sterilization process to provide additional evidence that the sterilization method was effective in achieving sterilization. BIs can be dried preparations on filter paper (spore strips), stainless steel coupons, or aluminum foil, or can be a combined unit consisting of a paper carrier of the BI and a vial of growth medium containing a pH indicator system.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biological Toxin (Toxin) –

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biological Toxin or Biotoxin – A broad range of substances, predominantly of natural origin but increasingly accessible by modern synthetic methods, that may cause death or severe incapacitation at relatively low exposure levels. Biological toxins include metabolites of living organisms, degradation products of dead organisms, and materials rendered toxic by the metabolic activity of microorganisms.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biosafety – Development and implementation of administrative policies, work practices, facility design, and safety equipment to prevent transmission of biologic agents to workers, other persons, and the environment.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biosafety Level (BSL) –A combination of work practices and physical containment requirements designed to reduce the risk of laboratory infection when working with infectious material. The degree of protection recommended is proportional to the risk associated with an agent. There are four biosafety levels. Biosafety Level 3-Agriculture (BSL-3Ag) contains an agriculture modification of BSL-3. Vaccine strains that have undergone multiple in vivo passages should not be considered avirulent simply because they are vaccine strains.

(1) BSL-1. Practices, safety equipment, and facility design and construction are appropriate for undergraduate and secondary educational training and teaching laboratories, and for other laboratories in which work is done with defined and characterized strains of viable microorganisms not known to consistently cause disease in healthy adult humans. *Bacillus subtilis*, *Naegleria gruberi*, infectious canine hepatitis virus, and exempt organisms under the National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules are representative of microorganisms meeting these criteria. Many agents not ordinarily associated with disease processes in humans are, however, opportunistic pathogens and may cause infection in the young, the aged, and immunodeficient or immunosuppressed individuals.

(2) BSL-2. Practices, equipment, and facility design and construction are applicable to clinical, diagnostic, teaching, and other laboratories in which work is done with the broad spectrum of indigenous moderate-risk agents that are present in the community and associated with human disease of varying severity. With good microbiological techniques, these agents can be used safely in activities conducted on the open bench, provided the potential for producing splashes or aerosols is low. Hepatitis B virus (HBV), the salmonellae, and *Toxoplasma* spp. are representative of microorganisms assigned to this containment level. BSL-2 is appropriate when work is done with any human-derived blood, body fluids, tissues, or primary human cell lines where the presence of an infectious agent may be unknown. (Laboratory personnel working with human-derived materials should refer to the Occupational Safety and Health Administration (OSHA) Blood borne Pathogen Standards (2) for specific required precautions.) Primary hazards to personnel working with these agents relate to accidental percutaneous or mucous membrane exposures, or ingestion of infectious materials. Extreme caution should be taken with contaminated needles or sharp instruments. Even though organisms routinely manipulated at BSL-2 are not known to be transmissible by the aerosol route, procedures with aerosol or high splash potential that may increase the risk of such personnel exposure must be conducted in primary containment equipment, or in devices such as a biological safety cabinet or safety centrifuge cups. Other primary barriers should be used as appropriate, such as splash shields, face protection gowns, and gloves. Secondary barriers such as hand washing sinks and waste decontamination facilities must be available to reduce potential environmental contamination.

(3) BSL-3. Practices, safety equipment, and facility design and construction are applicable to clinical, diagnostic, research, or production facilities in which work is done with indigenous or exotic agents with a potential for respiratory transmission, and which may cause serious and potentially lethal infection. *Mycobacterium tuberculosis*, St. Louis encephalitis virus, and *Coxiella burnetii* are representative of the microorganisms assigned to this level. Primary hazards to personnel working with these agents relate to autoinoculation, ingestion, and exposure to infectious aerosols. At BSL-3, more emphasis is placed on primary and secondary barriers to protect personnel in contiguous areas, the community, and the environment from exposure to potentially infectious aerosols. For example, all laboratory manipulations should be performed in a biological safety cabinet or other enclosed equipment, such as a gas-tight aerosol generation chamber. Secondary barriers for this level include controlled access to the laboratory and ventilation requirements that minimize the release of infectious aerosols from the laboratory.

(4) BSL-3-Ag. There is a special concern for reducing the risk of environmental exposure to pathogens of consequence to agriculture. Therefore, USDA defined BSL-3-Ag criteria enhances containment described for BSL-3 by adding filtration of supply and exhaust air, sewage decontamination, exit personnel showers, and facility integrity testing. BSL-3-Ag is treated the same as BSL-3 for biosecurity purposes of this document.

(5) BSL-3 Facility. A facility constructed to provide containment for BSL-3 pathogens.

(6) BSL-4. Practices, safety equipment, and facility design and construction are applicable for work with dangerous and exotic agents that pose a high individual risk of life-threatening disease, which may be transmitted via the aerosol route and for which there is no available vaccine or therapy. Agents with a close or identical antigenic relationship to BSL-4 agents also should be handled at this level. When sufficient data are obtained, work with these agents may continue at this level or at a lower level. Viruses such as Marburg or Congo-Crimean hemorrhagic fever are manipulated at BSL-4. The primary hazards to personnel working with BSL-4 agents are respiratory exposure to infectious aerosols, mucous membrane or broken skin exposure to infectious droplets, and autoinoculation. All manipulations of potentially infectious diagnostic materials, isolates, and naturally or experimentally infected animals, pose a high risk of exposure and infection to laboratory personnel, the community, and the environment. The laboratory director is specifically and primarily responsible for the safe operation of the laboratory. His/her knowledge and judgment are critical in assessing risks and appropriately applying these recommendations. The recommended biosafety level represents those conditions under which the agent can ordinarily be safely handled. Special characteristics of the agents used, the training and experience of personnel, and the nature or function of the laboratory may further influence the director in applying these recommendations.

(7) BSL-3 Pathogens. For purpose of this Manual, all BSL-3 agents will be considered as HCPs.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Biosafety Level-1 (BSL-1) – Practices, safety equipment, and facility design and construction are appropriate for undergraduate and secondary educational training and teaching laboratories, and for other laboratories in which work is done with defined and characterized strains of viable microorganisms not known to consistently cause disease in healthy adult humans. *Bacillus subtilis*, *Naegleria gruberi*, infectious canine hepatitis virus, and exempt organisms under the National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules are representative of microorganisms meeting these criteria. Many however, opportunistic pathogens and may cause infection in the youth, the aged, and immunodeficient or immunosuppressed individuals.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biosafety Level-2 (BSL-2) – Practices, equipment, and facility design and construction are applicable to clinical, diagnostic, teaching, and other laboratories in which work is done with the broad spectrum of indigenous moderate-risk agents that are present in the community and associated with human disease of varying severity. With good microbiological techniques, these agents can be used safely in activities conducted on the open bench. Provided the potential for producing splashes or aerosols is low. Hepatitis B virus (HBV), the salmonellae, and *Toxoplasma* spp. are representative of microorganisms assigned to this containment level. BSL-2 is appropriate when work is done with any human-derived blood, body fluids, tissues, or primary human cell lines where the presence of an infectious agent may be unknown.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biosafety Level-3 (BSL-3) – More emphasis is placed on primary and secondary barriers to protect personnel in contiguous areas, the community, and the environment from exposure to potentially infectious aerosols. For example, all laboratory manipulations should be performed in a biological safety cabinet or other enclosed equipment, such as a gas-tight aerosol generation chamber. Secondary barriers for this level include controlled access to the laboratory and ventilation requirements that minimize the release of infectious aerosols from the laboratory.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Biosecurity – Protection of high-consequence microbial agents and toxins, or critical relevant information, against theft or diversion by those who intent to pursue intentional misuse.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Branch – An organizational component of an agency that reports to a division or equivalent.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Breach – Any illegal penetration or unauthorized access to a computer system that causes damage or has the potential to cause damage. (DM 3595-001)

Break in the Program – A break in the Program is defined as a period of time when an Intern is working but is unable to go to school, or is neither attending classes nor working at the agency.

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Bring Your Own Device (BYOD) – BYOD is a concept that allows employees to use their non-GFE owned devices to stay connected to, access data from, or complete tasks for their organizations. At a minimum, BYOD programs allow users to access employer-provided services and/or data on their personal handheld mobile devices.

- Source: USDA BYOD Policy Development Integrated Project Team
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Bring Your Own Device (BYOD) – NIST – A non-organization-controlled telework client device. Note: The NIST BYOD definition, in a USDA environment, only applies to employees using an approved device while performing official duties and who are authorized to telework, at an authorized alternative worksite, during authorized core or ad hoc telework hours per [DR 4080-811-002](#), *Telework Program*. Anything else is considered “mobile work” under USDA Departmental policy.

- Source: NIST Special Publication ([SP 800-46 Revision 2](#)), *Guide to Enterprise Telework, Remote Access, and Bring Your Own Device (BYOD) Security*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Broadcast Emails –

(1) Emails sent by a Federal official (i.e., Full-Time Equivalent (FTE), non-FTE, Senior Executive Service (SES), Appointee, Commission member, or person acting on their behalf) to any group or list comprised of persons, some of whom are not personally known to the sender.

(2) Emails sent as final documents, intended for distribution to other Federal officials or to members of the public seeking information and services.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Browser – A shortened term for web browser. A browser is software used on the World Wide Web to access and/or retrieve documents through the use of Internet addresses known as “URLs.” Locating documents on the World Wide Web is facilitated through the use of hyperlinks in hypertext documents. Browsers may support only line mode, full-screen, or graphics including pictures and sound. Many browsers with various capabilities and platforms are available. Some browsers are proprietary and must be

purchased, whereas others are available at no cost by downloading from a server. Examples of currently available browsers that should be supported include Internet Explorer, Netscape Navigator, Mozilla, Opera, and Safari.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

BSL-1 – See Biosafety Level 1 (BSL-1)

BSL-2 – See Biosafety Level 2 (BSL-2)

BSL-3 – See Biosafety Level 3 (BSL-3)

Bullying – A repeated, intentional, mistreatment of an individual that is driven by a desire to control, impede, or interfere with an individual.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Bundling – Bundling is consolidating two or more requirements for supplies or services, previously provided or performed under separate smaller contracts, into a solicitation for a single contract that is likely to be unsuitable for award to a small business concern due to the diversity, size, or specialized nature of the elements of the performance specified; the aggregate dollar value of the anticipated award; the geographical dispersion of the contract performance sites; or any combination of the above criteria outlined above in this definition.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07

Business Impact Analysis (BIA) – An analysis of the business processes and interdependencies used to characterize contingency requirements and priorities in the event of a significant disruption of service. More information concerning the BIA can be found in NIST Special Publication 800-34, *Contingency Planning Guide for Information Technology (IT) Systems*. (DM 3595-001)

Business Owner – The Business Owner is responsible for authorizing and ensuring that funding and resources are in place to support the major IT investment.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Business Reference Model (BRM) – Describes an organization through taxonomy of common mission and support service areas instead of through a stove-piped organizational view, thereby promoting intra- and inter-agency collaboration.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*

- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

C

Camera Copy – All materials, including, disks that are suitably prepared for photographic reproduction, including illustrations (line or half-tone), type matter, charts, graphs, and other materials prepared for printing. Also includes final information ready for dissemination/distribution electronically.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Camera Copy – (Obsolete Definition) The final approved version of a directive that is ready for reproduction.

- Used in: DM 0100-001, *Procedures for Preparing Departmental Directives*, 12/20/06 (superseded on 01/04/18)

Camera-Ready Copy – A term commonly used among printers, designers, and editors to identify material prepared for photomechanical reproduction. The material can include words composed by a typesetting machine, an office machine, or an electronic character-generating device, as well as illustrations prepared by an artist or photographer. Preparation of camera-ready copy is the last step in the assembly of material prior to delivery to a printer. The printer prepares negatives from the camera-ready copy for transferring an image to printing plates. Other terms used for camera-ready copy include: "camera copy," "camera-ready art," "line art," "reproduction copy," "boards," "mechanicals," "shooting art," and "shooting copy." Storage or disposal is the responsibility of the originating agency.

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

Campaign Correspondence – Campaign correspondence refers to mass produced or organizationally instigated correspondence. Such correspondence is usually electronic (email or fax), often generated from a website, and typically advocates for a specific policy or action by the Department. This class of correspondence does not include public comments made in response to a proposed regulatory action.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Cancellation – Permanent termination of travel charge privileges after the travel charge account is 120 calendar days past due the closing date of the statement.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Candidate – An applicant who meets the minimum qualifications requirements for a position, and is therefore eligible for consideration. See “eligible.”

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Capacity – The maximum number of persons that can be transported one-way in the motor vehicle.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Capital Expenditures – Costs incurred for new or used assets, additions to existing assets, or betterments or improvements to existing assets that are charged to asset accounts because they add to the total service-rendering ability of the asset.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Capital Lease – Leases that transfer substantially all the benefits and risks of ownership to the lessee.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Capital Planning and Investment Control (CPIC) – A systematic approach to selecting, managing, and evaluating information technology investments. (DM 3595-001)

Capital Planning and Investment Control (CPIC) – A decision-making process for ensuring that information technology (IT) investments integrate strategic planning, budgeting, procurement, and the management of IT in support of agency missions and business needs. The term comes from the *Clinger-Cohen Act of 1996*, and generally is used in relationship to IT management issues.

- Source: OMB Circular A-11, *Preparation, Submission, and Execution of the Budget*
- Used in: DR 3080-001, *Records Management*, 05/23/13
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Capitalized – All property meeting the following criteria: (1) be of a durable nature, (2) have a useful life of two or more years once it is placed into service, and (3) its initial acquisition cost must be \$25,000 or more, except for IUS where the initial acquisition cost must be \$100,000 or more.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Cardholder – The legal agent using the government purchase card to buy goods and services in the support of official government business. The cardholder holds the primary responsibility of the card’s proper use.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Cardless Account – An established account without a physical card.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Career Conditional Appointment – Appointment to a non-temporary position in the competitive service pursuant to 5 CFR 315.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Career Ladder – The range of grades in an occupational series or specialization starting with the lowest level at which an employee can be hired up to and including the full performance level of the position. Application: Promotion to higher grade levels within the career ladder is not guaranteed once minimum qualifications are attained. Promotions are dependent on the employee's performance rating being at least fully successful, his/her ability to perform the duties at a higher level, the continuing need for the employee to be assigned to the higher level and supervisory approval.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Career Service Award – Non-monetary recognition of career service that includes both length of Federal service and retirement recognition.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Career Transition Assistance Plan (CTAP) – The Career Transition Assistance Program (CTAP) is designed to improve a current Federal employee’s chances of finding a new job within their agency through selection priority.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Career Transition Assistance Program (CTAP) – A program designed by an agency to actively assist its surplus and displaced employees. (See 5 CFR 330.)

- Source: 5 CFR 330
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Career Appointment – Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Career-Conditional Appointment – Competitive service permanent appointment given to an employee who has not completed 3 substantially continuous, creditable years of Federal service and must serve a one-year probationary period during the first year of the initial appointment.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Carpool – A group of at least four (4) persons using a motor vehicle for transportation to and from work on a daily basis. At least fifty percent of the members must be USDA employees, as define under Employment Boundaries.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94
- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Case Report – Memorandum reporting the results of an analysis and findings, including a brief statement of findings, and corrective actions required or disciplinary actions proposed.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Cash Advance – Monies obtained from a Government contractor-issued travel card via ATM, or bank teller. Cash advances must be obtained in limited amounts commensurate with actual travel.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Cash Reimbursement – Agency/office reimbursement for the actual cost of mass transportation up to the limit of the benefit for the month when fare media is unavailable.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Catastrophic Incidents – Any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting

the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could have a sustained national impact over a prolonged period of time; almost immediately exceeds resources available to State, tribal, local, and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.

- Source: DHS, FEMA, *National Disaster Recovery Framework* (NDRF)
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Category Rating – A ranking and selection procedure used to assess applicants for positions filled through competitive examining (the delegated examining process). Under category rating, applicants are evaluated based on job-related criteria and placed into predefined quality categories with individuals who possess similar levels of job-related competencies or knowledge, skills, and abilities. Category rating is synonymous with alternative rating as described in 5 U.S.C. §3319.

- Used in: DR 4030-337-002, *Category Rating*, 11/01/10

Central Processing Unit (CPU) – The Central Processing unit is the brain of the computer. CPU is sometimes referred to simply as the processor or central processor. In terms of computing power, the CPU is the most important element of a computer system. (DM 3595-001)

Central Rent Account – An annual appropriation by Congress to the Department to reimburse GSA for space costs and services provided to USDA agencies, excluding FS.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Centrally Billed Account (CBA) – A Government account established by the charge card contractor at the request of the USDA.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Certificate – A digital representation of information which at least
(1) identifies the certification authority issuing it,
(2) names or identifies its subscriber,
(3) contains the subscriber’s public key,
(4) identifies its operational period, and
(5) is digitally signed by the certification authority issuing it. (DM 3595-001)

Certificate – List of best qualified applicants referred to the selecting official. Also known as “referral list.”

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Certificate Authority (CA) – An authority trusted by one or more Users to issue and manage X.509 Public Key Certificates and Certificate Authority Revocation Lists. (DM 3595-001)

Certificate Policy (CP) – A Certificate Policy is a specialized form of administrative policy tuned to electronic transactions performed during certificate management. A certificate policy addresses all aspects associated with the generation, production, distribution, accounting, compromise recovery and administration of digital certificates. (DM 3595-001)

Certificate Revocation – Cancellation of a certificate prior to its designated expiration date. Reasons for revocation of a certificate include corruption, compromise or loss of a certificate, departure of the certificate holder or deactivation of the server where the certificate resides. (DM 3595-001)

Certificate Revocation List (CRL) – An electronically signed, time-stamped list of serial numbers of CA public key certificates, including cross-certificates that have been revoked. (DM 3595-001)

Certification – Occurs during initial application or change in application by his/her supervisor and USDA Transit Benefit Coordinator and/or Program Manager.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15
- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Certified and Registered – All metadata must be certified (identified that this is the authoritative data from a specific agency owner as defined in Section 7 of this DR) and registered (metadata for the data is positioned in an authoritative system that can be queried to find the ADS/OMB A-16 Data Themes as defined in Section 5a(5) of this DR). All metadata must be certified and registered even if the underlying data is subject to restrictions on public release.

- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Certifying Officer – A Government officer or employee whose signature attests to the authenticity of vouchers (including voucher schedules or invoices used as vouchers) for payment. A certifying officer has no public funds in his or her physical custody.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

- Source: Derived from *ICS Resource Glossary*

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2001

Chain of Custody – The protection of evidence by each responsible party to ensure it against loss, breakage, alteration or unauthorized handling. This protection also includes properly securing, identifying, and dating evidence. Individuals place their initials and date on the container when the evidence is stored in a container or on the evidence in such a way that no damage is incurred. (DM 3595-001)

Chain of Custody – Documentation and testimony regarding the possession, movement, handling, and location of evidence from the time it is obtained to the time it is presented in court; used to prove that evidence has not been altered or tampered with in any way; necessary both to assure admissibility and probative value.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11
- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Challenge.gov – Challenge.gov is a website administered by General Service Administration (GSA) that serves as the central listing for federal agency prize competitions and challenges. Agencies are required to list every prize competition or challenge they conduct on the Challenge.gov website. Some types of prize competitions and challenges can also be hosted on the Challenge.gov website.

- Used in: DR 2405-001, *Guidance on the Use of Prize Competitions and Challenges*, 09/03/14

Change in Accounting Estimate – A revision of an accounting measurement based on the occurrence of new events, additional experience, subsequent developments, better insight, and improved judgment. Refining previously made estimates is an inherent part of the accounting process.

- Used in: DR 2130-008, *Changes in Significant Accounting Estimates*, 10/24/16

Change in Management Decision – An approved change in the originally agreed-upon corrective action(s) to be taken to implement an audit recommendation.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Charges – All fees, royalties, rents, rates, and proves imposed for things of value that an agency provides to nonfederal entities and people. It is USDA’s intent to review all charges where the nonfederal recipient receives a special benefit. Charges are defined consistently with the definitions of “user charges” and “user fees” in OMB Circular No. A-11, “Preparation and Submission of Budget Estimate”.

- Used in: DR 2100-003, *OCFO Biennial Review of Charges for Things of Value*, 01/23/02

Chargeback – Mechanism by which costs for work-related injuries and deaths are assigned to employing agencies through the DOL, Office of Workers’ Compensation Program. Payments are made from the Employees’ Compensation Fund.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Chemical Agent – Any element, chemical compound or mixture of elements and/or compounds. (29 CFR Part 1200)

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Chief Acquisition Officer (CAO) – The Assistant Secretary for Administration serves as USDA’s Chief Acquisition Officer (CAO). The position of the CAO was created by the *Services Acquisition Reform Act*, Section 1421 of P.L. 108-136. CAO responsibilities include evaluating the performance of acquisition programs and advising the agency head on business strategy; increasing competition and performance-based contracting; directing acquisition policy for the agency; developing agency acquisition career management programs; and addressing acquisition workforce needs and strategies as part of strategic planning and performance results processes.

- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

CHCO Council Member – See Chief Human Capital Officer Council Member

Chief Human Capital Officer Council Member (CHCO Council Member) – The most senior Human Resources Officer in an agency.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Chief Human Capital Officers’ Act of 2002 (CHCO Act) – The Act that established the agency CHCO, strategic human capital management systems, the relationship of strategic human capital management to agency performance plans and reports, and HR flexibilities. The Act clarifies management accountability for managing HR.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Chief Information Officer (CIO) – The position of the Chief Information Officer (CIO) was created by the *Information Technology Management Reform Act of 1996*, P.L. 104-106, Division E. The CIO has primary responsibility for supervision and coordination

within the Department of the design, acquisition, maintenance, use, and disposal of information technology by USDA agencies, and for monitoring the performance of USDA's information technology programs and activities.

- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Child – Means a member of a household maintained by an employee who bears the following relationship to the employee:

- (a) A biological child who lives with the employee;
- (b) An adopted child;
- (c) A stepchild;
- (d) A foster child;
- (e) A child for whom a judicial determination of support has been obtained; or
- (f) A child to whose support the employee who is a parent or legal guardian makes regular and substantial contributions.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Child Care Center – Space provided for a child care provider to provide child care services:

- (1) on property owned by the Government which is either controlled by or in the custody of USDA, or
- (2) on leased property in which USDA employees are located.

Child Care Center also includes space located on property controlled by the General Services Administration (GSA) on which property USDA employees are located and care centers sponsored by the Forest Service (FS) including home-based child care.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

Child Care Provider – An individual or entity that provides or proposes to provide child care services for USDA Federal employees. Child care providers are independent of USDA and services and fees will vary from child care provider to child care provider.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

Child Care Tuition Assistance Program Administrator (CCTAP Administrator) – The Director of the Office of Human Resources Management (OHRM), who oversees the program and assures that child care tuition assistance offered by the organization meets all requirements of these procedures. Mission Areas/Agency Heads and Staff Office Directors implementing the child care tuition assistance program may designate a program administrator for their organization.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Child Care Tuition Assistance Program Coordinator (CCTAP Coordinator) – Means the official within each organization who has been authorized to implement child care subsidies under this program for employees within that organization.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Citizenship – An applicant applying for a competitive examination must be a U.S. Citizen or National of the United States.

- Source: 5 CFR 7
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

City-Pair Fares – These are GSA-contracted airfares for Federal employees for official travel. The fares are fully refundable, do not have change fees, and have a fixed maximum price. Under the terms of the Government contract with the airlines, Federal employees on official travel must use these fares unless they meet one of the exceptions listed in the FTR 301-10.107.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Civil Rights Director – An individual appointed by the Agency Head, who is responsible for the implementation of an equal employment program and for federally assisted and federally conducted programs, to promote equal employment opportunity, and to identify and eliminate discriminatory practices and policies. Civil Rights Directors report directly to their Agency Heads and for the purposes of this regulation, the Civil Rights Director will also serve as an EEO Director as set forth at 29 CFR 1614.102(b)(4).

- Source: 29 CFR 1614.102(b)(4)
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Civil Rights Impact – The consequences of policies, actions, and decisions which impact the civil rights and opportunities of protected groups or classes of persons who are USDA employees or program beneficiaries.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Civil Rights Impact Analysis (CRIA) – An analytical process used to determine the scope, intensity, direction, duration, and significance of the effects of an Agency's

proposed employment and program policies, actions, and decisions. A CRIA identifies the effects of:

- (1) proposed employment actions;
- (2) eligibility criteria for USDA benefits;
- (3) methods of implementation,
- (4) underrepresentation or lack of diversity within its programs; or
- (5) any other Agency-imposed requirements that may adversely and disproportionately impact employees or program beneficiaries based on their membership in a protected group.

Proper follow-up actions based on CRIA findings can lessen, eliminate or substantially alleviate these adverse impacts on protected groups.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Civil Rights Implication – Information or data that suggest, or from which one may infer, that a policy, action, or decision will affect groups or classes of persons, or any given individual, positively or negatively.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Civilian Labor Force (CLF) – The number of persons 16 years of age and over who are employed or seeking employment.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

Claimant Query System (CQS) – A web based bill processing portal where injured workers can access their individual case specific information regarding their federal workers' compensation claim case file status. The CQS also provides specific information on medical billings, reimbursement requests, and eligibility and authorization inquiries.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Class of Mail – The five categories of domestic mail as defined by the United States Postal Service (USPS) in the Domestic Mail Manual (DMM). The categories are:

- (1) Express Mail;
- (2) First Class and Priority Mail;
- (3) Standard Mail (e.g. bulk marketing mail);
- (4) Periodicals;
- (5) Package Services.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Class of Service (CoS) – Refers to a grouping used by an MPLS network to identify how traffic passes through that network.

- Used in: DR 3300-006, *Network Class of Service and Quality of Service*, 06/01/16

Classification – The arrangement of directives into categories and subcategories according to their subject matter. In the Departmental Directives System, categories are identified and their subdivisions logically related by a numbering system.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Classification – The act or process by which information is determined to be classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Manual*, 06/09/16

Classification Action – Any official action taken under proper authority to establish a new position or to change an existing position by assignment to the appropriate series and grade under the provisions of 5 U.S.C. 51.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Classification Code – A 4-digit number (7-digits for some specialized OHRM directives to align with overarching OPM guidance), indicating the basic subject matter of a specific directive; e.g., code 1041 indicates that the subject of a directive is committee management.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Classification Guide – A documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified, and establishes the level and duration of classification for each such element.

- Used in: DM 3440-001, *USDA Classified National Security Information Manual*, 06/09/16

Classification Number – The number that uniquely identifies each Departmental directive. It consists of a series designator, a classification code, and a 3-digit serial number; e.g., DR 1041-001 would be the first DR on committee management.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved

- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Classified Data – See Classified National Security Information

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Classified Information – Information that requires protection against unauthorized disclosure in the interest of national security and that is within the scope of Executive Order 12958, as amended.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Classified Information – See Classified National Security Information.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Classified National Security Information (CNSI) – Information that has been determined, pursuant to Executive Order (E.O.) 13526 or any predecessor order, to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Classified National Security Information (or “Classified Information”) – Information that has been determined pursuant to E.O. 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Classified Visit – A visit during which a visitor will require, or is expected to require, access to classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Classifier – An individual who makes a classification determination and applies a security classification to information, material, or a work area. A classifier may be an original classification authority or a person who derivatively assigns a security classification based on a properly classified source or a classification guide.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Clear and Present Danger – Highly unusual circumstances which present a threat to the physical safety of the employee’s person or property under circumstances where:

- (1) the danger is real, not imagined, and is immediate or imminent, not merely potential; and
- (2) a showing is made that the use of a Government vehicle would provide protection not otherwise available.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Clearance – Formal security determination by an authorized adjudicative office that an individual is authorized access, on a need to know basis, to a specific level of classified information (Top Secret, Secret, or Confidential).

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Clearance – The formal act of approving the content within a document. It also refers to the business process for ensuring the review and approval of documents.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Cleared Employees – All employees granted a security clearance to include interims.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Clearing Official – Refers to an official who has been requested to clear draft correspondence by a Signing Official.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Client – A term that refers to the client part of a client/server architecture. Typically, a client is an application that runs on a personal computer or workstation and relies on a server to perform some operations. For example, an e-mail client is an application that enables you to send and receive e-mail. (DM 3595-001)

Client/Server Architecture – Network architecture in which each computer or process on the network is either a client or a server. Servers and mainframes are powerful computers or processes dedicated to managing disk drives (file servers, printers (print servers), or network traffic (network servers). Clients are PCs or workstations on which users run applications. Thin clients rely on servers and mainframes for resources, such as files,

devices, and even processing power. Client-server architectures are sometimes called two-tier architectures. (DM 3595-001)

CLF – See Civilian Labor Force

Close Out – To stop collection activities on an uncollectible debt or claim.

- Used in: DR 2130-006, *Debt Collection - Uncollectible Claims*, 08/14/91

Closing Date – The date beyond which applications for a position will no longer be accepted. A closing date must be provided in the job announcement advertising the position.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Cloud Auditor – A party that can conduct independent assessment of cloud services, information system operations, performance and security of the cloud implementation.

- Source: NIST SP 800-292
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Cloud Broker – An entry that manages the use, performance and delivery of cloud services, and negotiates relationships between Cloud Providers and Cloud Consumers.

- Source: NIST SP 800-292
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Cloud Carrier – An intermediary that provides connectivity and transport of cloud services from Cloud Providers to Cloud Consumers.

- Source: NIST SP 800-292
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Cloud Computing – Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (i.e., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. The NIST cloud model is composed on five essential characteristics, three service models, and four deployment models.

- Source: NIST SP 800-145
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Cloud Services – Shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

- Source: NIST SP 800-145
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Cloud System – Collection of network-accessible computing resources that customers (i.e., cloud consumers) can access over a network.

- Source: NIST SP 800-145
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

CM Authority (CMA) – See Configuration Management Authority (CMA)

CM Planning and Management – See Configuration Management Planning and Management

CM Program Library – See Configuration Management Program Library

CM Specialist (CMS) – See Configuration Management Specialist (CMS)

Code – Means the *Internal Revenue Code of 1986*, as amended.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Code of Federal Regulations (CFR) – The codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis. Each title is divided into chapters, which usually bear the name of the issuing agency. Each chapter is further subdivided into parts that cover specific regulatory areas. Large parts may be subdivided into subparts. All parts are organized in sections, and most citations in the CFR are provided at the section level.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14
- Note: Per the *GPO Style Manual 2016*, do not use periods in the CFR acronym

Codification – The issuance of a directive, appropriately numbered, in permanent form, or the conversion of a temporary directive to permanent issuance.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Cognizant Agency for Indirect Costs – The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under 2 CFR Part 200 on behalf of all Federal agencies. The cognizant agency for

indirect costs is not necessarily the same as the cognizant agency for audit. (See §200.19.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Cognizant Head of Contracting Activity (HCA) –HCA means the official who has overall responsibility for managing the contracting activity (i.e., Chief FS, Administrator, Agricultural Research Service, etc.), or the individual designated by such an official to carry out the functions of the HCA.

- Used in: DR 5090-002, *Annual Preference Program Goals*, 07/01/98
- Used in: DR 5090-003, *Annual Procurement Forecast Requirements*, 07/01/98

Collaboration – Collaboration occurs when two or more people or organizations work together in an intersection of common goals by sharing knowledge, learning and building consensus. Collaboration is the mutual development of perspectives or actions that are of mutual interest, as in a Tribe and a USDA agency working together on a USDA policy that benefits both the agency and the Tribe.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Collateral Information – Information identified as National Security Information under the provisions of E.O. 12958 but which is not subject to the enhanced security protection required for Sensitive Compartmented Information (SCI) under DCID 1/17. “Collateral” is a coined word that has been adopted by the SCI community to distinguish it from SCI material. It merely means material that is Confidential, Secret, or Top Secret that is non-compartmented.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Collocation – The process of establishing or retaining the housing of two or more USDA agencies in a collocated configuration.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Collocated Office – A USDA office housing two or more USDA agencies.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Collaborative Labor Relations Strategy – This approach to labor relations relies on interest based problem-solving where union and management officials resolve issues that would otherwise be addressed through traditional position-based processes. The

collaborative strategy is characterized by pre-decisional involvement by union representatives in issue identification and resolution, effective communication between the parties, and mutual trust. It does not involve co-management of the Agency by the union.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Collaborative Programs – Joint ventures between two or more organizations for sharing information, ideas, views, and costs to reduce technology risks and lower costs.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Co-mingling – The merging of outgoing mail from one facility or agency with outgoing mail from at least one other source.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Command Authority – The command authority is responsible for the appointment of user representatives for a department, agency, or organization and their key and granting of modern (electronic) key ordering privileges for those user representatives.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed. (Derived from NIMS)

- Used in: DR 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Commercial Domain Name – A domain name that is not maintained by USDA or GSA.

- Used in: DR 3150-001, *Internet Domain Name Policy*, 12/05/06

Commercial Driver's License (CDL) – A permit issued by the appropriate State to operate a commercial motor vehicle.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Commercial Item – Any item that can be purchased off-the-shelf and used without

making changes, except those designed within the equipment or software. Reference FAR Subpart 2.101 for a more comprehensive definition.

- Source: FAR Subpart 2.101
- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Commercial Motor Vehicle – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (1) Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- (2) Has a gross vehicle weight rating of 26,001 or more pounds;
- (3) Is designed to transport 16 or more passengers, including the driver; and
- (4) Is of any size and is used in the transportation of hazardous materials requiring placards.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Commercial Non-availability – Refers to circumstances where no commercial items are available that meet the applicable Access Board’s technical provisions (directly or through equivalent facilitation) in time to satisfy the agency’s delivery requirements. If products are available that meet some but not all applicable provisions, agencies cannot claim a product as a whole is not available just because it does not meet all of the applicable technical provisions. The requiring official must document commercial non-availability in writing.

- Source: FAR 203(c) and 36 CFR 1194.2(b)
- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Commercial Payment Process – a postage accounting system that is an alternative to the Official Mail Accounting System (OMAS). In a commercial payment system, postage expenses are paid at the time that the transaction occurs.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Committee – Any committee, subcommittee, board, commission or body other than an advisory committee as defined in section 3 of this regulation.

- Used in: DR 1044-003, *Agency and Liaison Membership Committees*, 08/24/8

Committee Management Officer (CMO) – The Assistant Secretary for Administration.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Common Carrier – A U.S. Department of Transportation licensed commercial carrier contracted to transport biohazardous waste.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Common Criteria (CC) – CC was developed by NSA and NIST, in cooperation with the National Information Assurance Partnership (NIAP), as a security evaluation scheme that enables vendors of IT systems to provide C2 equivalent protection capabilities and is an international standard. (DM 3595-001)

Common Criteria for Information Technology Security Evaluation – The Common Criteria permits comparability between the results of independent security evaluations. The Common Criteria does so by providing a common set of requirements for the security functionality of IT products and for assurance measures applied to these IT products during a security evaluation. These IT products may be implemented in hardware, firmware or software.

The evaluation process establishes a level of confidence that the security functionality of these IT products and the assurance measures applied to these IT products meet these requirements. The evaluation results may help consumers to determine whether these IT products fulfill their security needs.

The Common Criteria is useful as a guide for the development, evaluation and/or procurement of IT products with security functionality.

The Common Criteria is intentionally flexible, enabling a range of evaluation methods to be applied to a range of security properties of a range of IT products.

- Used in: DR 3170-001, *End User Workstation Configurations*, 05/12/15

Communications/Information Services and Products – The full range of communications and social marketing research services, including but not limited to: (1) Review and analysis of current literature, including but not limited to digital content and multimedia assets. (2) Development of research strategies, tools, and methods of analysis (3) Implementation of all appropriate research methodologies, including but not limited to: (a) Market identification and segmentation research; (b) Focus groups; (c) One-on-one interviewing; (d) Opinion polling; (e) Statistical surveys; (f) Program evaluations; (g) Compilation and analysis of data; (h) Creative Communications insight development; and (i) Strategic Communications planning.

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Communications Materials and Product Development – Are the products and services required to provide a full range of high-quality, creative graphic design, photography, video production, and exhibit production services for the development of a broad spectrum of information products (print collateral, exhibits, videos, advertisements, presentations, etc.). It is understood that such products and services will meet all applicable Federal and USDA standards and expectations, including those for accessibility. Types of products and services may include, but are not limited to:

- (1) Developing conceptual designs and layouts;
- (2) Providing copywriting and technical writing services;
- (3) Developing custom or providing stock artwork (including photography);
- (4) Preparing print-, fabrication-, or web-ready files;
- (5) Conceptualizing, designing and producing exhibits and their accompanying materials;
- (6) Preview, set-up, and dismantling of exhibit;
- (7) Shipping exhibit property to and from designated site(s);
- (8) Script writing;
- (9) Directing;
- (10) Shooting;
- (11) Arranging for talent/animation;
- (12) Narration;
- (13) Music and sound effects;
- (14) Duplication;
- (15) Distribution;
- (16) Video scoring;
- (17) Editing;
- (18) Digital photography (black and white, color);
- (19) Field and studio photography;
- (20) On location/event still photography;
- (21) Photographic research;
- (22) Photographic printing;
- (23) Framing/matting;
- (24) Printing of marketing materials; and (25) E-Publications.

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Communications Security (COMSEC) – A component of information assurance that deals with measures and controls taken to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of such telecommunications. COMSEC includes cryptographic security, transmission security, emissions security, and physical security of COMSEC material.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Communications Security (COMSEC) – Measures employed and controls taken to deny unauthorized individuals information derived from telecommunications and to ensure the authenticity of such telecommunications. Communications security includes transmission security, emissions security, and physical security of COMSEC material.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Communications Security (COMSEC) Account – Administrative entity, identified by an account number, used to maintain accountability, custody, and control of COMSEC material.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Communications Security (COMSEC) Manager – Individual who manages the COMSEC resources of an organization.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Communications Security (COMSEC) Material – Item(s) designed to secure or authenticate telecommunications. COMSEC material includes, but is not limited to key, equipment, modules, devices, documents, hardware, firmware, or software that embodies or describes cryptographic logic and other items that perform COMSEC functions. This includes Controlled Cryptographic Item (CCI) equipment, Cryptographic High Value Products (CHVP), and other Suite B equipment, etc.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Commuting Area/ Local Commuting Area – The geographic area that usually constitutes one area for employment purposes. It includes any population center (of two or more neighboring ones) and surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. For example, the Washington, D.C., metropolitan area includes the District of Columbia; Prince George's, Montgomery and Charles counties in Maryland; the cities of Alexandria, Fairfax, and Falls Church in Virginia; and Arlington, Fairfax, Loudoun, Prince William, Stafford, and King George counties in Virginia.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Compelling Need Assertion – This is a position that may be taken by management in negotiations under 5 U.S.C. 7117 that seeks to impose a valid limitation on the scope of

bargaining because there is a compelling need for a particular regulation. There are three "illustrative criteria" of compelling need:

- (1) the regulation is essential to the effective and efficient accomplishment of the mission of the agency,
- (2) the regulation is necessary to ensure the maintenance of basic merit principles, and
- (3) the regulation implements a mandate of law or Government-wide regulation in an essentially nondiscretionary manner.

Disputed compelling need assertions may be submitted to the FLRA for resolution.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Compelling Operational Consideration – Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life-threatening situations.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Compensable – Time that is creditable as hours of work for the purpose of determining pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 08/20/08

Compensatory Time Off – Travel time that is credited under the authority of this directive.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 08/20/08

Competency – An observable, measurable pattern of skills, knowledge, abilities, behaviors, and other characteristics which an individual needs to perform work roles or occupational functions successfully.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Competency – A measurable pattern of knowledge, skills, abilities, behaviors and other characteristics that an individual needs in order to perform work roles or occupational functions successfully. Examples of competencies include: oral communication; flexibility; customer service; and leadership.

- Used in: DR 4030-337-002, *Category Rating*, 11/01/10
- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14

Competency-Based Job Profile – A statement of the general and technical competencies required for optimal performance in an occupation or job family. Competencies identified as critical for a job provide a basis for developing applicant assessments and related products. When fully implemented, competency-based job profiles are expected to replace the OPM Qualification Standards Operating Manual that currently describes minimum qualifications for Federal jobs.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Competencies – The knowledge, skills, abilities, behaviors, and other characteristics an individual needs to perform the duties of a position.

- Used in: DR 5050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

Competitive Examining – The process used to fill civil service positions with candidates who apply from outside the Federal workforce. It also is used to enable current Federal employees without civil service status to compete for a permanent appointment and to enable employees with civil service status to compete for other Federal positions.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Competitive Service – All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the Office of Personnel Management (OPM) under Rule VI, and that are not in the Senior Executive Service.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Competitive Status – A person's basic eligibility for assignment (for example, by transfer, promotion, reassignment, demotion, or reinstatement) to a position in the competitive service without having to compete with members of the general public in an open competitive examination. When a vacancy announcement indicates that status candidates are eligible to apply, career and career-conditional employees who have served at least 90 days after competitive appointment may apply. Once acquired, status belongs to the individual, not to the position. (5 U.S.C. 3304(a)).

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Completion of Processing – A stage in the review of a grievance indicating that the agency has either canceled the grievance, resolved it to the satisfaction of the employee

or has issued a written proposed disposition of the formal grievance that has given the Grievant the option of requesting a final decision from the agency head, with or without review of the grievance by a Department grievance examiner.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Compliance Labor Relations Strategy – This method of conducting labor relations relies on the enforcement of rights and obligations created by the FSLMRS, collective bargaining agreements, and past practices. It is characterized by the exercise of formal labor relations dispute resolution mechanisms, defined results or decisions, and application of law and regulations. The procedures employed by this approach are typically adversarial.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Compliance Review – A written review of an Agency's compliance with civil rights requirements, to be prepared by OASCR or an Agency and to identify each finding of non-compliance or other civil rights related issue. The review is conducted at the discretion of OASCR or an Agency or if there has been a formal finding of non-compliance.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Complainant – Any person or group of persons who files with any USDA agency a complaint that alleges discrimination in a program or activity conducted by any USDA agency. A complainant must be the injured party. Accordingly, if any person or organization files a discrimination complaint on behalf of an injured party, the injured party must affirmatively state his or her willingness to pursue the complaint or the case will be dismissed.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Complaint – A written statement (except as provided below) that contains the complainant's name and address and describes an Agency's alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) of the nature and date of an alleged civil rights violation. The statement must be signed by the complainant(s) or someone authorized to sign on behalf of the complainant(s). The complaint does not need to be written or signed if it is submitted in

an alternate format to accommodate the complaint filing needs of a person who has a Limited English Proficiency (LEP), a disability, or other special need.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Complaint, Complete – A written statement that contains the complainant's name and address and describes the agency's alleged discriminatory action in sufficient detail to inform CR of the nature and date of the alleged civil rights violation. The statement must be signed by the complainant or someone authorized to sign on the complainant's behalf. The complaint need not be written or signed if submitted in an alternate format to accommodate the complaint filing needs of a person(s) who has limited English proficiency, a disability or other special need.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Complaint, Incomplete – A complaint from which critical information has been omitted, (e.g., the name of the entity against which the complaint is being filed, the date of the alleged discriminatory act, etc.).

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Complaint Investigation – An impartial process designed to obtain the facts and evidence relevant to a factual determination of whether the complainant was subjected to the alleged discrimination in violation of USDA civil rights regulations and applicable statutes.

- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Compliance Review – A USDA CR systematically planned and regularly initiated investigation that assesses and evaluates the civil rights and equal opportunity policies, procedures and practices of a USDA agency or instrumentality to determine compliance with civil rights statutes, regulations, standards and policies. Compliance reviews will be initiated upon consideration of several factors, including: authorization; evidence of existing violations; level and type of complaints over time; issues arising from complaints

that indicate the need for a more systematic review; previous consent decrees and settlement agreements; and relation to implementation of Departmental policies. They will be conducted in accordance with a written administrative plan containing specific neutral criteria and other factors as identified by CR.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99

Component – The first major subdivision of the Department (USDA) that is separately organized and clearly distinguished from other components in work function and operation. Those parts of the Department within a local commuting area that are assigned to a separate agency code for Central Personnel Data File (CPDF) purposes.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Computer Crackers – A name given by computer hackers to persons who break into systems and abuse the systems they break into. No matter what name is used, the unauthorized access of computers by the computer hacker or the cracker is a criminal act by law.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Computer Hacker – A person or group of persons using computers to illegally break into other computers. These persons normally have interest only in the ability to break into another system. This term also describes computer "whiz kids" who push their knowledge of computers and programming to its limits. The unauthorized access of computers by the computer hacker is a criminal act by law.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Computer Virus – A program designed to infect computer systems in much the same way as a biological virus infects humans. The typical virus reproduces by making copies of itself when inserted into other programs. Computer viruses normally infect either systems software or application programs.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

COMSEC Account – See Communications Security Account.

COMSEC Manager – See Communications Security Manager.

COMSEC Material – See Communications Security Material.

Compilation – Means an aggregation of preexisting unclassified items of information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Compromise – A compromise is the unauthorized disclosure, modification, substitution, or use of sensitive information or to invade system by getting around its security. A computer has been compromised, for example, when a Trojan horse has been installed. (DM 3595-001)

Compromise – An unauthorized disclosure of classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Compromise of Integrity – A compromise of integrity is any unauthorized modification of the correctness of information or data. (DM 3595-001)

Computer Associates Access Control Facility 2 (CA-ACF-2) – CA- ACF-2 is one of several types of security access control software used to provide minimum standard protection in IBM and IBM Compatible mainframe environments. (DM 3595-001)

Computer Room – The physical space that houses any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. (DM 3595-001)

Computer Security Incident – A computer security incident is any adverse event whereby some aspect of a computer system is threatened: loss of data confidentiality, disruption of data or system integrity, disruption or denial of availability. Some examples are listed below:

- Intrusion of computer systems via the network (often referred to as “hacking”);
- The occurrence of computer viruses and/or resulting damage;
- Unusual or suspicious probes for vulnerabilities via the network to a range of computer systems (often referred to as scans);
- Unusual processes, not installed by USDA, running on server.

Within the computer security arena, these events are often simply referred to as “incidents.” The definition or identification of an incident may vary for each USDA agency or mission area depending on the situation. However, the following categories (also defined in this section) are generally applicable: Compromise of Integrity, Denial of service, Misuse, Damage, and Intrusions. (DM 3595-001)

Computer Security Policy – Senior management's directives that create a computer security program, establish its goals, and assign responsibilities. The term policy is also

used to refer to the specific security rules for particular systems. Policy may also refer to entirely different matters, such as the specific managerial decisions setting an organization's e-mail privacy policy or fax security policy.

Computer System – This term applies to any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. This includes computers, ancillary equipment, software, firmware, and similar procedures, services, including support services and related resources as defined by regulations issued by the Administrator for the General Services Administration. (DM 3595-001)

Concentric Rings – Defined physical boundaries delineating increased security requirements.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Conciliation Agreement – Conciliation is a category of dispute resolution that includes mediation and other similar resolution processes conducted between the participants or groups in conflict. Participants may be located in more than one location and/or the neutral conciliator may emphasize speaking with one participant at a time. Special emphasis is placed on restoring relationships during the process. Conciliation is often introduced to existing negotiations that may be deteriorating and in need of emphasis on addressing relationship aspects between the parties.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Concurrence – OASCR approval of the proposed action, policy or decision that will affect the USDA workforce or it's federally conducted or assisted programs or activities based on the requirements of current civil rights laws.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Conditional gift – Means a gift, the acceptance of which is conditioned on adherence by the recipient to specific terms for use and disposition of the gift that are set by the donor.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Conducted Programs and Activities – Program services, benefits or resources delivered directly to the public by USDA.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Conference – A meeting, retreat, seminar, symposium, or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conference under 5 CFR 410.404.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Conference Attendance – Employee participation in a USDA or non-USDA sponsored/hosted conference.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Conference Expenses – All direct and indirect conference costs paid by the Government, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Confidential Business Information – Information which concerns or relates to the trade secrets, processes, operations, style of works, or apparatus, or to the production, sales, shipments, purchases, transfers, identification of customers, inventories, or amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or other organization, or other information of commercial value, the disclosure of which is likely to have the effect of either impairing the International Trade Commission's ability to obtain such information as is necessary to perform its statutory functions, or causing substantial harm to the competitive position of the person, firm, partnership, corporation, or other organization from which the information was obtained, unless the International Trade Commission is required by law to disclose such information. The term “confidential business information” includes “proprietary information.”

- Source: Adapted from CFR § 201.6
- Used in: DR 3300-015, *Secure Communication System*, 07/14/16

Confidential Source – Means any individual or organization that has provided, or that may reasonably be expected to provide, information to the United States on matters pertaining to the national security with the expectation that the information or relationship, or both are to be held in confidence.

- Used in: DM 34440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Confidentiality – A security requirement that private or sensitive information not be disclosed to unauthorized individuals. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Configuration Auditing/Verification – The Configuration Audit and Verification process is used to verify a product’s performance requirements have been achieved by the product/system design and have been accurately documented. (DM 3595-001)

Configuration Change Control – The configuration control process manages the current configuration baseline, which results from the configuration identification process. (DM 3595-001)

Configuration Change Control – A process for managing updates to the baseline configurations for the configuration items.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Control – A process of controlling modifications to hardware, firmware, software, and documentation to protect the information system against improper modification prior to, during, and after system implementation.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Control Authority – The project or system manager decision-making authority that approves or disapproves proposed changes and exercises authority at the project/system level, within the scope of their charter, via a Configuration Control Board (CCB). (DM 3595-001)

Configuration Control Board (CCB) – A CCB is composed of management, technical and user representatives who recommend approval or disapproval of proposed changes to a CI and its current approved configuration documentation and manage Configuration Item (CI) baselines. (DM 3595-001)

Configuration Control Board (CCB) – A group of qualified people with responsibility for the process of regulating and approving changes to hardware, firmware, software, and documentation throughout the development and operational life cycle of an information system.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Identification – The Configuration Identification documents the products of system engineering and the approved configuration of the physical and functional characteristics of the system or product. In addition, Configuration Identification

provides unique product and document identifiers and establishes baselines for Government/ contractor configuration control. (DM 3595-001)

Configuration Item (CI) – A CI is an aggregation of hardware and/or software that satisfied an end use function and is designated by the Government for separate configuration management. (DM 3595-001)

Configuration Item (CI) – An identifiable part of a system (e.g., hardware, software, firmware, documentation, or a combination thereof) that is a discrete target of configuration control processes.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Management (CM) – CM is a process of reviewing and controlling the components of an Information Technology System throughout its life to ensure that they are well defined and cannot be changed without proper justification and full knowledge of the consequences. CM ensures that the hardware, software, communications services and documentation for a system can be accurately determined at any time. (DM 3595-001)

Configuration Management (CM) – A collection of activities focused on establishing and maintaining the integrity of products and systems, through control of the processes for initializing, changing, and monitoring the configurations of those products and systems throughout the system development life cycle.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Configuration Management (CM) – A collection of activities focused on establishing and maintaining the integrity of products and systems, through control of the processes for initializing, changing, and monitoring the configurations of those products and systems.

- Source: NIST SP 800-128
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Configuration Management Authority (CMA) – The agency CIO/Agency Head/ Site Executive decision-making authority that approves or disapproves proposed changes and exercises authority at the agency or site level via a Configuration Control Board (CCB). (DM 3595-001)

Configuration Management Plan – A configuration management plan is a comprehensive description of the roles, responsibilities, policies, and procedures that apply when managing the configuration of products and systems. The basic parts of a configuration management plan include:

- (a) CCB;
- (b) Configuration Item Identification;
- (c) Configuration Change Control; and
- (d) Configuration Monitoring.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Management Planning and Management – CM planning and management includes organizing, coordinating, and managing all of the tasks necessary to implement and conduct CM activities. CM planning and management occurs throughout all life-cycle phases of a system. (DM 3595-001)

Configuration Management Program Library – A CM Program Library is a location that contains software code, system technical documentation and the official master copies of all configuration items baselines or pointers to their location. CM program libraries may be established at the office, agency, site, or system program/project organizational level. Efficient operation of the library is enhanced if automated tools are available. (DM 3595-001)

Configuration Management Specialist (CMS) – The person is responsible for management and operation the CM system. A CMS ensures that appropriate CM plans and procedures are developed and implemented; ensures that all requests for changes are processed properly; provides reports on the status of all configuration items and proposed system changes, and controls all of the configuration baseline items. (DM 3595-001)

Configuration Monitoring – A process for assessing or testing the level of compliance with the established baseline configuration and mechanisms for reporting on the configuration status of items placed under configuration management.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Settings – The set of parameters that can be changed in hardware, software, and/or firmware that affect the security posture and/or functionality of the information system.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Configuration Status Accounting – This process provides visibility into status and configuration information concerning the product, system, and its documentation. CSA tracks configuration documentation changes and documents the configuration of items. These records include both current and historical information to ensure trace ability from the initial requirements. (DM 3595-001)

Conflict – Any disagreement, discord, argument, complaint, or legal action, as well as the circumstances leading up to it.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Conflict of Interest – Any financial or non-financial interest that conflicts with the actions or judgments of an individual when conducting scientific activities because it could:

- (1) impair the individual’s objectivity;
- (2) create an unfair competitive advantage for any person or organization; or
- (3) create the appearance of either (1) or (2).

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Conflict of Interest Complaint – An EEO complaint involving facts and/or allegations that are determined to pose an actual or perceived conflict between a responsible management official or complainant’s position or personal interest, and USDA’s responsibility to administer a fair, impartial investigative process and resolution of complaints.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Congressional Notification – A letter that is drafted for the Secretary’s signature notifying the Appropriations or other authorizing committee(s) of the proposed organizational change.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Consistency Review – A review directed to determine the impact of an appeal decision on similar, identical or related positions when there is a probability that identical, similar, or related positions may be inconsistently classified.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Consolidation – Combining two or more agency locations of a single USDA agency into one USDA office.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Construction/Construction Services – Construction is the act of putting something together or arranging an array of parts to erect or create a new product or structure. Construction Services are contracts, or contractor(s) assistance providing the support and or planning to erect, build, or complete a new product or structure.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Consultation – Tribal consultation is the timely, meaningful, and substantive dialogue between USDA officials who have delegated authority to consult, and the official leadership of federally recognized Indian Tribes, or their designated representative(s), pertaining to USDA policies that may have tribal implications.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Consulting Official – Consultation may only be conducted by employees who have delegated authority for consultation. This delegation occurs through the Secretary to Department Leadership, and flows from the Under Secretaries to the agencies. Whether the consulting official is the Secretary, Deputy Secretary, Assistant Secretary, Under Secretary, agency head, or another agency official depends on the nature of the regulation, policy, program or planning decision and how it may affect the consulting Tribe(s). For the Tribes, consultation is conducted by elected Tribal representatives or Tribal employees or their representatives who have delegated authority from their Tribal government for consultation. This delegation is determined by the Tribes themselves as sovereign governments. The consulting official is usually the Tribal Chairman/Governor/President or another official from the Executive Branch, though it could be a member of the Tribal Council or even a Tribal employee with specialized knowledge of the topic of the consultation.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/8/13

Contact Person – The member who is responsible for the information on the Parking Application (AD-697). The Contact Person ensures that the information is true to the best of their knowledge. The applicant is also responsible for ensuring that the Agency Parking Representative is notified immediately of any changes which occur in the carpool/vanpool, updating and submitting a revised parking application. The Contact Person must be a USDA employee, as identified under g Employment Boundaries. The box indicating "YES" must be shaded to denote Contact Person on the Parking Application (AD-697).

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Container – The file used by a virtual disk encryption technology to encompass and protect other files.

- Source: NIST [SP 800-111](#), *Guide to Storage Encryption Technologies for End User Devices*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Contamination – The introduction of microorganisms or biological toxins to items or surfaces, or into tissues or sterile material.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Content Validity – A characteristic possessed by an assessment instrument or the overall selection process where what is being measured reflects actual job requirements. For example, a typing test would likely have a high level of content validity for assessing a person's qualifications to be a clerk-typist.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Contingent Concurrence – OASCR concurrence dependent upon specific actions required to be taken by the agency, staff office, DM, NAD or OIG or the submission of additional information requested to complete the assessment as to whether a proposed action, policy or decision will affect the USDA workforce or its federally conducted or its assisted programs and activities.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Contingency Plan – Management policies and procedures used to guide an enterprise response to a perceived loss of mission capability. The Contingency Plan is the first plan used by enterprise risk managers to determine what happened, why, and what to do. It may point to the COOP or a DRP for major disruptions.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Contingency Planning – Refers to the dynamic development of a coordinated recovery strategy for IT systems or application, operations, and data after a disruption. The planning process requires several steps: develop policy; conduct business impact analysis (BIA); identify preventive controls; develop recovery strategies; develop contingency plan; test and exercise the plan; train personnel; and maintain the plan. (DM 3595-001)

Contingency Planning Coordinator – A delegated individual who designates appropriate teams to implement the recovery strategy. Each team should be trained and ready to deploy in the event of a disruptive situation requiring plan activation. (DM 3595-001)

Continental United States (CONUS) – United States territory, including adjacent territorial waters, located within the North American continent between Canada and Mexico.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Continuation of Pay (COP) – Continuation of an employee’s salary for up to 45 calendar days of wage loss due to disability and/or medical treatment following a traumatic injury.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Continuity of Government – A coordinated effort within the Federal Government’s executive branch to ensure that national essential functions continue to be performed during catastrophic emergency.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Contract – A legal instrument by which a NFE purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the NFE considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward. (See §200.22.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Contractor – An individual under contract to USDA (for the purpose of HSPD-12 implementation).

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Contractor Support – Contractor support encompasses on-site or off-site contractor technical or other support staff.

- Source: OMB [M-12-20](#)
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Contracting Officer Representative (COR) – Ensures proper development of requirements and assists Contracting Officer (CO) with managing the funding contract (Inter-Agency Agreement/Service Agreement).

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15
- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Control Cell – A group of controllers directs the pace of exercise play, provides key data to players, and may prompt or initiate certain player actions and injects to the players as described in the Master Scenario Event List (MSEL) to ensure exercise continuity. The individual controllers issue exercise materials to players as required, monitor the exercise timeline, and monitor the safety of all exercise participants.

- Source: DHS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Control Deficiency – A control deficiency exists when there is a weakness in the design or operation of a control that does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect an inconsequential misstatement in the entity’s financial statements on a timely basis. A design deficiency exists when a control necessary to meet the control objective is missing or an existing control is not properly designed, so that even if the control operates as designed the control objective will not be met. An operating deficiency exists when a properly designed control does not operate as intended or when the person performing the control is not qualified or properly skilled to perform the control effectively.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

Control Employee – An elected official or a Government employee whose pay equals or exceeds the pay of a Federal Government employee, holding a position at Executive Level V, determined under Chapter 11 of Title 2, United States Code, as adjusted by Section 5318 of Title 5, United States Code.

- Source: 2 U.S.C. Chapter 11
- Source: 5 U.S.C. Section 5318
- Used in: DR 2600-001, *Taxation of Fringe Benefits*, 02/21/90

Controlled Access Protection (C2) – C2 is a standard that is applied to operating system software to provide a required minimum level of security. This standard is the highest government rating for business computing products and requires that the system have discretionary resource protection and auditing capability. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Controlled Correspondence – Correspondence that is formally received, tracked, and managed using a correspondence management system.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Controlled Cryptographic Item (CCI) – Secure telecommunications or information system, or associated cryptographic component, that is unclassified and handled through the COMSEC Material Control System (CMCS), an equivalent material control system, or a combination of the two that provides accountability and visibility. Such items are marked “Controlled Cryptographic Item” or, where space is limited, “CCI.”

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Controlled Cryptographic Item (CCI) – A secure telecommunications or information handling equipment or ancillary device, or associated cryptographic component that is unclassified but controlled. (Equipment and components so designated bear the designator “Controlled Cryptographic Item or CCI.”

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Controlled Unclassified Information (CUI) – Information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and governmentwide policies but is not classified under Executive Order 13526 or the [Atomic Energy Act](#), as amended.

- Source: [EO 13556](#), *Controlled Unclassified Information*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Controlled Unclassified Information (CUI) Other – Includes all other categories of CUI not considered CUI Proprietary or CUI Privacy.

- Source: Adapted from OMB [M-16-03](#), *Fiscal Year 2015-2016 Guidance on Federal Information Security and Privacy Management Requirements*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Controlled Unclassified Information (CUI) Privacy – The confidentiality of personal information, or in some cases, “personally identifiable information,” as defined in OMB [M-07-16](#), *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, or “means of identification” as defined in [18 United States Code \(U.S.C.\) 1028\(d\)\(7\)18](#).

- Source: OMB M-16-03
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Controlled Unclassified Information (CUI) Proprietary – The confidentiality of controlled unclassified proprietary information, such as protected critical infrastructure information, controlled intellectual property, or trade secrets was compromised.

- Source: OMB M-16-03

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Controversion – The process by which a supervisor or an agency recommends to the DOLOWCP that COP be denied.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

Convenience Checks – Issued to authorized cardholders. Convenience checks are written against a purchase card account and reconciled in PCMS. Pursuant to DCIA, convenience checks are not considered electronic transactions. Convenience checks may not be used unless a waiver has been received from the Department.

- Used in: DR 2250-001, *Imprest Fund Authorities and Requirements*, 08/11/03
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Conviction –

(a) A judgment or any other determination of guilt of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or plea, including a plea of nolo contendere; or

(b) Any other resolution that is the functional equivalent of a judgment, including probation before judgment and deferred prosecution.

A disposition without the participation of the court is the functional equivalent of a judgment only if it includes an admission of guilt.

- Source: 2 CFR § 180.920.
- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Cookie – A small piece of information that may be sent to a computer connected to the Internet to track a user's web browsing habits. There are two types of cookies: a session cookie is a line of text temporarily stored in a computer Random Access Memory that is never written to a drive and is destroyed as soon as the browser is closed; a persistent cookie is a more permanent line of text that gets saved by a browser to a file on the hard drive that can be used to track a user's browsing habits. (DM 3595-001)

Cooperative agreement – A legal instrument that, in accordance with the Federal Grant and *Cooperative Agreement Act of 1977* (FGCAA), reflects a relationship between a Federal agency and a NFE where the principal purpose of the relationship is to transfer a thing of value to the NFE to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government and where substantial involvement is expected between the Federal agency and the NFE when carrying out the activity contemplated in the agreement. (See §200.24; 31 U.S.C. § 6305.)

- Source: §200.24; 31 U.S.C. § 6305
- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Coordination – Coordination is the orchestration of the activities of different entities.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Copying – Refers to the duplication or reproduction of an original work, or a facsimile of an original work, with the aid of a machine or device. Number of copies made generally provides the criteria for determining whether the reproduction process is to be considered printing or "office work." For instance, copying machines capable of reproducing more than 5,000 production units of any one page and 25,000 production units in the aggregate of multiple pages are classified as printing equipment.

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

Copyright – Copyright is the ownership of an intellectual property within the limits prescribed by a particular nation's or international law. In the United States, for example, the copyright law provides that the owner of a property has the exclusive right to print, distribute, and copy the work and permission must be obtained by anyone else to reuse the work in these ways. The notion of freedom of information and the ease of posting, copying and distributing messages on the Internet may have created a false impression that text and graphic materials on World Wide Web sites, posting in "usenet" news groups and messages distributed through e-mail lists and other electronic channels are exempt from copyright statutes. In the United States, copyright is a protection provided under title 17 of the U.S. Code, articulated in the 1976 *Copyright Act*. Copyright of a creative work extends 50 years beyond the lifespan of its author or designer. Works afforded copyright protection include literature, journalistic reports, musical compositions, theatrical scripts, choreography, artistic matter, architectural designs, motion pictures, computer software, multimedia digital creations, and audio and video recordings. Copyright protection encompasses web page textual content, graphics, design elements, as well as postings on discussion groups. (DM 3595-001)

Core Data Connection Services – At the start of a contract for the acquisition of cloud services, any one-time network interconnection setup between services at each disparate location including to USDA's Universal Telecommunication Network. The specific details of these connections must be developed in coordination with OCIO ENS, OCIO ASOC, and the CSP's support team.

- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Corporate Property Automated Information System (CPAIS) – CPAIS is the web-based property management system which will replace the Property Management Information System (PMIS) Personal Property System (PROP) and the Forest Service's Equipment

Management Information System (EMIS). CPAIS will be used to administer, control and report motor vehicle inventory records.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Corrective Action – A corrective action is an administrative action that is recommended and implemented for the purpose of ensuring and/or restoring scientific integrity based on finding(s) that scientific integrity was compromised. For the purposes of this DR, corrective actions do not include adverse personnel actions or disciplinary actions.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16
- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Correspondence – Refers to official written communications. Correspondence may be internal or external in nature, and may be transmitted in person or through mail, fax, or email.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Costs – Costs include personnel, material, and equipment, related overhead expenses as defined by the Working Capital Fund (WCF) board, as well as costs to expedited production of any or all of the elements of a project due to slippages in schedule.

- Used in: DR 1490-002, *Creative, Media and Broadcast Policy*, 08/04/11

Cost Sharing or Matching – The portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). (See §§200.29 and 200.306.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Countermeasures and Controls – Countermeasures and controls refer to the procedures or techniques used to prevent the occurrence of a security incident, detect when an incident is occurring or has occurred, and provide the capacity to respond to or recover from a security incident. Basically, they are intended to protect the assets and availability of an IT system. (Synonymous with safeguards) (DM 3595-001)

County Emergency Board – Representatives from county and local agencies responsible for supporting emergency response and recovery efforts in their county or designated area. This group should be aware of their individual agency responsibilities assigned under the National Response Framework. Additionally, the group addresses such issues as supporting USDA State Emergency Board activities, providing reports on the impact of disasters or emergencies on agriculture, and also participates in the preparation of Flash and Damage Assessment Reports. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

County Emergency Board Chairperson – The FSA County Executive Director serves as the USDA County Emergency Board Chairperson, providing leadership for the coordination of all USDA emergency programs at the local level. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Courier – A cleared employee, designated by the SSO who is permitted to transmit classified material to its destination. The classified material remains in the personal possession of the courier except for authorized overnight storage.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Court – South Building parking areas located between each wing.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Covered Transaction. A non-procurement or procurement transaction that is subject to the prohibitions of 2 CFR Parts 180 and 417 in that a suspended or debarred individual or entity is precluded from participating in covered transactions.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

CR – See Office of Civil Rights.

Credential – An identity card (“smart card”) also known as LincPass issued to an individual that contains stored identity credentials so that the claimed identity of the cardholder can be verified against the stored credentials by another person or by an automated process. There may be other approved forms of a credential when applicable.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Credible Measures – Performance measures that are observable, measurable and/or demonstrable.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Crediting Plan – Criteria or standards against which eligible applicants’ information (e.g., positions held, levels of responsibility, accomplishments, and/or job-related education) is

compared and ranked to determine highly or best qualified. Also called a “rating schedule.”

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Criminal Law Enforcement – Official work related to the enforcement of Federal criminal laws by a law enforcement officer. A law enforcement officer is an employee whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Critical Element – An element of a performance plan which covers an aspect of a job for which an employee can be held individually accountable, and that must be done successfully in order for the organization to complete its mission. It is of such importance that failing to attain the Fully Successful [FS] level of the element would result in a determination that an employee’s summary rating would be Unacceptable. Such elements must only be used to measure performance at the individual level, such that the critical element describes performance that is reasonably measured and controlled at the individual employee's level.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Critical Infrastructure – Means physical and cyber-based systems, assets (including information whether stored on paper, electronically, or using other means), and services essential to the government or economy of the United States or to a political subdivision thereof, including, but not limited to, systems, facilities, and stockpiles necessary for the operation, maintenance, or distribution of essential goods and services, such as telecommunications (including voice and data transmission and the Internet), electrical power, gas and oil storage, transportation, banking and finance, public health (including biological, chemical, radiological, and other hazardous materials), water supply, waste water, emergency services (including medical, fire, and police services), and the continuity of government operations.

- Used in: DR 3440-002, *Control and Protection of “Sensitive Security Information,”* 01/30/03

Critical Infrastructures – Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economy, public health or safety, or any combination of those matters, across any local, State, Tribal and Federal jurisdiction.

- Source: DHS, FEMA, *National Disaster Recovery Framework (NDRF)*

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Critical Nuclear Weapon Design Information (CNWDI) – Top Secret Restricted Data or Secret Restricted Data revealing the theory of the operation or design of the components of a thermonuclear or implosion-type fission bomb, warhead, demolition munitions, or test device. Specifically excluded is information concerning arming, fusing, and firing systems; limited life components; and total contained quantities of fissionable and highly explosive materials by type.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Cross-Certification – The process in which each CA signs another's certificate to signify trust. This is a peer-to-peer certification. (DM 3595-001)

Cut-off Date – The date after which applications will continue to be accepted, but will not be given initial consideration. A cut-off date may be useful where large numbers of applications are expected over an extended period of time, and there is an immediate need to fill a position. If a cut-off date is established, it must be stated in the job announcement.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Cryptographic – Pertaining to, or concerned with, cryptography.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Cryptography – Art or science concerning the principles, means, and methods for rendering plain information unintelligible and for restoring encrypted information to intelligible form.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Cryptography – The science and practice that embodies principles, means and methods for the transformation of information to hide its content, prevent its undetected modification, and prevent its unauthorized use. (DM 3595-001)

Customer – For purposes of this document, customers may be internal to USDA, or external (e.g., individual citizens, academia, state, local and tribal governments, grant or loan recipients, media).

- Used in: DR 1496-001, *Digital Strategy Governance*, 11/21/12

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11
- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Customer Agency – ITS customers. (Note: ITS was renamed CTS, then CEC)

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, Appendix A, 08/12/11

Customer Information Control System (CICS) – A system that was originally developed to provide transaction processing for IBM. It controls the interaction between the application and users; CISC also lets the programmer develop screen displays without detailed knowledge of the terminal being used. (DM 3595-001)

CUI Other – See Controlled Unclassified Information (CUI) Other

CUI Privacy – See Controlled Unclassified Information (CUI) Privacy

CUI Proprietary – See Controlled Unclassified Information (CUI) Proprietary

D

Daily Commute to and/or from Work – Using some form of mass transportation when commuting to and from work.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Daily Transactions Limit – The Daily Transactions Limit is the total number of times a fleet charge card can be used in one day to purchase fuel or maintenance.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Damage – Damage is the unauthorized deliberate or accidental modification, destruction or removal of information or data from a computer system. (DM 3595-001)

Damage to the National Security – Harm to the national defense or foreign relations of the United States from the unauthorized disclosure of classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches in length. (18 U.S.C. 930(g)(2)).

- Source: 18 U.S.C. 930(g)(2)
- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Data Alteration – Contents of data packets can be altered so as to falsify information enroute. Sensitive information can be compromised, either accidentally or maliciously to provide inaccurate information.

- Used in: DR 3550-002, *Sensitive but Unclassified (SBU) Information Protection*, 02/17/05

Data Encryption Standard (DES) – A DES key consists of 64 binary digits of which 56 are randomly generated and used directly by the algorithm. (FIPS 46-3) A Data Encryption Standard (DES) is a U.S. Government-approved, symmetric cipher, encryption algorithm used by business and civilian government agencies. The Advanced Encryption Standard (AES) is designed to replace DES. The original “single” DES algorithm is no longer secure because it is now possible to try every possible key with special purpose equipment or a high-performance cluster. Triple DES (see glossary entry below), however, is still considered to be secure. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Data Integrity – The state that exists when computerized data or information is the same as that in the source documents or code and has not been exposed to accidental or malicious alteration or destruction. (DM 3595-001)

Data Key – A cryptographic key which is used to transform data (e.g., encrypt, decrypt, authenticate). (DM 3595-001)

Data Reference Model (DRM) – Facilitates discovery of existing data holdings residing in “silos” and enables understanding the meaning of the data, how to access it, and how to leverage it to support performance results.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Database Management System (DBMS) – A collection of programs that enables the storage, modification and extraction of information from a database. There are many

different types of DBMS programs ranging from small systems that run on personal computers to huge systems that run on mainframes. (DM 3595-001)

Date of the Request – The calendar day, month, and year on which an inquirer, applicant, or customer asks for a benefit or service from an Agency.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Dating Violence – Dating violence is an act of violence threatened or committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Days – Calendar days, unless otherwise specified.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

D-Value – The time required to inactivate 90% of the cell population or to reduce the microbial population to one-tenth of its original number (a one-logarithm reduction).

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Dead Link – A link to a nonexistent or non-operational page or server.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Debarment – An action taken by a debarring official under:

(a) FAR 48 CFR 9.406 and AGAR 409.406 for procurement, or
(b) Subpart H of 2 CFR Parts 180 and 417 for non-procurement transactions, to exclude a person or entity from participating in covered transactions.

- Source: 2 CFR § 180.925

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Decision – A determination issued by an entity with authority to issue legal and/or administrative opinions, arrived at after consideration of the facts and applicable law.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Deciding Official – The person with delegated authority to make classification and/or job grading appeal determinations. This person is also referred to as the Adjudicating Officer and can be at the agency level, the Department level or OPM.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Decision Makers – Employees who may:

- (1) develop policies or make determinations about policy or management;
- (2) make determinations about expenditures of USDA funds;
- (3) implement or manage activities that involve, or rely on, scientific activities; or
- (4) supervise employees who engage in or report on scientific activities.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Decision Table – A matrix used for deriving a summary rating from appraisal of individual performance elements.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Declassification – The authorized change in the status of information from classified information to unclassified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Declassification Authority – Refers to:

- (a) the official who authorized the original classification, if that official is still serving in the same position,
- (b) the originator's current successor in that function;
- (c) a supervisory official of either, or
- (d) officials delegated declassification authority in writing by the agency head or the senior agency official.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Declassification Guide – Written instructions issued by a declassification authority that describe the elements of information regarding a specific subject that may be declassified and the elements that must remain classified.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Declining Balance Card – A Declining balance cards is a form of debit cards. Declining balance cards are a purchase card with a fixed value that reduces as purchases are made.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Decollocation – The process of separating agencies from a collocated arrangement.

- Used in: DR 1620-001, *USDA Space Management Policy*, 08/02/02

Decontamination – Disinfection or sterilization of articles contaminated with toxins or agents to make the articles safe for use or disposal.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Decryption – The process of transforming encrypted data into plain or readable information. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Defense Logistics Agency (DLA)/ Defense Energy Support Center (DESC)/ Government Fuel Card (GFC) Program Management Office (PMO) – This is the PMO responsible for the AIR card.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Debit Card – Contractor provided product that deducts an account/fund within established dollar limits for the purchase or acquisition of items or services.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Delegation of Authority – A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of

Authority to be given to Incident Commanders prior to their assuming command on larger incidents. (*ICS Resource Glossary*)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Delegated Examining – Authority delegated from OPM to the Department allowing USDA to advertise and examine applicants for positions in the civil service when:

- (a) the applicant is applying from outside the Federal workforce,
- (b) the applicant is a Federal employee but does not have competitive status, or,
- (c) the applicant is a Federal employee and does have competitive service.

Appointments made through delegated examining authority are subject to civil service laws and regulation in order to ensure fair and open competition, recruitment from all segments of society, and selection on the basis of the applicant's merit (competencies, knowledge, skills, and abilities).

- Source: 5 U.S.C. § 2301
- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13
- Used in: DR 4030-337-002, *Category Rating*, 11/01/10
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Delegated Examining Unit (DEU) – A unit that is granted delegated examining authority by the U.S. Office of Personnel Management (OPM).

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Delinquency – A debt on which payment is overdue.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Demilitarized Zone (DMZ) – A demilitarized zone serves as connection points for computer systems that need to be accessible either externally or internally, but due to the inherent risks associated with public connectivity, should not be placed on the internal protected network. The DMZ sits between the public Internet and the internal networks. (DM 3595-001)

Demilitarized Zone (DMZ) – A screened "sub-net" configured such that both the Internet and the private network have access to hosts on the screened subnet, but traffic across the screened "subnet" is blocked. The subnet network is setup between the private "protected" network and the Internet [so that] to all hosts on the "subnet" are reachable from the outside."

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Demonstration Opportunity (DO) – The period of time provided for an employee to demonstrate acceptable performance in a critical element(s) previously determined to not

attain the FS [Fully Successful] level, generally requiring a formal Demonstration Opportunity Plan.

- Used in: DR 4040-430, Employee Performance Management, 08/15/18

Demonstration Opportunity Plan – A written plan that describes the level of performance required to demonstrate acceptable performance (i.e., FS [Fully Successful]) in one or more critical elements.

- Used in: DR 4040-430, Employee Performance Management, 08/15/18

Demonstration Project (DEMO) – Legislative authority granted to USDA allowing the Agricultural Research Service and the Forest Service to advertise and examine applicants for positions in the civil service when:

- (a) the applicant is applying from outside of the Federal workforce,
- (b) the applicant is a Federal employee but does not have competitive status, or
- (c) the applicant is a Federal employee and does have competitive status.

Appointments made through DEMO are subject to civil service laws and regulations to ensure fair and open competition, recruitment from all segments of society, and selection based on merit (competencies, knowledge, skills, and abilities).

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Denial of Service – Denial of service is an inability to utilize system resources due to unavailability; for example, when an attacker has disabled a system, a network worm has saturated network bandwidth, an IP address has been flooded with external messages or “a system manager and all other users become locked out of a UNIX system, which has been changed to single user mode.” (DM 3595-001)

Deobligation – The cancellation, downward adjustment, or deletion of a previously recorded obligation. Such adjustments may be attributable to cancellation of a project or contract, price revisions, corrections of amounts previously recorded, or differences between obligations previously recorded and payments made.

- Used in: DR 2230-001, *Reviews of Unliquidated Obligations*, 10/15/14

Departing Employee – One who leaves or is preparing to leave the employment of USDA.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Department – The U.S. Department of Agriculture; also referred to as USDA.

- Used in: DR 3080-001, *Records Management*, 05/23/13

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Department – An executive department, a government corporation, and an independent establishment. In this Directive, “department” is USDA (or in comparison to other organizations at the same government level, i.e., U.S. Department of Labor). “Department” in this policy is synonymous with “agency” in the CFR references. The terms “mission area,” “agency” and “staff office” are used in reference to USDA’s component organizations.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Department Controlled Digital Signage – A form of electronic display that shows information, news and other messages to the USDA workforce originating from the USDA HQ.

- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13

Department Controlled Distribution List (DCDL) – Means a listing of USDA employee e-mail addresses or voice mail addresses organized in different configurations by the Office of the Chief Information Officer (OCIO) and used to distribute electronic messages to all or portions of the USDA workforce.

- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06

Department of Labor (DOL) – A Federal Department charged with preparing the America's work force for new and better jobs in the 21st Century work force, and ensuring the adequacy of America's work places. DOL enforces Federal statutes which cover a wide variety of workplace activities to include protecting workers' wages, health, safety, employment, and pension rights; promoting equal employment opportunity; and administering job training, unemployment insurance, and WC programs.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Department of Transportation Testing Designated Position (DOT TDP) – A position designated for random drug and alcohol testing because a CDL is required to perform the duties of the position.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Departmental Agency – A major line or program unit or staff office of the Department whose head reports to the Secretary, an Under Secretary, or an Assistant Secretary.

- Used in: DR 2570-002, *Waiver Employee Claims from Erroneous Payment*, 01/05/01

Departmental Committee – Any committee composed exclusively of representatives of two or more agencies of the Department.

- Used in: DR 1044-003, *Agency and Liaison Membership Committees*, 08/24/84

Departmental Guidebook (DG) – Departmental Guidebooks (DG) provide guidance and very detailed information which may be more technical or programmatic in nature, which assists in implementing policies found in DRs and processes and procedures found in DMs. DGs may include guides, handbooks, standards, reference books, standard operating procedures, and other similar documents. DGs may not establish policy or impose roles and responsibilities beyond those found in the governing Departmental directive. Unlike DRs and DMs which should remain technology agnostic, DGs may be used to provide highly detailed technology or system specific procedures, instructions, or standards. DGs will be subject to a streamlined formal clearance process (see DM 0100-001) and will provide OPIs with a method to quickly issue enforceable guidance in an agile environment under the Departmental Directives System. DGs must be reviewed and revised or reissued at least every 3 years to ensure they remain aligned with current statutory, regulatory, and/or policy, technical, and standards requirements.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Departmental Mail Manager – Has oversight of the policy, planning, and coordination of USDA’s National Mail Management Program (NMMP). Ensures the Department’s compliance to mail safety and security, financial, reporting, and performance measurement policies.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Departmental Manual (DM) – Departmental Manuals (DM) are used for detailed, relatively lengthy but higher-level technical guidance that is procedural in nature and department wide in scope. Manuals generally are written for "specialist" audiences. They provide standards and guidance pertaining to a particular subject or administrative function, generally of the type that must be referred to on a daily or frequent basis. Some manuals implement external agency directives with USDA policy and procedural guidance. DMs must be reviewed and revised or reissued at least every 3 years to ensure they remain aligned with current statutory, regulatory, and/or policy requirements.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Departmental Manual (DM) – (Obsolete Definition) Departmental Manuals are used for detailed, relatively lengthy technical guidance that is procedural in nature and department wide in scope. Manuals generally are written for "specialist" audiences. They provide standards and guidance pertaining to a particular subject or administrative function, generally of the type that must be referred to on a daily or frequent basis. Some manuals implement an external agency directive series with USDA policy and procedural guidance.

- Source: DR 0100-001, Section 4a(2), in the now superseded 09/16/11 version
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Departmental Management – The Assistant Secretary for Administration (ASA) and all Staff Offices that receive their major delegations from the ASA.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Departmental Management – USDA's central administrative management organization that provides support to policy officials of the Department, and overall direction and coordination for the administrative programs and services of USDA. In addition, Departmental Management manages the Headquarters complex and provides direct customer service to Washington, D.C. area employees.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Departmental Notice (DN) – Departmental Notices (DN) announce:

- (a) Policy or procedure of department wide interest that is temporary or of a onetime nature that addresses a single subject;
- (b) Permanent policy or procedure which requires immediate dissemination and will be codified into a DR or DM within 1 year; or
- (c) Delegations of Authority from the Assistant or Under Secretaries or other General Officers pending publication in the Federal Register.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Departmental Office – A Departmental administrative (non-program) office, the head of which is a general officer or reports to an official within the Office of the Secretary and receives delegated authority under 7 CFR.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Department Program Manager – A person within the Virtual University designated to administer this program across USDA, assists in implementing Departmental policy, serves as liaison to agencies, and monitors the Executive Continual Learning Program.

- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Departmental Records Officer – Person responsible for the leadership, coordination, and oversight of the USDA-wide records management program.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Departmental Records Officer – (Obsolete Definition) Person assigned responsibility for overseeing the Department of Agriculture Records Management Program by the USDA Chief Information Officer or his/her designee.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Departmental Regulation (DR) – Departmental Regulations (DR) promulgate Departmental policy; delegate authority; establish responsibility; establish statutory or interagency committees; and/or prescribe high-level procedures governing USDA activities and operations. DRs also may include selected material of an administrative nature that is published in the Federal Register or the Code of Federal Regulations. DRs must be reviewed and revised or reissued at least every 5 years to ensure they remain aligned with current applicable statutory, regulatory, and/or policy requirements.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Departmental Regulation (DR) – (Obsolete Definition) Departmental Regulations promulgate Departmental policy; delegate authority; establish responsibility; establish statutory or interagency committees; and prescribe procedures governing USDA activities and operations. DRs may also include selected material of an administrative nature that is published in the Federal Register or the Code of Federal Regulations.

- Source: DR 0100-001, Section 4a(1), in the now superseded 09/16/11 version
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Departmental Regulation (DR) – A document outlining policy, standards, and responsibilities expected of all USDA employees and visitors.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Departmental Transportation Coordinator – An employee in the Office of Operations (OO), Washington Area Service Center (WASC), who is responsible for developing, maintaining, and implementing a Departmental Parking and Ridesharing Program for the USDA Headquarters Complex.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Departmentally Approved Peer Review Process – Any process that the Department determines to be suitable to measure SSTS candidates' contributions objectively and qualitatively, applying the similar standards used for any member of the national/international scientific community.

- Used in: DR 4090-920-002, *Senior Science and Technology Service*, 03/29/12

Departmentwide Form – A form originating in USDA or in another Federal agency prescribed for use by two or more agencies within USDA (includes AD, Standard, Optional, or other Federal agency forms).

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Dependent – Means any individual who is a dependent of a participant within the meaning of Code Section 152(a).

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Depreciation – The rational and systematic method of allocating the cost of an asset over its estimated useful life.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Deputy Ethics Official (DEO) – An employee delegated the authority by the Designated Agency Ethics Official under Office of Ethics Issuance 02-2, to administer ethics program functions within an agency or staff office.

- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07

Derivative Classification – The process of determining whether information has already been originally classified and, if it has been classified, ensuring that it continues to be

identified as classified by marking or similar means when included in newly created material.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Designated Accrediting Authority (DAA) – From a security perspective, all USDA General Support Systems (GSS) and Software Applications are required to undergo a security certification process and be accredited by a Designated Accrediting Authority (DAA) prior to being placed in operation. This individual is the agency management official who formally authorizes a system’s operation in writing and explicitly accepts any risks associated with that system. The implementation of a formal configuration management process is a requirement for system accreditation. (DM 3595-001)

Designated Agency Ethics Official (DAEO) – The employee designated by the Secretary to manage the USDA Ethics Program in accordance with 5 CFR § 2638.203.

- Source: 5 CFR § 2638.203
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07

Designated Agency Representative (DAR) – DARs are designated by the Chief Information Officer (CIO) or the lead Information Technology Officer within each agency or staff office in coordination with the agency/staff office Telecommunications Mission Area Control Officer (TMACO). DARs are delegated authority under USDA’s Departmental Regulation DR3300-001 to place orders for telecommunications products and services on behalf of the agencies/staff or staff offices they represent. Telecommunications Services and Operations (TSO) within the Office of the Chief Information Officer (OCIO) establishes ordering limitations and guidance for USDA DARs within the context of authorized, pre-existing contracts that clearly state delegations of authority and terms. In order to be authorized to place orders, DARs must complete vendor training through the General Services Administration (GSA).

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Designated Federal Officer – An individual designated by the agency head, for each advisory committee for which the agency head is responsible, to implement the provisions of sections 10(e) and (f) of the Federal Advisory Committee Act and any advisory committee procedures of the agency.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Designated Official – Means a USDA official who is authorized in writing by the USDA Assistant Secretary for Administration, an agency Deputy Administrator for

Management, or their designees, to formally recognize welfare and recreation organizations and to ensure their compliance with agreements authorizing the use of USDA real property in accordance with provisions of this regulation. Designated officials may also approve agreements authorizing use by such recognized organizations seeking to use USDA real property.

- Used in: DR 4020-251-001, *Welfare and Recreation Organizations*, 07/27/05

Desk Audit – The classifier’s interview with the employee and the supervisor to gather and evaluate information about his/her position.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Detail – The temporary assignment of an employee to a different position or to unclassified duties for a specified time period with the employee retaining his/her position of record (same pay and status) and returning to his/her regular duties at the end of the temporary assignment.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Detailed Review – The substantive self-examination by application managers, operators, and users of an application made through use of an evaluation program, including transaction testing of an operating system to determine compliance with the Federal Financial Management Systems Requirements. Results of the review are to be kept until a subsequent review has been performed and documented.

- Used in: DR 2100-001, *Financial Management Systems*, 11/30/05

Device – A piece of hardware that performs a specific function related to or included in an IT system, usually a General Support System, with a minimum of intervention. Examples include but are not limited to: network switches, CSU/DSUs, printers and routers. (DM 3595-001)

Devise – A will or clause of a will disposing of property.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Devise – Means a gift (usually of real property) made by a will.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Different Geographic Area – For the purpose of paying a relocation incentive a move to a different geographic area means that the worksite of the new position is 50 or more miles from the worksite of the position held before the move or where a waiver of the 50-mile requirement is approved under Chapter 2, Section 1, of this directive, means less than 50

miles from the worksite of the position held before the move if the employee must relocate to accept the position.

- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

Digital Certificate (Public Key) – An attachment to an electronic message used for security purposes. A digital certificate is used to verify that a user sending a message, or accessing a site on the Internet, is who he or she claims to be. Digital certificates are obtained from a Certificate Authority (CA). The CA issues an encrypted digital certificate containing the user’s Public Key and other identifying information. (DM 3595-001)

Digital Information – Information that the government provides digitally. Information, as defined by OMB Circular A-130, is any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

- Used in: DR 1496-001, *Digital Strategy Governance*, 11/21/12

Digital Services – The delivery of digital information (e.g., data or content), and transactional services (e.g., online forms, applications) across a variety of platforms, devices and delivery mechanisms (e.g., web sites, mobile applications, and social media).

- Used in: DR 1496-001, *Digital Strategy Governance*, 11/21/12

Digital Signage – A form of electronic display that shows information, emergency information and other messages.

- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13

Digital Signage Services – The technical team that receives and categorizes digital signage requests, displays the messages and routes the digital signage monitor requests.

- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13

Digital Signature – The result of a transformation of a message by means of a cryptographic system using keys such that a Relying Party can determine:
(1) whether the transformation was created using the private key that corresponds to the public key in the signer’s digital certificate; and
(2) whether the message has been altered since the transformation was made. (DM 3595-001)

Digital Subscriber Line (DSL) – DSL (Digital Subscriber Line) is a technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone line. A DSL line can simultaneously carry both data and voice signals, and the data part of the line is continuously connected. (DM 3595-001)

Direct Final Rule – A regulatory action that expedites noncontroversial CHANGES to an EXISTING regulation. Rules that are believed to be noncontroversial and unlikely to result in adverse comments may be published in the FEDERAL REGISTER as direct final rules. A more detailed discussion of the use of direct final rules is found at Appendix E in this Departmental Regulation.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Directive Reference – The medium that authorized use of the form, such as a Departmental Regulation. The reference appears on the second line of a 2-line entry for each form.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Director – The Director, CR.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Disability – With respect to an individual, means:

- (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or
- (2) a record of such an impairment; or
- (3) being regarded as having such an impairment.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Disabled Veteran – A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of the Department of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Disallowed Cost – A questioned cost that management, in a management decision, has sustained or agreed should not be charged to the Government.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Disaster – An unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations. Each agency defines what a long-term adverse effect is in relation to its most critical program activities.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1223.2](#) (2017)

Disaster – (Obsolete Definition) An unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations.

- Used in: DR 3080-001, *Records Management*, 05/23/13
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Disaster Recovery Plan – A written plan for recovering one or more information systems at an alternative facility in response to a major hardware or software failure or destruction of facilities. (Source: NIST IR 7298 Revision 2).

- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Disbursing Officer – An officer or employee of a Federal department, agency or other individual designated to disburse moneys and render accounts in accordance with laws and regulations governing the disbursement of public funds.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Disciplinary Action – An action taken with the intent to correct the conduct of an employee, which includes, among other actions, a letter of reprimand, suspension, reduction in grade or pay, or removal from the Federal Service.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Discovery – Discovery is the process of identifying, locating, securing and producing evidence, including testimony, things, information, and materials for utilization in the legal process. The term is also used to describe the process of reviewing all materials which may be potentially relevant to the issues at hand and/or which may need to be disclosed to other parties, and of evaluating evidence to prove or disprove facts, theories or allegations. There are several formalized methods of conducting discovery, the most common of which are interrogatories, requests for production of documents and depositions.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Discovery – Discovery is the process of identifying, locating, securing, and producing evidence, including testimony, things, information, and materials for utilization in the legal process. The term is also used to describe the process of reviewing all materials which may be potentially relevant to the issues at hand and/or which may need to be disclosed to other parties, and of evaluating evidence to prove or disprove facts, theories, or allegations. There are several formalized methods of conducting discovery, the most common of which are interrogatories, requests for production of documents and depositions.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, Appendix A, 08/12/11)
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Discovery – Discovery is the process of identifying, locating, securing and producing information and materials for the purpose of obtaining evidence for use in a legal process. The term is also used to describe the process of reviewing all materials, which may be potentially relevant to the issues at hand and/or which may need to be disclosed to other parties, and of evaluating evidence to prove or disprove facts, theories or allegations. There are several formalized methods of conducting discovery, the most common of which are interrogatories, requests for production of documents and depositions.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Discovery of an Erroneous Overpayment – That date on which it is definitely determined by an appropriate official that an erroneous payment has been made.

- Used in: DR 2570-002, *Waiver Employee Claims from Erroneous Payment*, 01/05/01

Discretionary Access – The automated restricting of accesses to files, programs, protocols, resources, and information based on each user's need-to-know and least privilege requirement. Discretionary Access uses either built in system security capabilities or "third party" security enhancement products.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Discretionary Access Control (DAC) – DAC is an access policy in which the system owner restricts access to system objects such as files, directories, devices, databases, and programs, based on the identity of the users and/or groups to which they belong. (DM 3595-001)

Discretionary Access Control (DAC) – The basis of this kind of security is that an individual user, or program operating on the user’s behalf, is allowed to specify explicitly the types of access other users (or programs executing on their behalf) may have to information under the user’s control.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Discrimination - Different treatment or denial of benefits, services, rights or privileges to a person or persons because of their race, color, religion, sex, age, national origin, marital status, familial status, parental status, sexual orientation, disability, political belief or affiliation or because all or a part of an individual's income is derived from any public assistance program.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Disinfectant – A chemical agent that eliminates a defined scope of pathogenic organisms, but not necessarily all microbial forms (e.g., bacterial endospores).

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Disinfection – The selective elimination of certain undesirable microorganisms to prevent their transmission to a susceptible host.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Disinfestation – Extermination or destruction of insects, rodents, or other animal forms that transmit disease or are otherwise considered pests and that may be present on plants, animals, humans, or in their immediate environments.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Disparate Impact (Adverse Impact) – Neutral employment or program policies, practices, actions, or decisions which are applied evenhandedly (are of “general applicability”), but have the effect of excluding or otherwise adversely affecting groups or classes of persons by reason of one or more prohibited bases.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Disparate Treatment – The less favorable treatment of a person or persons by reason of one or more prohibited bases when compared with/contrasted to another group(s) or class(es) of persons that is similarly situated.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Displaced Employee – A current agency employee serving under a competitive service appointment in tenure group I or II (career or career-conditional) who received a specific RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Displaced Employee (as applies to CTAP and ICTAP) – An individual in one of these two categories: (1) A current career or career-conditional (tenure group I or II) competitive service employee at grade GS-15 (or equivalent) or below who received a RIF separation notice or received a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area; or (2) A current Executive Branch department employee in the excepted service, serving on an appointment without time limit, at grade level GS-15 (or equivalent) or below who has been given noncompetitive appointment eligibility and selection priority by statute for position in the competitive service, and who is in receipt of a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Disposable Pay – The part of pay remaining after the deduction of any amount required by law to be withheld. Required deductions do not include discretionary deductions such as health insurance, savings bonds, charitable contributions, etc. Deductions may be made from basic, special, and incentive pay.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Disposal Authority – (Obsolete Definition – see Disposition Authority) Disposal authority is the legal authorization, obtained only from the Archivist of the United States, for the disposal of records and recorded information.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Disposition – Disposition means those actions taken regarding records no longer needed for the conduct of the regular current business of the agency.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Disposition – (Obsolete Definition) A comprehensive term that includes:

- (1) Destruction (disposal) of temporary records no longer needed for the conduct of business;
- (2) Transfer of inactive records to a Federal Records Center;
- (3) Transfer of permanent records, determined to have sufficient historical or other value to warrant continued preservation, to NARA; and,
- (4) Donation of temporary records to an eligible person or organization after the authorized retention period has expired, and after NARA has approved the donation.

- Used in: DR 3080-001, *Records Management*, 05/23/13
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Disposition Authority – Disposition Authority means the legal authorization for the retention and disposal of records. For Federal records it is found on SF-115s, Request for Records Disposition Authority, which have been approved by the Archivist of the United States. For nonrecord material, the disposition is established by the creating or custodial agency. See also Records Schedule.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Disposition Schedules – See Records Disposition Schedule

Disproportionate Impact – A theory of liability which prohibits an employer or program from using a facially neutral employment practice that has a greater adverse impact on members of a protected class. A facially neutral employment practice or program that does not appear to be discriminatory on its face; rather it is discriminatory in its application or effect.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Dispute – A written challenge of an unresolved transaction. Cardholders must assert a dispute, or a billing error in writing within 60 days of date of the statement reflecting the transaction in question.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Disruption – An unplanned event that causes the General Support System or Application to be inoperable for an unacceptable length of time (e.g., minor or extended power outage, extended unavailable network, or equipment or facility damage or destruction). (DM 3595-001)

Disruption – An unplanned event that causes an information system to be inoperable for a length of time (e.g., minor or extended power outage, extended unavailable network, or equipment or facility damage or destruction).

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Dissemination of Information – Refers to distributing government information to the public, whether through printed documents, or electronic or other media. "Dissemination of information" does not include intra-agency use of information, interagency sharing of information, or responding to requests for "access to information."

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Division – A major functional component within an agency or staff office.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Division – Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

DNS Blackholing – See Domain Name System

DNS Blacklisting – See Domain Name System Blacklisting

DNS Server – See Domain Name System Server

DNS Zone – See Domain Name System Zone

DNS Zone Data – See Domain Name System Zone Data

Document – A collective term for records, non-record materials, and personal papers that refers to all media containing recorded information, regardless of the nature of the media or the method(s) or circumstance(s) of recording.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, Appendix A, 08/12/11

Document – Any physical medium in or on which information is recorded or stored, to include written or printed matter, audiovisual materials, and electromagnetic storage media.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Documentation – The collection of sufficient information to enable reconstruction of the action during an audit. Such information includes position descriptions and job analysis data used to develop a rating schedule, applicant availability statements, etc.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Documentary Materials – A collective term for records and non-record materials that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Documentary Materials – (Obsolete Definition) A collection term that refers to recorded information, regardless of the medium or the method or circumstances of recording.

- Source: 36 CFR § 1220.18
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

DOL/Office of Workers' Compensation Programs – Adjudicates new claims for benefits, manages ongoing cases, and pays medical expenses and compensation benefits to injured workers and survivors.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

DOL District Office – DOL regional office claims examiners that conduct operations of OWCP, and maintains claimant records.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

DOL/Office of Workers' Compensation Programs – Adjudicates new claims for benefits, manages ongoing cases, and pays medical expenses and compensation benefits to injured workers and survivors.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Domain Name System (DNS) Blackholing – An anti-spam technique in which an Internet service provider blocks packets coming from a certain domain or address. Blackholing of specific domains can prevent certain types of malware and denial of service attacks.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Domain Name System (DNS) Blacklisting – A security practice or procedure in which DNS requests for malicious DNS names can be blocked, redirected, or dedicated to a security logging device.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Domain Name System (DNS) Server – Any computer registered to join the DNS. A DNS server runs special-purpose networking software, features an Internet Protocol (IP) address, and contains a database of network names and addresses for other Internet hosts. DNS servers can be configured to perform as an authoritative name server, a recursive caching server, or both.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Domain Name System (DNS) Services – DNS services are used by a CSP to run DNS servers for networking.

- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Domain Name System (DNS) Zone – A DNS zone is the contiguous portion of the DNS domain name space over which a DNS server has authority. A zone is a portion of a namespace and not a domain. A DNS zone can contain one or more contiguous domains. A DNS server can be authoritative for multiple DNS zones. A non-contiguous namespace cannot be a DNS zone.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Domain Name System (DNS) Zone Data – The zone file contains information about various resources in that zone. The information about each resource is represented in a record called a Resource Record (RR). Because a zone may contain several domains and several types of resources within each domain, the format of each RR contains fields for making this identification. The RR consists of the following major fields: domain or resource name, time to live in seconds, class, type of resource, and information about the resource.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Domestic Violence – Domestic violence is a pattern of coercive behavior, including acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, current or former intimate partner, current or former dating partner, or person with whom the perpetrator shares a child in common. This behavior includes, but is not limited to, physical or sexual violence, emotional and/or psychological intimidation, verbal abuse, stalking, economic control, harassment, threats, physical intimidation, or injury. Domestic violence can occur in any relationship, regardless of socio-economic status, education level, cultural background, age, gender, race, ethnicity, sexual orientation, gender identity, or religion. Domestic violence can occur in heterosexual and same-sex intimate relationships, including marital, cohabiting, or dating relationships that are not dependent on the existence of a sexual relationship.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Donated Property or Donations – Non-reciprocal transfers of assets or services from state, local, or foreign governments, individuals; or others not considered a related party to the Federal Government.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Downgrading – A determination that information classified at a specified level shall be classified at a lower level.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Driving – Means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic congestion, a traffic signal, a stop sign, another traffic control device, or otherwise. It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

- Used in: DR 5400-007, *Text Messaging While Driving*, 09/07/10

Droplet Nuclei – Particles of 5 µm diameters or less, that are formed by dehydration of airborne droplets and capable of air dispersal.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Duplicating – Reproduction involving stencils, masters, and plates to be used on single unit equipment not larger than 11 x 17 inches and with a maximum image of 10 3/4 x 14 1/4 inches. Jobs may not exceed 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages [(see sections 2-1)]. This definition includes reproduction by electrostatic copy machines capable of production of the volume listed above.

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

E

Earned Income – Means all income, as defined under Code Section 32(c)(2), including from wages, salaries, tips and other employee compensation, and net earnings from self-employment, but does not include any amounts received:

- (a) as pre-tax benefits under Code Section 129 on behalf of a qualifying dependent under the CCTAP or any other dependent care assistance program;
- (b) as a pension or annuity; or
- (c) as unemployment or workers' compensation.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

E-Board – See Executive Information Technology and Investment Review Board (E-Board)

Education – Course work successfully completed by the candidate. To be qualifying, it must be related to the competencies/KSAs needed to perform the job. For some series/grades OPM standards do not restrict the field of study; for these, all areas of study are considered qualifying.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Education – IT security education focuses on developing the ability and vision to perform complex, multi-disciplinary activities and the skills needed to further the IT security profession. Education activities include research and development to keep pace with changing technologies and threats. (DM 3595-001)

Educational Institution – Means any college or university, the primary function of which is the presentation of a formal instruction and that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

EEO Complaint Process – See Equal Employment Opportunity (EEO) Complaint Process

EEO Counselor – See Equal Employment Opportunity (EEO) Counselor

EFM – See Electronic Fare Media

Effective Date – Means (date selected for start of program).

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

eGovernment – See Electronic Government.

Electronic Access System (EAS) – The charge card Contractors internet-based system that provides account access and a variety of reports which assist in the effective management of the charge card program.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Electronic Discovery (eDiscovery) – The process of collecting, preparing, reviewing, and producing [Electronically Stored Information] ESI in the context of the legal process. See Discovery.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08
- Used in: DR 3580-003, *Mobile Computing*, 09/24/13
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Electronic Fare Media (EFM)

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Electronic Form – An arrangement of fixed data elements that have been (1) electronically captured (scanned) or electronically created, (2) magnetically stored (hard

or floppy disk) for use on a computer, (3) filled in on-screen or sent to an output device (printer), and (4) electronically transmitted in its entirety or provided for transmission of data entered in the form.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Electronic Fund Transfer (EFT) – Any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, computer, or magnetic tape, for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account. The term includes but is not limited to, automated clearinghouse transfers, Fedwire transfers, and transfers made at automated teller machines and point-of-sale terminals.

- Used in: DR 2250-001, *Imprest Fund Authorities and Requirements*, 08/11/03

Electronic Government (eGov) – The use by the Government of Internet-based applications and other digital technologies, combined with processes that implement these technologies, to:

- (1) Enhance the access to, and delivery of, Government information and services to the public, other agencies and other Government entities, and
- (2) Leverage investments in information technology to eliminate unnecessary duplication and improve effectiveness, efficiency, and service quality.

This includes addressing the people and process changes associated with transformed business delivery.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Electronic Information System – An information system that contains and provides access to computerized Federal records and other information.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Electronic and Information Technology (EIT) – See the Access Board regulation for a detailed definition.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Electronic Mail (Email) – (Obsolete Definition) Electronic mail messages are electronic documents created and sent or received through a computer system. This definition applies equally to the contents of the communication, the information about the transmission of the message (metadata), and any attachments associated with such communication. Thus, electronic mail messages are similar to other forms of communicated messages, including, but not limited to correspondence, memoranda, and circular letters.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Electronic Mail (Email) System – (Obsolete Definition) A computer application used to create, receive, and transmit messages and other documents. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers, and word processing documents not transmitted on an e-mail system.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Electronic Record – Electronic record means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record under the *Federal Records Act*. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs.

- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Electronic Record – Any record that is created, used, maintained, transmitted, and disposed of in electronic form. Such records may be stored in computer memory (random access memory) or on flexible disks. Offices may or may not have non-record paper copies of electronic records. Electronic records are also referred to as machine-readable records because they require machine processing for conversion to human-readable form. Examples of these types of records include those on magnetic tapes, disks and drums, video files, optical disks, and floppy disks. (DM 3595-001)

Electronic Record – Information recorded in a form that requires a computer or other machine to process it and that otherwise satisfies the definition of a record.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08

Electronic Record – (Obsolete Definition) An electronic record is a category of machine-readable record in which the information is represented by electronic impulses on a magnetic medium, such as magnetic tape, disk, or diskette, and which requires the use of specialized equipment to convert the information to human-readable form. The term includes both the record content and the associated metadata that the agency determines is required to meet agency business needs.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Electronic Security Checkpoint – A screening process involving a physical scan through a magnetometer and a search of a person’s belongings via x-ray machine.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Electronically Stored Information (ESI) – Any information that is created, received, maintained or stored on local workstations, laptops, central servers, personal digital assistants, cell phones, or in other electronic media. Examples include, but are not limited to: electronic mail (“email”), calendars, word processing documents and spreadsheets, databases, videos, video files, digital images, audio files, text messages, voicemails, activity logs, etc. ESI includes metadata.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08
- Used in: DR 3580-003, *Mobile Computing*, 09/24/13
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Element – A work assignment or responsibility that is used to plan, monitor, and appraise employee performance.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Element Rating – The level of performance assigned to a specific performance element, as measured by a comparison of accomplishments to the performance standards established for that element. The three possible element ratings are Meets Fully Successful [FS], Exceeds Fully Successful [EFS], and Does Not Meet Fully Successful [FS].

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Eligible – An applicant who satisfies the minimum qualifications requirements for the position, and therefore is eligible for consideration. See “candidate.”

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Eligible Child Care Expenses – Means expenses incurred by a participant for qualifying services which are paid to a qualifying provider who is not:

- (a) a dependent of a participant or a dependent of the spouse of a participant,
- (b) a child of a participant under the age of 19, and which are incurred to enable the participant or the participant’s spouse to be gainfully employed.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Eligible Employee – A surplus or displaced employee who has a current performance rating of record at least Fully Successful or equivalent and who meets the other conditions set forth in 5 CFR 330.605 and §330.704.

- Source: 5 CFR 330.605 and §330.704
- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14
- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Eligibility Criteria – Summary criteria for participant selection based on requirements mandated by Congress or internal Agency recommendations and regulations.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Emergencies – An emergency is any unplanned event that can cause death or significant injury to employees or the public; that can shut down or disrupt operations; or that can cause physical or environmental damage, such as National or Declared Emergencies, fires, hazardous materials incidents, storms, communications failure, disaster recovery, and similar situations. Note: Failure to engage in proper and timely planning for a requirement per USDA guidelines, does not constitute an emergency.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Emergency (for records management) – Emergency means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1223.2](#) (2017)

Emergency – (Obsolete Definition) A situation or occurrence that warrants immediate action to save lives and protect property, public health, and safety. To some degree, an emergency disrupts USDA operations. Examples of an emergency are:

- (1) Natural Disaster
- (2) Man-made and Technological Hazards
- (3) Terrorism

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Emergency – An unexpected, serious occurrence or situation that would result in injury, financial or otherwise, to the Government.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Emergency – An event or situation that happens unexpectedly and causes a need for urgent action or assistance. For purposes of the Stafford Act, an “emergency” is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (Stafford Act)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency – Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency’s mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, and essential Government service must be provided, and there is no other way to transport an employee.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Emergency Action Plan (EAP) – Owners and operators of high hazard dams have a responsibility to develop emergency action plans (EAP). These plans are developed to reduce the risk to loss of life and property for populations and geographic areas at risk if a dam fails. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Management Assistance Compact (EMAC) – A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement. (Legislated in Public Law 104-321)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Operations Center – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Operations Plan (EOP) – The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards. The plan that each jurisdiction has and maintains for responding to appropriate hazards.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Operating Records – Emergency operating records are those types of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

- **USDA Standard Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1223.2](#) (2017)
- Used in: DR 3080-001, *Records Management*, 05/23/13
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Emergency Programs – For the purpose of this manual, emergency programs will include all programs of USDA essential to meet the needs of the nation, for any one or a combination of national security, natural disaster, technological, or other emergencies. Nothing herein should be construed as limiting USDA Agencies in carrying out natural disaster assistance programs as may be authorized by law. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Response Provider – Includes Federal, State, territorial, tribal, sub-State regional, and local governments, private sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. Also known as Emergency Responder. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Emergency Situation – An event, incident, or circumstance that interrupts or may compromise normal daily operations at, or travel to/from, an official or alternative worksite. This may include issues of national security, extended emergencies, inclement weather, travel conditions, civil disruptions, public health emergencies, power outages, or other unique situations which result in an official announcement of an operating status authorizing unscheduled telework.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Emergency Support Function (ESFs) – Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. (*NRF Glossary*)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Employee – Defined in 5 U.S.C. §2105 (2014) “Employee,” within a department or agency. “Employee” means a person, other than the President and Vice President, employed by, detailed or assigned to, USDA, including members of the Armed Forces; an expert or consultant to USDA; an industrial or commercial contractor, licensee, certificate holder, or grantee of USDA, including all subcontractors; or any other category of person who acts on behalf of an agency as determined by the agency head.

- Source: 5 U.S.C. §2105
- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10
- Used in: DR 4060-630-002, *Leave Administration – Excused Absence/Administrative Leave*, 08/08/07
- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14
- Used in: DR 4230-001, *Volunteer Programs*, 10/20/16
- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Employee – An individual employed in any position within USDA. Contractors, interns, and volunteers may be included under this definition; however, specific criteria must be met in order for them to be classified an “employee” for EEO purposes.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Employee – For the purpose of this directive, an individual occupying a position as an employee of the USDA. The term employee also includes private industry officials (also known as contract personnel) unless specifically stated otherwise.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12
- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06

Employee – For purposes of paying a referral bonus award an eligible employee refers to one who has successfully referred a newly appointed employee who otherwise meets all of the requirements stated in this regulation.

- Used in: DR 4040-551-004, *Referral Bonus Awards*, 11/18/05

Employee – Federal and contractor employees of the USDA.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16
- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Employee – For purposes of determining creditable service for annual leave accrual, an employee receiving his or her first appointment (regardless of tenure) as a civilian employee of the Federal Government or an employee who is reappointed following a break in service of at least 90 calendar days after his or her last period of civilian Federal employment.

- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07

Employees – Candidates who have been appointed to jobs and are highly qualified, or current employees, except employees serving under Schedule C or non-career Senior Executive Service appointments, are eligible for student loan repayments, if all other conditions are met.

- Used in: DR 4050-537, *Repayment of Student Loans*, 09/01/04

Employer – For the purposes of this directive, an employer is any Federal Executive agency, as defined in 5 U.S.C. § 105.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Employee Assistance Program (EAP) – A worksite-based program designed to assist in the identification and resolution of work-related and non-work-related productivity problems associated with employees impaired by personal concerns including, but not limited to health, marital, family, financial, alcohol, drug, legal, emotional, or other personal concerns which may adversely affect employee job performance.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13
- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14
- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Employee Assistance Program Coordinator – Employee Assistance Program Coordinator means the individual designated by USDA agencies to be responsible for implementing and operating the EAP within their agency.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Employee Development Guide – A document that defines the OPM core leadership competencies important for all USDA employees at their specific positional level in the organization that lists recommendations for training.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Employee “E” Pass – Issued to employees for entry/access into the appropriate USDA facility, after having been properly screened, who have failed to provide proper USDA identification (i.e. stolen, lost, expired, or forgotten ID).

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Employee Performance File (EPF) – A folder containing an employee’s ratings of record and the associated performance plans for the most recent four years.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Employment Boundaries – Government agencies and offices located within a 1.5-mile radius of the USDA Headquarters Complex. Eligible USDA personnel must be employed at the USDA Headquarters Complex, or USDA facilities occupied within a 1.5-mile radius such as, L’Enfant Plaza, Portals, Aerospace, 501 School Street or Reporters Building. USDA employees working at locations outside of the 1.5-mile radius or in buildings where employee parking is provided will be considered under "Federal employee", as stated in Section 10a5c.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Employee Message – For the purposes of this directive, means an electronic document or voice message originating from a USDA agency or staff office, individual employee or other source that contains information about a topic, event or activity of potential interest to USDA employees and meets criteria established in this directive for distribution via DCDL.

- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06
- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13

Employee of the Federal Government – An employee (as that term is defined in 5 U.S.C. 2105, except that the term also includes an employee described in 5 U.S.C. 2105 (c) and (e)) of any part of the Government of the United States (which includes the United States Postal Service and the Postal Rate Commission).

- Source: 5 U.S.C. 2105
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

Employee Organization – Means an association or organization as defined in DR 4020-251 (Associations of Management Officials and/or Supervisors and Other Organizations), and DR 4020-251-001 (Welfare and Recreation Organizations).

- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06
- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13
- Used in: DR 4020-251, *Associations of Management Officials and / or Supervisors and Other Organizations*, 07/27/95

Employee Owned Equipment – Personal computing equipment owned and maintained by the employee, but used for official USDA business under an approved telework arrangement. (DM 3595-001)

Employee Performance File (EPF) – A folder containing an employee’s ratings of record and the associated performance plans for the most recent four years.

- Used in: DR 4040-430, *Performance Management*, 08/15/18

Encryption – The process of transforming readable information into cipher text, which cannot be easily understood by unauthorized people. Decryption is the process of converting encrypted data back into its original form, so it can be understood. The use of

encryption/decryption is as old as the art of communication. A cipher, often incorrectly called a "code," can be employed to keep unauthorized parties from obtaining the contents of transmissions. PKI encryption uses two separate but related keys, a Key Pair, in a process known as asymmetric encryption. One key, the Public Key, is used to encrypt a message or Internet session. The sender's Private Key attaches a separate digital signature to the data. The second key, or Private Key, is also used to decrypt a message or session. (DM 3595-001)

Encryption – The cryptographic transformation of data to produce ciphertext.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Enterprise – Used in the context at the Department Level even though the Agency may own, create, and manage the geospatial assets.

- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Enterprise Architecture (EA) – An EA is the explicit description and documentation of the current and desired relationships among business and management processes and IT. It describes the "current architecture" and "target architecture" to include the rules and standards and systems life cycle information to optimize and maintain the environment which the agency or staff office wishes to create and maintain by managing its IT portfolio. The EA must also provide a strategy that will enable the agency or staff office to support its current state and also act as the roadmap for transition to its target environment. These transition processes will include an agency's or staff office's CPIC processes, agency and staff office EA planning processes, and agency and staff office systems life cycle methodologies. The EA will define principles and goals and set direction on such issues as the promotion of interoperability, open systems, public access, and compliance with the *Government Paperwork Elimination Act (GPEA)*, 44 U.S.C. §3504, end user satisfaction, and IT security. The agency or staff office must support the EA with a complete inventory of agency and staff office information resources, including personnel, equipment, and funds devoted to information resources management and IT, at an appropriate level of detail.

- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Enterprise Architecture (EA) – A strategic information asset base which defines the mission, the information necessary to perform the mission, the technologies necessary to perform the mission, and the transitional processes for implementing new technologies in response to changing mission needs, and includes a baseline architecture, a target architecture, and a sequencing plan.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15
- Used in: DR 3300-020, *Telecommunications Mission Area Control Officer Roles and Responsibilities*, 10/13/16

Enterprise Architecture (EA) – A strategic information asset base which defines the mission, the information necessary to perform the mission, the technologies necessary to perform the mission, and the transitional processes for implementing new technologies in response to changing mission needs. The EA includes baseline architecture, target architecture, and a sequencing plan. It is a framework for streamlining business processes, information flows, applications, and infrastructure to support agency and interagency goals.

- Source: OMB Circular A-130
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Enterprise Data Center – A professionally managed and operated, institutionally supported facility, providing convenient access to, manipulation of, and/or distribution of data (including supporting information and expertise) for a wide community of users. It has a long-term charter (not tied to the lifetime of a specific project) and is capable of hosting systems that may be department wide, shared services or agency-specific. The facility must meet USDA specified physical standards and sustain USDA specific operational standards and sustain USDA specified operationally.

- Source: OCFO/OCIO Memorandum
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Enterprise Directory Services – An enterprise-level directory of all identities in USDA maintained for logical access purposes, similar in structure and purpose to an agency active directory.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Enterprise Information Technology (IT) Governance (EITG) – A set of responsibilities and practices exercised by a board and executive management with the goal of providing strategic direction, ensuring that objectives are achieved, ascertaining that risks are managed appropriately, and verifying that the enterprise's resources are used responsibly.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Entry on Duty (EOD) – "Entry on Duty" refers to the first day that new employee reports for duty at the employee's agency.

- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11
- Used in: DR 4725-001, *Procedures for the Submission of Fingerprints in the Background Investigation Process*, 01/09/13

Environmental Justice – Means that, to the greatest extent practicable and permitted by law, all populations are provided the opportunity to comment before decisions are rendered on, are allowed to share in the benefits of, are not excluded from, and are not affected in a disproportionately high and adverse manner by, government programs and activities affecting human health or the environment.

- Used in: DR 5600-002, *Environmental Justice*, 12/15/97

EOD – See Entry on Duty (EOD)

Equal Employment Opportunity (EEO) Complaint – A complaint filed under the USDA EEO complaint procedure alleging adverse employment treatment motivated by prohibited considerations such as race, religion, sex, national origin, physical or mental disability, sexual orientation or age. This includes contacts with an EEO counselor or filing an action with the courts alleging discrimination.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Equal Employment Opportunity (EEO) Complaint Process – All actions and procedures undertaken in an EEO complaint, including but not limited to, counseling, acceptance, dismissal, investigation, ADR, hearing, final agency decision, appeal, remand, and the right to file a civil action.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Equal Employment Opportunity (EEO) Counselor – An individual in the Informal EEO Complaint process with responsibility to:

- (1) advise the aggrieved person (verbally and in writing) of his/her rights and responsibilities, including the option to participate in traditional EEO counseling or, the ADR program;
- (2) conduct counseling activities in accordance with instructions contained in the EEOC's MD 110 and if applicable, DM 4300-001 and this DR;
- (3) prepare a written report concerning the issues discussed and actions taken during counseling; and
- (4) attempt to resolve the complaint.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Equivalent Facilitation – Allows the use of designs or technologies as alternatives to those prescribed in the Access Board’s technical standards provided that they result in substantially equivalent or greater access to and use of a product for people with disabilities. This provision recognizes that future technologies may be developed, or existing technologies could be used in a particular way that could provide the same functional access in ways not envisioned by the technical standards.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Erroneous/Improper Purchase – An erroneous/improper purchase is any purchase that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts include overcharges and undercharges.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Erroneous Overpayment – An overpayment which was caused by an error in the process or procedure used to determine the payment amount. It does not include estimated payments which were determined by applying a pre-established method, e.g. withholding tax allowances and government bills of lading. An employee may receive erroneous payments of pay and allowances, or reimbursement for travel, transportation, and relocation expenses and allowances, through an occasional administrative error (e.g., payment of unallowable travel expenses). The agency normally files a claim against the employee to recover these overpayments by having the National Finance Center issue the *Notice of Intent to Offset Salary* (OFM/NFC-1100). Included in the notice are the terms of due process available to the employee. After other means of due process have been exhausted (as detailed in OFM/NFC-1100), the employee may request a waiver of the erroneous payment.

- Used in: DR 2570-002, *Waiver Employee Claims from Erroneous Payment*, 01/05/01

Essential Functions – Are the fundamental job duties of the employment position the individual with a disability holds or desires.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Estimated Useful Life – The normal operating life in terms of utility to the owner.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Ethics Advisor (EA) – Employees within the USDA Office of Ethics (OE) responsible for providing ethics advice and guidance.

- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07

Etiologic agent – Any viable microorganism or its toxin that has the capacity to cause human disease.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas. (*NRF Glossary*)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Evaluation Criteria – The KSAs and other characteristics needed for successful performance in the position to be filled. These criteria are used to determine and validate the best qualified applicants for the position. The KSAs and other characteristics are derived from an analysis of the position and must be documented as part of an accurate job analysis process. Applicants may be evaluated through the use of KSAs, applicant assessment questions, and/or other assessment tools such as structured interviews and performance exercises in line with Hiring Reform.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Evaluation of Internal Control System – A review of program and operational processes and associated internal controls to determine compliance with principles, standards, and related requirements from GAO and OMB. This evaluation may be formal or informal. It usually includes an analysis or analyses of the general control environment and inherent risk and factors external to the agency, and a preliminary evaluation of existing safeguards.

- Used in: DR 1110-002, *Management's Responsibility for Internal Control*, 08/17/13

Evasive – A term used to classify material, which is characterized as, exhibiting evasion, intentionally vague, or ambiguous. (DM 3595-001)

Event – An occurrence or happening that is reasonably certain to occur and that can be set as the signal for automatic declassification of information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Excepted Service – Appointments that are made without regard to competitive requirements of the civil service rules and regulations and that are not covered by the Senior Executive service. Excepted service positions have been accepted from the

requirements of the competitive service by law, Executive Order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213).

- Source: 5 U.S.C. 2103 and 5 CFR part 213
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Exception – Approved changes in content, format, or printing specifications of an existing form.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Exception to Arbitration Award – Pursuant to 5 U.S.C. 7122, either management or the union may raise a claim to the FLRA that an arbitration award is deficient because it is contrary to law, rule, or regulation or on grounds similar to those applied by Federal courts in private sector labor-management relations (e.g., award fails to draw its essence from the agreement, is based on a non-fact, denial of a fair hearing, and violation of public policy).

- Source: 5 U.S.C. 7122
- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Excess Property – Personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Excessive Advance – Cash advances obtained in amounts greater than required to accomplish official travel.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Exchange – A reciprocal transfer between government agencies that results in the acquisition of assets, services, or the satisfaction of liabilities.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Exclusions – Records reflected in the General Services Administration's SAM database identify those parties excluded by Federal government agencies from receiving certain types of Federal financial and nonfinancial assistance and benefits, Federal contracts or Federally-approved subcontracts. The purpose of the database is to keep agencies abreast of administrative, as well as statutory exclusions taken throughout the Federal Government. Actions may be taken under 2 CFR Parts 180 and 417 and FAR 48 CFR Subparts 9.4 and 409.4 or other specific statutory authority. An exclusion type specifies why an individual or entity is on the excluded parties list and communicates the

associated ramifications. The following four Exclusion Types replace Cause and Treatment Codes from the legacy EPLS:

- (a) Preliminarily Ineligible (Proceedings Pending) (Suspension, Blocked Pending Investigation, Proposed Debarment):
- (b) Ineligible (Proceedings Completed) (Debarment, Denial, Disqualified, Termination from Eligibility, Ineligible Conviction, Excluded);
- (c) Prohibition/Restriction (License or Approval Revoked; Sanctioned; Partial Denial);
- (d) Voluntary Exclusion (Voluntarily Excluded).

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Exclusive Recognition – The rights a union is accorded as a result of being certified as the exclusive representative of the employees in a bargaining unit to, among other things, negotiate bargain able aspects of the conditions of employment of bargaining unit employees, be afforded an opportunity to be present at formal discussions, free dues check-off arrangements and, at the request of the employee, to be present at Weingarten examinations of unit employees.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Exclusive Representative – The labor organization certified as the exclusive representative of a unit of employees either by virtue of having won a representation election or because it had been recognized as the exclusive representative before passage of the FSLMRS.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Executives – Employees in Senior Executive Service (including Senior Leaders) who lead the Agency and set organizational goals.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Executive Agency – An executive department specified in 5 U.S.C., SEC. 101; a military department specified in 5 U.S.C., SEC. 102; an independent establishment as defined in 5 U.S.C., SEC. 104(1); and a wholly owned Government corporation fully subject to the provisions of 31 U.S.C., CHAPTER 91.

- Source: 41 U.S.C., Section 403
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Executive Agency – A Department in the Executive Branch of the Federal Government included in the statutory or regulatory citations in this regulation.

- Used in: DR 2570-002, *Waiver Employee Claims From Erroneous Payment*, 01/05/01

Executive Development Plan (EDP) – This plan functions as a detailed guide of learning experiences to support SES, SL, ST, and SSTS continued professional development. It outlines developmental opportunities and assignments to allow the individual to develop a broader agency and government-wide perspective. EDPs should define a senior executive's short-term and long-term developmental activities which will enhance the executive's performance. These activities should meet organizational needs for leadership, managerial improvement, and organizational results. EDPs should be reviewed annually and revised as appropriate by the executive participating in the program.

- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14

Executive Core Qualifications (ECQs) – The five qualifications considered necessary for effective performance in any SES position and are the basis of a Qualifications Review Board certification for career appointment to the SES. The ECQs are Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions. There are 28 sub-level competencies associated with the ECQs, including the six cross-cutting fundamental competencies of Interpersonal skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation.

- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14

Executive Information Technology and Investment Review Board (E-Board) – The E-Board represents the Department's information and information technology policy decision-makers. They are responsible for reviewing and approving strategic investments at USDA.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Executive Order Testing Designated Position (EO TDP) – A Sensitive Position designated by the Secretary of Agriculture as:

- (1) Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive under chapter 731 of the Federal Personnel Manual or designated as sensitive in accordance with Executive Order No. 10450, as amended;
- (2) Employees granted access to classified information or who may be granted access to classified information pursuant to a determination of trustworthiness by the Secretary of Agriculture under Section 4 of Executive Order No. 12356;
- (3) Individuals serving under Presidential appointments;
- (4) Law enforcement as defined in 5 U.S.C. Section 8331 (20) and 8401(17); or
- (5) Other positions that the Secretary of Agriculture determines involves law enforcement, national security, the protection of life and property, public health or safety, or other functions requiring a high degree of trust and confidence.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11

- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Executive Parking – Provided to the immediate Office of the Secretary and offices reporting directly to the Office of the Secretary. Spaces are used by individuals or carpools exempt from carpool requirements because of exigencies of Government business. These allocations are made by the Assistant Secretary for Administration to each Under/Assistant Secretary for use at their discretion. An Executive Parking Permit, AD-153C, is issued and must be properly displayed in all vehicles parking in Executive Parking space assignments.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Executive Resources Board (ERB) – A group comprised of USDA career and non-career senior executives who review and provide recommendations to the Secretary or designee on various Senior Executive Service policies and programs. Pertinent to this DR are performance and compensation management.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Executive Sponsor – The executive sponsor is a CIOC voting member from one USDA agency or staff office involved in establishing or to benefit from the enterprise initiative. The executive sponsor shall oversee the analysis and documentation process required for the CIOC evaluation of an enterprise initiative.

- Used in: DR 3107-001, *Management of USDA IT Enterprise Initiatives*, 05/12/16

Exercise – A simulation of an emergency designed to validate the viability of one or more aspects of an information technology (IT) plan.

- Source: NIST SP 800-84
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Exercise – An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. Note: an exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events.

- Source: *DHS Resource Glossary*

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Exercise Plan (ExPlan) – An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. Note: an exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events.

- Source: *DHS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Executive Resources Board (ERB) – A group comprised of USDA career and non-career senior executives who review and provide recommendations to the Secretary or designee on various SES policies and programs. Pertinent to this policy are pay, compensation and performance management.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Exhibit 54 – This refers to Section 54, “Space Budget Justification”, of Office of Management and Budget Circular A-11.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Expedited Clearance – The process set forth in Section 15 of this regulation.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Expedited Mail – A generic term that means mail designated for delivery more quickly than the USPS’s normal delivery times (which may vary by class of mail). Examples of expedited mail include USPS Express Mail, overnight, and two-day delivery by other service providers.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Experience – The school, home, community, voluntary or work history of the applicant. To be qualifying, it must be related to the competencies/KSAs needed to perform the job.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Exposure – A measure of the potential risk to an IT system from both external and internal threats. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Extended leave – A period greater than 90 days that an employee is absent from work.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

External Directives – Federal regulations, Executive Orders, or other issuances that originate outside USDA but may apply to USDA operations.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

External Recruitment – Those activities which relate to Activities attracting, through special recruitment efforts, candidates from underrepresented groups for consideration for positions to be filled.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/14

Extra Effort Award (formerly Special Act or Service Award) – A lump sum cash award that recognizes specific accomplishments that are in the public interest and have exceeded normal job requirements.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Extramural Research – Research conducted by any research institution other than the Federal agency to which the funds supporting the research were appropriated. Research institutions conducting extramural research may include Federal research facilities.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Extranet – An extranet is the extension of an organization’s intranet out onto the Internet. This is in contrast to, and usually in addition to, the organization’s public website that is accessible to everyone. The difference can be somewhat blurred but generally an extranet implies real-time access through a firewall of some kind. Selected customers, suppliers and mobile workers can access the company’s private data and application via the World Wide Web. (DM 3595-001)

Ex Officio Members – Members of the Committee holding this designation are those who hold membership by virtue of their office. Ex officio members are permanent members of the Committee as long as they hold their office.

- Used in: DR 2236-001, *Shared Cost Programs*, 03/14/14

F

Fabrication – Making up data or results and recording or reporting them.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Facility – Any location where USDA conducts chemical or biological manipulations and procedures. These procedures are not part of a production process, nor in any way simulate a production process. Protective laboratory practices and equipment are available and in common use to minimize potential employee exposure to biohazardous agents.

- Used in: DR 4400-007, *Biological Safety Program*, 05/19/06

Facility Mail Manager – the person responsible for mail in a specific USDA mail facility. There may be many Facility Mail Managers within USDA and its agencies.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Facility or Information System Access – Authorization granted to an individual to physically enter federally controlled facilities, and/or electronically (logically) access federally controlled information systems for approved purposes.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Factor Evaluation System (FES) – A classification system within an occupational standard for nonsupervisory GS positions under which positions are described and evaluated in terms of the nine aspects or “factors” in an OPM specified numerical point rating system.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Fair Labor Standards Act (FLSA) – FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the Federal, State, private sector and local governments. HR Servicing Office staff determines the exemption or non-exemption status of a position based on the occupational group of the classification and the actual work performed as certified by the supervisor.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Fair Value – The assets selling price in an arm’s-length transaction (sale) between unrelated parties.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

False Claim – Knowingly presenting or causing to be presented to the Government an untrue statement.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

False Negative – An instance in which a security tool intended to detect a particular threat fails to do so.

- Source: NIST SP 800-83 Revision 1
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

False Positive – An instance in which a security tool intended to detect a particular threat fails to do so.

- Source: NIST SP 800-83 Revision 1
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Falsification – Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Familial Status or familial status – An individual's family composition, including the makeup of his/her household, or other family relationships.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Fare Media – Any fare card, transit pass, token, voucher, or similar item that can be exchanged for mass transit.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Farm Equipment – Equipment, machinery, and repair parts manufactured for use on farms in connection with the production or preparation for market use of food resources. (Derived from DPA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

FBI Identification Record – Often referred to as a criminal history record or a “rap sheet” – is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, Federal employment, naturalization, or military service. If the fingerprints are related to an arrest, the Identification Record includes name of the agency that submitted the fingerprints to the FBI, the date of the arrest, the arrest charge, and the disposition of the arrest, if known to the FBI.

- Used in: DR 4725-001, *Procedures for the Submission of Fingerprints in the Background Investigation Process*, 01/09/13

Federal Acquisition Regulation (FAR) System – The FAR system established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Federal Agency – Federal Agency is the Federal department, agency, commission, council, or instrumentality of the Government, or the primary organizational sub-unit (the administering office) that has direct operational responsibility for managing a program.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Federal Award – As set forth in §200.38, Federal award has the meaning, depending on the context, in either paragraphs (1) or (2) of this section:

- (1) The Federal financial assistance that a NFE receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability; or the cost-reimbursement contract under the Federal Acquisition Regulations that a NFE receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability.
- (2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of §200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

- (3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
- (4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.
 - Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Federal Bridge Certification Authority (FBCA) – The Federal Bridge Certification Authority consists of a collection of Public Key Infrastructure components (Certificate Authorities, Directories, Certificate Policies and Certificate Practice Statements) that are used to provide peer-to-peer interoperability among Agency Principle Certification Authorities. (DM 3595-001)

Federal Communications Commission (FCC) – The regulatory organization that is responsible for managing all non-Federal radio spectrum use in the United States.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Federal Computer System – This term applies to a computer system operated by a Federal agency or a contractor of a Federal agency or other organization that processes information using a computer system on behalf of the government to accomplish a Federal function. This includes automatic data processing equipment. (DM 3595-001)

Federal Employees – Persons employed by USDA who act on behalf of USDA and need access to USDA facilities and systems, and therefore have an authoritative identity record in USDA ICAM systems.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Federal Document (FD) 258 – An FBI-issued collection chart intended for use when collecting fingerprints from contractor personnel. The FBI does not maintain FD 258 fingerprint images for contractor personnel.

- Used in: DR 4725-001, *Procedures for the Submission of Fingerprints in the Background Investigation Process*, 01/09/13

Federal Employees Compensation Act (FECA) – Provides workers' compensation coverage to Federal United States civilian workers including wage replacement, medical and vocational rehabilitation benefits for work-related injury and occupational disease. FECA also provides for payment of benefits to dependents if a work-related injury or disease causes an employee's death.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Federal Enterprise Architecture – A business-based framework for Governmentwide improvement developed by the OMB to facilitate efforts to transform the Federal Government to one that is citizen-centered, results-oriented, and market-based. The Federal EA is constructed through a collection of interrelated "reference models" designed to facilitate cross-agency analysis and the identification of duplicative investments, gaps, and opportunities for collaboration within and across Federal Agencies. These models are defined as: Performance Reference Model (PRM), Business Reference Model (BRM), Application Reference Model (ARM), Infrastructure Reference Model (IRM), Data Reference Model (DRM), and Security Reference Model (SRM).

- Source: *Common Approach*
- Used in: DR 3130-013, *Information Technology Capital Planning and Investment Control*, 07/08/16
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Federal Equal Opportunity Recruitment Program (FEORP) – A program for the recruitment of minorities and women designed to achieve a representative workforce.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

Federal Facility or Information System Access – Authorization granted to an individual to physically enter federally controlled facilities, and/or electronically (logically) access federally controlled information systems for approved purposes.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Federal Financial Assistance – As set forth in §200.40:

(1) Federal financial assistance means assistance that NFEs receive or administer in the form of:

- (a) Grants;
- (b) Cooperative agreements;
- (c) Non-cash contributions or donations of property (including donated surplus property);
- (d) Direct appropriations;
- (e) Food commodities; and
- (f) Other financial assistance (except assistance listed in paragraph (2) of this section).

(2) For §200.202 Requirement to provide public notice of Federal financial assistance programs and Subpart F – Audit Requirements, Federal financial assistance also includes assistance that NFEs receive or administer in the form of:

- (a) Loans;
- (b) Loan Guarantees;
- (c) Interest subsidies; and
- (d) Insurance.

(3) Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals as described in §200.502 Basis for determining Federal awards expended, paragraphs (h) and (i).

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16
- Used in: DR 4210-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 03/03/99
- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Federal Geographic Data Committee (FGDC) – An interagency committee that promotes the coordinated development, use, sharing, and dissemination of geospatial data on a national basis. The FGDC is a 32-member interagency committee composed of representatives from the Executive Office of the President, and Cabinet level and independent Federal agencies. The Secretary of the Department of the Interior chairs the FGDC, with the Deputy Director for Management, Office of Management and Budget (OMB) as Vice-Chair. Numerous stakeholder organizations participate in FGDC activities representing the interests of state and local government, industry, and professional organizations.

- Source: FGDC website; retrieved February 25, 2015
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Federal Information System – An information system used or operated by an executive agency, by a contractor of an executive agency, or by another organization on behalf of an executive agency.

- Source: 40 U.S.C., Section 11331
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) – Provides the basis for regulation, sale, distribution, and use of pesticides in the United States. FIFRA authorizes the U.S. Environmental Protection Agency (EPA) to review and register pesticides for specified uses. EPA also has the authority to suspend or cancel the registration of a pesticide if subsequent information shows that its continued use would pose unreasonable risks. Some key elements of FIFRA include:

(1) product licensing statutes that require the registration of pesticide products with the EPA before their manufacture, transport, and sale;

- (2) registration based on a risk/benefit standard;
- (3) strong authority to require data, and the authorization to issue Data Call-ins;
- (4) regulation of pesticide use through labeling, packaging, composition, and disposal;
- (5) emergency exemption authority that permits approval of unregistered uses of registered products on a time limited basis; and
- (6) authorization to suspend or cancel a product's registration, including the appeals process, adjudicatory functions, etc.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Federal Job Opportunity Announcement (FJOA) – A document that informs the public about a job vacancy. A job announcement describes the requirements of the job, and instructs applicants regarding how to apply for the vacancy. Job announcements must be posted on USAJOBS as a means of satisfying the public notice requirement.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Federal Labor Relations Authority (FLRA or Authority) – The independent agency established by the FSLMRS that is responsible for, among other things: deciding questions of representation; adjudicating unfair labor practices, negotiability appeals, exceptions to arbitration awards, and compelling need disputes; and prescribing criteria for granting national consultation rights. The FLRA is composed of 3 members and a General Counsel who are nominated by the President and confirmed by the Senate.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Federal Management Regulation (FMR) – The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally found in the FPMR.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Federal Operator – A Federal operator is any person who operates a website located on the Internet or an online service and who collects or maintains personal information from or about the users of or visitors to such website or online service. (DM 3595-001)

Federal Records – See also Records

Federal Records – Records or Federal records is defined in 44 U.S.C. 3301 as including “all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that

agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in them.”

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: 44 U.S.C. 3301
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Federal Records – All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, that are made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business, and that are preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. (44 U.S.C. § 3301.) Electronic communications such as electronic mail messages are included in this definition.

- Source: Adapted from 44 U.S.C. § 3301
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Federal Records Act (of 1950) – As amended, the *Federal Records Act* established the framework for records management programs in Federal agencies.

- Source: 44 U.S.C. Chapter 31
- Used in: DR 3080-001, *Records Management*, 05/23/13
- Note: Recommended usage as the *Federal Records Act*. The *Act* was amended in 2014 and will likely have more revisions in the future – Per the USDA Departmental Records Officer, 06/26/18

Federal Service Impasses Panel (FSIP or Panel) – The independent office established by the FSLMRS that is responsible for resolving bargaining stalemates that result from parties not being able to agree on language that will be included in a negotiated agreement. It is composed of at least seven (7) members appointed by the President.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Federal Service Labor Management Relations Statute (FSLMRS) – Contained in Title VII of the *Civil Service Reform Act of 1978* and codified at 5 U.S.C. 7101-7135, this is the law upon which Federal sector labor relations programs are based. It includes the labor relations rights and responsibilities of management, unions, and employees, and it establishes the Federal Labor Relations Authority and the Federal Services Impasses Panel to administer its provisions.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Federal Wage System (FWS) – A uniform pay setting system that governs Federal appropriated and non-appropriated trades and labor positions, and ensures those located within the same local wage area and performing the same duties and responsibilities receive the same hourly pay. This includes Wage Grade (WG), Wage Leader (WL) and Wage Supervisor (WS) positions.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Federally Assisted Programs and Activities – Programs and Activities of an entity that receives Federal financial assistance. “Assistance” or “benefits” refers to the transfer of money, property, services, or anything of value, the principal purpose of, which is to accomplish a public purpose of support or stimulation authorized by Federal statute. Assistance includes, but is not limited to, grants, loans, loan guarantees, scholarships, mortgage loans, insurance, and other types of financial assistance, including cooperative agreements; property, technical assistance, counseling, statistical, and other expert information; and service activities of regulatory Agencies. It does not include the provision of conventional public information services.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Federally Conducted Programs and Activities – Program services, benefits, resources, or information delivered directly to the public by USDA.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Federated Architecture – Federated architectures define common or shared architecture standards across autonomous program areas, enabling state government entities to maintain diversity and uniqueness, while providing interoperability.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Feedback Session – A process to help the assessment subject understand the assessment results to support developmental planning. Feedback sessions may be delivered individually or as part of a group, in person or electronically. Feedback sessions must be interactive.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

FEORP – See Federal Equal Opportunity Recruitment Program

Fertilizer – Any product or combination of products that contain one or more of the elements – nitrogen, phosphorus, and potassium – for use as a plant nutrient.

- Source: Derived from DPA
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2001

Field Office – All offices other than headquarters offices. Included are regional, State, area, district and local offices (including USDA Service Centers), whether their function is program delivery, administrative or special purpose, e.g., technical support or research.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Field Office Records Liaison or Custodian – A person responsible for overseeing a records management program in a headquarters or field office in cooperation with the agency records management officer.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Field Work – Official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not of itself permit the use of a Government vehicle for home-to-work transportation.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

File Plan – A classification scheme describing different types of files maintained in an office, how they are identified, where they should be stored, how they should be indexed for retrieval, and a reference to the approved disposition for each file.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: NARA, *Best Practices in Electronic Records Management*, Appendix A, *Definitions*
- Used in: DR 3080-001, *Records Management*, 08/16/16

File Series – Documentary material, regardless of its physical form or characteristics, which is arranged in accordance with a filing system or maintained as a unit because it pertains to the same function or activity.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Financial management information – Information on USDA spending, collections, assets, liabilities, equity, and related budgetary transactions and balances, including data to develop information regarding unit costs, average pay rates, and user charges for decision making.

- Used in: DR 2100-001, *Financial Management Systems*, 11/30/05

Financial management system – An information system comprised of one or more applications that is used for any of the following:

- (1) Collecting, processing, maintaining, transmitting, and reporting data about financial events;
- (2) Supporting financial planning or budgeting activities;
- (3) Accumulating and reporting cost information; or
- (4) Supporting the preparation of financial statements.

- Used in: DR 2100-001, *Financial Management Systems*, 11/30/05

Final Action – The completion of all actions that management has concluded, in its management decision, are necessary with respect to the findings and recommendations included in an audit report. In the event that management concludes no additional action is necessary, final action occurs when management decision is reached.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Final Agency Decision (FAD) – A final written determination issued by OASCR in an employment or program discrimination complaint.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Final Manuscript – An author's final, fully edited, thoroughly cleared, double-spaced copy that is provided to OC for final departmental review and clearance to publish.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Final Rule – A regulatory action issued to make effective a regulatory change. The final rule includes a statement of the basis and purpose for the rule; a discussion of the comments received; the agency's response to comments received; and the reasons for the agency's response to comments received. The final rule is normally effective not less than 30 days after the date of publication of the final rule in the FEDERAL REGISTER.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Financial Assistance/Benefit – Include, but are not limited to, grants (formula and project), direct payments, subsidies, payments for specified uses, loans, loan guarantees, insurance, and cooperative agreements.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Financial Interest – Any matter affecting a personal financial interest or a financial interest imputed to the individual (including, but not limited to, the individual's spouse and any entity for which the individual serves in a personal capacity as an officer or board member, such as due to fiduciary duties to the organization under state law).

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Financial Management Modernizations Initiative (FMMI) – FMMI is the corporate financial and accounting system for USDA.

- Used in: DM 2236-001, *Shared Cost Programs*, 03/14/14

Finger Command – A command which displays information about a user. This command will also display the contents of a file named in the user's home directory.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Firewall – A firewall is a security policy and technology that defines the services and accesses permitted and the implementation of that policy in terms of a network configuration. The main purpose of a firewall is to restrict access to or from a protected network. It implements a network access policy by forcing connections to pass through the firewall, where they are examined and evaluated. A USDA firewall must use stateful inspection technology that is aware of the content and state of connection. This technology, which denies all traffic unless it is specifically allowed, employs rules targeted squarely at implementing security decisions at all levels; effectively log activities; filters throughout all levels of the protocol stack; tracks valid active sessions, and processes/filters/tracks high level applications such as electronic mail, file transfer and hyper-text transmission. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Firewall – A dedicated device (hardware and software) placed between internal and external networks to control access and prevent misuse and abuse.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, May 19, 2004

Fiscal Year – The fiscal year beginning on October 1 of a calendar year and ending on September 30 of the following year, from which data is analyzed by the agency to determine whether the user fees are adequate to recover the full costs of providing the goods or services. This is also the period during which agencies review all other programs to ensure all applicable fees are being assessed.

- Used in: DR 2100-003, *OCFO Biennial Review of Charges for Things of Value*, 01/23/02

Federal Information Technology Acquisition Reform Act (FITARA) – FITARA requires that the Department’s Chief Information Officer (CIO) coordinate FITARA-related activities with other senior Department officials including: the Chief Financial Officer (CFO), the Chief Acquisition Officer (CAO), Chief Operating Officer (COO, represented by the USDA Deputy Secretary), Senior Procurement Executive (SPE), the Chief Human Capital Officer (CHCO), and the Director of the Office of Budget and Program Analysis (OBPA).

- Used in: DR 3145-001, *Federal Information Technology Acquisition Reform Act (FITARA)*, 09/13/16

FISMA – *Federal Information Security Management Act of 2002*. This Act addresses the development of a comprehensive framework to protect the government’s information, operations, and assets.

- Used in: DR 3150-001, *Internet Domain Name Policy*, 12/05/06
- Note: Congress updated in 2014 to the *Federal Information Security Modernization Act of 2014*

Flaw – Error of commission, omission, or oversight in an information system that may allow protection mechanisms to be bypassed.

- Source: NIST Interagency Report (IR) 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Fleet Charge Card User – This is the person who uses the fleet charge card, AIR card, or the Multi Service charge card to fuel or maintain any USDA vehicle, aircraft, boat, and motorized equipment.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Fleet Vehicle – A fleet vehicle refers to automobiles that utilize fuel such as sedans, station wagons, and trucks. Regulations require agencies to submit annual reports listing the vehicle type and location, the cost/amount of fuel consumed, and cost of maintenance/repairs via the Federal Automotive Statistical Tool (FAST).

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Flood Plains – The term "flood plain" means the lowland and relatively flat areas adjoining inland and coastal waters, including flood prone areas of offshore islands, including, at a minimum, those that are subject to a 1-percent or greater chance of flooding in any given year.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Fomite(s) – Inanimate objects that may transmit infectious microorganisms, such as pens, eating utensils, equipment, combs, etc.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Food Inspection – Federal activities that assure the safety and wholesomeness, and minimize losses from hazardous agents (biological, chemical, and radiological) and other hazards to livestock, meat and meat products, poultry and poultry products, and processed egg products in establishments under inspection of USDA. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Food Resources – All commodities and products, simple, mixed, or compound, or complements to such commodities or products, that are capable of being ingested by either humans or animals, irrespective of other uses to which such commodities or products, at all stages of processing from the raw commodity to the products thereof in vendible form for human or animal consumption. The term "food resources" shall also include all starches; sugar; vegetable, animal or marine fats and oils; cotton; mohair; hemp; flax fiber; but shall not include any such material after it loses its identity as an agricultural commodity or agricultural product.

- Source: Derived from DPA
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Food Resource Facilities – Plants, machinery, vehicles (including on-farm), and other facilities required for the production, processing, distribution, and storage (including cold storage) of food resources, livestock and poultry feed and seed, and for the domestic

distribution of and farm equipment and fertilizer (excluding transportation for that distribution). (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Foreign Animal Disease – A contagious, infectious, or communicable animal disease exotic to the United States.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02

Foreign Government Information – Refers to:

(a) information provided to the United States Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both are to be held in confidence;

(b) information produced by the United States pursuant to or as a result of a joint arrangement with a foreign government or governments, or an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence; or

(c) information received and treated as “Foreign Government Information” under the terms of a predecessor order to E.O. 12958.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, (06/09/16)

Foreign Interest – Any foreign government, agency of a foreign government, or representative of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the United States or its territories, and any person who is not a citizen or national of the United States.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual* (06/09/16)

Foreign Organization – An entity that is:

(1) A public or private organization located in a country other than the United States and its territories that are subject to the laws of the country in which it is located, irrespective of the citizenship of project staff or place of performance;

(2) A private nongovernmental organization located in a country other than the United States that solicits and receives cash contributions from the general public;

(3) A charitable organization located in a country other than the United States that is nonprofit and tax exempt under the laws of its country of domicile and operation, and is not a university, college, accredited degree-granting institution of education, private foundation, hospital, organization engaged exclusively in research or scientific activities,

church, synagogue, mosque or other similar entities organized primarily for religious purposes; or

(4) An organization located in a country other than the United States not recognized as a Foreign Public Entity. (See §200.47.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/14

Foreign Public Entity –

(1) A foreign government or foreign governmental entity;

(2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);

(3) An entity owned (in whole or in part) or controlled by a foreign government; or

(4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities. (See §200.46.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Forestry – The management and operation of timberland, forest nurseries, reforestation, pest control, and timber harvesting; and direction of activities relating to the prevention and control of fires in the rural areas of the United States caused by the effects of national security, natural disaster, technological, or other emergency relief efforts. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Form – A fixed arrangement of captioned spaces designed for entering and extracting information or descriptive material. Certain items such as contract stipulations, instruction sheets, notices, tags, labels, posters, envelopes, form letters or checklists, and ADP forms are considered forms when it is necessary to control them for purposes of reference, printing, stocking, and distribution; to reproduce them in quantity; or to use them with other forms.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Formal EEO Complaint or formal EEO complaint – A written statement of alleged employment discrimination filed after the completion of the informal (pre-complaint) process that initiates the formal EEO complaint process.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Forms Analysis – The review of data elements, size, spacing, construction, layout, and flow of information on a form to assure the most effective design. It includes analyzing the instructions that accompany the form.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Form Design – The art or science of developing a form for the purpose of efficiently collecting data to fill a given function or systems need. It includes construction and layout.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Format – The design of directive pages for positioning content information such as directive number, subject, OPI, date, page number, margins, etc.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Former Employee – An individual who has left the employment of USDA.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Formerly Restricted Data – Information removed from the Restricted Data category upon a joint determination by the Department of Energy (or antecedent agencies) and the Department of Defense that such information relates primarily to the military utilization of atomic weapons and that such information can be safeguarded adequately as classified defense information. For purposes of foreign dissemination, this information is treated in the same manner as Restricted Data.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual* (06/09/16)

Fraud – Any acts of corruption or attempt to cheat the Government or corrupt the Government’s agents, including, but not limited to, the use of government charge cards to transact business that is not sanctioned, not authorized, not in one’s official government capacity, not for the purpose for which the card was issued, or not as part of official government business.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Fraud – Fraud and fraudulent transactions are any acts of corruption or attempt to cheat the Government or corrupt the Government’s agents, including but not limited to, the use of Government charge cards to transact business that is not sanctioned, not authorized,

not in one's official Government capacity, not for the purpose for which the card was issued, or not as part of official Government business.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Freedom of Information Act (FOIA) – Federal law providing for the public availability of government records.

- Source: 5 U.S.C. 552
- Used in: DR 3080-001, *Records Management*, 05/23/13

Frequency Assignment Subcommittee – An IRAC subcommittee comprised of representatives from Federal agencies that use the spectrum. The Frequency Assignment Subcommittee assists NTIA, on the behalf of IRAC, in assigning and coordinating frequencies for use by Federal radio stations. The Frequency Assignment Subcommittee also develops procedures for the processing of requests for frequency assignments.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Full Cost – The costs of resources consumed that directly or indirectly contribute to an output, and the costs of identifiable supporting services provided by other responsibility segments within the reporting entity, and by other reporting entities. All direct and indirect costs to any part of the Federal Government of providing goods, resources, or services.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Full Cost – Defined by Statement of Federal Financial Accounting Standards (SFFAS) No. 4, “managerial Cost Accounting Concepts and Standards for the Federal Government,” as “*the sum of (1) the costs of resources consumed by the [responsibility] segment that directly or indirectly contribute to the output, and (2) the costs of identifiable supporting services provided by other responsibility segments within the reporting entity, and by other reporting entities.*” Full cost includes costs incurred at the agency, mission area, and departmental level, as well as costs incurred outside USDA and imputed to an agency. In the context of providing things of value for a charge, full cost includes production costs with are normal operating costs that directly or indirectly support an agency's providing goods, services, or things of value. It excludes nonproduction costs, those costs that are linked to events other than the production of goods, services, and things of value. Nonproduction costs include such things as the costs of a major reorganization, or the costs of acquiring stewardship land or heritage assets which are recognized as an expense in the period in which they are acquired.

- Used in: DR 2100-003, *OCFO Biennial Review of Charges for Things of Value*, 01/23/02

Full-Performance Labor Relations Specialist – A Federal employee or contractor who possesses and has demonstrated a full range of labor relations competencies typically performed in a labor relations position classified at grade GS-12 or higher or equivalents.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Full Performance Level (FPL) – The highest level of classified duties certified by the supervisor to successfully carry out the objectives of the position and the mission of the organization.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Full Performance Level – The highest rank, grade or known promotion potential of a given position.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Fumigation – A means of decontaminating an enclosed space and the articles enclosed in that space by using a gas or vapor method. Usually the agent selected can inactivate bacterial endospores.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Function – An action, role or activity assigned to and performed by an organization.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Functional (working) Organization Chart – For purposes of this DR, a graphic representation of an organization's current or proposed structure at each level which is reflected from the Under Secretary's level down to the lowest level impacted. This chart may reflect position titles.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Functional Requirement – An expressed need for a system to exhibit specific, often quantified, behaviour as a result of its interaction with its operational environment. (DM 3595-001)

Functional Testing – Segment of security testing in which advertised security mechanisms of an information system are tested under operational conditions.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Fund Certifying Official – Federal employee in authority to review the budgetary funding.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Funds Be Put to Better Use – A recommendation by OIG that funds could be used more efficiently if management took actions to implement and complete the audit recommendation, including:

- (1) Reductions in outlays;
- (2) Deobligation of funds from programs or operations;
- (3) Withdrawal of interest subsidy costs on loans or loan guarantees, insurance, or bonds;
- (4) Costs not incurred by implementing recommended improvements related to the operations of the establishment, a contractor, or grantee;
- (5) Avoidance of unnecessary expenditures noted in pre-award reviews of contract or grant agreements; or
- (6) Any other savings which are specifically identified.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

F-Value – The time in minutes required to kill all the spores in suspension at a temperature of 121°C (250°F). By calculating and converting the temperature-time equivalents of the F-value during the heating and cooling of the sterilization cycle and adding them together, the holding time at sterilization temperature may be reduced and the product subjected to less heating than otherwise would be required.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

G

GAO – See Government Accountability Office (formerly: General Accounting Office – changed in 2004)

Gap Analysis – An evaluation to determine the void or difference that exists between the optimal requirements and the existing security processes.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

General Officers – Those who assist the Secretary in the supervision and control of the Department as defined in 7 CFR §2.4.

- Source: 7 CFR §2.4
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

- Used in: DR 4040-551-004, *Referral Bonus Awards*, 11/18/05

General Records Schedule (GRS) – General Records Schedules (GRS) are schedules issued by the Archivist of the United States that authorize, after specified periods of time, the destruction of temporary records or the transfer to the National Archives of the United States of permanent records that are common to several or all agencies.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1227.10](#) (2017)

General Records Schedule (GRS) – (Obsolete Definition) Mandatory disposition instructions issued by NARA for temporary administrative records that are common to most Federal agencies.

- Used in: DR 3080-001, *Records Management*, 05/23/13

General Records Schedule (GRS) – (Obsolete Definition) A National Archives and Records Administration (NARA) issued schedule governing the disposition of specified records common to several or all agencies.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

General Schedule (GS) – A Federal civilian pay system that covers white collar federal professional, technical, administrative and clerical positions.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

General Support System (GSS) – GSS is a collection of interconnected information resources or computing environments under the same direct management control, which shares common functionality. A general support system normally includes hardware, software, information, data, applications, communications, facilities, and people, and provides support for a variety of users and common applications. A general support system, for example, can be a local area network (LAN) including smart terminals that support a branch office, a backbone network (e.g., agency-wide), communications network, departmental processing center including its operating system and utilities, tactical radio network, office automation and electronic mail services, or share information processing service organization. A general support system can also host one or more major applications. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Generic Element and/or Standard – A performance element and/or standard which is written to cover a wide number or variety of positions. Supplemental standards may be

necessary to ensure expectations and performance measures are sufficiently documented to effectively communicate expectations and manage an employee's performance.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Geospatial Data – Geospatial data describe features or phenomena that can be referenced to specific locations relative to the earth's surface. For example, features such as buildings, rivers, road intersections, power plants, and national parks can all be identified by their locations. In addition, phenomena such as wildfires, the spread of an enterovirus, and the thinning of trees due to acid rain can also be tracked by their geographic locations. GIS data or geodata has explicit geographic positioning information included within it or contains coordinate geometry.

- Source:
<http://researchguides.library.yorku.ca/content.php?pid=245987&sid=2176375>
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Geographic Information System (GIS) – A computer-based graphics program that allows the superposition of plan-maps of thematic elements, such as roads, rivers, land use patterns, and the like to aid in local or regional planning activities.

- Source: *National Weather Service Glossary*
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Germicide – An agent that destroys microorganisms, especially pathogenic organisms. As commonly used, the term is associated with the death of all disease-producing microorganisms, but it does not necessarily include the capability of destroying bacterial spores.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Gift – Means property, whether personal or real, voluntarily transferred to the government without compensation or consideration, or for substantially less than market value, for the benefit of the Department or for the carrying out of any of its functions. For purposes of this DR, the term “gift” includes a bequest or devise, unless otherwise specifically noted.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Gift Card/Gift Certificate – A gift card and/or gift certificate is a type of purchase payment in the form of a pre-paid card specific to a retail merchant.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Global Positioning System (GPS) – The GPS is a U.S.-owned utility that provides users with positioning, navigation, and timing (PNT) services. This system consists of three segments: the space segment, the control segment, and the user segment. The U.S. Air Force develops, maintains, and operates the space and control segments.

- Source: GPS.gov website; retrieved February 25, 2015
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Good Faith – An effort to honestly, sincerely, and fully discuss problems and matters in conflict, and to explore solutions to those problems or conflicts.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

.GOV – A first level internet domain name controlled by the General Services Administration (GSA).

- Used in: DR 3150-002, *Internet Domain Name Policy*, 12/05/06

Governance – A set of processes that ensures the effective and efficient use of information technology in enabling an organization to achieve its goals.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Government Accountability Office (GAO) – formerly: General Accounting Office – changed in 2004)

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Gap Analysis – An evaluation to determine the void or difference that exists between the optimal requirements and the existing security processes.

- Used in:

Government Facility – Property owned or substantially controlled by the Government.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Government Furnished Equipment (GFE) – Equipment that is bought, configured, and provided to employees and contractors by the Government for Government business use. Non-GFE is equipment used for Government business use that is not provided by the Government. For example, a smart phone or other piece of equipment that is employee bought and owned or a company provided laptop or other equipment to a contractor.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Government Owned Equipment – Personal computing equipment owned and maintained by the USDA, but used for official USDA business under an approved telework arrangement. (DM 3595-001)

Government Performance and Results Act (GPRA) – The law requiring agencies to set organizational goals pertinent to the agency mission as well as means to accurately measure them. Such goals should be cascaded through the organization and linked to the development of employee elements and standards.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Government-to-Government – In Federal Indian law, the term is used to characterize the unique legal relationship that exists between federally recognized Tribes and the Federal government. This relationship evolved from the recognition of tribal sovereignty expressed in treaties between Tribes and the Federal government and in the U.S. Constitution. This relationship is the basis of the government-to-government consultation requirement and has been expressed through numerous statutes, executive directives and court decisions.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Government Vehicles – Any motor vehicle, aircraft, boat, ship or other similar means of transportation that is owned or leased (including non TDY rentals) by the United States Government or has come into possession or control of the Government by other means, such as forfeiture or donation.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Government Vehicle/Building Support – Parking spaces reserved for USDA-leased or USDA-owned vehicles utilized solely for the conduct of Government business. Also includes parking necessary to support the 24-hours-a-day operations and maintenance of the Headquarters Complex.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Grant agreement – A legal instrument that, in accordance with the FGCAA, reflects a relationship between a Federal agency and a NFE where the principal purpose of the relationship is to transfer a thing of value to the NFE to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government and where substantial involvement is not expected between the

Federal agency and the NFE when carrying out the activity contemplated in the agreement. (See §200.51; 31 U.S.C. § 6304.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Grantee – One to whom a grant is made. In USDA, grant agreements are made with individuals, entities, and academic institutions to perform scientific research and other studies as authorized by law. (DM 3595-001)

Granularity – The relative fineness or coarseness by which a mechanism such as access controls can be adjusted to implement discretionary access requirements.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Graphic Design – The art or profession of visual communication using various methods to convey information to an audience, especially to produce a specific effect. Multimedia can be distributed in many forms, including, but not limited to, CD, DVD, Flash, internet, computer, etc. and emerging technologies.

- Used in: DR 1490-002, *Creative, Media and Broadcast Policy*, 08/04/11

Grievance – Under 5 U.S.C. 7103(a)(9), a grievance "means any complaint by:
(a) an employee concerning any matter relating to the employment of the employee;
(b) any labor organization concerning any matter relating to the employment of any employee; or
(c) an employee, labor organization, or agency concerning –
(i) the effect or interpretation, or a claim of breach, of a collective bargaining agreement; or
(ii) any claimed violation, misinterpretation, or misapplication of any law, rule, or regulation affecting conditions of employment[.]"

- Used in: DR 4070-711, *Labor Relations*, 09/30/10
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Grievance Examiner – A person appointed by the Office of Human Resources Management (OHRM) to analyze the complete history of a grievance and, if necessary gather additional information to render a recommended decision on the issues at hand. The grievance examiner must be an individual who has not been involved previously in the matter being grieved and who does not occupy a position subordinate to any official who recommended, advised, made a decision on, or who otherwise is or was involved in the matter being grieved. Only individuals appointed by OHRM may use the title "Grievance Examiner".

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Grievance File – A tabbed and indexed file established for the purpose of creating and preserving a record of all documents and evidence pertinent to a grievance. This includes the entire history of the matter being grieved including the informal grievance, informal response, formal grievance, formal response, proposed actions, evidence files, decisions, employee response documentation, and any documentation relied upon to make a decision in the earlier stage of the grievance process.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Group – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups are located between Branches (when activated) and resources in the Operations Section.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

GS Maximum Payable Rate – The lowest rate on the current pay scale of the employee’s grade that is equal to or exceeds his or her highest previous rate.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

GSA-Leased Space – Space in privately owned buildings, which is leased through GSA for use by USDA.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

GSA Tenant Improvement Allowance – The amount of money that GSA determines is needed to take space from a “warm lit shell” state to a finished, usable product, customized for a particular occupant. It is comprised of the tenant general component and the tenant customization component (when applicable) and is the maximum amount allowed to be amortized in the Rent (this is the same as the previous “initial space alterations” or “standard alterations”). Charges exceeding this amount are considered above standard build-out and funded by the requesting agency. (NOTE: The general component is set nationally, adjusted annually, and indexed to local construction costs by GSA. This information is available from the GSA Regional Offices).

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Guard Post Orders and Special Instructions – Detailed instructions to the guard force detailing frequency of patrols, hours of operation, special needs of the facility, and outlining changes in protocols to address specific incidents. To the maximum extent permissible under the law, USDA will exercise available authority to arrest and detain.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Guidance – Interim documents designed and issued to control or govern security behavior. Guidance provides policy and procedures to be used until a subject specific directive is published. (DM 3595-001)

H

Hackers/Crackers – The term “hacker” is used to describe any individual who attempts to compromise the security of an IT system, especially those whose intention is to cause disruption or obtain unauthorized access to data. A “cracker” is any individual who used advanced knowledge of networks or the Internet to compromise network security. (DM 3595-001)

Harm – Harm is to damage, injure or impair Information Technology (IT) systems using electronic methods. (DM 3595-001)

Harassment – To annoy or torment repeatedly and persistently causing fear for personal safety. This includes but is not limited to any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law, which includes an individual’s race, color, gender, ethnic or national origin, age, religion, disability, marital status, sexual orientation, gender identity, or other personal characteristic protected by law.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Hazard – An emergency or disaster resulting from–(A) a natural disaster; or (B) an accidental or man-caused event. (Stafford Act)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Hazardous Material – Any chemical located, used, or stored at a USDA facility that either alone, or in combination with other substances, has the potential to threaten life, health, property, and/or the environment.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Hazards Protection for Agriculture – USDA directs Federal activities and furnishes technical guidance to State and local authorities concerning:

- (1) Diagnosis and strengthening of defensive barriers and control or eradication of diseases, pests, or hazardous agents (biological, chemical, and radiological) introduced against animals, crops, or products thereof.

- (2) Protective measures, treatment and handling of livestock and poultry, including products thereof, which have been exposed to or affected by hazardous agents.
- (3) Use of crops, agricultural commodities on farms and ranches, agricultural lands, forestlands, and water for agricultural purposes, any of which may have been exposed to or affected by hazardous agents. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Head – Agency administrator, office director, or the person acting as head.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/4/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Head of Contracting Activity (HCA) or HCA Designee – The official who has overall responsibility for managing a contracting activity (i.e., Chief, Forest Service; Administrator, Agricultural Research Service; etc.) and who is responsible for establishing and reporting on small business preference goals, or the individual designated by such an official to carry out the functions of the HCA.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07
- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Head of the Real Property Leasing Activity (HRPLA) – An Agency official or designee who has overall responsibility for managing an RPLO. The HRPLA verifies the need for a warranted leasing officer and submits the warrant request to the AO. The HRPLA has overall responsibility for the Agency’s real property leasing program including the verification that there are sufficiently properly trained and experienced RPLOs to carry out their agency’s leasing requirements. This individual, who represents the agency, and the Administrative Service Director (ASD), will ensure that their agency’s program has adequate resources, including organizational structure, staffing and internal policies to carry out all delegated leasing authority activities.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Headquarters Complex – The USDA Headquarters Complex is comprised of the Administration, South, Auditors, and Cotton Annex Buildings, associated grounds and parking lots; as well as parking allocated to USDA by GSA at the 12th and C Streets Parking Lot.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Headquarters Complex – USDA Jamie L. Whitten Building and South Building.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Heritage Assets – Property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational or artistic importance; or, significant architectural characteristics.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

High Risk – Positions that duties that have a broad scope of responsibility and authority which are especially critical to the agency or program mission. Positions with potential for exceptionally serious impact on the integrity and efficiency of the service including: (1) policy-making, policy-determining, and policy-implementing; (2) higher level management duties/ assignments, or major program responsibility; and/or (3) independent spokesperson or non-management positions with authority for independent action.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

High-Security Facility – Refers to a USDA facility that has, by nature of the pathogens, programs, or materials housed therein, been determined by the Department to require special security measures to ensure the integrity of the facility, including the suitability of all individuals having access to the facility.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

High-Value – Information or services are considered “high-value” as they can be used to increase agency accountability and responsiveness, improve public knowledge USDA and its operations, further our core mission, create or stimulate economic opportunity, or respond to needs and demand as identified through customer interaction.

- Used in: DR 1496-001, *Digital Strategy Governance*, 11/21/12

Higher-Level Review – A review conducted at a higher-level organizational level than the rating and reviewing officials, but not necessarily within the same organization. This review must precede action by the Performance Review Board.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Highest Previous Rate (HPR) – The highest rate of basic pay previously received by an individual while employed in a civilian position in any part of the Federal Government

without regard to whether that position was under the GS pay system; or the highest rate of basic pay in effect when a GS employee held his or her highest GS grade and highest step within that grade.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Highly Compensated Employee – Means any person who is a highly compensated employee as defined in Code Section 414(q).

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Hit – A "hit" is the identification, through a matching program, of a specific individual.

- Used in: DR 3450-001, *Computer Matching Projects Involving Individual Privacy Data*, 04/17/84

Home-based child care – Child care provided by a child care provider within the personal residence of the child care provider to children other than those of the child care provider.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

Homepage – Is the first page (i.e., the opening screen) of a website. (DM 3595-001)

Home Page – Primary page or starting point, often reached through a uniform resource locator (URL). Although a home page is described as a single document, it can contain multiple screens. An organizational home page contains information about a definable organization such as USDA, an agency, or a division of an agency. A personal web page contains information related to an individual employee (e.g., a scientist whose work may be of interest to the public).

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Honor Award – The highest honorary award granted by the Secretary of Agriculture to an individual or group for a contribution or achievement in support of the organization's mission or goals.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Host – A computer that acts as a source of information or signals. The term can refer to almost any kind of computer, from a centralized mainframe that is a host to its terminals, to a server that is host to its clients, to a desktop personal computer (PC) that is host to its peripherals. In network architectures, a client station (user's machine) is also considered

a host because it is a source of information to the network in contrast to a device such as a router or switch that directs traffic. (DM 3595-001)

Hoteling – Shared office space in a Mission Area, agency, or staff office location designed for use by teleworkers.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Hotfix – Microsoft’s term for a bug fix, which is accomplished by replacing one or more existing files in the operating system or application with revised versions. (DM 3595-001)

HTML – See Hypertext Markup Language

Human Capital – The collective value of the knowledge, skills, abilities, and competencies of the employees at all levels throughout the organization embodied in the ability to perform work to produce value. Human capital is vitally important for an organization's success, and it increases through education and experience. Human capital planning is the method by which an agency designs a coherent framework of human capital policies, programs, and practices to achieve a shared vision integrated with the agency’s strategic plan. Implementation of the strategic human capital plan is a key step in an agency’s progress to build a highly effective, performance-based organization by recruiting, acquiring, motivating, training and rewarding a high-performing, top quality workforce. The plan becomes the roadmap for continuous improvement and the framework for transforming the culture and operations of the agency.

- Used in: DR 4740-004, *Training Officers Consortium*, 07/25/14

Human Capital Accountability – The responsibility shared by USDA senior leadership including the CHCO, all levels of management, and HR practitioners to ensure that people are managed efficiently and effectively in support of agency mission accomplishment and in accordance with merit system principles.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Human Capital Framework – The HCF establishes and defines human capital systems, including critical success factors and metrics for those systems that together provide a single, consistent definition of human capital management for the Federal Government. HCF fuses human capital management to the merit system principles and other civil service laws, rules, and regulations.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Human Health and/or Environmental Effects – As used in this Departmental Regulation includes interrelated social and economic effects.

- Used in: DR 5600-002, *Environmental Justice*, 12/15/97

HyperText Markup Language (HTML) – HTML is the standard language used to produce web pages and hyperlinks to other documents. Because this is a rapidly evolving technology, and because adherence to the international standards is voluntary, some variation exists in the versions of HTML available and the HTML features supported by various browsers. Agencies and offices need to be aware of these differences in electing a version to use. USDA will not adopt any single version of HTML.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

I

IBM UNIX System Services – Unix System Services provide all of the capabilities and flexibility of UNIX in the z/OS/OS390 IBM operating system. (DM 3595-001)

Identical/Additional (IA) Position – A position the duties and responsibilities of which are identical to classified duties in a position in the same activity, and the same organization.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Identification and Authentication – Is the security service that helps ensure that the LAN is accessed by only authorized individuals.

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Identity Lifecycle Management – The creation, administration, maintenance, and disposition of a digital identity.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Identity Proofing – The process of providing sufficient information (e.g., driver's license, proof of current address) to a registration authority, or the process of verifying an individual's information that he or she is that individual and no other.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

IDLs Officer – The ITS Point of Contact for customer agencies to submit data requests. Note: ITS was renamed CTS and then CEC.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Illegal Drug – A controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term —illegal drugs does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. The following drugs or categories of drugs constitute the basis of the USDA drug testing program, and will be tested for in each sample:

- (1) Marijuana;
- (2) Cocaine;
- (3) Opiates (Codeine, Morphine and 6-Monoacetylmorphine);
- (4) Amphetamines (Methamphetamine, Methylenedioxyamphetamine (MDA) and Methylenedioxymethamphetamine (MDMA)); and
- (5) Phencyclidine (PCP).

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11

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- (5) Phencyclidine (PCP).

When conducting reasonable suspicion, accident or unsafe practice testing, a Federal agency may test an employee for any drug identified in Schedule I or II of the Controlled Substances Act. If the Agency wants to test for any other drug on a routine basis for applicant, random, voluntary and follow-up testing, advance written approval from the Secretary, Department of Health and Human Services (HHS) is required. Federal agency drug testing programs shall have validity tests performed on urine specimens as, provided in section 2.4(g) of the *Mandatory Guidelines and Proposed Revisions to Mandatory Guidelines for Federal Workplace Drug Testing Programs* (April 13, 2004).

- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Image – To image a hard drive is to make an identical copy of the hard drive, including empty sectors. Also known as creating a “mirror image.”

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Immediate Family – Any of the following named members of the employee’s household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

- (1) Spouse;
- (2) Domestic partner;
- (3) Children of the employee, of the employee’s spouse, or of the employee’s domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term “children” shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee, of the employee’s spouse, or of the domestic partner; and an unborn child(ren) born and moved after the employee’s effective date of transfer.)

- Used in: DR 2300-002, *USDA Relocation Allowance Regulation*, 08/26/13
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Immediate Office of the Secretary – Refers to the office containing the Secretary, Deputy Secretary, and their immediate staff.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10
- Used in: DR 3060-002, *Secretarially Signed Documents*, 07/17/10

Immediate Supervisor – The individual whom an employee directly reports to or receives direction from.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Imminent Danger – An exposure or vulnerability to harm or risk about to occur or impending.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Impact – The magnitude of harm that can be expected to result from the consequences of unauthorized disclosure of information, unauthorized modification of information, unauthorized destruction of information, or loss of information or information system availability.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Impact Category – “Low,” “moderate,” and “high” impact categories refer to the three levels of potential impact on organizations or individuals in the event of a security breach (i.e., loss of confidentiality, integrity, or availability) of systems, as designated under NIST, [FIPS PUB 199](#), *Standards for Security Categorization of Federal Information and Information Systems*.

- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Impact Level – High, moderate, or low security categories of an information system established in FIPS PUB 199, which classify the intensity of a potential impact that may occur if the information system is jeopardized.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Impasse – The point during bargaining when the parties have reached a deadlock or stalemate. In order for the matter to be properly submitted to the FSIP, the parties are generally required to first seek mediation assistance from the Federal Mediation and Conciliation Service (FMCS). Impasses in the Federal sector are controlled by the provisions of 5 U.S.C. 7119 and 5 CFR Part 2470.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Implicit interest rate – The rate computed by the lessor and known to the lessee at the inception of the lease.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Imprest Fund – Fixed-cash or petty cash, which includes all field party advances or change making funds, maintained by USDA agencies in the form of currency, coin, or depository account balance representing advanced funds held outside of Treasury. The Approving Official may designate three types of Imprest Fund Cashiers. Class A Cashiers are authorized to make disbursements but may not advance funds to another cashier, except to an alternate cashier. Class B Cashiers are authorized to make disbursements and may also advance funds to an alternate cashier or sub cashier. Class D Cashiers are designated solely for change making purposes.

- Used in: DR 2250-001, *Imprest Fund Authorities and Requirements*, 08/11/03

Improper Payment (also referred to as erroneous) – A disbursement of public funds (7 GAO 8.2) by a disbursing officer or subordinate that is found by an appropriate authority, including the Comptroller General, to be illegal, improper, or incorrect. Improper payments result from fraud, forgery, alteration of vouchers, improper certifications, and other improper practices. Improper payments can also be caused by human and/or mechanical error during the payment process.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/23/03

Inappropriate Influence – The attempt to shape the production of a scientific product against the judgment of a non-partisan and apolitical scientific or statistical agency. More specifically, it includes, but is not limited to:

- (1) The suppression of an agency’s responsibility to offer its best judgment on how to most accurately and reliably study or measure a given phenomenon;
- (2) The decision to prevent an agency from using state-of-the-art science;
- (3) The insistence on the preclearance of a scientific product, which is based on state-of-the-art science, for purposes other than providing advance notification or an opportunity to review for technical merit; and/or
- (4) The suppression, alteration, or delay of the release of a scientific product for any reason other than technical merit or providing advance notification, as determined through standard agency/staff office procedures.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Incident – An occurrence or event, natural or manmade that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Incident Action Plan – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Incident Command System – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Incident Handling – This refers to the actions taken to resolve the incident. (DM 3595-001)

Incident Oversight – This process is the ongoing surveillance of the networks and systems to spot new vulnerabilities and take corrective actions in advance of incidents. (DM 3595-001)

Incident Reporting – This involves formal acknowledgement that a computer incident occurred. (DM 3595-001)

Incident Response – This process is the analysis of how the incident happened and how to handle the situation so that it does not reoccur. (DM 3595-001)

Incident Response Chief (IRC) – USDA Center Director or Laboratory Director responsible for incident control.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Incoming Mail – Refers to any mail that comes into USDA delivered by any service provider, such as USPS, UPS, FedEx, DHL, etc.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Incremental Borrowing Rate – The rate that, at the inception of the lease, the lessee would have incurred to borrow over a similar term (i.e., a loan term equal to the lease term) the funds necessary to purchase the leased asset.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Independent Assessor – Any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system. Impartiality implies that assessors are free from any perceived or actual conflicts of interest with respect to the development, operation, and/or management of the information system or the determination of security control effectiveness. Independent security control assessment services can be obtained from other elements within the organization or can be contracted to a public or private sector entity outside of the organization. Contracted assessment services are considered independent if the information system owner is not directly involved in the contracting process or cannot unduly influence the independence of the assessor(s) conducting the assessment of the security controls.

- Source: NIST SP 800-37, Revision 1
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Indian – A member of an Indian tribe.

- Used in: DR 1340-007, *Policies on American Indians and Alaska Natives*, 03/14/08

Indian Tribe (or Tribe) – Any Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the *Federally Recognized Indian Tribe List Act of 1994*, 25 U.S.C. 479a-1.

- Used in: DR 1340-007, *Policies on American Indians and Alaska Natives*, 03/14/08
- Used in: DR 1350-001, *Tribal Consultation*, 09/11/08

Indian Tribe (or “federally recognized Indian tribe”) – Indian tribe means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the *Alaska Native Claims Settlement Act* (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of *Indian Entities Recognized and Eligible to Receive Services*. (See §200.54.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Indicator –

- a. Recognized action, specific, generalized, or theoretical, that an adversary might be expected to take in preparation for an attack. (Source: CNSSI 4009)
- b. A sign that an incident may have occurred or may be currently occurring. (Source: NIST IR 7298 Revision 2)

- Source: CNSSI 4009
- Source: NIST Interagency Report (IR) 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Indicator of Proficiency – A source of evidence that an applicant possesses job-related competencies/KSA, e.g., college coursework, work experiences, professional activities, and certifications.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Indictment – Indictment means an indictment for a criminal offense. A presentment, information, or other filing by a competent authority charging a criminal offense shall be given the same effect as an indictment.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Individual – Means a citizen of the United States or an alien lawfully admitted for permanent residence. (DM 3595-001)

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Individual Accountability – Requires individual users to be held accountable for their actions after being notified of the rules of behavior in the use of the system and the penalties associated with the violation of those rules. (DM 3595-001)

Individual Billed Account (IBA) – An account established for a Government employee used to pay for travel and transportation expenses.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Individual Development Plan (IDP) – An annual plan developed jointly by the employee and supervisor that identifies the employee’s short- and long-term learning and developmental goals. This plan may contain approved elective and required training, education and developmental activities to acquire the competencies required to meet the organization’s goals and/or employee’s career goals.

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Individual(s) with Handicap – A person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Infection – The establishment of a pathogenic microorganism within a susceptible host after transmission via a viable route and subsequent host invasion.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Infectious Biological Material – Infectious substances (also referred to as etiologic agents) as defined by the U.S. Public Health Service (USPHS): A substance containing or suspected of containing an infectious virus, prion, or a viable microorganism, such as a bacterium, rickettsia, parasite, fungus, or protozoan that is known or reasonably believed to cause disease in humans. Toxins known to be pathogenic to humans are to be packaged and shipped as infectious substances. For purposes of USDA policy, this includes any subunits or genetic elements of BSL-3 pathogens if those subunits or genetic elements, if inserted into an appropriate host system, are reasonably believed capable of causing disease or toxicosis in livestock, poultry, and crops.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Informal EEO Complaint – The first stage in the EEO complaint process that must take place before the initiation of a formal complaint of discrimination in which the aggrieved person exhibits intent to begin the EEO process by presenting allegations of discrimination to an EEO Counselor. This term is commonly interchanged with the word “pre-complaint.”

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Informal Recognition – Recognition presented for performance or an accomplishment that benefits the Agency or Staff Office, but does not merit a cash, time-off, or honor award. Informal recognition includes non-monetary awards of nominal value, which may be purchased with public funds for appropriate use in the public sector.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Information – Means any communication or representation of knowledge such as facts, data or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative or audiovisual forms. (DM 3595-001)

- Source: OMB [A-130](#)

- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16
- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Information – Information is categorized according to its information type. An information type is a specific category of information (e.g., privacy, medical, proprietary, financial, investigative, contractor sensitive, security management) defined by an organization or, in some instances, by a specific law, Executive Order, directive, policy, or regulation.

- Source: FIPS PUB 199
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Information – Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics that is owned by produced by or for, or is under the control of the United States Government. “Control” means the authority of the agency that originates information, or its successor in function, to regulate access to the information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Information Accessibility – The application or configuration of Federal Information Processing resources in a manner that accommodates the functional limitations of individuals with disabilities so as to promote productivity and provide access to work-related or public information resources.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11
- Note: This definition will be deleted from the next issuance of the above records management directive – Per the Departmental Records Management Officer, 06/26/18

Information Assurance – Measures that protect and defend information systems by ensuring their availability, integrity, authentication, confidentiality, and nonrepudiation. These measures include providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Information Discovery and Litigation Support (IDLS) – Activities related to the preservation and/or production of electronically stored information for the purposes of electronic information discovery and litigation support.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Information Dissemination Product – Any book, paper, map, machine-readable material, query-friendly databases, audiovisual production or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Information Management – The planning, budgeting, manipulating, and controlling of information throughout its life cycle.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Information Resources – Information and related resources, such as personnel, equipment, funds, and information technology.

- Source: 44 U.S.C., SEC. 3502
- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Information Resource Management (IRM) – That aspect of general management that deals with the utilization of information and information resources and is concerned with the acquisition, processing, communication, and retention of information. It embraces and employs specific discipline such as automated data processing, data administration, telecommunications, office automation, and records and paperwork management; but it extends beyond all of these to include the flow, use, and responsibility for information throughout the organization.

- Used in: DR 3100-002, *Agency IRM Review Board*, 12/13/83
- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89
- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Information Retention and Retrieval (IRR) – The standard format/process for requesting electronically stored information in the ITS-covered infrastructure.

Note: ITS was renamed CTS and then CEC.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Information Security – The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity, and availability.

- Source: 44 U.S.C., SEC. 3542
- Source: NIST IR 7298, Revision 2
- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Information Security – The term “Information Security” means either:

(1) the system of policies, procedures, and requirements established under the authority of E.O. 12958 and the Information Security Oversight Office to protect information that, if subjected to unauthorized disclosure, could reasonably be expected to cause damage to the national security; or

(2) the security controls over an Automated Information System required by the *Federal Information Security Management Act of 2002*.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Information Security Coordinator (ISC) – Individuals designated by their agency or office to act as liaisons between their agency and the Personnel and Document Security Division, Information Security Staff relative to USDA Information Security Program. Responsibilities are identified in Chapter 1 of this manual.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Information System – A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

- Source: 44 U.S.C., SEC. 3502(8)
- Source: [OMB Circular A-130, Appendix III](#)
- Source: NIST IR 7298 Revision 2
- Source: CNSSI 4009
- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16
- Used in: DR 3520-002, *Configuration Management*, 08/12/14
- Used in: DR 3545-001, *Information Security Awareness and Training Policy*, 10/22/13
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Information System – A discrete set of resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

- Source: NIST SP 800-34 Revision 1
- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Information System – A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Note: Information systems also include specialized systems such as industrial/process controls systems, telephone switching and private branch exchange (PBX) systems, and environmental control systems.

- Source: CNSSI 4009
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Information System – A discreet set of information resources organized for the collecting, processing, maintaining, using, sharing, disseminating, or disposing of information.

- Source: NIST [SP 800-53A Revision 4](#), *Assessing Security and Privacy Controls in Federal Information Systems and Organizations*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Information Systems – The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual.

- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11)
- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Information System Contingency Plan (also see Contingency Plan) – Management policy and procedures designed to maintain or restore business operations, including computer operations, possibly at an alternate location, in the event of emergencies, system failures, or disasters.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Information System Operated by a Contractor on Behalf of an Agency – An information system operated by a contractor on behalf of an agency must be treated in the same way as agency-operated information systems. The level of effort required for security

authorization depends of the impact level of the information contained in the system. The security authorization boundary for these systems must be carefully mapped to ensure that Federal information:

- (a) is adequately protected,
- (b) is segregated from the contractor, state or grantee corporate infrastructure, and
- (c) there is an interconnection security agreement (ISA) in place to address connections from the contractor, state or grantee system containing the agency information to systems external to the security authorization boundary.

- Source: OMB M-12-20
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Information Systems Security Officer – Individual assigned responsibility by the senior agency information security officer, authorizing official, or information system owner for maintaining the appropriate operational security posture for an information system or program.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Information Systems Security Program Manager (ISSPM) –

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Information Technology (IT) – The hardware and software operated by a Federal agency or by a contractor of a Federal agency or other organization that processes information on behalf of the Federal Government to accomplish a Federal function, regardless of the technology involved, whether computers, telecommunications, or others. It includes automatic data processing equipment as that term is defined in Section 111(a)(2) of the *Federal Property and Administrative Services Act of 1949*. Automatic data processing and telecommunications activities related to certain critical national security missions, as defined in 44 U.S.C. 3502(2) and 10 U.S.C. 2315, are excluded.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Information Technology (IT) – Information technology means any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. For purposes of this definition, such services or equipment if used by the agency directly or is used by a contractor under a contract with the agency that requires its use; or to a significant extent, its use in the performance of a service or the furnishing of a product. The term “information technology” includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security

and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including cloud computing and help-desk services or other professional services which support any point of the life cycle of the equipment or service), and related resources. The term “information technology” does not include any equipment that is acquired by a contractor incidental to a contract which does not require its use (40 U.S.C. § 11101).

- Source: OMB Circular [A-130](#), *Managing Federal Information as a Strategic Resource*, July 28, 2016

Information Technology (IT) – IT refers to computing and/or communications hardware and/or software components and related resources that can collect, store, process, maintain, share, transmit or dispose of data. IT components include computers and associated peripheral devices, computer operating systems, utility/support software, and communications hardware and software. (DM 3595-001)

Information Technology (IT) – Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which:

- (a) requires the use of such equipment; or
- (b) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

The term information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

- Source: 40 U.S.C. 1401 (Note: This is based on the *Clinger-Cohen Act of 1996* – recommend using the latest FITARA/OMB A-130 definition going forward)
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Information Technology (IT) – Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which:

- (1) requires the use of such equipment; or
- (2) requires the use, to a significant extent, or such equipment in the performance of a service or the furnishing of a product. IT includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

- Source: 40 U.S.C. SEC. 1401(3) (Note: This is based on the *Clinger-Cohen Act of 1996* – recommend using the latest FITARA/OMB A-130 definition going forward)
- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Information Technology (IT) – See the Access Board regulation for a detailed definition.

- Source: <http://www.access-board.gov/>.
- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Information Technology (IT) – The term "information technology" means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which

- (a) requires the use of such equipment, or
- (b) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes C-2 computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Information Technology (IT) – Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency where such services or equipment are used by an agency if used by the agency directly or if used by a contractor under a contract with the agency that requires either use of the services or equipment or requires use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product. The term information technology includes computers, ancillary equipment, peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services and related resources.

- Used in: DR 3300-020, *Telecommunications Mission Area Control Officer Roles and Responsibilities*, 10/13/16

Information Technology (IT) Configured Equipment – The IT unit or system that results from the integration of IT components. Although the individual component costs may not satisfy the capitalization threshold value, the final IT unit or system does satisfy the threshold value.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Information Technology (IT) Enterprise Initiative – Typically a methodology, product or service shared across multiple agencies and/or staff offices. Examples of an IT enterprise initiative are:

- (1) A common approach or set of technologies across the Department or across one or more lines of business;
- (2) An acquisition vehicle for use across the Department; or
- (3) An application or service used across the Department or across one or more lines of business.

- Used in: DR 3107-001, *Management of USDA IT Enterprise Initiatives*, 05/12/16
- Used in: DM 3107-001, *Management of USDA IT Enterprise Initiatives Procedures*, 05/18/16

Information Technology (IT) Equipment – Formerly known as Automated Data Processing (ADP) Equipment, includes central processing units, peripheral input and output devices, control units, and data entry machines.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Information Technology (IT) Facility – An organizationally defined set of personnel, hardware, software, and physical facilities, a primary function of which is the operation of information technology.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Information Technology (IT) Investment – An expenditure of money and/or resources for IT and IT-related products or services involving managerial, technical, or organizational risks for which there are expected benefits to the organization’s performance. (DM 3595-001)

Information Technology (IT) Investment Management – A management process to identify, select, control, and evaluate investments in information systems and resources. The process effectively and efficiently links mission needs, information, and IT; integrates with organizational planning, budgeting, procurement, management (financial, human resources, and program), and assessment; coordinates with the Department’s current and targeted enterprise architecture; and maximizes the value while assessing and managing the risks in the selection, control, and evaluation of information resources.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Information Technology (IT) Portfolio Management – The combination and management of all IT assets, resources, and investments owned or planned by an organization in order to achieve its strategic goals, objectives, and mission.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Information Technology (IT) Related Risk – The net mission impact considering (1) the probability that a particular threat source will exercise (accidentally trigger or intentionally exploit) a particular information system vulnerability and (2) the resulting impact if this should occur. (DM 3595-001)

Information Technology (IT) Security – IT Security is a technological discipline concerned with ensuring that IT systems perform as expected and do nothing more; that information is provided adequate protection for confidentiality; that system, data and software integrity is maintained; and that information and system resources are protected against unplanned disruptions of processing that could seriously impact mission accomplishment. (Synonymous with Automated Information System Security, Computer Security, Information Systems Security, and Cyber Security). (DM 3595-001)

Information Technology (IT) Security Literacy – IT Security Literacy is the first solid step of the IT security training level where knowledge is obtained through training that can be directly related to the individual’s role in his or her specific organization. (DM 3595-001)

Information Technology (IT) Security Program – A program established, implemented and maintained to assure that adequate IT security is provided for all organizational information collected, processed, transmitted, stored or disseminated in its Information Technology systems. (Synonymous with Automated Information System Security Program, Computer Security Program, Information Systems Security Program, and Cyber Security). (DM 3595-001)

Information Technology (IT) Standards Profile/Technical Standards Profile – The IT Standards Profile collates the various systems and services, standards, and rules that implement and constrain the choices that can be or were made in the design and implementation of an Architectural Description. It delineates the systems, services, Standards, and rules that apply. The technical standards govern what hardware and software may be implemented and on what system. The standards that are cited may be international such as ISO standards, national standards, or organizational specific standards.

With associated standards with other elements of the architecture, a distinction is made between applicability and conformance. If a standard is applicable to a given architecture, that architecture need not be fully conformant with the standard. The degree of conformance to a given standard may be judged based on a risk assessment at each approval point.

Note that an association between a Standard and an architectural element should not be interpreted as indicating that the element is fully compliant with that Standard. Further detail would be needed to confirm the level of compliance.

Standards Profiles for a particular architecture must maintain full compatibility with the root standards they have been derived from. In addition, the IT Standards Profile model may state a particular method of implementation for a Standard, as compliance with a Standard does not ensure interoperability. The Standards cited are referenced as relationships to the systems, services, system functions, service functions, system data, service data, hardware/software items, or communication protocols.

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Information Technology (IT) System – A collection of computing and/or communications components and other resources that support one or more functional objectives of an organization. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Infrastructure – The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

- Source: DHS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Infraction – Any knowing, willful, or negligent action contrary to the requirements of E.O. 12958 or its implementing directives that does not comprise a “violation.” (See definition of “violation”). The state that exists when information is unchanged from its source and has not been accidentally or intentionally modified, altered, or destroyed. (DM 3595-001)

Infrastructure Reference Model (IRM) – The Infrastructure Reference Model (IRM) is the framework and taxonomy-based reference model for categorizing IT infrastructure and the facilities that host and contain the IT infrastructure. For the purposes of IRM, Infrastructure is defined as “The generic (underlying) platform consisting of hardware, software, and delivery platform upon which specific/customized capabilities (solutions, applications) can be deployed.” The purpose of the IRM is to provide the foundation for classifying the technology infrastructure and the physical infrastructure that is needed to support it. The IRM supports definition of infrastructure technology items and best practice guidance to promote positive outcomes across technology implementations.

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Infrastructure Reference Model (IRM) – The framework and taxonomy-based reference model for categorizing IT infrastructure and the facilities that host and contain the IT infrastructure. The IRM is a component-driven taxonomy that categorizes the network/cloud related standards and technologies to support and enable the delivery of voice, data, video, and mobile service components and capabilities. For the purposes of IRM, Infrastructure is defined as “The generic (underlying) platform consisting of hardware (HW), software (SW), and delivery platform upon which specific/customized capabilities (solutions, applications) can be deployed.” The purpose of the IRM is to provide the foundation for classifying the technology infrastructure and the physical infrastructure that is needed to support it. The IRM supports definition of infrastructure technology items and best practice guidance to promote positive outcomes across technology implementations.

- Used in: DR 3170-001, *End User Workstation Configurations*, 05/12/15

Infrastructure Reference Model (IRM) – Categorizes the network/cloud related standards and technologies to support and enable the delivery of voice, data, video, and mobile service components and capabilities.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Infrastructure as a Service (IaaS) – The capability provided to the consumer to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure, but has control over operating systems, storage, deployed applications, and possibly select networking components (e.g., firewalls, load balancers).

- Source: NIST SP 800-145
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Initial Summary Rating – An overall rating level the supervisor derives from appraising the senior executive’s performance during the appraisal period and forwards to the Performance Review Board.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Initiative Owner – The initiative owner is an official from one USDA agency or staff office involved in establishing an enterprise initiative and shall be accountable for the establishment and management of an approved enterprise initiative, reporting initiative status and measurable outcomes to the CIOC, and for reporting changes that affect the viability and continued suitability of an initiative.

- Used in: DR 3107-001, *Management of USDA IT Enterprise Initiatives*, 05/12/16

- Used in: DM 3107-001, *Management of USDA IT Enterprise Initiatives Procedures*, 05/18/16

Inject – Injects are actions and scripted events to be “injected” into exercise play by controllers to generate or prompt player activity. Exercise controllers provide injects to exercise players to drive exercise play towards the achievement of objectives. Injects can be written, oral, televised, and/or transmitted via any means (e.g., fax, phone, e-mail, voice, radio, or sign).

- Source: DHS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Injury (as it applies to RPL) – A compensable injury sustained under the provisions of 5 U.S.C. chapter 81, subchapter 1, and includes, in addition to accidental injury, a disease proximately caused by the employment. See “partially recovered” for related information.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Injured Worker (IW) – An employee who is injured in the performance of official duties, either by a traumatic injury or occupational disease or illness.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Inquirer – A person or legal entity who requests information about any benefit or service provided by an Agency.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Inquiry – The stage in the response to an allegation of compromised scientific integrity when an assessment is made to determine whether the allegation has substance and whether an investigation is warranted.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Institution of Higher Education (IHE) – IHE is defined at 20 U.S.C. 1001 as an educational institution in any State that:

(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of section 1091(d) of title 20 of the U.S. Code;

- (2) Is legally authorized within such State to provide a program of education beyond secondary education;
- (3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary of Education;
- (4) Is a public or other nonprofit institution; and
- (5) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Intangible Assets – Assets characterized by a lack of physical substance. Examples include patents and copyrights.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Intangible Property – Means a right or possession of a nonphysical or abstract nature that has value, such as a copyright, patent, license, trademark, or goodwill of a business. It also refers to a financial asset having no intrinsic value but representing value, such as securities, notes, accounts receivable, etc.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Intelligence Activity – An activity that an agency within the Intelligence Community is authorized to conduct under E.O. 12333.

- Source: E.O. 12333
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Interagency Career Transition Assistance Program (ICTAP) – A special career transition assistance program designed to give re-employment priority to Federal employees affected by Federal downsizing. (See 5 CFR, Part 330.)

- Source: 5 CFR, Part 330
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Internal Use Software – Software that is purchased from commercial vendors off-the-shelf, internally developed, or contractor-developed solely to meet internal or operational needs.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Integrated IT Governance Framework (IITGF) – Is an integral part of enterprise IT governance and consists of the leadership, structures, and processes that ensure that an organization’s IT sustains and extends its strategies and objectives. Integrated IT governance requires a structure and processes to support repeatable decision making, alignment of IT activities to the enterprise’s strategic goals and objectives, and a clearer understanding of authority and accountability.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Integrated Marketing – Defines those set of services and products required to conceptualize, design, develop, and implement creative multimedia campaigns that fully integrate a variety of marketing, advertising, constituent/stakeholder relations, and media relations activities. They include all necessary goods, services and distribution methods, required to promote public awareness of USDA mission areas, agencies and staff offices’ mission and initiatives, enable public understanding of complex technical, scientific, and at times, controversial issues, and disseminate information to various audiences, where all services and products conform to government accessibility standards, including but not limited to:

- (1) Marketing objective determination;
- (2) Plan development;
- (3) Message creation;
- (4) Media selection;
- (5) Outdoor marketing and media services;
- (6) Interactive (web-based) marketing;
- (7) Broadcast media (radio, television, and public service announcements);
- (8) Direct mail services;
- (9) Media planning and placement services;
- (10) Marketing program evaluation; and
- (11) Distribution method.

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Integrated Service Delivery – The provision of Internet-based federal government information or services related according to function rather than separated according to the boundaries of agency jurisdiction.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

Integrity – Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity.

- Source: NIST SP 800-53 Revision 4
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Integrity – Assurance that information in an IT system is protected from unauthorized, unanticipated, or unintentional modification or destruction. System integrity also addresses the quality of an IT system reflecting the logical correctness and reliability of the operating system; the logical completeness of the hardware and software implementing the protection mechanisms; and the consistency of the data structures and occurrence of the stored data. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Integrity Awareness Training – The Training Management System (TMS) course clarifies transit benefit requirements by educating participants of their roles and responsibilities, to enhance participant understanding, addressing ramifications of non-compliance, emphasizing internal controls to minimize fraud and abuse, as well as penalty for fraud.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Intellectual Property – Means a category of intangible rights protecting commercially valuable products of the human intellect, including patents, trademarks, and copyrights.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Intelligence – Includes foreign intelligence and counterintelligence as defined by E.O. 12333 of December 4, 1981, as amended, or by a successor order.

- Source: E.O. 12333
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Intelligence Communications – Refers to a network's ability to determine best path as well as traffic prioritization decisions for defined Internet Protocol (IP) services.

- Used in: DR 3300-006, *Network Class of Service and Quality of Service*, 06/01/16

Intelligence Community – Means an element or agency of the U.S. Government identified in or designated pursuant to section 3(4) of the *National Security Act of 1947*, as amended, or section 3.5(h) or E.O. 12333, as amended.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Interagency Agreement – The signed agreement between the Servicing Agency and Requesting Agency that sets out the terms and conditions under which reimbursable work will be performed.

- Used in: DR 2235-001, *Economy Act Agreements*, 09/27/13

Interagency Career Transition Assistance Program (ICTAP) – A career transition assistance program established to provide Federal employees affected by Federal downsizing re-employment priority for jobs in agencies other than the one in which they were previously employed. (See 5 CFR 330)

- Source: 5 CFR 330
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Interagency Committee – Any committee made up wholly of full-time Federal officers or employees of more than one department or agency.

- Used in: DR 1044-003, *Agency and Liaison Membership Committees*, 08/24/84

Interagency Security Classification Appeals Panel (ISCAP) – The ISCAP provides the public and users of the classification system with a forum for further review of classification decisions.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Interagency Suspension and Debarment Committee (ISDC) – The ISDC consists of representatives from Federal agencies designated by the Director of OMB. The committee facilitates Federal lead agency coordination, serves as a forum to discuss current S&D related issues, and assists with developing unified Federal policy. USDA has at least two members: a representative from the Office of the Chief Financial Officer (OCFO) for non-procurement S&D functions, and another from the Office of Procurement and Property Management (OPPM) for procurement S&D functions.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Interagency Transfer Agreement (ITA) – A required document that provides information on personnel, funds, property, space, and records that are affected by functions and activities that transfer between Mission Areas or agencies. This agreement must accompany the reorganization proposal for a transfer of function. (DR 1010-001)

Interconnection Security Agreement (ISA) – An agreement established between organizations that own and operate connected IT systems to document the technical requirements of the interconnection. The ISA also supports an MOU/A between the organizations.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Interdepartment Radio Advisory Committee (IRAC) – IRAC serves in an advisory capacity to the Administrator of NTIA (with reference to Federal radio stations) in assigning frequencies, developing and executing policies, programs, procedures, and technical criteria pertaining to the allocation, management, and use of the spectrum.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Interference – An act or behavior to hamper, hinder, block, resist, oppose or impede the actions or activities of another person which causes fear for personal safety.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Interim Appraisal - An appraisal of performance by the rating official during a detail or temporary assignment of 120 days or more or a change in position during the appraisal period.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Interim Final Rule – A final rule that is not preceded by a NPRM, but that provides the public with an opportunity to participate in the rulemaking proceeding after the final rule has been published. Interim final rules may only be used when the agency for good cause finds (and incorporates the findings and a brief statement of the reasons for the findings in the interim final rule) that a prior NPRM would be impracticable, unnecessary, or contrary to the public interest.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Interim Rating – A written appraisal of an employee’s performance conducted before the end of the appraisal period. Interim ratings are required for situations such as changes in supervisors, promotions, significant changes in responsibilities, and details and temporary promotions of 90 or more days.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Interim Rating – (Obsolete Definition) A written appraisal of an employee’s performance conducted before the end of the appraisal period. Interim ratings are required for situations such as changes in supervisors, promotions, significant changes in responsibilities, and details and temporary promotions of 90 or more days. Interim ratings must be based on expectations formally communicated in a performance plan.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Interim Travel Voucher – An official request for reimbursement of travel expenses prior to the completion of the temporary duty travel.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Internal Control – The organization, policies, and procedures used to reasonably ensure that:

- (1) Obligations and costs are in compliance with applicable law;
- (2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and
- (3) Revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

- Used in: DR 1110-002, *Management's Responsibility for Internal Control*, 08/17/13

Internal Mail – mail generated within USDA that is delivered to a USDA facility, so long as it is delivered by agency personnel or a dedicated agency contractor (i.e., not a service provider).

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Internal or Private Server – A name server that does not respond to DNS queries from the external network. Private name servers are positioned inside firewalls as close to internal users as is practical.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Internal Recruitment – Those activities which establish a Activities system for providing job mobility and career development for employees currently working in the Government.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

Internal Source – Any USDA employee.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Internet – A worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange (Also known as: cyberspace or the World Wide Web). Anyone with a computer can access the Internet through an Internet Service Provider (ISP). (DM 3595-001)

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Internet Control Message Protocol (ICMP) – Internet Control Message Protocol is an extension to the Internet Protocol (IP) defined by RFC 792. ICMP supports packets containing error, control and informational messages. The PING command, for example, uses ICMP to test an Internet connection. (DM 3595-001)

Internet Protocol (IP) Address – A numeric address allocated to identify nodes on a TCP/IP network. These addresses can be statically or dynamically allocated. The current addressing scheme on the Internet is known as IPV4. (DM 3595-001)

Internet Subnet – A USDA owned network which has been connected to the Internet.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Interoperability – Interoperability means that the technology used by two certifying authorities can work together. (DM 3595-001)

Interpretation – The process by which the spoken word is used when transferring meaning between languages.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Intimidation – Making others afraid or fearful through threatening and/or other unwelcomed aggressive or passive aggressive behavior.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Intramural Research – Research conducted by a Federal agency to which funds were appropriated for the purpose of conducting the research.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Intranet – Intranet is a network based on TCP/IP protocols (an internet) belonging to an organization, usually a corporation, accessible only by the organization’s members, employees, or others with authorization. An intranet’s websites look and act just like many other websites but the firewall surrounding an intranet fends off unauthorized access. Like the Internet itself, intranets are used to share information. (DM 3595-001)

Intruder – An intruder is a person who is the perpetrator of a computer security incident. Intruders are often referred to as “hackers” or “crackers.” Hackers are highly technical experts who penetrated computer systems; the term Crackers refers to the experts with the ability to “crack” computer systems and security barriers. Most of the time “cracker” is used to refer to more notorious intruders and computer criminals. An intruder is a vandal who may be operating from within USDA or attacking from the outside of Department. (DM 3595-001)

Intrusion – Intrusion is an unauthorized, inappropriate or illegal activity by insiders or outsiders that can be considered a penetration of a system. (DM 3595-001)

Intrusion Detection System (IDS) – A system designed to detect unauthorized entry and to send an alarm.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Invalid Unliquidated Obligation – The portion of an obligated balance associated with undelivered orders that is not needed to pay for goods and services not yet received. This may be a balance remaining following final delivery of goods and services, a balance unneeded due to a reduction in vendor rates or quantities needed compared to the basis for the original estimate, the unearned portion of a grant or agreement once the period of performance has expired, the entire recorded obligation if the underlying transaction did not result in a valid obligation of the government, or similar reason.

- Used in: DR 2230-001, *Reviews of Unliquidated Obligations*, 10/15/14

Invention – Used in this regulation, means any art, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plant, which is or may be patentable or protectable by plant variety certificate.

- Used in: DR 5700-001, *Patents*, 01/10/83

Inventory – The process of making a detailed list of equipment in one’s possession. (DM 3595-001)

Investigation – The stage in the response to an allegation of compromised scientific integrity when the factual record is formally developed and examined, leading to a recommendation to dismiss the allegation, make a finding that scientific integrity was compromised, and/or implement corrective actions to restore scientific integrity.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Investment Tailoring Agreement (ITA) – Tailoring consists of a request to the IAB for customizing or waiving particular IITGF-specific phases, activities, decision gates, deliverables, or investment governance reviews based on specific investment requirements or specific business needs. Tailoring requests can be completed at any stage or the IITGF process documented in the ITA deliverable. It is the agency or staff office project manager’s responsibility to ensure that the major investment meets the required governance needs.

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Irregularities – For the purposes of the laws governing the accountability and relief of accountable officers, fiscal irregularities fall into two categories: physical loss/deficiency and improper payment.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Isolation Zone – An Isolation Zone is logically and physically restricted space that may contain sensitive equipment such as firewalls, Intrusion Detection Systems (IDS), or network nodes. (DM 3595-001)

Issue(s) or issue(s) – The action(s) or decision(s), including failure to act or decide, or policy(ies) that allegedly violate(s) civil rights laws and policies that prohibit discrimination in USDA employment or in the employment application process.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

ISSPM – See Information Systems Security Program Manager (ISSPM)

IT Configured Equipment – See Information Technology (IT) Configured Equipment

IT Enterprise Initiative – See Information Technology (IT) Enterprise Initiative

IT Investment – See Information Technology (IT) Investment

IT Investment Management – See Information Technology (IT) Investment Management

IT Portfolio Management – See Information Technology (IT) Portfolio Management

IT Related Risk – See Information Technology (IT) Risk

IT Security – See Information Technology (IT) Security

IT Security Literacy – See Information Technology (IT) Security Literacy

IT Security Program – See Information Technology (IT) Security Program

IT Standards Profile/Technical Standards Profile – See Information Technology (IT) Standards Profile/Technical Standard Profile

IT System – See Information Technology (IT) System

J

Jail Breaking – Removing the limitations imposed on an Apple computing device, often through the installation of custom operating-system components or other third-party software. The equivalent action on an Android computing device is called “rooting.”

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Jail Breaking – Removing the limitations imposed on an Apple computing device, often through the installation of custom operating-system components or other third-party software. The equivalent action on an Android computing device is called “rooting.”

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Job Function – Job functions are the duties specific to a job title. (DM 3595-001)

Job Relatedness – A standard met when the competencies/KSAs in the rating procedure are shown through an analysis of the position’s duties and responsibilities to be necessary for successful job performance.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Joint Field Office (JFO) – The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

- Source: NIMS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Joint Information Center (JIC) – An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Jurisdiction – USDA authority to affirmatively address and seek the resolution of allegations referenced in issues raised in a complaint.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

K

Key – A numerical value used to control cryptographic operations, such as decryption, encryption, signature generation, or signature verification. Usually it is a sequence of random or pseudorandom bits used initially to set up and periodically change the operations performed in cryptographic equipment for the purpose of encrypting or decrypting electronic signals, or for determining electronic counter-measures (ECCM) patterns, or for producing other key.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Key Pair – Two mathematically related keys having the properties that one key can be used to encrypt a message that can only be decrypted using the other key, and even knowing one key, it is computationally infeasible to discover the other key. (DM 3595-001)

Keycard – An electronically coded plastic credit card shaped device, used to access the South Building courts on scheduled work days between the hours of 6:00 a.m. and 6:00 p.m.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Knowledge – A body of information applied directly to the performance of a function.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

L

Labor/Management Agreements – Union and bargaining unit representation for USDA employees. Where there is an exclusive representative for the employees, USDA shall meet its obligations under 5 U.S.C. Chapter 71.

- Source: 5 U.S.C. Chapter 71
- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Labor Organization – An organization defined in 5 U.S.C. Chapter 71 (*Federal Service Labor-Management Statute*).

- Source: 5 U.S.C. Chapter 71
- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06
- Used in: DR 3460-001, *Digital Signage Policy and Procedures within USDA HQ facilities*, 11/12/13
- Used in: DR 4070-711, *Labor Relations*, 09/30/10

LAN Room – See Local Area Network (LAN) Room

Languages Appropriate to the Local Population – Languages determined to be consistent with the requirements and guidance provided in Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*; DR-4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*; and USDA’s Guidance on Services for Persons with LEP in assisted programs.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Lead Agency Coordination – The process of sharing information concerning potential suspension or debarment actions through the ISDC. If more than one Federal or USDA agency has an interest in pursuing actions against the same person or entity, the concerned Federal and USDA agencies agree upon a lead that initiates and takes responsibility for the suspension or debarment action.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Leadership Competency Framework – A list of the competencies needed for successful performance at each of five leadership levels:

- (1) All Employee,
- (2) Team Leader,
- (3) Supervisor,
- (4) Manager, and
- (5) Executive.

The Leadership Competency Framework is progressive through the five levels of leadership with competencies at each level serving as the foundation for the next level of leadership.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Learning Content – Electronic content that is instructional and/or educational in nature, such as presentations, job aids, online courses, electronic books, and reference guides.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content*, 10/29/04

Learning Continuum – A learning continuum is a representation in which the common characteristic of learning is presented as a series of variations from awareness through training to education. (DM 3595-001)

Learning Management Services or Systems (LMS) – information technology hardware, software and services that will be used to provide online training and/or manage the functions of a training program such as scheduling classroom training, tracking student training records, issuing training certificates, assessing competencies and planning career development.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content*, 10/29/04

Lease – An agreement conveying the right to use property, plant, or equipment (land or depreciable assets or both) usually for a stated period of time.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Leasehold Improvements – Physical enhancements made to property by or on behalf of the property's lessee.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Lease or Leasehold Interest in Real Property – A conveyance by a landlord to the Government of the right of exclusive possession of real property for a definite period of time. It may include services such as heating, air-conditioning, utilities, custodial services and other services and alterations furnished by the landlord.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Least Privilege – Least privilege is the practice of granting users only those accesses required to perform their official duties. (DM 3595-001)

Least Privilege – The security objective of granting uses only those accesses they need to perform their official duties.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Least Privilege – Refers to the information systems security objective and requirement of granting users only those accesses they need to perform their official duties. It requires that users be granted the lowest level of computer/system access that is consistent with

job authority. Increases in privileges shall be requested and granted by written communications.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Leave Buy Back – Process in which a workers’ compensation claimant with an approved claim can re-purchase personal leave used for absence from duty due to the work-related injury, and in which the leave may be restored back to the employee’s Time and Attendance record. This procedure includes the employee paying either 25 percent or 33 1/3 percent of the cost to repurchase the leave, and the employing agency paying either 75 percent or 66 2/3 percent, respectively, depending on whether the injured employee has a dependent(s).

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Legal and Financial Rights Records – Legal and financial rights records are that type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1223.2](#) (2017)
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Legal and Financial Rights Records – (Obsoleted Definition) Vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Legal Entity – A corporation, partnership, joint operation, cooperative, Limited Liability Corporation, trust, or association doing business.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Legal Sufficiency Review – A review of the findings and recommendations pertaining to a complaint investigation or compliance review for the purpose of ensuring:

- (1) Accuracy of the document's legal citations;

- (2) Appropriate translation of allegations to issues;
- (3) Delineation of jurisdiction and authority of USDA;
- (4) Resolution of issues based on a preponderance of the evidence;
- (5) Resolution of issues based on facts and evidence that are material, relevant and reliable;
- (6) Findings of fact and conclusions of law which reflect and are consistent with the appropriate legal theories and standards; and
- (7) Recommended dispositions that resolve and dispose of all issues and matters.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 10/18/00

LEP Persons – See Limited English Proficiency (LEP) Persons

Lessee – One who rents property from another. In the case of real property, a lessee is also known as a tenant.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Lessor – A person or commercial entity that conveys property by lease. In the case of real property, a lessor is also known as a landlord.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Letter of Finding – A written notice to the recipient and signed by the Director, USDA Office of Civil Rights (CR), that officially advises of the findings of a complaint or compliance review investigation and, where appropriate, identifies the actions the recipient must take to correct a violation or otherwise secure compliance with one or more Federal civil rights requirements.

- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 10/18/00

Level of Assurance (LOA) – Four levels of assurance (Levels 1 to 4) that is defined as (1) the degree of confidence in the “vetting process” used to establish the identity of the individual to whom the credential was issued, and (2) the degree of confidence that the individual who uses the credential is the individual to whom the credential was issued.

- Source: OMB [M-04-04](#), *E-Authentication Guidance for Federal Agencies*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Levels of Concern – An expression of the criticality/sensitivity of an IT system in the areas of confidentiality, integrity, availability, and exposure, expressed qualitatively as

high, moderate or low. The level of concern indicates the extent to which security controls must be applied to an IT system based on risk, threat, vulnerability, system interconnectivity considerations, and information assurance needs. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Level of Consequence – The impact an incident has on an organization. Impact includes: loss of data; the cost to a USDA agency or mission area; negative consequences to the organization (e.g. damage to reputation); and the magnitude of damage that must be corrected. (DM 3595-001)

Level of Recognition – This is the organizational unit(s) of an Agency and a union for which the union was certified to represent bargaining unit employees. It is where the collective bargaining relationship officially exists.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Liaison Membership – Departmental representation by the Secretary or his/her designated representative on committees, councils, boards and similar bodies established by law, Executive Order or by Presidential direction and not sponsored by the Department. Such membership may relate to international, Government or nongovernment activities, but excludes association with professional, fraternal, civil or similar types of nongovernment groups.

- Used in: DR 1044-003, *Agency and Liaison Membership Committees*, 08/24/84

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations. (NIMS)

Life Cycle – A set of processes and their temporal relationships that describe a continuous flow of actions and states associated with the existence of system. The linear sequence of phases of a system's existence that span an initiating action to a closing action, with an implied future re-execution of the sequence. (DM 3595-001)

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15
- Used in: DR 3300-001, *Telecommunications & Internet Services and Use*, 03/18/16

Life Cycle of Records – The management concept that records pass through three stages: creation, maintenance and use, and disposition.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Used in: DR 3080-001, *Records Management*, 08/16/16

Light or Modified Duty – Those duties and responsibilities that are outside an employee’s regular position but that meet the employee’s current work capabilities as identified by a physician. They may be performed for a full work shift or for shorter time periods.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

Limited Duty – Those specific duties and responsibilities of an employee’s regular position that meet the employee’s current work capabilities as identified by a physician. These duties may include all or part of the employee’s regular job assignment. They may be performed for a full work shift or for shorter time periods.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

Limited English Proficiency (LEP) Persons – Persons who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Limited English Proficient [Proficiency] (LEP) Persons – Persons who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English are limited English proficient, or LEP.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

LincPass – USDA has named their common ID card the LincPass, as it is designed to link a person’s identity to an identification card and the card to a person’s ability to access Federal buildings and computer systems. The spelling of LincPass is a tribute to President Abraham Lincoln, who created the People’s Department (now USDA) in 1862.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

LincPass – The USDA branded smart card. The card “links” your personal identity to the card and to your ability to access Federal buildings and computer systems. LincPass meets all FIPS 201 standards, is produced by GSA’s Shared Services, includes USDA’s name and logo, and is used for access by USDA employees and affiliates. (Source: USDA, OCIO-ASOC Information System Security Program Manager (ISSPM)).

- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Litigation Hold – The obligation of agencies, managers and individual employees to ensure that preservation of documentary materials in their native format that might be or might become relevant to pending or threatened litigation.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/2013
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11, 1st Definition

Litigation Hold – The obligation of agencies, managers, and individual employees to ensure the preservation of documentary materials that might be or might become relevant to pending or threatened litigation. If the documentary material was created in electronic format, it must be preserved in that original native format. (See DR 3090-001)

- Used in: DR 3080-001, *Records Management*, 08/16/16
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11, 2nd Definition

Litigation Hold – The procedure for locating and ensuring the retention of ESI subject to a preservation obligation. See Appendix A [of DR 3090-001] for litigation hold procedures/guidelines.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Live Scan – Live Scan fingerprinting makes it possible for a fingerprint to be taken electronically and sent to law enforcement for identification. Live Scan fingerprinting is inkless and it captures the fingerprint digitally on a computer. The prints are then forwarded electronically to the FBI or another authorized agency for a criminal background check.

- Used in: DR 4725-001, *Procedures for the Submission of Fingerprints in the Background Investigation Process*, 01/09/13

Livestock and Poultry Feed – All edible materials, including hay and roughage, which are consumed by livestock or poultry and contribute nutrients or other necessary factors to the diet. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Loaned Property – Personal property furnished to others on a temporary basis.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Local Agency Program Coordinator (LAPC) – This person is responsible for the day to day operation of the purchase card program for their respective region or site. This person works directly with APC, AOs and Cardholders, as well as liaisons with the

customer service group of the contract bank to facilitate management of the purchase card program.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

LAN Room – A room that contains equipment used to support Local Area Networks (LAN). Most LANs connect workstations and personal computers that span a relatively small area such as a single building or complex. (DM 3595-001)

Landowner – A person or legal entity who is in legal possession of real property.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Local Fleet Program Coordinator (LFPC) – The LFPCs are appointed locally by the AFPCs or R/AFPCs. The LFPC is responsible for the day-to-day operations of the Fleet Charge Card Program at each site. This includes fleet charge card user training (e.g. AGPMR, policy and procedures), oversight of fleet charge card transactions, review of card limits, activation/deactivation of fleet charge card accounts, and maintenance of log books.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Local Food and Agriculture Council – The LFAC is comprised of designated representatives of each participating USDA agency at the site.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Local Travel – Any travel as result of official business within 50 miles of the employee's duty station or residence lasting less than 12 hours.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Local Travel Expenses – Includes expenses such as subway, bus, taxi, mileage, tolls, and parking incurred as a result of official business.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Location – Location means a building, facility, research center, area, region, or state that has been designated as a single entity for purposes of radiation protection.

- Used in: DR 4400-005, *Radiation Safety Program*, 10/16/95

Location Radiation Protection Officer – Location Radiation Protection Officer (LRPO) means an individual that has been designated to provide advice and assistance regarding the USDA Radiation Safety Program (RSP) at that location.

- Used in: DR 4400-005, *Radiation Safety Program*, 10/16/95

Logic Bomb – A computer code that is preset to cause a malfunction when a specified set of logical conditions occur. For example, when a specific social security number in a payroll system is processed, the logic bomb is activated. The logic bomb will then cause an improper amount of money to be printed on the check.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Logical Access Control System (LACS) – Protection mechanisms that limit a user’s access to information and restrict their forms of access on the system to only what is appropriate for them. These systems may be built in to an operating system, application, or an added system.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Logo/Mark – In this regulation, the expression “logo/mark” means any word, acronym, symbol, insignia, device, or any combination thereof, used by a Department agency, mission area, or staff office to identify and distinguish itself and its services, programs, initiatives, legislation, events from other entities and their services, etc., and to indicate the source of the services, etc. The term “logo/mark” also means any word, acronym, symbol, insignia, device, or any combination thereof, that the Department authorizes for use by program participants to certify participation in or compliance with Department programs. The expression “logo/mark” includes: trademarks (marks used for products); service marks (marks used for services); certification marks (marks used to certify program participation or compliance); logos (marks having graphic design elements); and, any subject matter called a “brand,” “label,” or “stamp.” The expression “logo/mark” also includes theme art, that is a graphic design used so consistently and continuously, or intended to be so used, in connection with a service, program, initiative, event, campaign, or other activity that it has become, or is expected to become, distinctive as an identifier for that service, etc.

- Used in: DR 1430-002, *Use of Logos/Marks at the United States Department of Agriculture*, 01/08/13

Long-Range Strategic ([Information Resource Management] IRM) Planning/Plan – This type of planning and the plans it produces is planning for IRM functions across an entire organization the Department or each of its agencies -- over a 5-year timeframe. In the context of this regulation and related planning documents the phrase "long-range strategic IRM plan (or planning)" may be alternatively referred to as "strategic IRM plan," "long-

range IRM plan," "IRM plan," or simply "plan." The purpose for strategic planning of any kind is to direct and guide the organization into an advantageous position for meeting the future. The strategic plans produced by this type of planning contain at a minimum the direction prescribed by its top management and the action plans detailing the changes to be made to move the organization in its chosen direction.

- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89
- Note: Information Resource Management (IRM) is OMB's term for long-term IT strategic planning

Lot – Parking areas having fixed boundaries that are located around the Administration, Cotton Annex, and Auditors Buildings. (South Building Parking Areas are called Courts.)

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Low Income Population – Means any readily identifiable group of low-income persons who live in geographic proximity to, and, if circumstances warrant, migrant farm workers and other geographically dispersed/transient persons who will be similarly affected by USDA programs or activities. Low-income populations may be identified using data collected, maintained and analyzed by an agency or from analytical tools such as the annual statistical poverty thresholds from the Bureau of the Census' Current Population Reports, Series P-60 on Income and Poverty.

- Used in: DR 5600-002, *Environmental Justice*, 12/15/97

Low Risk – Positions that involve duties with the potential for limited impact on agency or program mission, or on the integrity and efficiency of the service.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

M

Mail – all materials that might pass through the USDA mail processing center including:
(1) All internal, incoming, and outgoing materials such as envelopes, bulk mail, expedited mail, individual packages up to 70 pounds, publications, and postal cards.
(2) Similar materials carried by agency personnel, contractors, the United States Postal Service (USPS) and all other carriers of such items; and
(3) Electronic mail only if it is printed out and mailed as described in paragraphs (1) and (2) of this section; however, this part encourages agencies to maximize the use of electronic mail in lieu of printed media, so long as it is cost-effective.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mail Costs – Allocations and expenses for postage and all other mail costs (e.g. payments to service providers, mail center personnel costs, mail center overhead, etc.).

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mail Management Program – Federal Management Regulations (FMR) Parts 102-192 issued by the General Services Administration (GSA) requires Federal government departments to develop and utilize efficient management procedures for their departmental mail programs. The objective of the Mail Management Program at USDA is to ensure rapid handling and accurate delivery of mail throughout all of USDA at a minimum cost consistent with USDA’s mission requirements. Within USDA, a Department level Mail Manager is appointed to oversee the Mail Management Program. In support of the Departmental Mail Manager, each USDA operating division (Agency) appoints a Mail Manager to direct the Mail Management Program at the Agency level.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mail Piece Design – The layout and printing of items to be mailed such that they can be processed efficiently and effectively by automated mail-processing equipment.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mail and Reproduction Management Division (MRMD) – Has full oversight of USDA’s national print production and mail management programs. The Departmental Mail Manager is appointed by the director of MRMD.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mail System – All of the components of the operation including methods for capturing data on mail users, their volumes, and costs.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Mainframe – A very large and expensive computer capable of supporting hundreds, or even thousands, of users simultaneously. In the hierarchy that starts with the simple microprocessor at the bottom and moves to supercomputers at the top, mainframes are just below supercomputers. In some ways, mainframes are more powerful because they support more simultaneous programs. Unisys and IBM are the largest manufacturers of mainframes. (DM 3595-001)

Maintain – Under the *Privacy Act*, maintain means to keep, collect, use or disseminate. (DM 3595-001)

- Source: 5 U.S.C. 552(a)(3)

Maintaining a Household – Means that an employee or, if married, an employee and spouse together, furnish over one half the cost of maintaining a household.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Major Application – An application that requires special attention to security due to the risk and magnitude of harm resulting from the loss, misuse, unauthorized access to, or modification of the information in the application. Note: All Federal information requires some level of protection. Certain applications, however, require special management oversight and should be treated as major. Adequate security for other applications should be provided by redundant systems in which they operate.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Major Disaster – As defined under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

- Source: *Stafford Act* (42 U.S.C. 5122)
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Major Information Resource Management Project – Project that exceeds development costs of \$100,000 or requires six or more USDA staff years. A system may be determined major by the agency because it is critical to the operation of the agency rather than because of cost.

- Used in: DR 3100-002, *Agency IRM Review Board*, 12/13/83

Major Information System – An information system that requires special management attention because of its importance to an agency mission; its high development, operating or maintenance costs; or its significant role in the administration of agency programs, finances, property or other resources. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Major Information Technology Investment – The USDA CPIC process defines an IT investment as major if it meets one or more of the following criteria:

- a. Total life cycle Development, Modernization, and Enhancement (DME) investment costs are greater than \$20M;
- b. Total operations and maintenance costs for the seven-year period – beginning two

- Prior Years (PY) from the budget year (PY-1 and PY), through the Budget Year (BY) plus four additional years (BY+1, BY+2, BY+3, BY+4) – are in excess of \$200M;
- c. The investment has been identified by the USDA Chief Information Officer (CIO) as critical. This may include investments that have one or more of the following attributes:
- (1) Mandated by legislation or Executive Order;
 - (2) Require a common infrastructure investment;
 - (3) Considered strategic or mandatory-use investments;
 - (4) Differ from or greatly impact the Department’s infrastructure, enterprise architecture or standards guidance; and
 - (5) Involve multiple-agency funding.
- Used in: DR 3130-008, *Definition of Major Information Technology (IT) Investments*, 02/27/15

Major Information Technology Investment – As defined in USDA DR 3130-008, an IT investment is Major if it meets one or more of the following criteria:

- (1) Total life cycle Development, Modernization, and Enhancement (DME) investment costs are greater than \$20M;
 - (2) Total operations and maintenance costs for the seven-year period – beginning two Prior Years (PY) from the budget year (PY-1 and PY), through the Budget Year (BY) plus four additional years (BY+1, BY+2, BY+3, BY+4) – are in excess of \$200M;
 - (3) The investment has been identified by the USDA CIO as critical. This may include investments that have one or more of the following attributes:
 - (a) Mandated by legislation or Executive Order;
 - (b) Require a common infrastructure investment;
 - (c) Considered strategic or mandatory-use investments;
 - (d) Differ from or greatly impact the Department’s infrastructure, enterprise architecture or standards guidance; and
 - (e) Involve multiple-agency funding.
- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

Major Life Activities – are functions such as, but not limited to: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, thinking, sitting, standing, reaching, interacting with others, concentrating, lifting, sleeping, reproduction, running and working.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Malicious Code – Software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of an information system. A virus, worm, Trojan horse, or other code-based entity that infects a host. Spyware and some forms of adware are also examples of malicious code.

- Source: NIST SP 800-53 Revision 4
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Malware – See Malicious Code

- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Manager – An individual in a management position who typically supervises one or more supervisors. In most cases, managers serve as the Reviewing Officials for the performance plans and appraisals for their subordinate supervisors' staffs.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Managers – Employees who accomplish work by directing the duties of an organizational unit with accountability for the success of specific line or staff functions. Managers also monitor and evaluate the progress of the organizational unit toward meeting goals and making adjustments in objectives, work plans, schedules, and commitment of resources. Generally, managers supervise supervisors.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Management – Managers, supervisors, and executives who exercise certain authorities on behalf of the USDA that affect conditions of employment.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Management Controls – Controls that focus on the management of the Computer security system and the management of risk for a system. The types of control measures shall be consistent with the need for protection of the application or general support system. (DM 3595-001)

Management Decision – An agreement between agency management and OIG on the action(s) taken or to be taken to address a finding and recommendation cited in an audit report. The management decision must include the agreed-upon dollar amount affecting the recommendation and an estimated completion date unless all corrective action is completed by the time agreement is reached.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Management Official – An employee required or authorized by the USDA to formulate, determine, or influence USDA policies as per 5 U.S.C. Section 7103(a)(11).

- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Management Official – A management official as defined in acts above who is also an employee having authority to hire, transfer, suspend, furlough, recall, promote, discharge, assign, reward, or discipline other employees; or having responsibility to direct them, adjust their grievances, or effectively recommend such action if, in connection with the foregoing, the exercise of authority is not of a merely routine or clerical nature but requires the use of independent judgment.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11

Mandatory Access Control (MAC) – A means of restricting access to system resources based on the sensitivity (as represented by a label) of the information contained in the system resource and the formal authorization (i.e., clearance) of users to access information of such sensitivity.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Mandatory Access Controls – Consist of those access controls mandated in documented policies, procedures, system protocols, and systems parameters which serve as the mandatory minimum standards for all users regardless of their discretionary access requirements. The required protection functions and assurances that must be bound together to create a protection profile. For example: All users shall be required to have a unique, authorized user ID and password assigned to them by the ISSPM before they can access the system.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Mandatory Clearance Office – A clearance office that directives must be cleared through prior to issuance.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Mandatory Declassification Review – Review for declassification of classified information in response to a request for declassification that meets the requirements of E.O. 12958.

- Source: E.O. 12958
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Mandatory Enterprisewide Initiative – All Agencies and staff offices shall use the enterprise-wide initiative for the functionality that it provides, unless exempted by the USDA CIO.

- Used in: DM 3107-001, *Management of USDA IT Enterprise Initiatives Procedures*, 05/18/16

Manual – A permanent Directive used for technical guidance or instructions.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Map and Chart Printing Plants – Called "cartographic plants" for Departmental purposes, these plants are authorized by JCP to produce only multicolor flat and/or folded maps. The National Cartography and Geospatial Center, Fort Worth, Texas, is authorized to procure map work directly from commercial sources and from GPO.

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

Marginal Performance – The level of performance below Fully Successful but above Unacceptable that is sufficient to be retained in the position. In USDA, it is the summary rating Minimally Satisfactory, which is assigned when performance in a non-critical element is rated as Does Not Meet Fully Successful.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Market Research – A process used to collect, organize, maintain, analyze, and present data for the purpose of maximizing the capabilities, technology and competitive force of the marketplace to meet an organization's needs for supplies or services.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Marital Status or marital status – The state of a person being married, unmarried (single, divorced, widowed) or separated.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Master Scenario Events List (MSEL) – A chronological timeline of expected actions and scripted events to be injected into exercise play by controllers to generate or prompt player activity. It ensures necessary events happen so that all exercise objectives are met. (DHS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Mass Storage – Mass storage refers to various techniques and devices for storing large amounts of data. (DM 3595-001)

Mass Transit Expense Worksheet – A form used by a qualified Federal employee to determine the transit benefit amount per month.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Mass Transportation – Public Transportation operated for use by the public (e.g., buses, subways, ferries, commuter buses, trains, and qualified vanpools).

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Master Space Plan/Strategy – A plan developed by each agency that sets forth goals for reducing space (when applicable) nationwide, and time-frames for achieving results. This is submitted annually to OPPM.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Matching Agency – A "matching agency" is the Federal agency which actually performs the match.

- Used in: DR 3450-001, *Computer Matching Projects Involving Individual Privacy Data*, 04/17/84

Matching Program – A "matching program" is a procedure in which a computer is used to compare two or more automated systems of records or a system of records with a set of non-Federal records to find individuals who are common to more than one system or set. The procedure includes all of the steps associated with the match, including obtaining the records to be matched, actual use of the computer administrative and investigative action on the hits, and disposition of the personal records maintained in connection with the match. It should be noted that a single matching program may involve several matches among a number of participants. Matching Programs do not include the following:

- (1) Matches which do not compare a substantial number of records, e.g., comparison of the Department of Education's Defaulted Student Loan data base with the Office of Personnel Management's Federal Employee data base would be covered; comparison of six individual student loan defaultees with the OPM file would not be covered.
- (2) Checks on specific individuals to verify data in an application for benefits done reasonably soon after the application is received.
- (3) Checks on specific individuals based on information which raises questions about an individual's eligibility for benefits or payments done reasonably soon after the information is received.
- (4) Matches done to produce aggregate statistical data without any personal identifiers.

(5) Matches done to support any research or statistical project where the specific data are not to be used to make decisions about the rights, benefits, or privileges of specific individuals.

(6) Matches done by an agency using its own records.

- Used in: DR 3450-001, *Computer Matching Projects Involving Individual Privacy Data*, 04/17/84

Material – Any product or substance on or in which information is embodied.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Materials – This term includes print (e.g., brochures, newsletters, by-laws, etc.) and non-print (e.g., audio, video, website, etc.) types of communication.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Material Deficiency – Encompasses all Section 2 material weaknesses, Section 4 financial management system nonconformances, and FFMIA non-conformances, collectively. It prevents an agency from meeting one or more of the objectives of FMFIA and FFMIA and that the Secretary of Agriculture determines it to be significant enough to report outside the Department. These deficiencies shall be reported to OMB and the Congress. Judgment must be exercised as to the relative risk and significance of such deficiencies.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

Material Deficiency – Refers collectively to material weaknesses discussed in Section 2 of the *Federal Managers’ Financial Integrity Act of 1982* (FMFIA), P.L. No. 97-255, and financial management system nonconformances discussed in Section 4 of the FMFIA. For further explanation on FMFIA Section 2 material weaknesses and Section 4 system nonconformances, refer to DR 1110-002, *Management Accountability and Control*, dated April 14, 2004.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Maximum Tolerable Downtime – The amount of time mission or business process can be disrupted without causing significant harm to the organization’s mission.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Measures – Objective criteria for assessing employees’ work results, which delineate the

results and outcomes for which the employee is responsible. General measures of performance include quality, quantity, timeliness, cost effectiveness and manner of performance. Activities or duties are not measures.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Media – Physical devices or writing surfaces including but not limited to magnetic tapes, optical disks, magnetic disks, Large Scale Integration (LSI) memory chips, and printouts (but not including display media) onto which information is recorded, stored, or printed within an information system

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Media – An object or device, such as a disk, tape or other device, on which data is stored.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Media Access Control (MAC) – The hardware address of a device connected to a network that uniquely identifies it.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Media Relations – Is all necessary staff, equipment, and professional expertise to help USDA mission areas, agencies and staff offices meet the specific media and constituent/stakeholder relations requirements of outreach programs. This includes all the products and services required to plan, design, develop, and execute detailed media (traditional and new media) and constituent/stakeholder relations strategies for reaching desired target audience. Services include, but are not limited to:

- (1) Message and strategy development;
- (2) Media identification, segmentation, and analysis;
- (3) Media (traditional and social media) monitoring;
- (4) Media and public relations program development/execution;
- (5) Crisis communications; and
- (6) Materials development (including advertising, press kits, public service announcements, etc.)

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Mediation – An ADR technique that involves a confidential discussion among two or more parties in conflict, with one or more mediators present to facilitate the discussion in an attempt to reach a resolution that is acceptable to all parties.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Medical Documentation – Medical information pertaining to an employee’s work related injury which addresses current medical limitations of the employee as it relates to the performance of duty for the purpose of determining appropriate duties and placement for the employee upon returning to work.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Medical Review Officer (MRO) – A licensed physician with appropriate medical training in substance abuse disorders to evaluate and interpret all positive test results received from the drug testing laboratory together with an individual’s medical history and any other relevant biomedical information.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Medical Services – Services and supplies provided by or under the supervision of a physician.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

Memorandum of Understanding/Agreement (MOU/A) – A document established between two or more parties to define their respective responsibilities in accomplishing a particular goal or mission. In this guide, an MOU/A defines the responsibilities of two or more organizations in establishing, operating, and securing a system interconnection.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Memorandum of Understanding /Agreement – A document established between two or more parties to define their respective responsibilities in accomplishing a particular goal or mission, e.g., establishing, operating, and securing a system interconnection.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Memorials, Plaques and Cornerstones – Memorials, plaques that are of a permanent nature, and cornerstones may be erected on buildings or building sites under sole

jurisdiction of the Department, subject to conditions and limitations in sections 4 and 5. This regulation does not pertain to the installation of non-memorializing recognition items on a non-permanent basis.

- Used in: DR 5160-002, *Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities*, 05/29/13

Mental Impairment – any psychological or mental disorder, e.g. mental retardation, organic brain syndrome, emotional or mental illness or specific learning disability.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Merchant Category Code (MCC) – A numerical identifier assigned by the bank for classification of products and services.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Merit Promotion – An appointment made under the authority of 5 CFR 335, Promotion and Internal Placement. With certain important exceptions, only career or career-conditional status (tenure I or II) employees may be considered for positions which are to be filled under merit promotion authority.

- Source: 5 CFR 335
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Merit System Principles – The nine principles codified in 5 U.S.C. 2301, by which Federal personnel management is to be implemented. The merit system principles provide supervisory guidance on managing HR. These principles are foundational to the Federal human capital management system and ensure that selections for Federal jobs are fair, open, competitive, and free of political coercion or illegal discrimination.

- Source: 5 U.S.C. 2301
- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Metadata – Metadata consists of preserved contextual information describing the history, tracking, and/or management of an electronic document.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Metadata – (Obsolete Definition) Preserved contextual information describing the history, tracking, and/or management of an electronic record.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Metadata – (Obsolete Definition) Data that provides information about other data.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Metadata – (Obsolete Definition) Data that describe other data. The term may also refer to any computer file or database that holds information about another database's structure, processing, changes, etc. Data dictionaries and data repositories are examples of metadata.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Methods of Implementation – The full range of practices, management prerogatives, application criteria, participation requirements, processes, and procedures used by management to administer federally assisted or federally conducted programs and activities within USDA.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Metrics – Standards of measurement which provide a basis for comparison. Strategic human capital management requires a reliable and valid set of metrics that provides an accurate baseline against which individual agency progress can be assessed.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Microform – A miniaturized image format for mass or general distribution used as a substitute for conventionally printed material, except microfilming of administrative records, accounting reports, and similar items. Microform duplicating is the production of up to 250 duplicates, or units from original microform; more than 250 duplicates constitute printing and must be contracted through the Government Printing Office [now known as the Government Publishing Office]. One microform production unit is one roll of microfilm 100 feet in length or one microfiche;

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

Micro-Purchase Exception – This is an exception for a one-time purchase made prior to April 1, 2005, that totals \$2,500 or less and made on the open market as opposed to under an existing contract. For example, a software package that costs \$1800 is not a micro-purchase if it is part of a \$3,000 purchase. Orders placed against the Federal Supply Schedule, government wide acquisition contracts (GWACs), multi-agency contracts, or IDIQ contracts are not micro-purchases because they are not made on the open market. Currently all micro-purchases are required to go through the Section 508 process. After

April 1, 2005, micro-purchases are no longer exempt or can request an exception. They must adhere to the Section 508 standards for compliance and accessibility.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Micro-Purchase – Purchases at or below the micro-purchase threshold as defined in the FAR 2.101, or as otherwise provided by law.

- Source: FAR 2.101
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Mid-year Review – A required progress review conducted halfway through the performance year, or at the midpoint of another appraisal period of at least 180 days, to ensure that performance elements and standards are appropriate, and to advise an employee of current performance.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Minimum Appraisal Period – The minimum 90-day period of performance that must be completed on a performance plan before a rating of record may be prepared.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Minimum Appraisal Period – (Obsolete Definition) The minimum 90-day period of performance that must be completed on a performance plan before a rating of record may be prepared. Interim ratings may be based on 90 or more days of performance, and advisory assessments may be based on fewer than 90 days of performance in a detail or temporary promotion.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 13 – Superseded by 08/15/18 Revision

Minimum Qualifications – Qualifications an applicant must possess to be eligible for hire or promotion under the competitive system. Minimum qualifications are typically expressed in terms of years of job-related experience or education. Applicants who do not meet the minimum qualification requirements for the position are “screened out,” and receive no further consideration.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Minority – Means a person who is a member of the following population groups: American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; or Hispanic.

- Used in: DR 5600-002, *Environmental Justice*, 12/15/97

Minority Population – Means any readily identifiable group of minority persons who live in geographic proximity to, and, if circumstances warrant, migrant farm workers and other geographically dispersed/transient persons who will be similarly affected by USDA programs or activities.

- Used in: DR 5600-002, *Environmental Justice*, 12/15/97

Mission Area – A group of agencies with related functions that report to the same Under or Assistant Secretary. Research, Education, and Economics (REE) is an example of a mission area.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/4/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18
- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18
- Used in: DR 1512-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18
- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Mission Area – The term used within USDA to denote one or more agencies that report to an Under Secretary.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14
- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Mission Assignment – The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.

- Source: NRF Resource Glossary
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Mission Results Element – (Obsolete Definition) A mandatory performance element which aligns performance expectations and outcomes directly to USDA and Agency or Staff Office mission, goals, initiatives and objectives. Commonly used mission results element names include Mission Results, Mission Support and Program Management.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by 08/15/18 Revision

Misuse – Use of a fleet charge card for other than the official government purpose(s) for which it is intended.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Misuse – Unauthorized use of an account by an intruder (or insider) constitutes misuse. (DM 3595-001)

Misuse – Use of the travel card in an unauthorized, illegal or adverse manner, e.g., unauthorized cash advances, purchase of non-reimbursable personal expenditures and use of the travel card when not on travel status.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Mitigation – The process of moderating in force or intensity; alleviate. (DM 3595-001)

Mitigation – Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

- Source: *NRF Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Mixed Case Complaint or mixed case complaint – A complaint involving an allegation of discrimination in certain matters (e.g., reduction-in-force, performance-based demotions and removals, coerced separation of a non-probationary employee, etc.) that are also appealable to the Merit Systems Protection Board (MSPB).

- Used in: DR *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Mixed-Grade Position – A position which requires the performance of work classifiable at more than one grade level.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Mobile Computing – The term "Mobile computing" is used to describe the use of computing devices – which usually interact in some fashion with a central information system – while away from the normal, fixed workplace. Mobile computing technology enables the mobile worker to:

- (a) create;
- (b) access;
- (c) process;
- (d) store; and
- (e) communicate information without being constrained to a single location.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Mobile Computing Device – A small mobile computer such as a smartphone or tablet.

- Source: Source: NIST [SP 800-114 Revision 1](#), *User's Guide to Telework and Bring Your Own Device (BYOD) Security*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Mobile Device – Portable cartridge/disk-based, removable storage media (e.g., floppy disks, compact disks, USB flash drives, external hard drives, and other flash memory cards/drives that contain nonvolatile memory). Portable computing and communications device with information storage capability (e.g., notebook/laptop computers, personal digital assistants, cellular telephones, digital cameras, and audio recording devices).

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Mobile Devices – Portable cartridge/disk-based, removable storage media (e.g., floppy disks, compact disks, USB flash drives, external hard drives, and other flash memory cards/drives that contain nonvolatile memory). Portable computing and communications device with information storage capability (e.g., notebook/laptop computers, personal digital assistants, cellular telephones, digital cameras, and audio recording devices.)

- Source: NIST IR 7298 Revision 2
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Mobile Device Management (MDM) – Refers to any routine or tools intended to distribute applications, data, and configuration settings to mobile communication devices such as cell phones, Portable Electronic Devices (PEDs), and Personal Digital Assistants (PDAs). It takes multiple types of mobile software and hardware to address a full

solution. The intent of MDM is to optimize the functionality and security of mobile communications network, while minimizing costs and downtime.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Mobile Work – Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on temporary duty. Mobile work is not considered telework; however, mobile workers may be eligible to participate in telework, as applicable.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Mobilization – The process and procedures used by all organizations – Federal, State, tribal, and local – for activating, assembling, and transporting all resources that have been requested to respond to or support an incident. (NIMS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Mobilization Guide – Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources. (NIMS).

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Moderate Risk – Positions with duties that are of considerable importance of the agency or program mission with significant program responsibility or delivery of service. Positions with the potential for moderate to serious impact on the integrity and efficiency of the service including: Investigative or law enforcement responsibilities:

- (1) duties require carrying a firearm;
- (2) assistants to policy development and implementation;
- (3) mid-level management duties;
- (4) responsibility for independent or semi-independent action; and/or
- (5) delivery of service positions that demand public confidence or trust.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Modified Mailbox Rule – The set of priorities and rules used by the CR Intake Unit to establish the official filing date of a complaint. These priorities and rules may be used at other points in complaint processing when an official date must be established.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Modified Total Direct Costs (MTDC) – MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. (See §200.68.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Monetary Award – A cash award granted to an employee as an individual or member of a group.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Money – Means cash or currency.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Monthly Purchase Limit – This is sometimes referred to as the “cycle limit” (the cycle runs from the 8th of one month through the 7th of the next). This is the maximum total dollar amount a cardholder is authorized to procure each month. This amount is similar to a “spend limit.” It is established at the bank through the EAS. The dollar amount of the monthly limit is established by the AO conferring the purchase card on an employee. This limit applies to purchase cards and related alternative payment method transactions.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Monthly Purchase Limit – The maximum total dollar amount that can be charged on a fleet charge card within the 30-day billing cycle is the Monthly Purchase Limit. This limit is card-specific and is based on the card’s Single Purchase Limit times the Daily Transactions Limit times 30 (days in the billing cycle) [(Single Purchase Limit x Daily Transactions Limit) x 30-Day Billing Cycle]. For example, (\$100 x 3) x 30 = \$9,000.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Motor Vehicles – All types of motorized government-owned or leased vehicles assigned to USDA including, but not limited to, automobiles, ships, and aircraft.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09
- Used in: DR 5400-007, *Text Messaging While Driving*, 09/07/10

Multiagency Command Center (MACC) – An interagency coordination center established by DHS/USSS during National Special Security Events (NSSEs) as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

- Source: NIMS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Multiagency Coordination Entity – An entity designated to establish priorities among incidents and associated resource allocations, conflict agency policies, and provide strategic guidance and direction to support incident management activities.

- Source: NIMS
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Multifactor Authentication – An approach to authentication that requires the presentation of two distinct kinds of evidence to authenticate and grant access. The usual kinds of evidence are something known and something possessed.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Multiple Sources – Two (2) or more source documents, classification guides, or a combination of both.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Multiple Virtual Storage (MVS) – Multiple Virtual Storage refers to the operating system for older IBM mainframes. MVS was first introduced in 1974 and continues to be used, although it has been largely superseded by IBM's new operating system, OS/390. (DM 3595-001)

Multi-Rater/Multi-level Assessment – An alternative name for 360-degree assessment.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Multi-Tenant – Buildings or facilities that are not solely occupied by, or under the sole custody or control of, USDA.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Multi-Use Heritage Assets – Heritage assets whose predominate use is general government operations.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Multi Year Affirmative Action Plan – A plan for affirmative equal opportunity in employment and personnel operations without regard to race, color, age, religion, sex, or national origin, required under Section 717(a) of the *Civil Rights Act of 1964*, as amended.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

MYP – See Multi Year Affirmative Action Plan

N

Naming of Facilities or Projects – No facility or project of the Department, such as research laboratory, national forest, resettlement project, building or station, shall be named after a living person, except as otherwise prescribed by law. No national forest or grassland shall be named after a deceased person until 100 years have elapsed since death and unless the name is firmly established in history or legend.

- Used in: DR 5160-002, *Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities*, 05/29/13

National Agency Check with Inquiries (NACI) – The basic and minimum investigation required of all new Federal employees and contractors consisting of searches of the OPM Security/Suitability Investigations Index (SII), the Defense Clearance and Investigations Index (DCII), the FBI Identification Division’s name and fingerprint files, and other files or indices when necessary. A NACI also includes written inquiries and searches of records covering specific areas of an individual’s background during the past five years (inquiries sent to current and past employers, schools attended, references, and local law enforcement authorities).

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

National Archives and Records Administration (NARA) – Federal agency responsible for overseeing agencies’ adequacy of documentation and records disposition programs and practices.

- Used in: DR 3080-001, *Records Management*, 05/23/13

National Association for the Education of Young Children (NAEYC) – NAEYC is a nonprofit professional organization of more than 90,000 members dedicated to improving the quality of care and education provided to our nation’s young children. The Association administers the National Academy of Early Childhood Programs, a voluntary, national, Accreditation system for high-quality early childhood programs.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

National Association for Family Child Care (NAFCC) – NAFCC is a nonprofit organization dedicated to promoting quality child care by strengthening the profession of family child care. The Association promotes a professional accreditation program, which recognizes and encourages quality care for children.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

National Capital Region – This is comprised of the District of Columbia; Montgomery and Prince Georges counties, Maryland; the cities of Alexandria, Fairfax and Falls Church, Virginia; and Fairfax, Arlington, Loudoun, and Prince William counties, Virginia.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02
- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03
- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

National Consultation Rights – 5 U.S.C. 7113 gives certain certified labor organizations the right to be consulted on Agency-wide regulations before such regulations are promulgated. Section 7113 consultation rights are distinguished from section 7117(d)(1) consultation rights with respect to Governmentwide regulations under which a union accorded such recognition must be consulted on proposed government-wide regulations before they are promulgated.

- Source: 5 U.S.C. 7113
- Used in: DR 4070-711, *Labor Relations*, 09/30/10

National Food and Agriculture Council – The NFAC is comprised of the Administrators of all USDA agencies with field structures.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

National Incident Management System – System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. (NRF)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

National Security – The national defense or foreign relations of the United States.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

National Security System (NSS) – Any information system (including any telecommunications system) used or operated by an agency or by a contractor of an agency, or other organization on behalf of an agency— (a) the function, operation, or use of which involves intelligence activities; involves cryptologic activities related to national security; involves command and control of military forces; involves equipment that is an integral part of a weapon or weapons system; or is critical to the direct fulfillment of military or intelligence missions (excluding a system that is to be used for routine administrative and business applications, for example, payroll, finance, logistics, and personnel management applications); or, (b) is protected at all times by procedures established for information that have been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy.

- Source: 44 U.S.C., SEC. 3542
- Used in:

National Spatial Data Infrastructure (NSDI) – A physical, organizational, and virtual network designed to enable the development and sharing of this nation's digital geographic information resources, and a consistent means of sharing geographic data among all users to produce significant savings for data collection, use and enhance decision making. The technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community.

- Source: FGDC/NSDI web page; retrieved February 25, 2015 and Executive Order 12906, *Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure*
- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

National Telecommunication and Information Administration (NTIA) – The Federal Government radio spectrum manager and the principal Executive Branch advisor on telecommunications policy.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Native American – A member of any American Indian tribe, band, group, or nation, including Alaska Indians, Aleuts, Eskimos, and Alaska Native villages of the United States.

- Used in: DR 1020-005, *Native American Working Group*, 10/03/08

Native Format – The file format that an application normally reads and writes.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe in any part of the United States which causes, or which may cause, substantial damage or injury to civilian property or persons. (Stafford Act)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Natural Resources – Land, fish, wildlife, biota and water. Water means salt and fresh water, surface and ground water used for drinking, irrigation, aquaculture and recreational purposes, as well as in its capacity as fish and wildlife habitat.

- Source: DHS, FEMA, *National Disaster Recovery Framework* (NDRF)
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Need-to-Know – The necessity for access to, knowledge of, or possession of classified or other sensitive information in order to carry out officially sanctioned duties.

Responsibility for determining whether a person’s duties require possession or access to this information rests upon the individual having current possession (or ownership) of the information involved, and not upon the prospective recipient. This principle is applicable whether the prospective recipient is an individual, a contractor, another Federal agency or a foreign government. (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Need-to-Know – Means a determination made by an authorized holder of SSI that a prospective recipient requires access to that SSI in order to perform or assist in a lawful and authorized governmental function.

- Used in: DR 3440-002, *Control and Protection of “Sensitive Security Information,”* 01/30/03

Need-to-Know – A determination made by an authorized holder of classified information that a prospective recipient requires access to specific classified information in order to perform or assist in a lawful and authorized governmental function.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual,* 06/09/16

Need-to-Know – A method of isolating information resources based on a user’s need to have access to that resource in order to perform their job but no more. The terms “need-to-know” and “least privilege” express the same idea. Need-to-know is generally applied to people, while least privilege is generally applied to processes.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems,* 02/10/15

Negotiated Rulemaking – A technique used to bring interested parties into the rule-drafting process at an early stage. Rules are developed by reaching consensus among committee members representing affected interests. If consensus is achieved, the agency publishes the draft rule based on that consensus in a notice of proposed rulemaking. Negotiated rulemaking is endorsed in E.O. 12866 and in the *Negotiated Rulemaking Act of 1990* (5 U.S.C. 561-570).

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration,* 01/18/13

Negotiability Appeal – The process by which the FLRA resolves disputes between unions and agencies over whether management’s declaration that a union’s bargaining proposal is non-negotiable. See 5 U.S.C. 7117(c)(1) and 5 CFR Part 2424.

- Used in: DR 4070-711, *Labor Relations,* 09/30/10

Net-Centric Environment (NCE) – The Net-Centric Environment is a framework for full human and technical connectivity and interoperability that allows all users and mission partners to share the information they need, when they need it, in a form they can understand and act on with confidence; and protects information from those who should not have it.

- Used in: DR 3180-001, *Information Technology Standards,* 05/12/15

Network – A network is a group of two or more computer systems linked together. Local-Area networks and Wide-Area Networks are two examples of networks. (DM 3595-001)

Network – A system of two or more computers that can exchange data or information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Network Administrator (Local or Site) – A person who manages a local area network, communications, or other IT resources within an organization. Responsibilities include network security, installing new applications, distributing software upgrades, monitoring daily activity, enforcing licensing agreements, developing a storage management program, and providing for routine backups. (DM 3595-001)

Network File System (NFS) – A system that allows you to work with files on a remote host as if you were working on your own host.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Network Information Services – Allows multiple systems to share databases, e.g., the password file, to permit centralized management.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Network Node – Computers on a network are sometimes called nodes. A node can be a computer, or some other device, such as a printer. Every node has a unique network address, sometimes called a Data Link Control (DLC) address or Media Access Control (MAC) address. (DM 3595-001)

Neutral – The person who is authorized to conduct, lead, or facilitate an ADR session. The neutral has no personal interest in the outcome of the conflict, and acts impartially and without bias. Neutrals include mediators, facilitators, and arbitrators.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Newly Appointed – For purposes of paying a referral bonus award, newly appointed refers to an employee’s first appointment with a USDA agency or an appointment to a USDA agency after a break in service with that agency of 90 days or more.

- Used in: DR 4040-551-004, *Referral Bonus Awards*, 11/18/05
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

New Media – Consists of a number of technologies that facilitate interactions among stakeholders using a variety of web- or mobile-based tools and technologies. “Web 2.0” and “social media” are umbrella terms that encompass the various activities that utilize digital technologies, social engagement, and content delivery. Such activities involve many technologies and communication methodologies including, but not limited to, blogs, photo and video sharing services, social networking, geospatial mapping tools,

discussion forums, and wikis. These technologies may enable social tagging and bookmarking and mobile messaging. “Web 2.0,” “social media” and “new media” may be used interchangeably throughout the Directive. This policy will use the term “new media” to classify such activities.

- Used in: DR 1495-001, *New Media Roles, Responsibilities and Authorities*, 05/23/11

New Position – Establishment of a position which has not previously been classified.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Non-Accountable – Property having an acquisition cost that is below the threshold requirement for recording in the agency property management records. Personal property having an acquisition cost of less than \$5,000, and deemed not sensitive by the APMO is Non-Accountable. Real Property having an acquisition cost of less than \$25,000 is Non-Accountable.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Non-Capitalized – Assets purchased not meeting the department’s capitalization threshold.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Non-Competitive Action – An appointment to or placement in a position in the competitive service that is not made by selection from an open competitive examination and that is usually based on current or prior Federal service. A noncompetitive action includes:

- (1) all of the types of actions described under in-service placement;
- (2) appointments of non-Federal employees whose public or private enterprise positions are brought into the competitive service under title 5 CFR 316.701; and
- (3) appointments and conversions to career and career-conditional employment made under special authorities covered in 5 CFR 315.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Non-Concurrence – OASCR decision to not concur with a proposed action, policy or decision that will affect the USDA workforce or it’s federally conducted or assisted programs or activities based on the requirements as set forth in this regulation and current civil rights laws.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Non-Critical Element – An element of a performance plan which is related to a work assignment or responsibility that is important to the successful achievement of a

position's performance expectations, but not of such importance that failing to attain the Meets Fully Successful [FS] performance level of the element would result in a determination that an employee's summary rating would be Unacceptable. A non-critical element may reflect group or team expectations.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Non-Discretionary Access Controls – Policies, procedures, practices, instructions or system options that are implemented or activated to counter periodic, nonrecurring or unique threats, such as Trojan horses, viruses, logic bombs, or improperly tested software. Non-Discretionary access controls are determined by ISSPMs and cannot be changed or deleted by unprivileged users, systems administrators or privileged users. Unprivileged users may utilize very limited discretionary administrative controls over these controls. These controls serve to enhance and strengthen Mandatory and Discretionary controls.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Non-Federal Employees – Persons who are not employed by USDA (e.g., contractors, affiliates, partners, volunteers, et al.) – If act on behalf of USDA and need access to USDA facilities and systems, have an authoritative identity record in USDA ICAM systems.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Non-Federal Entity (NFE) – Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub recipient. (See §200.69.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Non-Federal Partners – Non-federal partners are specific groups (e.g., soil and water conservation districts, individual county committees of FSA, etc.) that have a formal established relationship with a USDA agency with written agreements covering shared programs/resources.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Nonfinancial Assistance/Benefit – Include, but are not limited to, the sale, exchange, or donation of property and goods; the use of property, facilities, and equipment; provision of specialized services, advisory services, and counseling; dissemination of technical information; training; and investigation of complaints.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Non-Financial Conflict of Interest – Individual participation in a matter where one of the parties has, or is represented by someone with whom the individual has, a covered relationship (including, but not limited to, a spouse’s employer and any entity for which the individual is actively involved in a personal capacity).

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Non-Fleet Vehicles or Motorized Equipment – Non-fleet vehicles refer to aircraft, boats, motorcycles and all-terrain vehicles that utilize fuel. Non-fleet equipment refers to motorized equipment that uses fuel and includes equipment like mowers, tractors, snow mobiles, chain saws, and generators. Agencies must report fuel consumption (cost and type) for non-fleet vehicles and motorized equipment via the Agency’s Annual Energy Report.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Non-GFE – See Non-Government Furnished Equipment

Non-Government Furnished Equipment (Non-GFE) – Equipment used for Government business use that is not provided by the Government. For example, a smart phone or other piece of equipment that is employee purchased and owned, or a company-provided tablet or issued to a contractor.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Nongovernmental Organization (NGO) – An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Non-Monetary Award – A letter of appreciation or other appropriate means to recognize contributions that do not meet the standard for a cash award or in cases where the contributions do meet the standard, but the supervisor chooses not to grant a monetary award. The limitation of expenditures for non-monetary awards is \$250 on any one item, with higher amounts normally reserved for high-level honorary awards or other major accomplishments.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Non-Permanent – Means removal of the item would not significantly damage or destroy the item and/or its associated site or structure. Examples of nonpermanent items that do not require the Office of Procurement and Property Management’s (OPPM’s) approval include donor boards or walls with name plates or other markers that can be added and removed with relative ease and minimal impact.

- Used in: DR 5160-002, *Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities*, 05/29/13

Non-Personnel Settlement Agreement – Proposed monetary settlement terms and offers for resolution of claims and litigation except as covered by Section 4d.

- Used in: DR 1521-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18

Nonprofit Organization – Nonprofit organization means any corporation, trust, association, cooperative, or other organizations, not including IHEs; that:
(1) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
(2) Is not organized primarily for profit; and
(3) Uses net proceeds to maintain, improve, or expand the operations of the organization. (See §200.70.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Nonrecord Material – Those Federally owned informational materials that do not meet the statutory definition of records or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: 44 U.S.C. 3301
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Nonrecord Materials – (Obsolete Definition) Nonrecord materials are those federally owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301) or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications

and processed documents, and library or museum materials intended solely for reference or exhibit.

- Source: 36 CFR § 1220.18
- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Non-Repudiation – Assurance that the sender is provided with proof of delivery and that the recipient is provided with proof of the sender’s identity, date/time transmitted, and the validity of content that the transaction took place. Technical non-repudiation refers to the assurance a Relying Party has that if a public key is used to validate a digital signature, that signature had to have been made by the corresponding private signature key. (DM 3595-001)

Non-Security Hours – Period of time in which a building is open to the general public and the agency has assumed a normal business posture. For the USDA Headquarters Complex, GWCC, and leased facilities within the NCR, the non-security hours are as follows: Monday through Friday – From 6 AM to 6 PM

- Used in: DR 1650-001, *Physical Security Program*, 03/3/16

Non-Statutory advisory committee – An advisory committee established by Departmental authority, including those authorized by an Act of Congress.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Non-Technical Training – Employee development, training, and education that is cross Cutting for USDA Mission Areas, agencies, and offices, such as customer service and communications skills development, administrative skills development, team skills development, supervisory training, management training, leadership development, mentoring, coaching, and individual development plans.

- Used in: DR 4740-004, *Training Officers Consortium*, 07/25/14

Non-USDA Federal Employees – Employees of other federal agencies who could be granted access to USDA systems and/or facilities.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Notice of Proposed Rulemaking (NPRM) – A regulatory action issued to inform the public that an agency is proposing a regulation. The NPRM includes either the terms or substance of the proposed rule, or a description of the subjects and issues involved; a reference to the legal authority under which the rule is proposed; and a statement of the manner in which, and time during which, the public may participate in the rulemaking process. NPRMs normally provide the public with a 60-day period in which to submit written comments regarding the NPRM.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Nucleic Acids Such as Deoxyribonucleic Acid (DNA) – Derived from pathogenic organisms, human oncogenes, and transformed cell lines are considered biohazardous agents as well. Select agents listed under Title 42 Code of Federal Regulation (CFR) Part 72 Appendix A, are also considered biohazardous agents. Commercial reference kits or samples are not included.

- Used in: DR 4400-007, *Biological Safety Program*, 05/15/06

Nurse Intervention – A service provided by DOL/OWCP that provides for Registered Nurses (RNs) under contract to call or meet with employees, physicians and agency representatives to ensure that proper medical care is being provided and to assist employees in returning to work.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

O

OASCR – See Office of the Assistant Secretary for Civil Rights

Object Reuse – Object Reuse is capability and assurance that a storage object or device (memory, disk, tape, cartridge/cassette, and CD-ROM) storing sensitive data or information has been cleared of the information before it is used for other purpose. (DM 3595-001)

Occupational Disease or Illness – A condition which is the result of systemic infection; continued/repeated stress or strain; exposure to toxins, fumes, or other continued/repeated exposure to conditions of the work environment over a period of time longer than a single work day or shift.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

OCPTCT – See Office of the Compliance, Policy, and Training and Cultural Transformation

Office – A permanent facility in a state, county, city, or a National Forest that is recognized as a discrete entity by both members of the public and the agency, and to which Federal employees are permanently assigned. Offices are described by separate listings in public or agency phone books and websites. An ARS laboratory in Florida,

and a Food Safety and Inspection Service (FSIS) District Office in Colorado are examples of offices.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Office of Civil Rights – The USDA Office of Civil Rights, which is responsible for ensuring that all programs and activities conducted by USDA operate in compliance with established civil rights and anti-discrimination statutes, regulations, policies and standards.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00
- Note: Now known as the USDA Office of the Assistant Secretary for Civil Rights (OASCR)

Office of Communications – The office that provides leadership, expertise, counsel, and coordination for the development of communication strategies, which are vital to the overall formulation, awareness and acceptance of USDA programs and policies, and serves as the principal USDA contact point for the consistent and timely dissemination of information.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Office of the Compliance, Policy, Training and Cultural Transformation – This office is responsible for the supervision and oversight of four divisions, compliance, policy, training and cultural transformation. The oversight responsibilities include the management of all work products, collaboration with USDA agencies, quarterly and annual reports and liaison with other federal agencies.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Office of Ethics (OE) – Office within USDA Departmental Administration responsible for administering ethics regulations and statutes governing employee conduct; conducting public confidential financial disclosure reporting programs; developing and implementing supplemental ethics policies; providing advice and assistance to USDA employees; training employees on all ethics statutes, regulations, and policies.

- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07

Office of Primary Interest (OPI) – The office responsible for the origination and content of a directive related to a particular function or program.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved

- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Office of the Assistance Secretary for Civil Rights – The office of the civil rights officer for USDA responsible for providing leadership and direction for the fair and equitable treatment of all USDA customers and employees while ensuring the delivery of quality programs and enforcement of civil rights. OASCR has the authority to delegate civil rights functions to heads of USDA Agencies and offices. OASCR is also responsible for evaluating Agency Heads on their performance of civil rights functions.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Office of the Secretary – This term includes the immediate office of the Secretary, the Deputy Secretary, the Under and Assistant Secretaries.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18
- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Office of the Secretary – Refers to the office containing the Immediate Office of the Secretary, the offices of all Under and Assistant Secretaries, and Departmental Staff Offices which report directly to the Secretary.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10
- Used in: DR 3060-002, *Secretarially Signed Documents*, 07/17/10

Office of Tribal Relations (OTR) – In FY 2010, the Department received appropriations to launch a new Office of Tribal Relations (OTR). USDA OTR serves as the primary point of contact for Tribal issues, including those dealing directly with Tribal governments and *Alaska Native Claims Settlement Act* (ANCSA) Corporations, as well as those impacting Tribal members as individuals; is responsible for serving as the single point of contact within the Department on Tribal Affairs; advises the Secretary concerning Tribal issues and concerns; and works cooperatively and collaboratively across all agencies of the Department to build a cooperative, collaborative, and integrated approach to issues, programs and services addressing the needs of American Indians and Alaskan Natives, including the conduct of Tribal consultation.

Organizationally, the OTR is situated within the Office of the Secretary and is the Department's lead office for Tribal consultation in accordance with Executive Order 13175-*Consultation and Coordination with Indian Tribal Governments*. Additional duties and responsibilities of the OTR will include: coordination and management of USDA's American Indian and Alaska Native policy issues and serve as the Department's expert and informational resource to the Secretary; collaboration with and outreach to Tribes and national Native organizations; coordination of USDA participation in national Tribal meetings and Tribal site visits for USDA executive leadership; advice and

assistance to the USDA regional and state field offices and Senior staff on Tribal affairs, coordination of the interdepartmental working group on Tribal Consultation and Collaboration; oversight of the Department's agency and office policies and processes for consultation; and coordination of the Secretary's policy development for Tribes.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Office of Workers' Compensation Program Claimant – An employee who has become injured or ill while performing his/her official duties and has submitted OWCP forms to the DOL District Office.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Office of Workers' Compensation Program (OWCP) – The Federal agency within the DOL having the authority to approve or deny Federal civilian employees WC claims for work-related injuries or illnesses.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Official Document – Refers to all documents prepared, developed, reviewed, or utilized in the course carrying out official duties and responsibilities.

- Used in: DR 3060-002, *Secretarially Signed Documents*, 07/17/10

Official Duty Station/Worksite – The official worksite generally is the location where the employee regularly performs his or her duties. An agency and staff office must document an employee's official worksite on the employee's Notification of Personnel Action (Standard Form (SF) 50 or equivalent).

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Official Duty Station – The geographic area surrounding an employee's regular work site that is the same as the area designated by the Agency/Staff Office for the purpose of determining whether travel time is compensable for determining overtime pay, consistent with the regulations in 5 CFR 550.112(j) and 5 CFR 551.422(d).

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Official Mail – All mail used to conduct the business of USDA is considered official mail. As such, USDA mail is considered Government property and is subject to rules governing the use of government property.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Official Mail Accounting System (OMAS) – Is the Postal Services government-unique postage accounting system. Its purpose is to track postage used by most of USDA’s agencies. GSA has recommended that all government agencies convert to Commercial Payment Processes.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Official Organizational Chart – A graphic representation of the organization’s proposed structure that reflects each level of the hierarchy from the Office of the Under Secretary, ASA, or Staff Office head down to the division level or equivalent. It must reflect the organizational structure codes that support the payroll and personnel system. It must bear the agency or organization’s mission statement, signature of the Under Secretary and the ASA, and the date of the last approved organization chart that is being superseded by the current organization chart. Official organizational charts should not have employee names listed. Official organizational charts are maintained by OHRM.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Official Personnel File (OPF) – The file containing records for an individual’s federal employment career.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Official Travel – Written authorization to travel on business for the Federal Government that will result in reimbursement for expenses on a travel voucher Form AD-616.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Official Travel – Travel performed on behalf of the U.S. Government which is authorized via written or electronic travel authorizations/orders. Normally results in the traveler submitting a settlement voucher for reimbursement of authorized expenses.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Official Travel Expense – An authorized expense incurred as a result of official travel. Authority to incur such expenses is generally provided through a travel authorization/order.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Official Visitor Parking – Reserved solely for the use of officials visiting the Department on official business. A form AD-153B, *Temporary Parking Permit*, is issued for visitor parking use. Visitor spaces are not intended to accommodate the daily or personal needs of employees who work in or near the complex. Parking Representatives are not authorized to utilize official visitor parking spaces, under any circumstances. These spaces are not available to private contractors for use in special agency or Departmental events or similar circumstances. However, visitor spaces may be used by agencies to accommodate the physically challenged on a short-term (less than 30 days) emergency basis.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C., 09/08/94*

OIRM Strategic Management Plan (for Long-Range IRM Planning) – This document prepared by OIRM at the beginning of each regular planning cycle contains the operative IRM planning guidance to be followed by agency IRM managers and strategic planners when planning and preparing their IRM plans. This management guidance also contains the Departmental planning framework (assumptions, policies, goals, and supporting strategies) that establishes IRM direction of the concepts and definitions used in the USDA IRM planning process, along with suggested methods of agency planning and details of the required format and content of agency plans.

- Used in: DR 3111-001, *Departmental Long-Range IRM Planning, 02/02/89*

Onboarding – Is a business management process in which supervisors and others assist new employees to assimilate into their work environment and become productive employees.

- Used in: DR 4720-001, *USDA Onboarding Requirements, 06/03/11*

Onboarding Checklist – Is a tool to enable supervisors to ensure that important information is imparted to the new employee on a timely basis.

- Used in: DR 4720-001, *USDA Onboarding Requirements, 06/03/11*

Online Courseware – Commercial-off-the-shelf (COTS) courses that are taken by computer and are available from vendors without customization or changes.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content, 10/29/04*

Ontology – A set of concepts and categories in a subject area or domain that shows their properties and the relations between them

- Source: *Oxford Dictionaries*
- Used in: DR 3185-001, *Enterprise Architecture, 06/28/16*

Open Data or Content – Digital information that is structured and made available in a way that makes it accessible for meaningful use beyond its system of origin, be that internal to the Department or external to the public. This term expands upon the definition of “openness” in OMB Memorandum Open Government Directive, which specifically concerns the release of information to the public: “Agencies shall respect the presumption of openness by publishing information online... To the extent practicable and subject to valid restrictions, agencies should publish information online in an open format that can be retrieved, downloaded, indexed and searched by commonly used web search applications. An open format is one that is platform independent, machine readable, and made available to the public without restrictions that would impede the re-use of that information.”

- Used in: DR 1496-001, *Digital Strategy Governance*, 11/21/12

Open Period – The period during which applications may be submitted for consideration. The duration of the open period must be sufficient enough to provide adequate public notice of the vacancy and must be clearly specified in the job announcement.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Open or “Blanket” Travel Authorizations – Permission to travel on official business without further authorization; or limited by certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Open Storage Area – A room or area constructed and operated within defined standards when the volume, bulk, or functions of the room/area make it impractical to store classified information in individual security containers.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Operating Lease – An agreement conveying the right to use property for a limited time in exchange for periodic rental payments. The Federal agency does not assume the risks of ownership of the asset.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Operating System – The master control program that runs the computer. The first program loaded when the computer is turned on, its main part, the “kernel,” resides in memory at all times. The operating system sets the standards for all application programs

that run in the computer. The applications “talk to” the operating system for all user interface and file management operations. (DM 3595-001)

Operational Controls – Address security methods that focus on mechanisms that primarily are implemented and executed by people (as opposed to technical controls). (DM 3595-001)

Operator of a Federal Computer System – Means a Federal agency, contractor of a Federal agency, or other organization that processes information using a computer system on behalf of the Federal Government to accomplish a Federal function. (DM 3595-001)

Opportunity Period – The period of time provided for an employee to demonstrate acceptable performance in a critical element(s) previously determined to not attain the Meets Fully Successful level, generally requiring a formal Performance Improvement Plan. The minimum period for USDA is 60 days.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Oppressive Child Labor – For the purposes of the *Fair Labor Standards Act*, this term is defined as. “Employment of a minor in an occupation for which he does not meet the minimum age standards of the Act...”

- Source: 29 CFR 570.1(b))
- Used in: DR 4230-001, *Volunteer Programs*, 10/20/16

Opt-Out – A telework-eligible employee who voluntarily declines to participate in the USDA Telework Program. Employees who opt-out must sign and check the voluntary opt-out box on the AD-3018.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Optional Form – A form developed by a Federal agency for use in two or more Federal agencies, and approved by GSA for non-mandatory Government wide use.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Orientation – Is the process, beginning on the employee’s entry on duty day or during the employee’s first weeks, in which new employees are administered the Oath of Office, provided information related to their salary and other employment benefits, complete required new entrant forms and receive information about USDA’s mission, programs and policies.

- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11

Original Classification – An initial determination that information requires, in the interest of national security, protection against unauthorized disclosure.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Original Classification Authority (OCA) – An individual authorized in writing, either by the President or by an Executive Department head or other official designated by the President, to originally classify information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Organisms – All cultures or collections of organisms or their derivatives that introduce or disseminate any contagious or infectious disease of animals including poultry.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02

Organization – Means a major component of USDA such as a mission area, agency, Departmental Staff Office, or Office of the Secretary.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Organizational Point of Contact (OPOC) – Means an individual USDA official designated by the Assistant Secretary for Administration, Assistant Secretary for Civil Rights, agency Deputy Administrator for Management, Staff Office Director, or their designees, to be the focal point for their respective organizations through which requests to distribute messages using Department-controlled distribution lists are approved.

- Used in: DR 3300-004, *Use of Department -Controlled Mailing Lists for Electronic Distribution of Employee Notice*, 11/03/06

Organizational User – An organizational employee or an individual the organization deems to have equivalent status of an employee including, for example, contractor, guest researcher, or individual detailed from another organization. Policy and procedures for granting equivalent status of employees to individuals may include need-to-know, relationship to the organization, and citizenship.

- Source: NIST [SP 800-53 Revision 4](#), *Security and Privacy Controls for Federal Information Systems and Organizations*
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

OS-390 – The OS-390 is IBM’s newest operating system that superseded MVS. (DM 3595-001; circa 2005)

Other Emergencies – Any events which are intentional acts of humans such as arson, civil disorder, crime, insurrection, riots, sabotage, terrorism, or any other incidents where Federal action is needed to minimize the effects of the event. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Other Federal Agency Form – A form that originated in another Federal agency that is commonly used by USDA agencies. Typical Federal agency forms are those of the Office of Personnel Management and the General Services Administration.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Out-of-Cycle Rating of Record – A rating of record given when a WGI [within grade increase] decision is not consistent with the employee's most recent rating of record and a more current rating of record must be prepared.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Outgoing Mail – Generated within USDA that is going outside our facility and is delivered by a service provider.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Outreach and Engagement – Are the products and services procured for the design and execution of comprehensive outreach and engagement efforts targeted to specific audiences in support of USDA mission areas, agencies and staff offices program activities, as described in specific task orders. They include all necessary communications materials required to inform and engage constituents/stakeholders on various issues and to increase participation in the collaborative decision-making process as USDA mission areas, agencies and staff offices meet their mission objectives. Services and activities may include, but are not limited to, town hall-style meetings, meeting facilitation, online forums, and so forth.

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Outside – Open areas located a minimum of 25 feet away from entrances to enclosed areas, common points of ingress and egress to USDA facilities, windows, and all types of HVAC air handling and circulation systems.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Outside Source – Any non-USDA individual.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Outstanding Research – Research that establishes the candidate as a nationally and internationally recognized authority and leader in an area of widespread scientific interest and investigation. The work will have resulted in honors and/or awards from major national organizations, and service as an advisor and/or consultant on scientific and technological programs and problems. The candidate’s reputation as a scientific leader will serve as a recruiting attraction for recent graduates and/or collaborators, and is likely to be a major consideration in agency sponsorship of scientific programs in his/her field.

- Used in: DR 4090-920-002, *Senior Science and Technology Service*, 03/29/12

OWCP Claimant – See Office of Workers’ Compensation Program Claimant.

Ownership – Ownership is the responsibility for the security of an IT system or asset that must be assigned to a single, identifiable entity, and to a single senior official within that entity. This approach minimizes the potential for unauthorized activities, and maximizes the potential that the individual knows and understands the nature of threats and vulnerabilities associated with the use or maintenance of an IT system. (DM 3595-001)

Ownership – (Obsolete Definition) Owners of BYOD devices have all the normal rights associated with personal property ownership, including but not limited to the right to possess, enjoy, use, modify, and sell their personal mobile devices, subject to certain contractual restrictions of the BYOD program. Owners of BYOD devices are liable for all costs associated with the device, and all risks, including, but not limited to, partial or complete loss of personal data due to an operating system crash, errors, viruses, malware, and/or other hardware errors, or programming errors that may harm or destroy the device.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/30/14 version – Superseded by the 04/24/18 Draft DR version

P

Packet Filters – A router designed to screen packets as they pass between the router’s interfaces. Filtering can be used to block connections from or to a specific host or network, and to block connections to specific ports.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Parental Status – Status of an individual who, with respect to an individual who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is a: biological parent, an adoptive parent, foster parent, stepparent,

custodian of a legal ward, in loco parentis over such individual, or actively seeking legal custody or adoption of such an individual.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

Parking Applications – An application that must be completed when applying for a USDA Headquarters parking space. All applications may be obtained from Agency Parking Representatives or the Departmental Transportation Coordinator.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Parking Permits – USDA parking permits are issued and must be displayed when entering and using parking facilities at the Headquarters Complex (see Section 5a for the types of parking permits).

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Parking Space – An area allocated in a USDA parking facility to accommodate a motor vehicle.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Partially Recovered (as applies to RPL) – An injured employee, though not ready to resume the full range of his or her regular duties, has recovered sufficiently to return to part-time or light duty or to another position with less demanding physical requirements. Ordinarily, it is expected that a partially recovered employee will fully recover eventually. See “injury” for related information.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Participant – Any employee who has satisfied the eligibility requirements of Section 3.1, who has made application and been accepted by the CCTAP Coordinator for benefits under this program.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Parties – The agencies, employees, managers, or customers who are in conflict.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Partners – Individuals or entities not employed by USDA who have a role in administering USDA funded programs including those who represent USDA, those who administer USDA programs and recipients who distribute USDA program benefits and contractors.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Partner Agencies – These are: the FSA, NRCS and agencies of RD, Cooperative State Research, Education, and Extension Service and FS.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Part-time Member – A person who does not ride to and from work on all scheduled work days, or travels less than six one-way trips weekly, as defined by Regular Member below.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Pass-Through Entity – Pass-through entity means a non-Federal entity that provides a subaward to a sub-recipient to carry out part of a Federal program. (See §200.74.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Pasteurization – A process developed by Louis Pasteur for heating milk, wine, or other liquids to 60° to 100°C (140° to 212°F) for approximately 30 minutes to significantly reduce or kill the number of pathogenic and spoilage organisms.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Patch – A patch (sometimes called a "fix") is a quick repair job for a piece of programming. A patch is the immediate solution that is provided to users; it can sometimes be downloaded from the software maker's website. The patch is not necessarily the best solution for the problem, and the product developers often find a better solution to provide when they package the product for its next release. A patch is usually developed and distributed as a replacement for or an insertion in compiled code (that is, in a binary file or object module). In larger operating systems, a special program is provided to manage and track the installation of patches. (DM 3595-001)

PATCO – See Professional, Administrative, Technical, Clerical and Others.

Pathogen – Synonymous with Biological Agent.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Pay – Salary, wages, compensation, emoluments and remuneration for services. It includes, but is not limited to, overtime pay; night, Sunday standby, irregular and hazardous duty differential; pay for Sunday holiday work; payment for accumulated and accrued leave; and severance pay. It does not include travel and transportation expenses and allowances or relocation allowances payable under 5 U.S.C. 5724a.

- Used in: DR 2570-002, *Waiver Employee Claims From Erroneous Payment*, 01/05/01

Peer-to-Peer – A communications model in which each party has the same capabilities and either party can initiate a communications session. In some case peer-to-peer communications is implemented by giving each communication node both server and client capabilities. (DM 3595-001)

Peer-to-Peer Software – Software programs that can link your computer to other computers across the Internet for the purpose of sharing files, music and videos. They traditionally by-pass security controls and client/server networks that exist in business and government offices. A number of software programs even allow the sharing of computers. (DM 3595-001)

Performance – The accomplishment of work described in the employee’s performance plan.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Appraisal – The review and evaluation of a senior executive’s performance against performance elements and requirements.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Award – A lump-sum cash payment granted to a career senior executive on the basis of a current rating of record, which recognizes and rewards excellent performance over a one-year appraisal period. Non-career, limited-term, and emergency limited-term senior executives are not eligible for performance awards.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Award – A cash award based solely on an employees’ performance rating of record assigned at the end of the appraisal period.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Performance Based Pay Adjustment – A salary increase or decrease resulting from a senior executive’s annual summary rating approved by the appointing authority. Pay may be adjusted once in any 12-month period.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Performance Goals – Specific goals assigned to an employee by the Rating Official that establish the results that are to be achieved. These are most often documented by describing the required outcome, results and associated performance measures.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Performance Improvement Plan – A written plan that provides an employee an opportunity to demonstrate the Meets Fully Successful level of performance in one or more critical elements previously rated as Does Not Meet Fully Successful.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Performance Improvement Officer (PIO) – A senior executive designated to advise and assist the agency head and the Chief Operating Officer in the development and use within the agency on performance measures in personnel performance appraisals, and, as appropriate, other agency personnel and planning processes and assessments. The PIO also assists and supports achieving the mission and goals through strategic and performance planning, measurement, analysis, regular assessment of progress, and use of performance information to improve the results achieved as well as to provide support in the conduct of regular reviews of agency performance.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Management – The systematic process by which the Department involves its employees in ensuring organizational effectiveness in the accomplishment of USDA mission and goals. It integrates the process the Department uses to communicate and clarify organizational goals to employees; identify individual and, where applicable, team accountability for accomplishing organizational goals; identify and address developmental needs; assess and improve individual, team and organizational performance; use appropriate measures of performance as the basis for recognizing and rewarding accomplishments; and use the results of the performance appraisal process as a basis for appropriate personnel actions.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Performance Management System – The framework of policies and practices that an agency establishes under subchapter II of chapter 43 of title 5, United States Code, for planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance and for using resulting performance information in making personnel decisions.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Measures – (Obsolete Definition) Quantitative or qualitative assessments of an employee’s work results, which appropriately address outputs or outcomes (products or services) for which the employee is responsible. General measures of performance include quality, quantity, timeliness, cost effectiveness and manner of performance. Activities or job duties themselves are not measures.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Performance Plan – The written document, or approved electronic alternative, that communicates to the employee what is expected of the position. A plan must include all critical elements, non-critical elements if used, and their performance standards and measures on which the employee will be evaluated.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Performance Plan – (Obsolete Definition) The written or automated document that communicates to the employee what is expected on the job. A plan must include all critical elements, non-critical elements if used, and their performance standards and measures on which the employee will be evaluated.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Performance Reference Model (PRM) – Links agency strategy, internal business components, and investments, providing a means to measure the impact of those investments on strategic outcomes.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Performance Requirement – A statement of the performance expected for a critical element.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Performance Review Board (PRB) – A group of career and non-career senior executives appointed by the Secretary responsible for the oversight of the performance management and compensation processes for senior executives. The PRB also provides recommendations to the Secretary regarding senior executive performance ratings, awards, pay adjustments, and other performance-related matters for the senior executives. More than half of the members must be career senior executives when evaluating career senior executives.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Performance Standard – The performance thresholds, requirements and/or expectations an employee must meet for an element to be appraised at a specific level of performance. Performance standards must include credible performance measures.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Performance Standard – (Obsolete Definition) The expression of objective criteria to define how well an employee has to perform on the associated element in order to be appraised at a specific level. Standards must be attainable and verifiable. Performance standards must include credible performance measures.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Performance Year – The full 12-month appraisal period from October 1 – September 30.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Periodical – Publications, including annual reports and newsletters, issued annually or more often and with a consistent format, content, and purpose.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 08/07/03

Permanent – For the purpose of this regulation “permanent” means that an item is installed in such a manner that its removal would significantly damage or destroy the item and/or its associated site or structure.

- Used in: DR 5160-002, *Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities*, 05/29/13

Permanent Directives – Permanent Directives are directives that are in force for a

defined period of time with a predetermined expiration date or until specifically cancelled. Permanent directives consist of: Departmental Regulations (DR), Departmental Manuals (DM), and Departmental Guidebooks (DG).

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Permanent Historical Value – Those records that have been identified in an agency records schedule as being permanently valuable.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Permanent/Non-Permanent – Distinction made in this regulation pertains only to items that are installed after the date this regulation is published. Pre-existing items are permitted to remain in place, and are not subject to this distinction until they are significantly modified or replaced. Minor updates and repairs, such as name plate replacement (with the same name) and similar upkeep needed to maintain the item is exempt. Questions regarding this provision should be addressed to the Director, OPPM.

- Used in: DR 5160-002, *Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities*, 05/29/13

Permanent Records – Permanent record means any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives of the United States, even while it remains in agency custody. Permanent records are those for which the disposition is permanent on SF 115, *Request for Records Disposition Authority*, approved by NARA on or after May 14, 1973. The term also includes all records accessioned by NARA into the National Archives of the United States.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Permanent Records – Any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives of the United States, even while it remains in the agency custody.

- Source: Adapted from 36 CFR 1220.18
- Used in: DR 3080-001, *Records Management*, 08/16/16

Permanent Records – (Obsolete Definition) Records appraised by NARA as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are needed for administrative, legal, or fiscal purposes.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Perpetrator – A perpetrator is an individual who commits or threatens to commit an act of domestic violence, dating violence, sexual assault, and/or stalking.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Persistent Cookies – A small text file containing a collection of information, usually a user name and the current date and time, that is stored on a computer and used to identify a user who has previously registered or visited a website. A persistent cookie, also called a permanent cookie or stored cookie, operates until it expires or until a user deletes it.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Person – An individual, natural person. Person does not include a legal entity.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Person – Means an individual, corporation and subsidiaries it controls, company, association, firm, partnership, society, joint stock company, or any other organization or institution, including any officer, director, trustee, general partner, employee, or agent of such person or entity. For purposes of this DR, a corporation will be deemed to control a subsidiary if it owns 50 percent or more of the subsidiary's voting securities. The term is all-inclusive and applies to commercial ventures and nonprofit organizations as well as to foreign, State, and local governments, including the Government of the District of Columbia. It does not include any agency or other entity of the Federal Government or any officer or employee thereof when acting in his official capacity on behalf of that agency or entity.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Personal Digital Assistant (PDA) – A handheld computer that serves as an organizer for personal information. It generally includes at least a name and address database, a To Do List and a note taker. The unit may include a small on-screen keyboard that is tapped with a pen. Data is synchronized between a user's PDA and desktop computer by cable or wireless transmission.

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Personal Identification Numbers (PINs) – A PIN is a six-digit number assigned to a

specific fleet charge card user or driver in order to link card transactions to card users.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Personal Identity Verification (PIV) Credential – Personal identity verification cards or other form factors that comply with Federal Information Processing Standard (FIPS) 201 or superseding standards.

- Used in: DR 3640-001, *Identity, Credential, and Access Management*, 12/09/11

Personal Identity Verification-II (PIV-II) Compliant Credential – An identity card (“smart card”) also known as LincPass issued to an individual that contains stored identity credentials so that the claimed identity of the cardholder can be verified against the stored credentials by another person or by an automated process.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Personal Liability or Personally Liable – Financial liability of disbursing, certifying, and accountable officials for fiscal irregularities and theft caused by themselves and others.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Personal Mail – Mail received or sent at a Federal agency by an agency employee or contract worker that does not involve the official business of the agency.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Personal Papers (also Personal Files) – Documentary materials belonging to an individual that are not used to conduct agency business. Personal papers (files) are excluded from the definition of Federal records and are not owned by the Government.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Personal Papers – (Obsolete Definition) Personal papers are documentary materials of a private or nonpublic character that do not relate to, or have an effect upon, the conduct of agency business. If information about private matters and agency business appears in the same document, the document shall be copied at the time of receipt, with the personal information deleted, and treated as a Federal record.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Personal Papers – (Obsolete Definition) Personal papers are documentary materials, or any reasonably differentiable portion thereof, of a private or nonpublic character that do not relate to, or have an effect upon, the conduct of agency business. If information about private matters and agency business appears in the same document, the document shall be copied at the time of receipt, with the personal information deleted, and treated as a Federal record. (DM 3595-001)

Personal Property – All property other than real property, whether tangible or intangible. Examples of tangible personal property include: equipment, furniture and fixtures, motor vehicles, aircraft, and other hardware. Examples of intangible personal property include: copyrights, licenses, and patents.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Personal Property – Means property other than real property, and includes intellectual property, intangible property, and money.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Personal Quarters – Housing provided by the USDA for the exclusive use as the employee's residence.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Personal Record – A "personal record" means any information pertaining to an individual that is stored in an automated system of records, e.g., a data base which contains information about individuals that is retrieved by name or some other personal identifier.

- Used in: DR 3450-001, *Computer Matching Projects Involving Individual Privacy Data*, 04/17/84

Personal Relief – A specific remedy that will directly benefit the Grievant. Personal relief may be a request that benefits the Grievant and at the same time benefits someone else. A statement of apology or request for disciplinary or other action affecting another employee is not a request for personal relief. Failure to request personal relief may be grounds for cancellation of a grievance.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Personal Use – An activity conducted for purposes other than accomplishing official or otherwise authorized activity. Executive Branch employees are specifically prohibited from using Government issued equipment to maintain or support a personal private business. The ban on using Government issued equipment to support a personal private business also includes employees using Government issued equipment to assist relatives, friends, or other persons in such activities. Employees may, however, make limited use

under Chapter 3 of this policy of Government office equipment to check their Thrift Savings Plan (TSP) or other personal investments, or communicate with a volunteer charity organization.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Personal Use – An activity conducted for purposes other than accomplishing official or otherwise authorized business.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Personal Use – Personal use within a BYOD program refers to the use of a mobile computing device by the owner for any purpose or functions other than USDA business. Personal use can include personal phone calls, word processing, e-mail, wireless Internet access, downloading, and use of mobile applications (apps), image capture/recording, sound recording and information transmitting/receiving/storing, etc.

- Source: USDA BYOD Policy Development Integrated Project Team
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Personally Identifiable Information (PII) – Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

- **Standard USDA Definition** – Per the USDA Chief Privacy Officer, 08/21/17
- Source: NIST [SP 800-122](#)
- Source: Government Accountability Office (GAO) Report [GAO-08-536](#)
- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07

Personally Identifiable Information (PII) – Refers to information about an individual maintained by an agency, including, but not limited to, financial transactions, medical history, or criminal history and information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, date and place of birth, mother’s maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Personally Identifiable Information (PII) – (Obsolete Definition) Data which can be used to distinguish or trace an individual’s identity. Examples include: names, social security

numbers or medical records. Personally Identifiable Information also includes data that, when combined with other identification information, can be linked to a specific individual.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Personally-Owned Equipment (POE) – See BYOD

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/30/14 version

Personnel Action –

- (1) An appointment;
- (2) A promotion;
- (3) An adverse action under 5 U.S.C. 7501 et seq. or other disciplinary or corrective action;
- (4) A detail, transfer or reassignment;
- (5) A reinstatement;
- (6) A restoration;
- (7) A reemployment;
- (8) A performance evaluation under 5 U.S.C. 4301 et seq.;
- (9) A decision concerning pay, benefits, or awards or concerning education or training if the education or training may reasonably be expected to lead to an appointment, promotion, performance evaluation, or other personnel action; and
- (10) Any other significant change in duties or responsibilities inconsistent with the employee's salary or grade level.

- Used in: DR 1312-002, *Merit Systems Protection Board*, 07/17/86

Personnel Settlement Agreement – Proposed monetary resolution terms, offers of resolution, or written agreements to resolve informal or formal Equal Employment Opportunity (EEO) complaints pending in the Department or at the Equal Employment Opportunity Commission (EEOC), matters pending before the Office of Special Counsel (OSC), or appeals pending before the Merit Systems Protection Board (MSPB).

- Used in: DR 1521-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18

Phase – A characteristic, primary period in the sequence of events that comprise the life cycle of an information technology system. (DM 3595-001)

Phase (CPIC) – The CPIC process is a circular flow of USDA's IT Investments through five sequential phases: Pre-Select, Select, Control, Evaluate, and Steady State. (DM 3595-001)

Phishing – A digital form of social engineering that uses authentic-looking—but bogus—emails to request information from users or direct them to a fake Web site that requests information.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Physical Access Control System (PACS) – Protection mechanisms that limit users' access to physical facilities or areas to only what is appropriate for them. These systems typically involve a combination of hardware and software (e.g., a card reader), and may involve human control (e.g., a security guard).

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Physical Impairment – Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin or endocrine.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Physical Loss/Deficiency – A shortage of public funds (7 GAO 8.2) in an account, including imprest or similar funds, resulting from such things as:

- (1) theft (burglary, robbery, embezzlement, etc.);
- (2) loss in shipment; and
- (3) destruction by fire, accident, or natural disaster.

An unexplained shortage (i.e., a shortage of funds with no apparent reason or explanation) is also treated as a physical loss.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Physical Security – Physical security refers to the protection of building sites and equipment (and all information and software contained therein) from theft, vandalism, natural disaster, manmade catastrophes and accidental damage. It requires solid building construction, suitable emergency preparedness, reliable power supplies, adequate climate control and appropriate protection from intruders. (DM 3595-001)

Physically Challenged Employee – A USDA employee working in the USDA Headquarters Complex who is so physically challenged that the use of public transportation and carpooling is unreasonably difficult or impossible due to the presence of a medically determinable impairment which significantly impairs ambulation.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Pilot Test – A small-scale implementation of technology designed and implemented prior to full implementation. Pilot tests are a part of sound project management practice. A pilot test or a series of pilot tests can be used to collect useful data and to solve problems prior to full implementation. Well-planned pilots can substantially reduce project risks. As the term implies, pilots often steer or control the course of future experiments or development.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

PIV Credential – See Personal Identity Verification (PIV) Credential

PIV-II Compliant Credential – See Personal Identity Verification-II (PIV-II) Compliant Credential

Place – The address of the inquirer, applicant, or customer requesting a Receipt for Service, or the address of the area to which the benefit or service sought would be applied.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Place of Employment – Any place within the accepted commuting area as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Plagiarism – The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Plain Text – Unencrypted information or data sent in a transmission. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Plan Maintenance – As a general rule, plans should be updated at least semi-annually, when significant change occurs in the IT system or when problem are identified through

testing. Contact lists and the emergency call tree should be reviewed and updated frequently. (DM 3595-001)

Planning/Reporting (P/R) Unit – The lowest organizational level at which annual reporting and planning of affirmative action is to occur is an agency component with 300 or more employees whose chief executive officer possesses appointment authority for the majority of the staff or an agency with 299 or fewer employees. If an agency determines that a unit with fewer than 300 employees should be required to develop and implement its own plan then such smaller unit shall also be a P/R Unit. An agency headquarters is considered a P/R Unit regardless of size and is to incorporate subordinate P/R Units.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

Platform-as-a-Service (PaaS) – The capability provided to the consumer to deploy onto the cloud infrastructure consumer-created applications using programming languages and tools supported by the provider (e.g., Java, Python, .NET). The consumer does not manage or control the underlying cloud infrastructure, network, servers, operating systems, or storage, but the consumer has control over the deployed applications and possibly application hosting environment configurations.

- Source: NIST SP 800-145
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Point of Contact (POC) – An assigned individual/position with delegated authority to process/request Information Retention and Retrieval (IRR) or otherwise act as a Customer Agency's proxy.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Point of Presence (POP) – A physical layer within a local access and transport area (LATA) at which an inter-LATA carrier establishes itself for the purpose of obtaining access and to which the local exchange carrier provides access services. (DM 3595-001)

Policies, Actions, or Decisions – All those prerogatives exercised by USDA as set forth in Section 7 below.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Policies That Have Tribal Implications – Refers to regulations, legislative comments or proposed legislation, and other policy statements or actions that have substantial direct effects on one or more Indian tribes, on the relationship between the Federal Government and Indian tribes, or on the distribution of power and responsibilities between the Federal Government and Indian tribes.

- Used in: DR 1350-001, *Tribal Consultation*, 09/11/08

Policies with Tribal Implications – Policies that have tribal implications may include regulations, legislative comments or proposed legislation, and other policy statements or actions. Actions, in turn, include deliberations, decisions, directives and implementation of USDA programs and services. Policies that have tribal implications will include those with “substantial direct effects” as identified in the language of EO 13175.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Policy and Plans Steering Group (PPSG) – In order to enlist the leadership of Federal agencies in the resolution of spectrum policy matters, the Department of Commerce (DOC) established the PPSG in January 2005. This advisory group is composed of top leadership officials, at an Assistant Secretary-level or equivalent, from the Federal agencies that are major users of radio spectrum. The PPSG advises NTIA’s Administrator on spectrum policy and strategic plans. The PPSG has committed to resolve major contentious spectrum issues affecting Federal and non-Federal spectrum users.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Political Interference – The attempt to gain partisan or regional advantage by shaping the production of a scientific product against the judgment of a non-partisan and apolitical statistical or scientific agency. More specifically, it includes, but is not limited to:
(1) The politically motivated suppression of an agency’s responsibility to offer its best judgment on how to most accurately and reliably measure a given phenomenon;
(2) The politically motivated decision to prevent an agency from using state-of-the-art science;
(3) The politically motivated insistence on the pre-clearance of a major scientific product that is based on state-of-the-art science; and/or
(4) The politically motivated suppression, alteration, or delay of the release of a scientific product for any reason other than technical merit or providing advance notification, as determined through standard agency/staff office procedures.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Pornography – Pornography is written, graphic or other forms of communication pertaining to obscenity, which is objectionable or offensive to accepted standards of decency and is usually intended to excite lascivious feelings. (DM 3595-001)

Portable Electronic Device (PED) – Any electronic device that is capable of receiving, storing, or transmitting information using any format (i.e., radio, infrared, network or similar connections) without permanent connections to Federal networks. Laptops and workstations without permanent connections to a Federal network will be covered in a separate chapter/policy document.

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Portfolio Review Artifact A-1 – Application Interface Diagram: The identification of application resource flows and their composition.

- Source: *Common Approach*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Portfolio Review Artifact A-3 – Application Interface Matrix: The interface relationship between systems.

- Source: *Common Approach*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Portfolio Review Artifact B-1 – Business Process Diagram: Presents the hierarchical structure of organizational activities and activities performed by organizational performers to consume and produce resources.

- Source: *Common Approach*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Portfolio Review Artifact D-1 – Logical Data Model: Presents data requirements that verify the information concepts identified by corresponding conceptual information models.

- Source: *Common Approach*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Portfolio Review Artifact I-3 – Technical Standards Profile – Collects the various systems standards rules that implement and sometimes constrain the choices that can be made in the design and implementation of architecture.

- Source: *Common Approach*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Portable Work – Work that is normally performed at the employee’s conventional worksite, but may be performed at the alternate worksite with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of mission accomplishment. Portable work is part of the employee’s regular assignments and does not involve a change in duties, position descriptions, or the way assignments are handled by the participating employee or other employees.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Postage – Money or fees due that are paid to any service provider for mail services or delivery.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Position Description (PD) – An official written statement of the major duties, responsibilities and organizational relationships of a position certified by the supervisor and classified by the HR Servicing Office. An OF-08, AD-332 (or equivalent cover sheet) shall be attached to document the certification and classification as well as pertinent position information. It in no way interferes with a supervisor’s authority to assign an employee to different work on a temporary basis or to change an employee’s work assignment.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Position Maintenance Review – A formal, periodic review of all positions in an organization, or portion of an organization, to ensure that PDs are current and accurate and that obsolete PDs are abolished. This review does not negate the responsibility of managers to keep PDs up to date at all times, but rather serves as a systematic approach to ensure gradual changes in assignments have not been overlooked.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Position Management – Position management is the continuous and systematic process for determining the number of positions needed, the skill and knowledge requirements of those positions and the organizational grouping of positions to carry out the work of an organizational unit.

- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10

Position of Record – The position to which an employee is assigned through a formal personnel action, such as an appointment, promotion, reassignment, or transfer. It does not indicate such things as details or temporary promotions.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Position Sensitivity – The determination by the organization’s management with the Support and consultation of the ISSPM of the potential for each position accessing the information system resource to cause great harm. System managers/administrators and privileged users shall require a higher level of sensitivity than a system operator. Systems which do not have separation of duties between system administrators/managers and IS ISSPMs require the highest position sensitivity.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Post-Award Recipient Review – A review that extends to all organizational components of a recipient organization or entity.

- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 10/18/00

Potential Natural Disaster – Unusual and adverse weather conditions or natural phenomena that have caused physical and/or production losses, but which have not yet been examined by the Secretary of Agriculture or the Administrator, Farm Service Agency, for consideration as a natural disaster. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

POV – See Privately Owned Vehicle (POV)

Pre-authentication – A protocol or process for proving that a user knows her/his password before access to a system with a password is allowed. Pre-authentication can be completed by the use of pin numbers, smart cards, biometrics or tokens.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Preference Eligible – A qualified applicant who is entitled to veteran’s preference in the hiring process.

- Used in: DR 4030-337-002, *Category Rating*, 11/01/10
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Preference Eligible – A veteran, spouse, widow, or mother, who meets the definition provided in 5 U.S.C. § 2108. They are also afforded higher retention standing in the event of a reduction-in-force (see 5 U.S.C. § 3502). Preference does not apply to in-service placement action such as promotions.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Preference Program Area Categories – The Small Business Administration has classified the following categories as preference program areas:

- (1) Small Businesses;
- (2) 8(a);
- (3) Small Disadvantaged Businesses;
- (4) Women-owned Small Businesses;
- (5) Subcontracts Awarded to Small Businesses;
- (6) Subcontracts Awarded to Small Disadvantaged Businesses; and
- (7) Subcontracts Awarded to Women-owned Small Businesses.

- Used in: DR 5090-002, *Annual Preference Program Goals*, 07/01/98

Premium Class Travel – Any class of travel accommodations above coach class (e.g. first class or business class.)

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Pre-paid Card – A pre-paid card is a form of debit card. The card is programmed with a monetary value and has the capability to be reloaded.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Preponderance of the Evidence – Proof by information that, compared with that opposing it, leads to the conclusion that a particular matter or asserted fact is probably more-true than not.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Present Value – The present worth of future sums of money.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Preservation – The obligation of agencies, managers and individual employees to ensure the preservation of documentary materials that might be or might become relevant to pending or reasonably anticipated litigation.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11, 1st Definition

Preservation – The obligation of agencies, managers and individual employees to ensure the preservation of documentary materials that might be or might become relevant to pending or threatened litigation. If the documentary material was created in electronic format, it must be preserved in that original native format.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11, 2nd Definition

Preservation Obligation – The obligation of agencies, managers and individual employees to ensure the preservation of documentary materials that might be or might become relevant to pending or threatened litigation. If the documentary material was created in electronic format, it must be preserved in that original native format.

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08

Presort – An outgoing mail preparation used to receive a discounted mailing postage rate by sorting mail according to USPS standards.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Preventive Measures – A risk management process implemented to identify, control and mitigate risk or threats to an IT system in order to reduce or eliminate vulnerabilities and the consequences of threats. (DM 3595-001)

Previous Salary – Basic pay plus locality pay (or if coming from outside government, best equivalent) immediately prior to the SES appointment.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Prime Farmlands – General Criteria. Prime farmland is land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and is also available for these uses (the land could be cropland, pastureland, rangeland, forest land, or other land but not urban built-up land or water). It has the soil quality, growing season, and moisture supply needed to produce, economically, sustained high yields of crops when treated and managed, including water management, according to acceptable farming methods. In general, prime farmlands have an adequate and dependable water supply from precipitation or irrigation, a favorable temperature and growing season, acceptable acidity or alkalinity, acceptable salt and sodium content, and few or no rocks. They are permeable to water and air. Prime farmlands are not excessively erodible or saturated with water for a long period of time, and they either do not flood frequently or are protected from flooding. Examples of soils that qualify as prime farmlands are Palouse silt loam, 0- to 7-percent slopes; Brookston silty clay loam, drained; and Tama silty clay loam, 0- to 5-percent slopes. (2) Specific Criteria. Prime farmlands must meet all the following criteria. Terms used in this section are defined in these USDA publications: "Soil Taxonomy, Agriculture Handbook 436," "Soil Survey Manual, Agriculture Handbook 18," "Rainfall-Erosion Losses from Cropland, Agriculture Handbook 282," "Wind Erosion Forces in the United States and Their Use in Predicting Soil Loss, Agriculture Handbook 346," and "Saline and Alkali Soils, Agriculture Handbook 60."

(a) The soils have:

- (1) Aquic, udic, ustic, or xeric moisture regimes and sufficient available water capacity within a depth of 40 inches, or in the root zone (root zone is the part of the soil that is penetrated by plant roots) if the root zone is less than 40 inches deep, to produce the commonly grown cultivated crops (cultivated crops include but are not limited to grain, forage, fiber, oilseed, sugar beets, sugarcane, vegetables, tobacco, orchard, vineyard, and bush fruit crops) adapted to the region in 7 or more years out of 10; or
- (2) Xeric or ustic moisture regimes in which the available water capacity is limited, but the area has developed irrigation water supply that is dependable (a dependable

- water supply is one in which enough water is available for irrigation in 8 out of 10 years for the crops commonly grown) and of adequate quality; or
- (3) Acidic or torric moisture regimes, and the area has a developed irrigation water supply that is dependable and of adequate quality; and
- (b) The soils have a temperature regime that is frigid, mesic, thermic, or hyperthermic (pergelic and cryic regimes are excluded). These are soils that, at a depth of 20 inches, have a mean annual temperature higher than 32 degrees Fahrenheit. In addition, the mean summer temperature at this depth in soils with an O horizon is higher than 47 degrees Fahrenheit; in soils that have no O horizon, the mean summer temperature is higher than 59 degrees Fahrenheit; and
- (c) The soils have a pH between 4.5 and 8.4 in all horizons within a depth of 40 inches or in the root zone if the root zone is less than 40 inches deep; and
- (d) The soils either have no water table or have water table that is maintained at a sufficient depth during the cropping season to allow cultivated crops common to the area to be grown; and
- (e) The soils can be managed so that in all horizons within a depth of 40 inches or in the root zone if the root zone is less than 40 inches deep, during part of each year the conductivity of the saturation extract is less than 4 mmhoc/cm and the exchangeable sodium percentage is less than 15; and
- (f) The soils are not flooded frequently during the growing season (less often than once in 2 years); and
- (g) The product of K (erodibility factor) times the percent slope is less than 2.0, and the product of I (soils erodibility) times C (climate factor) does not exceed 60; and
- (h) The soils have a permeability rate of at least 0.06 inch per hour in the upper 20 inches, and the mean annual soil temperature at a depth of 20 inches is less than 59 degrees Fahrenheit or higher; and
- (i) Less than 10 percent of the surface layer (upper 6 inches) in these soils consists of rock fragments coarser than 3 inches.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Prime Forest Lands – Because of the multiple use of forested lands, several categories, e.g., timber, wildlife, and recreation, may be developed. For purposes of this regulation only, the following timberland definitions will apply.

- (a) Prime Timberland. Prime timberland is land that has soil capable of growing wood at the rate of 85 cubic feet or more/acre/year (at culmination of mean annual increment) in natural stands and is not in urban or built-up land uses or water. Generally speaking, this is land currently in forest, but does not exclude qualifying lands that could realistically be returned to forest. Delineation of these lands will be in accordance with national criteria.
- (b) Unique Timberland. Unique timberlands are lands that do not qualify as prime timberland on the basis of producing less than 85 cubic feet/acre/year, but are growing sustained yields of specific high-value species or species capable of producing specialized wood products under a silvicultural system that maintains soil productivity and protects water quality. Delineation of these lands will be in accordance with national criteria.

(c) Timberland of Statewide Importance. This is land, in addition to prime and unique timberlands, that is of statewide importance for the growing of woods. Criteria for defining and delineating these lands are to be determined by State forestry planning committees or appropriate State organizations.

(d) Timberlands of Local Importance. In some local areas, there is a concern for certain additional forest lands for the growing of wood, even though these lands are not identified as having national or statewide importance. Where appropriate, these lands are to be identified by a local agency or agencies concerned.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Prime Rangeland – Prime rangeland is rangeland which, because of its soil, climate, topography, vegetation, and location, has the highest quality or value for grazing animals. The (potential) natural vegetation is palatable, nutritious, and available to the kinds of herbivores common to the area.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Principal Federal Official (PFO) – May be appointed to serve as the Secretary of Homeland Security’s primary representative to ensure consistency of Federal support as well as the overall effectiveness of the Federal incident management for catastrophic or unusually complex incidents that require extraordinary coordination.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Printing – All systems, processes, and equipment used to create an original reproducible image when they are capable of reproducing multiple copies of that image. This term includes all processes and equipment related to composition, platemaking, presswork, and binding as well as to automated distribution.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Printing Plant – Refers to a plant approved by JCP and located on property owned or controlled by the Government to produce printing as defined by JCP regulations.

- Used in: DR 1420-002, *Printing Policy*, 09/08/16

Prion(s) – Proteinaceous infectious particles that lack nucleic acids. They are thought to consist of an abnormal isoform of a normal cellular protein highly resistant to treatments (e.g., moderate heat, protein digesting enzymes, radiation, and formalin) that would inactivate typical proteins, viruses, or bacteria. Complete inactivation may not always be possible, but all attempts should be made to ensure that adequate decontamination is met. The World Health Organization’s publication, “Infection Control Guidelines for Transmissible Spongiform Encephalopathies,” provides internationally-accepted guidance on handling Prion disease agents; it is located at:

http://whqlibdoc.who.int/hq/2000/WHO_CDS_CSRAPH_2000.3.pdf).

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Priority Correspondence – A subset of correspondence. All Priority Correspondence shall be controlled correspondence. It includes:

- (1) All correspondence received from elected or appointed Federal, State, local, foreign, and Tribal officials, members of Congress, and Governors that is received by the Office of the Secretary and senior agency officials.
- (2) At the discretion of the addressee it may also be expanded to include other categories of important correspondence, such as correspondence received from major trade associations, academic institutions, or international organizations.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Priority Consideration – Special consideration priority given to a candidate who previously was denied consideration due to erroneous or lost certification.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Privacy Act Record – [The substance of a record i.e.,] any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Privacy Impact Assessment (PIA) – An analysis of how information is handled:

- (a) to ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy,
- (b) to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system, and
- (c) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Privacy Information – [the substance of record, i.e.,] any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not

limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph. The following are the approved types of information that can be collected from visitors to USDA websites:

- Internet domain and IP Address from which they access our website;
- Type of browser and operating system used to access our site;
- Pages they visit; and
- The address of another website from which the visitor linked to the USDA website. (DM 3595-001)

Privacy Notice – A statement made by an organization regarding why, how, and pursuant to what legal authority (if applicable) personal data is being collected at a public website or social media site, and how the owner of the site will use any information obtained.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Privacy Policy – A statement made by an organization regarding why, how, and pursuant to what legal authority (if applicable) personal data is being collected at a public website or social media site, and how the owner of the site will use any information obtained.

- Used in: DR 1495-001, *New Media Roles, Responsibilities and Authorities*, 05/23/11
- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Private Cloud – The cloud infrastructure is provisioned for exclusive use by a single organization comprising multiple cloud consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises.

- Source: NIST SP 800-145
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Private Express Statutes – Refers to laws that establish the U.S. Postal Service's limited monopoly on first-class mail delivery. The statutes allow for overnight delivery of letter mail by alternative delivery services and also for the delivery of books, magazines, and newspapers.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Private Key –

(1) The key of a signature key pair typically used to decrypt a publicly encrypted digital signature.

(2) The key of an encryption pair that is used to decrypt confidential information. This key is not made publicly available and must be kept secret. (DM 3595-001)

Privately-Owned Vehicle (POV)

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Privileged User – A user of a computer who is authorized to bypass normal access control mechanisms, usually to be able to perform system management functions. Policies shall clearly state limits to privileges and separation of duties.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Prize Competition Coordinator – The Office of the Chief Financial Officer (OCFO) is responsible for ensuring all necessary steps are completed when an agency/staff office submits a prize competition or challenge.

- Used in: DR 2405-001, *Guidance on the Use of Prize Competitions and Challenges*, 09/03/14

Prize Competition Manager – A representative from a USDA agency/staff office responsible for administering prize competitions and challenges.

- Used in: DR 2405-001, *Guidance on the Use of Prize Competitions and Challenges*, 09/03/14

Procurement Forecast – A projection of contract requirements to be initiated during a fiscal year to carry out the mission of the organization. The procurement forecast shall identify those contract requirements set aside for exclusive participation of small, small disadvantaged, 8(a) and women-owned small businesses.

- Used in: DR 5090-003, *Annual Procurement Forecast Requirements*, 07/01/98

Producer – A person or legal entity engaged in the production of agriculture.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Production – The process of delivering to another party or making available for that party's review, documents deemed responsive to a discovery request.

- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Professional, Administrative, Technical, Clerical and Others – Five major occupational categories defined by OPM for use in FEORP.

- Used in: DR 4300-002, *Federal Equal Opportunity Recruitment Plan*, 10/18/84

Professional Group or Association (Professional Association) – Means an established organization (or local chapter of such organizations), other than a labor organization, Supervisory/Managerial Association or Employee Organization, whose membership consists primarily of USDA employees within a recognized professional, technical or managerial field of work that normally requires credentials acquired from an institution of higher learning or a course of specialized instruction. Typically, the primary purpose of such groups or associations is to improve their profession and advance professional growth and development of their respective members in their career field. A professional group or association may include members of several professions or disciplines.

- Used in: DR 4020-251, *Associations of Management Officials and / or Supervisors and Other Organizations*, 07/27/95

Program – Means the USDA Child Care Tuition Assistance Program.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Program – An activity within an organization primarily concerned with the delivery of food or agricultural services.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Program – Directed, funded acquisitions that provide new, improved, or continuing systems or services in response to an approved need. Programs are divided into levels established to facilitate decision-making, execution, and compliance with statutory and regulatory requirements and may be composed of multiple projects, services contracts, interagency agreements, and other types of acquisitions. With a systems or services capability focus, programs usually tie together an agency's higher-level programming and budgeting process with the agency strategic plan.

- Used in: DR 3130-011, *Information Technology Program and Project Manager Certification Requirements*, 02/04/16

Program – The specific policies and requirements established within the framework of the OPM-approved performance appraisal System.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Program Assessments – One of the two core components of the USDA Human Capital Accountability System that identifies how and when progress on meeting standards associated with the HCF systems will be measured. Assessments are based upon a cyclical review schedule that identifies specific measures, methods, and timeframes for assessing results.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Program Compliance Audits – One of the two core components of the USDA Human Capital Accountability System that establishes a structured and formal method for conducting independent compliance audits of HR office operations. Audits are based upon a cyclical review schedule that identifies specific audit sites, scope, methodologies, and close out procedures.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Program Complaint Process – All actions and procedures undertaken in a discrimination complaint involving conducted or assisted programs and activities, including but not limited to, acceptance, dismissal, investigation, ADR, final agency decision, closures and where applicable, appeals and the right to file a civil action.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Program Level – Subsidiary part of USDA that generates a significant quantity of outgoing mail.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Program Manager – An official with primary responsibility for developing and/or implementing a policy, program, or function.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Program Official – An official with primary responsibility for developing and/or implementing a policy, program, or function.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Program Records – (Obsolete Definition) Records created, received, and maintained by the Department in the conduct of its mission functions for which the Department is accountable. The term is used in contrast to administrative records. Program records in conjunction with administrative records comprise the universe of agency records.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Program Review (PR) – A compliance review investigation that is limited to a particular recipient program or organizational subcomponent.

- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 10/18/00

Progress Review – Formal communication with the employee about progress in meeting the expectations documented in the performance standards for critical and non-critical elements.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Progress Review – Formal communication with the employee about progress in meeting the expectations documented in the performance standards for critical and non-critical elements. The mid-year review is the one required progress review during the performance year.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Progress Review – A review of the senior executive’s progress in meeting the performance requirements. A progress review is not a performance rating.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Program Year – means the 12-month period commencing on January 1 and ending on December 31.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Prohibited Bases – Discrimination that is prohibited in employment and program activities based on race, color, national origin, age, disability, sex, gender identity (including gender expression), genetic information, political beliefs, sexual orientation, marital status, familial status, parental status, veteran status, religion, reprisal and/or resulting from all or a part of an individual’s income being derived from any public assistance program.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Prohibited Personnel Practice – Any action taken by an employee who has authority to take, direct others to take, recommend, or approve any personnel action:

- (1) That discriminates for or against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation, as prohibited by certain specified laws (see 5 U.S.C. 2302(b)(1));
- (2) To solicit or consider any recommendation or statement, oral or written, with respect to any individual who requests, or is under consideration for, any personnel action, unless the recommendation or statement is based on the personal knowledge or records of the person furnishing it, and consists of an evaluation of the work performance, ability, aptitude, or general qualifications of the individual, or an evaluation of the character, loyalty, or suitability of such individual;
- (3) To coerce the political activity of any person (including the providing of any political contribution or service), or take any action against any employee or applicant for employment as a reprisal for the refusal of any person to engage in such political activity;
- (4) To deceive or willfully obstruct any person with respect to such person's right to compete for employment;
- (5) To influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment;
- (6) To grant any preference or advantage not authorized by law, rule, or regulation to any employee or applicant for employment (including defining the scope or manner of competition or the requirements for any position) for the purpose of improving or injuring the prospects of any particular person for employment;
- (7) To appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position any individual who is a relative (as defined in 5 U.S.C. 3110 of the employee if the position is in the Agency in which the employee is serving as a public official or over which the employee exercises jurisdiction or control as an official;
- (8) To take or fail to take a personnel action with respect to any employee or applicant for employment as a reprisal for being a whistleblower, as defined in section 5c, below;
- (9) To take or fail to take a personnel action against an employee or applicant for employment as a reprisal for the exercise of any appeal right granted by law, rule, or regulation;
- (10) To discriminate for or against any employee or applicant for employment on the basis of conduct that does not adversely affect the performance of the employee or applicant or the performance of others; or
- (11) To take or fail to take any other personnel action if the taking of, or failure to take, such action violates any law, rule, or regulation implementing, or directly concerning, the merit system principles contained in 5 U.S.C. 2301.

- Source: 5 U.S.C. 2301
- Used in: DR 1312-002, *Merit Systems Protection Board*, 07/17/86

Prohibited Personnel Practices – These 13 practices are codified in 5 U.S.C. 2302 are to be avoided and describe results of outcomes of poor (illegal) management practices that never should occur. Executives, managers, supervisors, and HR practitioners are held accountable for making HR decisions free of prohibited personnel practices.

- Source: 5 U.S.C. 2302
- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Project – A planned acquisition undertaking with a definite beginning and clear termination point, which produces a defined capability. A project is an individually planned, approved and managed basic building block related to a program. A project is not constrained to any specific element of the budget structure, however, basic research, maintenance of equipment and facilities, and operations are not considered projects.

- Used in: DR 3130-011, *Information Technology Program and Project Manager Certification Requirements*, 02/04/16

Project Manager – An acquisition workforce member assigned responsibility for accomplishing a specifically designated work effort or group of closely related efforts established to achieve stated or designated objectives, defined tasks, or other units of related effort on a schedule, within cost constraints and in support of the program mission or objective. The project manager is responsible for the planning, controlling, and reporting of the project, and for the management of required functions, including acquisition planning, requirements definition, business case development, schedule performance, and formulation, justification and execution of the budget. The project manager is responsible for effectively managing project risks to insure effective systems and services are delivered through a total life-cycle approach to the end user on schedule, within budget and at the required levels of performance. A program manager may also serve as project manager for projects within the scope of the program.

- Used in: DR 3130-011, *Information Technology Program and Project Manager Certification Requirements*, 02/04/16

Program Manager – An acquisition workforce member with the responsibility, and relevant discretionary authority, who is uniquely empowered to make final scope-of-work, capital- investment, and performance acceptability decisions on assigned acquisition programs. The program manager is also responsible for meeting program objectives or production requirements through the acquisition of any mix of in-house, contract, or reimbursable support resources. Program managers are responsible to stakeholders for management and oversight of subordinate projects within the scope of the overall program, as well as established integrated project teams. The program manager is ultimately responsible for effectively managing all business and technical risks of the program to insure effective systems and services are delivered to the end user on schedule, within budget and at the required levels of performance.

- Used in: DR 3130-011, *Information Technology Program and Project Manager Certification Requirements*, 02/04/16

Program Payment – A program payment is a payment made directly by an agency to support a legislatively-mandated program. This program helps a specific constituency that Congress has identified in legislation. The purchase card or alternative payment methods shall not be used to make program payments. Program payments are not payments for the procurement of supplies or services.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Proof of Eligibility – Employees must submit the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that they were separated as a result of reduction in force, or for declining a transfer of function or directed reassignment to another commuting area;
- (3) Other official agency notification indicating the employee's position is surplus, such as a notice of position abolishment or eligibility for a discontinued service retirement;
- (4) Official certification from USDA stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (5) Official notification from OPM that an individual's disability annuity has been or is being terminated; or
- (6) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

- Used in: 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Proper Ventilation – An outside area (as defined in 8h below) that provides no direct air intake into a building through means that include but are not limited to doors, windows and all types of HVAC air handling and circulation systems. A USDA employee or contractor who is an expert in a relevant technical field and is familiar with the building's ventilation system shall determine whether an area meets the conditions to be suitable for designation as a smoking area. Final designation of a smoking area remains subject to the approval of the head of the lead agency at the respective USDA facility.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Property – Means any external thing over which the rights of possession, use, and enjoyment are exercised which can be either real or personal property.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Proprietary – Privately owned and controlled information disclosure of which may result in personal suit or agency liability. (DM 3595-001)

Protected Data – Protected data is defined as data that requires some protection, but less than sensitive and more than public. Information that requires Level of Assurance (LOA) 2.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Protected Groups – Any person, group, or class of persons protected under Federal regulations and/or any Executive Orders from discrimination based on a prohibited basis.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Protected Information – Refers to all information designated as classified, sensitive, or personally identifiable. Distribution and disclosure of protected information within correspondence is subject to additional regulations.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Protective or Restraining Order – Victims may obtain a protective order, sometimes called a restraining order, a stay-away order, or a peace order, from a court to protect them from a perpetrator. Such an order also may establish custody and visitation guidelines and provide for forms of economic security, like rent or mortgage payments, which last for the duration of the order. Protective orders may also be issued in criminal cases as a condition of probation or condition of release, particularly in a domestic violence, sexual assault or stalking related crime.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Protective Services – Official work providing authorized personal security to Department officials.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Protocol – A set of rules that defines how computers transmit information to each other, allowing different types of computers and software to communicate with each other.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Proxy – Written authorization from an absent member that confers limited permission to another member to vote on behalf of, and in accordance with the direction of, the principal.

- Used in: DR 4740-004, *Training Officers Consortium*, 07/25/14

Proxy Server – A proxy server sits between a client application, such as a web browser, and a real server. It intercepts all requests to the real server to see if it can fulfill the requests itself. If not, it forwards the request to the real server. (DM 3595-001)

P/R Unit – See Planning/Reporting (P/R) Unit

Public Areas – Areas open to all individuals, including visitors. Examples are reception rooms, training rooms, cafeterias/vending areas, and rest rooms.

- Used in: DR 3901-001, *Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations*, 06/28/13

Publication – An external document or manuscript prepared in finished form and reproduced in multiple copies, including materials disseminated or made available electronically.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Public Data – Information that is generally available to the public at large. Information that does not need any level of protection or no more than Level of Assurance (LOA) – Level 1.

- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Public Distribution – Dissemination to any persons or groups specified in section 6, to the undefined citizens of the United States in general, or to any individuals who are not employees or official cooperators of the Federal Government.

- Used in: DR 1410-001, *Publications Review/Clearance Policy*, 02/07/03

Public Document – Any document or information not subject to access limitations due to national security classification, the *Privacy Act*, *Freedom of Information Act* exemptions, or copyright protection.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Public Funds – Includes appropriated funds, receipts or collections, and funds held in trust by a Federal agency.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

- Source: *NRF Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Public Key –

(1) The key of a signature pair typically used to encrypt a digital signature meant to be decrypted by the private key.

(2) The key of an encryption pair that is used to encrypt confidential information. This key is made publicly available normally in the form of a digital certificate. (DM 3595-001)

Public Key Infrastructure (PKI) – A set of policies, processes, server platforms, software and workstations used for the purpose of administering certificates and public-private key pairs, including the ability to issue, maintain, and revoke public key certificates. (DM 3595-001)

Public Trust Position (PTP) – A position that can potentially affect public confidence in the government’s integrity, efficiency, and effectiveness, whether or not the actual damage occurs, based on the action or inaction of the incumbent. Public Trust positions are designated Low Risk, Moderate Risk, and High Risk. Public trust classifications do not substitute for National Security Clearances and do not provide access to classified information. In the P&P for BSL-3 facilities, these are referred to as Personnel Suitability Levels (PSL).

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Purchase Orders – Request or instruction from a purchasing organization to a vendor (external supplier) or plant to deliver a certain quantity of material or perform certain services at a certain point in time. This document represents a legal obligation of funds after either a contract has been signed or a service provider has agreed to provide goods or services.

- Used in: DM 2236-001, *Shared Cost Program*, 03/14/14

Q

Qualified (for RPL purposes) – A registrant who:

(1) meets OPM established or approved qualification standards and requirements for the position, including minimum educational requirements, and department/agency-established selective factors (as this term is used in OPM’s "Operating Manual: Qualification Standards for General Schedule Positions");

(2) will not cause an undue interruption, as defined in 5 CFR 351.203 of this chapter, that would prevent the completion of required work by the registrant 90 days after the registrant is placed in the position;

(3) is physically qualified, with or without reasonable accommodation, to perform the duties of the position;

(4) meets any special OPM-approved qualifying conditions for the position; and

(5) meets any other applicable requirements for competitive service appointment.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Qualified Federal Employee – A current USDA paid Federal employee or USDA paid intern. Employees are required to complete the Transit Subsidy’s *Integrity Awareness Training in TRAN Serve* website: <https://transitapp.ost.dot.gov>

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Qualified Ferry – Ferries are approved form of public transportation as walk on only. They are not approved to shuttle a participant’s POV from one point to another then complete the journey by POV. Approved vanpools and their riders are eligible to claim ferry ticket costs and may include the cost of the van ticket.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Qualified Individual with a Disability – An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and, who, with or without reasonable accommodation, can perform the essential functions of such position.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Qualified Vanpool – A highway vehicle with seating capacity for at least six adults, excluding the driver. Vanpools may be privately-owned, operated by a transportation company or a public transportation provider.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Quality Categories – Groupings of applicants with similar levels of job-related competencies.

- Used in: DR 4030-337-002, *Category Rating*, 11/01/10

Qualified Person(s) with Handicap/Disability – An individual with a disability who is able to achieve the purpose of the program or activity without modifications in the program or activity that the agency can demonstrate would result in a fundamental alteration in its nature; or an individual with a disability who meets the essential eligibility requirements for participation in or receipt of benefits from that program or activity.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Qualified Interpreter – An individual who is competent to provide interpretation services at a level of fluency, comprehension, impartiality and confidentiality appropriate to the specific nature, type, and purpose of the information at issue.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Qualifying Child – Means a child of a participant who is: (i) age 13 or younger; or (ii) under age 18 and is physically or mentally incapable of caring for himself or herself.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Qualifying Day Care Center – Means a day care center, as described in Code Section 21 and regulations there under, that:

- (a) complies with all applicable laws and regulations of the State and town, city or village in which it is located,
- (b) is licensed to provide day care services in the state or location in which the day care center operates,
- (c) provides care for more than six individuals (other than individuals who reside at the day care center) and
- (d) receives a fee, payment or grant for services for any of the individuals to whom it provides services (regardless of whether the facility is operated for a profit).

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Qualifying Dependent – Means:

- (a) a dependent of a participant who is under the age of 13; or
- (b) a dependent of a participant who is under the age of 18 and who is physically or mentally incapable of caring for himself or herself.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Qualifying Provider – For subsidies paid out of appropriated funds means an individual or a qualifying day care center licensed to provide child care services in the State or location in which they operate.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Qualifying Services – means services performed:

(a) In the home of the participant, or outside the home of the participant, or at a qualifying day care center;

(b) For the care of a qualifying child or qualifying dependent of the participant;

(c) To enable the participant or the participant's spouse to remain gainfully employed; and

(d) For the primary purpose of assuring the qualifying child's or qualifying dependent's well-being and protection.

Qualifying services do not include services provided at a camp where the qualifying child or qualifying dependent stays overnight.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Quality Rating Procedure – A rating procedure in which candidates are rated according to prescribed quality levels based on the degree to which they possess qualifying experience or training.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Quality of Service (QoS) – Refers to how mechanisms are implemented in a traditional network via switches and routers. QoS represents an effort to guarantee delivery of a given capability at the level expected by the user community independent of the underlying network. Each network service (e.g., data, voice, and video) has different QoS expectations.

- Used in: DR 3300-006, *Network Class of Service and Quality Service*, 06/01/16

Quality Step Increase (QSI) – A QSI is an increase to an employee's rate of basic pay from one-step or rate of the grade of the position to the next higher step of that grade or next higher rate within the grade.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Quality Step Increase (QSI) – An optional one-step increase in pay granted to an employee based upon performance as reflected in the employee's most recent rating of record. A QSI requires certification that the employee's performance exceeds the normal requirements of the position, and, based upon the employee's past performance, that it is likely such high-quality performance will be sustained. An Outstanding rating of record is required for granting a QSI.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

R

Radioactive Material – A substance that emits ionizing radiation in the form of alpha particles, beta particles, neutrons, x-rays, or gamma rays.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Radiological – Emergency Response Program. The USDA program for radiological emergencies, which might involve nuclear power plants, transportation accidents, or other situations that present actual or potential hazards to public health and safety. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Radiation Emitting Equipment – Radiation emitting equipment means laboratory equipment such as medical/veterinary/cabinet/baggage x-ray machines, electron microscopes, or x-ray diffraction units that can emit ionizing radiation when the machine is being operated.

- Used in: DR 4400-005, *Radiation Safety Program*, 10/16/95

Radioactive Material – Radioactive material means a substance that emits ionizing radiation in the form of alpha particles, beta particles, neutrons, x-rays, or gamma rays.

- Used in: DR 4400-005, *Radiation Safety Program*, 10/16/95

Random Drug Testing – A system of drug testing imposed without individualized suspicion that a particular individual is using illegal drugs. Random testing may either be:

- (1) Uniform unannounced testing of employees occupying Testing Designated Positions in a specified area, organizational element or position; or
- (2) A statistically random sampling of a percentage of such employees based on a neutral criterion, such as social security numbers.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Range – Embraces rangelands and also many forest lands which support an understory or periodic cover of herbaceous or shrubby vegetation amenable to certain range management principles or practices.

- Used in: DR 9500-005, *Policy on Range*, 04/21/88

Rangeland – Is land on which the native vegetation (climax or natural potential) is predominantly grasses, grass-like plants, forbs or shrubs suitable for grazing or browsing use. Rangelands include natural grassland, savannas, most deserts, tundra, alpine plant communities, coastal marshes, wet meadows and introduced plant communities managed like rangeland.

- Used in: DR 9500-005, *Policy on Range*, 04/21/88

Rate of Basic Pay – The rate of pay fixed by law or administrative action for the position to which an employee is or will be appointed before deduction and including any special rate under 5 CFR part 530, Subpart C, or similar payment under other legal authority, and any locality-based comparability payment under 5 CFR part 532, Subpart F, or similar payment under other legal authority, but excluding additional pay of any other kind. For example, a rate of basic pay does not include additional pay such as night or environmental differentials.

- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

Rating-Based Performance Award – A performance-based award granted to an employee on the basis of a current rating of record. Rating-based awards are granted in accordance with USDA’s employee recognition policy. These include QSIs and cash and/or time off awards based on the rating of record. Cash and time off awards require a rating of record of at least Fully Successful.

- Used in: DR 4040-430, *Performance Management*, 09/30/13

Rating Official – A representative of management, generally the employee’s immediate supervisor, who establishes the employee’s performance plan; provides progress reviews; and prepares an interim rating(s), as applicable. If the Rating Official is the employee’s supervisor of record, he or she prepares the final rating of record at the end of the appraisal period.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Rating Official – The senior executive’s immediate supervisor who is responsible for carrying out the performance management responsibilities throughout the appraisal period. Also referred to as the “supervisor” in this regulation.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Rating Procedure – A single, comprehensive, documented process with specific valid and accurate criteria for making consistent and job-related determinations about the relative qualifications of applicants for a position.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Rating of Record – The formal evaluation and summary rating of an employee's performance as compared to the elements and standards for performance over the entire appraisal period.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Realignment – The movement of a group of employees in their position and the activity performed when an organization structure change occurs. Realignments do not result in a change to the employee's position, pay or grade.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Real Property – Any interest of the United States in land and interest in land, buildings, and other structures, additions to buildings, nonstructural improvements, and fixed equipment whether an addition or replacement located thereon.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Real Property – Means property other than real property, and includes intellectual property, intangible property, and money.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Real Property Leasing Activity (RPLA) – OPPM and other USDA agencies that have delegated leasing authority. An RPLA's authority and responsibility to manage its leasing function and those of other agencies to which it provides administrative support are established by written delegation from the Director, OPPM.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Real Property Leasing Officer (RPLO) – A USDA employee appointed by the Director of OPPM or designee, granted signatory power to execute, modify, or terminate lease contracts using delegated authority through the Director, OPPM and the Secretary of Agriculture, in accordance with Federal acquisition and property laws and regulations. As the lease contracting officer, the RPLO has primary responsibility for the entire lease procurement process.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Reasonable Accommodation – A change in the work environment or the application process that would enable a qualified individual with a disability to enjoy equal

employment opportunities. There are three general categories of reasonable accommodations:

- (1) changes to a job application process to ensure that applicants with disabilities will have an equal opportunity to participate in the application process and to be considered for jobs;
- (2) changes to enable an employee with a disability to perform the essential functions of the job or to gain access to the workplace; and
- (3) changes to provide people with disabilities equal access to the benefits and privileges of employment.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Reasonable Assurance – A satisfactory level of confidence in achieving program, administrative, and financial management objectives effectively and efficiently, and safeguarding Government resources under given considerations of costs, benefits, and risks.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

Reasonable Suspicion Testing – Reasonable suspicion testing may be required of any employee in a position which is designated for random testing when there is a reasonable suspicion that the employee uses illegal drugs whether on or off duty. Reasonable suspicion testing may also be required of any employee in any position when there is a reasonable suspicion of on-duty use or on-duty impairment.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Reassignment – The movement of an employee from one position to another position within USDA (including from one mission area to another) without promotion or change to lower grade.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Recent Graduate – An individual who recently graduated from a qualifying associate’s, bachelor’s, master’s, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution, within the previous 2 years. A veteran, as defined in 5 U.S.C. 2108, who, due to a military service obligation, was precluded from applying to the Recent Graduates Program during any portion of the 2-year eligibility period, shall have a full 2-year period of eligibility upon his or her release or discharge from active duty. In no event, however, may the individual’s eligibility period extend beyond 6 years from the date on which the individual completed the requirements of an academic course of study.

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Recertification – The process by which a qualified Federal employee completes annually to confirm his or her eligibility to continue to receive the transit benefit.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Recipient – Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include sub recipients. (See §200.86.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16
- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4330-002, *Activities Receiving USDA Financial Assistance*, 10/18/00
- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Recklessly – Compromising scientific integrity “recklessly” is characterized by a conscious or willful disregard for ensuring scientific integrity that a reasonable individual would take in like circumstances.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Reclassification – Any official action taken under proper authority to change the title, series, pay system, and/or grade of an existing position.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Record – (Obsolete Definition – See Records) "All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included." (DM 3595-001)

- Source: Adapted from 44 U.S.C. 3301

- Used in: DR 3090-001, *Litigation Retention Policy for Documentary Materials including Electronically Stored Information*, 05/28/08
- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11
- Used in: DR 3580-003, *Mobile Computing*, 09/24/13
- Used in: DR 3903-001, *Information Discovery and Litigation Support Policy*, 08/12/11

Recordkeeping Requirements – Recordkeeping requirements means all statements in statutes, regulations, and agency directives or other authoritative issuances, that provide general or specific requirements for Federal agency personnel on particular records to be created and maintained by the agency.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Recordkeeping System – Manual or electronic system that captures, organizes, and categorizes records to facilitate their preservation, retrieval, use, and disposition.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DR 3080-001, *Records Management*, 08/16/16

Records – See also Federal Records

Records – Records or Federal records is defined in 44 U.S.C. 3301 as including “all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in them.”

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: 44 U.S.C. 3301
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Records – (Obsolete Definition) Includes "All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the

organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

- Source: Adapted from 44 U.S.C. 3301
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Records – (Obsolete Definition; Under the FRA) Includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Records – (Obsolete Definition) Records include all recorded information, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them

- Source: See *Definition of Records*, 44 U.S.C. §3301)
- Used in: DR 3080-001, *Records Management*, 08/16/16
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Records – The records of an agency and Presidential papers or Presidential records, as those terms are defined in title 44, United States Code, including those created or maintained by a government contractor, licensee, certificate holder, or grantee that are subject to the sponsoring agency's control under the terms of the contract, license, certificate, or grand.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Records Appraisal – The process by which the NARA determines the value and the final disposition of Federal records, designating them either temporary or permanent.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18

Records Appraisal – (Obsolete Definition) Records appraisal is the process of determining the value and, thus, the final disposition of records and information based upon their administrative, financial, and relationship to other records, and their historic value to USDA, other agencies of the Federal Government, or to the general public.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Records Center – Records center is defined in 44 U.S.C. 2901(6) as an establishment maintained and operated by the Archivist (NARA Federal Records Center) or by another Federal agency primarily for the storage, servicing, security, and processing of records which need to be preserved for varying periods of time and need not be retained in office equipment or space. See also records storage facility.

- **Standard USDA Definition** – Per the USDA Departmental Records Office, 06/26/18
- Source: 44 U.S.C. 2901(6)
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Records Disposition Schedule – A document, approved by NARA, which provides authority for the final disposition of recurring or non-recurring records. Records shall not be destroyed except as authorized by an approved records schedule. Also called File Plan.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 09/18/18
- Used in: DR 3080-001, *Records Management*, 08/16/16

Records Disposition Schedule – (Obsolete Definition) A document, approved by NARA, which provides authority for the final disposition of recurring or nonrecurring records. Includes Standard Form 115, *Request for Records Disposition Authority*, and the General Records Schedules (GRS). Records shall not be destroyed except as authorized by an approved records schedule.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Records Having Permanent Historical Value – Presidential papers or Presidential records and the records of an agency that the Archivist has determined should be maintained permanently in accordance with title 44, United States Code.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Records Management – The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Records Management – (Obsolete Definition) The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance, use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions, and effective and economical management of agency operations.

- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Records Management – (Obsolete Definition) The process for tagging information for records-keeping requirements as mandated in the *Federal Records Act* and the National Archival and Records Requirements.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Records Management Program – Refers to the planned and coordinated set of policies, procedures, and activities needed to manage USDA’s recorded information. Encompasses the creation, maintenance and use, and disposition of records, regardless of media. Essential elements include issuing up-to-date program directives, properly training those responsible for implementation, and carefully evaluating the results to ensure adequacy, effectiveness, and efficiency.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Records Manager – Person who represents a staff office to implement the records management program, serves as liaison with the agency records officer, and provides records management oversight and guidance to Federal and contractor employees.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Records Manager Custodian or Field Office Records Custodian – A records custodian is the program representative who works in conjunction with the records officer or records

manager to ensure proper management of all records that are created and maintained by the program, and who provides day-to-day administration of an office's records management program and acts as liaison with the agency records officer.

- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision

Recovery – The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

- Source: *DHS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Recovery Objective – An objective expressed in the delivery of products or services to which an IT system must be recovered in order to meet full business objectives. (DM 3595-001)

Recovery Point Objective – The point in time to which data is to be recovered after an outage.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Recovery Time Objective – A time metric derived from the Business Resumption Plan developed by the business owner. (DM 3595-001)

Recovery Time Objective – The overall length of time an information system's components can be in the recovery phase before negatively impacting the organization's mission or business processes.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Recurring Telework – see “Regular Telework.”

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18

- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Recursive Caching Server – A recursive caching name server is a server that does not originate or host any authoritative zones, but is dedicated to issuing queries to other name servers in order to resolve mappings defined by other name servers. A recursive caching server is considered public facing if it generates DNS queries to and receives responses from an external network.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Reduction-In-Force – The process defined in 5 CFR 351 used in the Federal government to identify one or more employees who will be separated or downgraded for a reason such as reorganization, lack of work, shortage of funds, insufficient personnel ceiling, or the exercise of certain reemployment or restoration rights.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Reemployment Priority List (RPL) – A list of employees within the local commuting area who are or will be separated from a USDA agency due to RIF or other non-conduct/performance related involuntary separation; and former employees who have been separated from service for more than one year due to a work-related injury. (See 5 CFR 330.)

- Source: 5 CFR 330
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Reestablishment of an Advisory Committee – The re-chartering of a previously established committee after its charter has expired.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Referral – See “certificate”.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Referral – A formal recommendation to initiate suspension or debarment action made to the S&D Official by the Office of Inspector General (OIG), a program manager, contracting officer, or other appropriate agency S&D personnel after receipt, investigation and verification of information about a potential cause for suspension or debarment.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Referral Record – The supporting documentation accompanying a referral submitted to a S&D Official that is used by the S&D Official in establishing the administrative record and determining whether initiation of a suspension or debarment action is warranted.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Regional/Area Fleet Program Coordinator (R/AFPC) – The R/AFPC is assigned by an AFPC to manage the Fleet Charge Card Program in his/her area. This person reports to the AFPC on fleet charge card issues and oversees the LFPCs in his/her area.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Registration Authority (RA) – An entity that is responsible for identification and authentication of individuals requesting the certificate, but that does not sign or issue certificates (i.e., a Registration Authority is delegated certain tasks on behalf of an authorized CA). (DM 3595-001)

Regraded – To raise or lower the classification assigned to an item of information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Regular Member – A person who travels at least six one way trips each week in a carpool/vanpool for a minimum distance of one mile to and from the USDA Headquarters Complex or to a work site within employment boundaries. Personnel assigned parking under Executive Parking, will not be used in scoring car/vanpool applications.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Regular Planning Cycle and Abbreviated Planning Cycle – These two types of planning cycles alternate every other year. The regular cycle requires that a full six-section plan as defined by Departmental guidance be prepared by the USDA agencies. The following cycle will be an abbreviated cycle in which only the last two sections (Section 5 and 6) need be submitted. The preceding regular agency plan must have been approved by the Department to qualify the agency for this option.

- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89

Regular Telework – Regularly scheduled telework that occurs at least 1 scheduled day per A-1 biweekly pay period, on a recurring basis, and is part of an approved work schedule.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Regular Working Hours – The days and hours of an employee’s regularly scheduled administrative workweek established under 5 CFR part 610.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Regulation – A principle, rule or law designed to control or govern behavior or a governmental order having the force of law. (DM 3595-001)

Reinstatement – Non-competitive appointment of an individual whose previous employment as a career or career-conditional employee (tenure I or II) made him/her eligible for reinstatement into the competitive service as a career or career-conditional employee. (See 5 CFR 315.)

- Source: 5 CFR 315
- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Reinstatement Eligibility – The conditions under which a person may be reinstated into the competitive service. (See 5 CFR 315.)

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Relief from Liability – An Administrative decision by an authorized official absolving an accountable official, or certifying and disbursing officer of personal liability for an irregularity.

- Used in: DR 2270-001, *Irregularities Affecting Accounts of Officers*, 10/27/03

Relocation Incentive – An incentive paid to a current employee to relocate to take a position that may be difficult to fill in the absence of an incentive (5 CFR 575.205(a)).

- Used in: DR 2300-001, *USDA Relocation Allowance Regulation*, 08/26/13

Remediation – The act of correcting a vulnerability or eliminating a threat. Three possible types of remediation are installing a patch, adjusting configuration settings, or uninstalling a software application.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Remote Sensing – A collection of raster data consists of a matrix of cells, or pixels, organized into rows and columns in a grid, where each cell contains a value representing information, such as temperature. Rasters are digital aerial photographs, imagery from satellites, digital pictures, or scanned maps.

- Source: Esri, 2015

- Used in: DR 3465-001, *Enterprise Geospatial Data Management*, 08/05/16

Removal – Removal means the selling, donating, loaning, transferring, stealing, or otherwise allowing a record to leave the custody of a Federal agency without the permission of the Archivist of the United States.

- Source: [36 CFR Chapter 12, Subchapter B, Part 1230.3](#) (2017)

Removal – Permanent Removal from the custody of USDA. This does not include the withdrawal of material for official business by authorized employees.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Removable Media – Portable data storage medium that can be added to or removed from a computing device or network. Note: Examples include, but are not limited to, optical discs; external/removable hard drives; external/removable Solid State Disk drives; magnetic/optical tapes; flash memory devices; flash memory cards; and other external/removable disks.

- Source: CNSSI 4009
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Renewal of an Advisory Committee – The re-chartering of a previously established committee prior to the expiration of its current charter.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Reorganization – The planned elimination, addition, or redistribution of functions or duties in an organization or the movement of a function/activity within a competitive area.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18
- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Reporting Year – Same as the pay year.

- Used in: DR 2600-001, *Taxation of Fringe Benefits*, 02/21/90

Requisition – A requisition is required for purchases at or below the simplified acquisition threshold (including purchases at or below the micro-purchase threshold). The requisition from an authorized official may be in the form of a written request, an email, and/or document that identifies an official government need and funds for the specific supply or service, including blanket authorizations for routine purchases.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Rescission – The cancellation of a directive.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Research – Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Research includes all basic, applied, and demonstration research in all fields of science, technology, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, nutrition, psychology, natural sciences, social sciences, statistics, and research involving human subjects, animals, and *in vitro* and *in silico* techniques.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Research Misconduct – Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or differences of opinion.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Research Record – The record of data or results that embody the facts resulting from scientific inquiry, and includes, but is not limited to, research proposals, laboratory records, progress reports, abstracts, theses, oral presentations, internal reports, and journal articles. Research records may exist in physical, electronic, or other forms.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Residence – The location the employee uses to regularly commute to and from work on a daily basis.

- Used in: DR 2300-002, *USDA Relocation Allowance Regulation*, 08/26/13

Residence – The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term “residence” is not synonymous with “domicile” as that term is used for taxation or other purposes, nor does this regulation affect the provisions set forth in the Federal Travel Regulations for employees on temporary duty (TDY) away from their designated or regular place of employment.

- Used in: DR 5400-005, *Use of Government Vehicle for Home to Work*, 10/01/09

Resolution – A decision reached by the parties that results in the total or partial end or closure of a conflict, complaint, grievance, appeal, or litigation.

- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Resolved Audit – An audit report where management decision has been reached for all audit recommendations contained in the report, but final action has not been completed.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Resolving Official – A USDA employee at the Senior Executive Service (SES), Senior Level (SL), or Scientific and Professional level (ST) or higher level with delegated authority to resolve a matter or case on behalf of the Secretary and USDA. In personnel settlements, the Resolving Official (RO) should not be the responsible management official or an official directly involved in the facts of the case, as determined by the agency or staff office, and should be at the same organizational level or higher of the responsible management official. The Resolving Official may be someone from a different subcomponent of the agency or staff office involved.

- Used in: DR 1521-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18
- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Resource Access Control Facility (RACF) – One of several types of security access control software used to provide minimum standard protection in IBM/IBM Compatible mainframe environments. (DM 3595-001)

Response – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOPs and of incident mitigation activities designed to limit loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increasing security operations; continuing investigations into the nature and source of the threat; conducting ongoing public health and agricultural surveillance and testing processes; performing immunizations, isolation, or quarantine; and conducting specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

- Source: *DHS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Respondent – Respondent means a person against whom an agency has initiated a debarment or suspension action.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13
- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Responsible Management Official (RMO) – USDA official(s) who, according to the complainant’s allegations, is (are) responsible for the action or made the decision that allegedly harmed the complainant. Officials named in the informal or formal complaint who were not involved in the action or decision that allegedly harmed the complainant are not RMOs.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4710-001, *Alternative Dispute Resolution*, 04/05/06

Rest Period – A break of more than 23 hours, but less than 24 hours, between the times an employee arrives at a destination and must begin official duties.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Restricted and Non-refundable Fares – Fares offered by a private-sector supplier of air, rail or bus transportation available to the public.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Restricted Data – All data concerning:

(a) the design, manufacture, or utilization of atomic weapons,
(b) the production of special nuclear material, or
(c) the use of special nuclear material in the production of energy, but not including data declassified or removed from the Restricted Data category under Section 142 of the *Atomic Energy Act of 1954*, as amended.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Results – Measurable employee accomplishments, activities and demonstrated competencies linked to organizational and job-specific missions, goals, products and services, which take the form of an output or outcome.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Retention Period – Retention period is the length of time that records must be kept.

- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Retention Period – The period of time that records are to be kept in accordance with NARA approved records disposition schedules.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Return to Work (RTW) – Process where claimants are returned to work after a period of recuperation away from the job. Claimants can be returned to work in part-time or light duty positions, their position prior to the injury/illness, or a new position depending upon several criteria (availability of positions, injury status, medical limitations, etc.)

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Retirement or Retired – The removal from service of long-lived assets, on other than a temporary basis, by sale, abandonment, recycling, or other disposal method. Retirement can occur before or at the end of the asset's useful life.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Reverse Intent – Is the name given to a common hacker technique office flopping a piece of security knowledge to identify a potential weaknesses. It is also the development and adoption of Information Systems Security policies, which by their wording, unintentionally and inadvertently reveal system vulnerabilities and capabilities that can be exploited by attackers. For example: a policy, which states: "System administrators shall not leave modems attached to the server in 'auto answer' or 'auto response' condition after normal working hours, during weekends and holidays" indicates to an attacker that the network has modems and is vulnerable to attack.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Reviewing Official – A representative of management, generally the employee's second-level supervisor, and in all cases at least one organizational level above the Rating Official, who reviews and approves the performance plan; interim rating(s), as applicable; and rating of record. The Reviewing Official is also responsible for ensuring consistency among similar positions and alignment with organizational goals.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Reviewing official – The senior executive's second level supervisor who is responsible for ensuring the rating official carries out his/her performance management responsibilities.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Revision – A revision or reissuance is used for general updating in which more than minor substantive changes are made or more than 25 percent of the text of a DR, DM, or DG is changed; for language changes necessitated by the revision of underlying statutory or regulatory authority; for making substantive changes to the policy set forth in the directive; or for making changes to agency and staff office and other stakeholder responsibilities set forth in the directive.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Risk – Is the possibility of harm or loss to any software, information, hardware, administrative, physical, communications, or personnel resource within an automated information system or activity. (DM 3595-001)

Risk – The level of impact on agency operations (including mission, functions, image, or reputation), agency assets, or individuals; resulting from the operation of an information system given the potential impact of a threat and the likelihood of that threat occurring.

- Source: [NIST SP 800-30](#), Rev 1, September 2012
- Used in: DR 3545-001, *Information Security Awareness and Training Policy*, 10/22/13

Risk Assessment – The identification and analysis of possible risks in meeting the agency’s objectives, and forming a basis for how these risks should be managed or controlled, and the deterrents that should be implemented.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

Risk Assessment (RA) – The process of identifying the risks to system security and determining the probability of occurrence, the resulting impact, and the additional safeguards that mitigate the impact. (DM 3595-001)

Risk Assessment (RA) – The process of identifying, estimating, and prioritizing risks to organizational operations (including mission, functions, image, reputation), organizational assets, individuals, other organizations, and the Nation, resulting from the operation of an information system. Part of risk management, incorporates threat and vulnerability analyses, and considers mitigations provided by security controls planned or in place. Synonymous with risk analysis.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Risk Executive (Function) – An individual or group within an organization that helps to ensure that:

- a. Security risk-related considerations for individual information systems, to include the authorization decisions for those systems, are viewed from an organization-wide perspective with regard to the overall strategic goals and objectives of the organization in carrying out its missions and business functions; and
- b. Managing risk from individual information systems is consistent across the organization, reflects organizational risk tolerance, and is considered along with other organizational risks affecting mission/business success.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Risk Management (RM) – An ongoing process of assessing the risks to automated information resources and information, as part of a risk-based approach used to determine adequate security for a system by analyzing the threats and vulnerabilities and selecting appropriate cost-effective controls to achieve and maintain an acceptable level of risk. Simply stated, RM is a total process of identifying, controlling, and mitigating information system related risks. (DM 3595-001)

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Role Based Access Control (RBAC) – A model for controlling access to resources where permitted actions on resources are identified with roles rather than with individual subject identities.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Roles and Responsibilities – Roles and Responsibilities are the functions performed by someone in a specific situation and obligations, tasks or duties for which that person is accountable. (DM 3595-001)

Root Certificate Authority – A ‘root certificate authority’ certifies other certificate authorities (subordinate CAs), helping ensure they are competent to issue certificates and that their certificates can be trusted. Specifically, the Root CA is the trusted entity responsible for establishing and managing a PKI domain by issuing CA certificates to entities authorized and trusted to perform CA functions. (DM 3595-001)

Routine Access – A person that is accessing the facility and/or information system without an escort and/or continuous monitoring by a USDA official. The agency’s determination should be based upon the support to successfully complete USDA’s

mission critical functions/missions. This type of access requires a mandatory PIV ID credential to be issued.

- Used in: DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, 09/29/14

Routine Use – With respect to the disclosure of a record, routine use is the use of such record for a purpose, which is compatible with the purpose for which it was collected. Agencies must publish in the *Federal Register* uses for each of its systems of records and provide a list of routine uses to any individual from whom they seek to collect personal information. (DM 3595-001)

Router – A system used to transmit data between two computer systems or networks using the same protocol.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Regulatory Action – Any substantive action by an agency (normally published in the FEDERAL REGISTER) that promulgates or is expected to lead to the promulgation of a final rule or regulation, including notices of inquiry, advanced notices of proposed rulemaking, and notices of proposed rulemaking.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Regulatory Classification – Six terms are used to categorize regulatory actions with respect to the degree of oversight that will occur for any particular regulatory action. The terms are: NONSIGNIFICANT, SIGNIFICANT, ECONOMICALLY SIGNIFICANT, two definitions of Major: MAJOR as defined by the *Federal Crop Insurance Reform and Department of Agriculture Reorganization Act of 1994* (P.L.103-354); MAJOR as defined by subtitle E of the *Small Business Regulatory Enforcement Fairness Act of 1996* (P.L. 104-121) and EXEMPT.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

Requesting Agency – The Federal Department or Agency requesting goods or services from another agency.

- Used in: DR 2235-001, *Economy Act Agreements*, 09/27/13

Risk Assessment – A process which analyzes and identifies current system value assets, existing security safeguards, vulnerabilities and determines impacts associated with an automated system or network. The risk assessment also identifies potential security safeguards.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Rules of Behavior – Are the rules that have been established and implemented concerning use of, security controls, and acceptable level of risk for the system. Rules will clearly delineate responsibilities and expected behavior of all individuals with access to the system. Rules should cover such matters as work at home, dial-in access, connection to the Internet, use of copyrighted works, unofficial use of federal government equipment, the assignment and limitation of system privileges, and individual accountability. (DM 3595-001)

Rule or Regulation – An agency statement of general applicability and future effect designed to implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of an agency. However,

- (1) formal rulemaking (rules required by statute to be made on the record after opportunity for an agency hearing),
- (2) regulations issued with respect to military or foreign affairs functions of the United States, and
- (3) any regulations relating to agency organization, management, or personnel, are specifically excluded from notice and comment rulemaking.

A more detailed discussion of the term "rule" and the exemptions to notice and comment rulemaking is found in Appendix 8 of this Departmental Regulation, "Further Guidance on the Initiation of a Rulemaking." For purposes of Congressional review under subtitle E of SBREFA, the term "rule" is defined in section 8 of this Departmental Regulation.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

S

Safe Harbor – Under Executive Order 12564, the USDA is required to initiate action to discipline any employee found to use illegal drugs in every circumstance. A fundamental purpose of the USDA's Drug Free Workplace Plan is to assist employees who themselves are seeking treatment for drug use. For DR 4430-792-002 April 14, 2011 6 this reason, the USDA will not initiate disciplinary action against any employee who meets all three of the following conditions:

- (1) Voluntarily identifies him/herself as a user of illegal drugs prior to being identified through other means;
- (2) Obtains counseling or rehabilitation through an EAP; and
- (3) Thereafter refrains from using illegal drugs.

An employee who admits to illegal drug use after being notified that he/she is scheduled for a drug test or just after a sample is collected, or who is found to use illegal drugs on the basis of other appropriate evidence, e.g., evidence obtained from a criminal conviction, reasonable suspicion and/or accident unsafe practice, is not eligible for—safe harbor.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Safeguarding – Measures taken and controls employed that are prescribed to protect classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Salary Offset – The authority to collect by deduction from the amount of pay owed to an employee of the agency, any amount of funds the employee owes to the contractor as a result of delinquencies not disputed by the employee on a travel charge card issued for payment of expenses incurred in connection with official Government travel.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Sales and Distribution – Modular functionality in FMFI that supports customer business, such as the Order Fulfillment business process, reimbursable agreements, interagency orders, receivable processing, revenue management, etc.

- Used in: DM 2236-001, *Shared Cost Program*, 03/14/14

Sales Orders – A Financial Management Modernization Initiative (FMFI) document in the Sales and Distribution module that represents a customer order (also known as a “reimbursable order”). This document creates spending authority (allotment) in FMFI.

- Used in: DM 2236-001, *Shared Cost Program*, 03/14/14

Salvage Value – The expected remaining value after an asset has been fully depreciated.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

SBA Procurement Center Representative (PCR) – The SBA representative designated to carry out the review of contract actions over the micro-purchase and simplified acquisition thresholds not set-aside for small business participation. The SBA PCR also reviews contracting actions to ensure that the bundling of procurement requirements does not adversely impact small businesses.

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07

Scan – A method used to examine computer coding/programs sequentially, part by part. Scans are made for virus signatures or potentially unsafe practices. (For example: scan for changes made to an executable file, or search for direct writes to specific disk sectors, etc.)

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Scheduled Tour of Duty – An employee’s regular hours for which he or she may be charged leave under 5 CFR part 630 when absent. For full-time employees, it is the 40-hour basic workweek as defined in 5 CFR 610.102. For employees with an uncommon work schedule, as defined by 5 CFR 630.201, it is the uncommon tour of duty.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Scientific Activities – Activities, such as data collection, inventorying, monitoring, statistical analysis, surveying, observations, experimentation, study, research, analysis, integration, economic analysis, forecasting, predictive analytics, modeling, scientific assessment, and technology development, that involve the application of well-accepted scientific methodologies in a systematic manner.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Scientific Assessment – Evaluation of a body of scientific, economic, or technical knowledge, which typically synthesizes multiple factual inputs, data, models, assumptions, and/or applies best professional judgment to bridge uncertainties in the available information. Scientific assessments include, but are not limited to, state-of-science reports; technology assessments; weight-of-evidence analyses; meta-analyses; health, safety, or ecological risk assessments; toxicological characterizations of substances; integrated assessment models; hazard determinations; and exposure assessments.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Scientific Integrity – The condition resulting from adherence to professional values and practices when conducting, reporting, and applying the results of scientific activities that ensures objectivity, clarity, and reproducibility, and that provides insulation from bias, fabrication, falsification, plagiarism, inappropriate influence, political interference, censorship, and inadequate procedural and information security.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Scientific Product – The results of scientific activities, including the analysis, synthesis, compilation, or translation of scientific, statistical, economic, and technological information and data into formats for the use of USDA or the Nation. Official policy, budget, or management documents are not considered scientific products.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Secondary Pages – Additional pages, linked to a home page, or to another secondary page, containing additional information or resources.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Secretariat – The Committee Management Secretariat of the General Services Administration (GSA).

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Secretarial Correspondence – Correspondence addressed to the Secretary and Deputy Secretary. All Secretarial Correspondence is controlled correspondence.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Secretarially Signed Document – Refers to official documents prepared by agencies, Mission Areas, and offices for review and signature by the Secretary or Deputy Secretary of Agriculture. Examples of Secretarially Signed Documents include correspondence, decision memorandums, Departmental Directives, and certificates.

- Used in: DR 3060-002, *Secretarially Signed Documents*, 07/17/10

Secretary – The Secretary of Agriculture.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18
- Used in: DR 4330-001, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Secretary's Memoranda (SM) – Secretary's Memoranda (SM) establish or announce changes in major policy concerning missions and programs of the Department, direct or implement action on Departmental programs, or redirect or change policy or action in Departmental programs. Examples include actions which by law require the endorsement of the Secretary of Agriculture and delegations of authority by the Secretary. Items not requiring the Secretary's endorsement should be issued in another format.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Section 508 Compliant – Compliance with the requirements of Section 508 of the *Rehabilitation Act* ensures that Federal information is accessible to individuals with disabilities, unless an undue burden would be imposed on the USDA or an Agency.

- Used in: DR 4300-003, *Equal Opportunity Public Notification Policy*, 06/02/15

Secure Communications – Telecommunications deriving security through the use of NSA-approved products and/or protected distribution systems (PDSs).

- Source: CNSSI 4009

- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Secure Compartmented Information Facility (SCIF) – A facility where Sensitive Compartmented Information (SCI) may be stored, used, discussed, and/or processed. There are two types of SCIF’s: working areas and storage areas. All SCIFs must be accredited by the Central Intelligence Agency and comply with the rigid physical security standards set forth in CIA Directive 1/21. Additional information on SCIFs can be obtained from that directive. (DM 3595-001)

Secure Room – A room and/or areas built for the purpose of protecting classified national security information. Secure rooms are used for open storage of collateral classified information, processing classified information, and classified meetings and conferences.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Secure Socket Layer (SSL) and Transport Layer Security (TLS) – Secure Socket Layer is a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a public key to encrypt data that's transferred over the SSL connection. Most web browsers support SSL, and many websites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with “https:” instead of “http:.” TLS is an Internet standard based on SSL version 3.0. There are only very minor differences between SSL and TLS. (DM 3595-001)

Security Analysis – A formal analysis conducted by the agency Information Systems Security Program Manager, in conjunction with the business owner or developer, for the purpose of determining the importance of information, assessing risks, formulating mitigation strategies, and other measures needed to safeguard the IT Investment. (DM 3595-001)

Security Breach – An act that violates or contravenes security policies, practices, or procedures.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Security Clearance – A determination that a person is eligible under the standards of E.O. 12968 for access to classified information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Security Configuration Checklist – A security configuration checklist (also called a lockdown, hardening guide, or benchmark) is a series of instructions for configuring a product to a particular operational environment. Checklists can comprise templates or

automated scripts, patches or patch descriptions, Extensible Markup Language (XML) files, and other procedures.

- Source: NIST SP 800-70
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Security Controls – The management, operational, and technical controls (i.e., safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Security Controls – The management, operational, and technical controls (i.e., safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Security Control Assessment – The testing and/or evaluation of the management, operational, and technical security controls in an information system to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirements for system and/or enterprise.

- Source: NIST IR 7298, Revision 2
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Security-Focused Configuration Management (SecCM) – The term security-focused configuration management (SecCM) is used to emphasize the concentration on information security. Though both IT business application functions and security-focused practices are expected to be integrated as a single process, SecCM in this context is defined as the management and control of configurations for information systems to enable security and facilitate the management of information security risk.

- Source: NIST SP 800-128
- Used in: DR 3520-002, *Configuration Management*, 08/12/14

Security Hours – Period of time in which a building is closed to the general public and the agency has assumed a non-business posture. For the USDA Headquarters Complex, GWCC, and leased facilities within the NCR, the security hours are as follows:

- (1) Monday through Friday – From 6 PM to 6 AM.
- (2) Weekends and Holidays – All day (24 hours).

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Security In-Depth – A security program has security in-depth when the program consists of layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within a facility. Examples include, but are not limited to, use of perimeter fences, employee and visitor access controls, use of an Intrusion Detection System, random guard patrols throughout the facility during nonworking hours, closed-circuit video monitoring, or other safeguards that mitigate the vulnerability of unalarmed storage areas and security storage cabinets during nonworking hours.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Security Policy Filter – The information system enforces information flow control using security policy filters as a basis for flow control decisions.

- Source: NIST SP 800-53
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Security Reference Model (SRM) – Provides a common language and methodology for discussing security and privacy in the context of federal agencies' business and performance goals.

- Source: OMB, *Federal Enterprise Architecture Framework (FEAFv2)*
- Used in: DR 3185-001, *Enterprise Architecture*, 06/28/16

Security Technology – Any security countermeasure (e.g. barriers, gates, electrical/electronic devices, intrusion/access control and CCTV systems, etc.) used to provide or enhance security of people, property and information.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Security Training – Security training is the sum of the processes used to impart a body of knowledge associated with IT security to those who use, maintain, develop or manage IT systems. (DM 3595-001)

Security Violation Notice – A documented notice that is issued by the Office of Operations, Protective Operations Division informing an employee and/or visitor of non-compliance with established security policies and requirements. (See Appendix A for form).

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Security Vulnerability – A weakness in the software and/or hardware design that allows circumvention of the system security. (DM 3595-001)

Select Agents – In accordance with the *Public Health Security and Bioterrorism Preparedness and Response Act of 2002* (P.L. 107-188) CDC and USDA have established a “Select Agent” listing of biological agents and toxins and established regulations and requirements for handling these agents. Select Agents, which are human pathogens, are handled according to USPHS requirements. Agricultural Select Agents are handled according to APHIS requirements. Agricultural select agents are defined by the Secretary under the authority of the *Agricultural Bioterrorism Protection Act of 2002*, which is a subtitle of the *Public Health Security and Bioterrorism Preparedness and Response Act*. These Select Agents are not restricted to BSL-3 laboratories but, nevertheless, deemed of particular sensitivity by the USDA – *Bacillus anthracis* is an example. A list of Select Agents can be found in 7CFR 331.3 for plant biological agents and toxins, 9 CFR 121.3 for animal biological agents and toxins, and 42 CFR 73 for human biological agents.

- Used in: DR 9610-002, *Land Use Policy*, 04/30/03
- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Selective Factor – Knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Self-Contained Closed Products – These are EIT products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks and information transaction machines, copiers, printers, calculators, fax machines, and other similar types of products.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Self-Inspection – The internal review and evaluation of individual agency activities and the agency as a whole with respect to the implementation of the information security program established under E.O. 12958 and its implementing directives.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Senior Accountable Travel Official – An official selected by an Agency Head or Staff Office Director who is responsible for the conference and training related reports, internal controls, cost tracking procedures and activities.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/05

Senior Agency Official (SAO) – An official appointed by the Secretary of Agriculture under the provisions of Section 5.4(d) of E.O. 12958.

- Source, E.O. 12958, Section 5.4(d)
- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Senior Executive Performance Plan – The written summary of work the senior executive is expected to accomplish during the appraisal period and the requirements against which performance will be evaluated. The plan addresses all critical elements established for the senior executive.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Senior Executive Service – Positions that are classified above GS-15 of the General Schedule or in level IV or V or the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Senior Management Official – A Senior Executive Service (SES), Senior Level (SL), and Scientific and Professional (ST) positions in the Competitive Service, and Senior Science and Technology Service (SSTS) positions in the Excepted Service or a political appointee (includes Schedule C appointments and non-career SES).

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Senior Official – Senior officials include the Secretary of Agriculture, Deputy Secretary, Under Secretaries, Deputy Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries, Associate Assistant Secretaries, heads of agency components and staff offices and their deputies and assistants, principal regional officials, anyone acting in any of the above positions and political appointees.

- Used in: DR 3099-001, *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*, 07/02/12

Senior Science and Technology Service – A cadre of no more than 100 experienced and talented scientists, separate from the competitive Federal service, who conduct outstanding research or have conducted outstanding research and are now managing or leading science and technology programs in the field of agriculture or forestry.

- Used in: DR 4090-920-002, *Senior Science and Technology Service*, 03/29/12

Senior Performance Official (SPO) – Senior Agency Official who evaluates and analyzes the PRB recommendations for ratings, performance awards and base salary increases, and submits recommendations to the Secretary. The SPO is the Assistant Secretary of Administration.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Sensitive but Unclassified Data (SBU) – These are Field Office analyses and preliminary estimates of acreage, yield, production, stocks, and inventories used in the preparation of reports for agricultural commodities produced in the States identified below. These commodities are traded on futures exchanges and production is concentrated in a small number of States. Access to analyses and preliminary estimates from these States would allow a person to anticipate ASB reports pertaining to the designated commodities.

- Used in: DR 1042-042, *Agricultural Statistics Board*, 05/29/09

Sensitive Compartmented Information (SCI) – Classified information concerning or derived from intelligence sources, methods, or analytical processes that is required to be handled within formal access control systems established by the Director of Central Intelligence. Compartmentalization helps prevent the disclosure of how the U.S. Government obtains intelligence information.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Sensitive Information – Sensitive Information means any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the *Privacy Act*), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.” (DM 3595-001)

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Sensitive Information – Information, the loss, misuse, or unauthorized access to or modification of, that could adversely affect the national interest or the conduct of Federal

programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy.

- Source: NISTIR 7298 Revision 2
- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Sensitive or Personally Identifiable Information (PII) Data – Includes but is not limited to:

- Personally identifiable information that is not in the public domain and if improperly disclosed could be used to steal an individual’s identity, violate the individual’s right to privacy or otherwise harm the individual;
- Organizational information that is not in the public domain and if improperly disclosed might: cause a significant or severe degradation in mission capability; result in significant or major damage to organizational assets; result in significant or major financial loss; or result in significant, severe or catastrophic harm to individuals.
- In accordance with the USDA policy and procedures, each agency is responsible for the assessment and categorization of their data in accordance with the definitions set forth in this policy.

- Used in: DR 3580-003, *Mobile Computing*, 09/24/13

Sensitive Security Information (SSI) – Unclassified information of a sensitive nature, further defined in Departmental Regulation 3440-002, “Control and Protection of ‘Sensitive Security Information.’”

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Sensitive Security Information (SSI) – means unclassified information of a sensitive nature, that if publicly disclosed could be expected to have a harmful impact on the security of Federal operations or assets, the public health or safety of the citizens of the United States or its residents, or the nation’s long-term economic prosperity; and which describes, discusses, or reflects:

- a. The ability of any element of the critical infrastructure of the United States to resist intrusion, interference, compromise, theft, or incapacitation by either physical or computer-based attack or other similar conduct that violates Federal, State, or local law; harms interstate, international commerce of the United States; or, threatens public health or safety;
- b. Any currently viable assessment, projection, or estimate of the security vulnerability of any element of the critical infrastructure of the United States, specifically including, but not limited to vulnerability assessment, security testing, risk evaluation, risk-management planning, or risk audit;
- c. Any currently applicable operational problem or solution regarding the security of any element of the critical infrastructure of the United States, specifically including

but not limited to the repair, recovery, redesign, reconstruction, relocation, insurance, and continuity of operations of any element;

- d. The following categories are provided for illustration purposes only as examples of the types of information (regardless of format) that may be categorized as SSI:
- (1) Physical security status of USDA laboratories, research centers, field facilities, etc., which may also contain vulnerabilities;
 - (2) Investigative and analytical materials concerning information about physical security at USDA facilities such as the above-named facilities;
 - (3) Information that could result in physical risk to individuals;
 - (4) Information that could result in serious damage to critical facilities and/or infrastructures;
 - (5) Cyber Security Information, which includes, but is not limited to:
 - (a) Network Drawings or Plans
 - (b) Program and System Security Plans
 - (c) Mission Critical and Sensitive Information Technology (IT) Systems and Applications
 - (d) Capital Planning and Investment Control Data (I-TIPS)
 - (e) IT Configuration Management Data and Libraries
 - (f) IT Restricted Space (Drawings, Plans and Equipment Specifications as well as actual space)
 - (g) Incident and Vulnerability Reports
 - (h) Risk Assessment Reports, Checklists, Trusted Facilities Manual and Security Users Guide
 - (i) Cyber Security Policy Guidance and Manual Chapters
- Used in: DR 3440-002, *Control and Protection of “Sensitive Security Information,”* 01/30/03

Sensitivity – In an information technology environment, which consists of the system, data, and applications, sensitivity must be examined individually and in total. All systems and applications require some level of protection for confidentiality, integrity, and availability which is determined by an evaluation of the sensitivity and criticality of the information processed, the relationship of the system to the organizations mission, and the economic value of the system components. (DM 3595-001)

Separation of Duties – Separation of duties refers to dividing roles and responsibilities so that a single individual cannot subvert a critical process.

- Source: NIST SP 800-53
- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Series Designator – A 2-letter alphabetical abbreviation indicating the series of a particular Departmental directive (e.g., DR, DM, DN, DG, SM).

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Server – A server is a computer or device on a network that manages network resources. Servers are often dedicated, meaning that they perform no other tasks besides their server tasks. (DM 3595-001)

Service – Any program, practice, or procedure provided to the public, including technical assistance, by an Agency.

- Used in: DR 4370-002, *Providing a Receipt for Service or Denial of Service by the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.*, 11/28/11

Service Agreement – A written agreement between a USDA Agency or Staff Office and an employee under which the employee agrees to a specified period of employment with the Agency or Staff Office in return for payment of an incentive.

- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10

Service Center Agencies (SCA) – Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development (RD) are collectively referred to as the Service Center Agencies (SCA).

- Used in: DR 3901-001, *Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations*, 06/28/13

Service Disabled Veteran-Owned Small Business –

(1) Means a small business concern

- (a) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (b) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

- Used in: DR 5090-005, *USDA Small Business Programs - Contracting with Service Disabled Veteran-Owned Small Business*, 09/26/06

Service Pack – A collection of software patches or “Roll-up” of existing patches that is applied to an installed application. It is either downloaded from the vendor’s website or distributed via Compact Disk-Read Only Memory (CD-ROM). When executed, it modifies the application in place. (DM 3595-001)

Service Period – A specified period of employment with the agency.

- Used in: DR 4040-543-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

Service Provider – An agency or company that delivers mail. Some examples of service providers are: USPS, UPS, FedEx, DHL, Courier Services, and the State Department, Diplomatic, Pouch and Mail Division.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Service Provider – A service provider encompasses the typical outsourcing of system or network operations, telecommunication services, or other managed services (including those provided by another agency or subscribing to software services).

- Source: OMB M-12-20
- Used in: DR 3650-001, *Cloud Computing*, 09/30/15

Service Providers – This category encompasses typical outsourcing of system or network operations, telecommunications services, or other managed services (including those provided by another agency or staff office and subscribing to software services).

- Source: NIST SP 800-37, Revision 1
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Servicing Agency – The Federal Department or Agency performing the work or providing the services in accordance with the terms and conditions of the agreement.

- Used in: DR 2235-001, *Economy Act Agreements*, 09/27/13

Session Lock – A session lock is a temporary action taken when a user stops work and moves away from the immediate physical vicinity of the information system but does not want to log out because of the temporary nature of the absence. The session lock is implemented at the point where session activity can be determined. This is typically at the operating system-level, but may be at the application-level. A session lock is not a substitute for logging out of the information system, for example, if the organization requires users to log out at the end of the workday.

- Source: NIST SP 800-53
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Settlement Agreement – A voluntary, written and signed agreement by which parties to a dispute reflect the mutually agreed-to terms for resolving a dispute and bringing to an end to the processing of an informal or formal complaint of discrimination.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16
- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

Settlement Rules – Rules governing the process of settling costs posted on projects' Work Break down Structure (WBS) elements to other WBS elements, cost centers, or General Ledger accounts.

- Used in: DM 2236-001, *Shared Cost Program*, 03/14/14

Sexual Assault – Sexual assault refers to a range of behaviors, including but not limited to, a completed nonconsensual sex act (e.g., rape, sodomy, child molestation), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal harassment). Sexual assault includes any sexual act or behavior that is perpetrated when someone does not or cannot consent. A victim of sexual assault may know the perpetrator, such as a coworker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the victim. Lack of consent should be inferred when a perpetrator uses force, harassment, threat of force, threat of adverse personnel or disciplinary action, or other coercion, or when the victim is asleep, incapacitated, unconscious, or physically or legally incapable of consent.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Shareable Content Object Reference Model (SCORM) – standard for developing online content developed by Advanced Distributed Learning (ADL) co-labs and built upon the work of the AICC and other standards as a way to make electronic learning content interchangeable with learning delivery systems. The SCORM standard focuses on content aggregation and reusability and includes aspects that pertain to learning management systems, content authoring tools, instructional designers, content developers, and training providers.

- Used in: DR 3620-001, *USDA eLearning Services, Courseware and Content*, 10/29/04

Shared Cost Programs (SCPs) – SCPs are programs authorized under 7 U.S.C. 2263 and are performed on behalf of the Department and/or its agencies, costs for which are recovered from USDA agencies via reimbursement mechanisms. They do not include

Central Cost Distribution Programs or Working Capital Fund activities.

- Used in: DM 2236-001, *Shared Cost Programs*, 03/14/14
- Used in: DR 2236-001, *Shared Cost Programs*, 03/14/14

Shared Office – A collocated office at which two or more USDA agencies share one or more common resources, e.g., conference room, lunchroom, mailroom, office equipment, and/or personnel, etc.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Shared Space – Space, such as a break room, that is shared by more than one agency within a given office.

- Used in: DR 3901-001, *Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations*, 06/28/13

Shareware – Software that has been developed and placed in public domain or in general circulation for general public use. The developer of this software may request a small fee (\$1.00 - \$20.00) for use and future updates.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Shipment Released Valuation – The total amount of monetary value placed on a shipment at the time of its release to the moving company.

- Used in: DR 2300-002, *USDA Relocation Allowance Regulation*, 08/26/13

Signature Authority – The office/person that approves the directive in accordance with delegated authorities and assigned functions.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Significant Change – Modifications to an information system or common controls that may trigger an event-driven reauthorization include, but are not limited to:

- (a) installation of a new or upgraded operating system, middleware component, or application;
- (b) modifications to system ports, protocols, or services;
- (c) installation of a new or upgraded hardware platform;
- (d) modifications to cryptographic modules or services; or
- (e) modifications to security controls.

Significant changes to environments of operation that may trigger an event-driven authorization include, but are not limited to:

(a) moving to a new facility;
 (b) adding new missions or business functions;
 (c) acquiring specific and credible threat information that the organization is being targeted by a threat source; or
 (d) establishing new or modified laws, directives, policies, or regulations.
 Risk assessment results and/or the results from a security impact analysis may be used to help determine if changes to information systems or common controls are significant enough to trigger a reauthorization action.

- Source: NIST, *Supplemental Guidance on Ongoing Authorization: Transitioning to Near Real-Time Risk Management*
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Significant Deficiency – A control deficiency or combination of control deficiencies that is less severe than a material weakness, yet important enough to merit attention by those charged with governance because they represent significant weaknesses in the design or operation of internal controls. Such a deficiency could adversely affect the organization’s ability to meet its internal control objectives.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

Significant Regulatory Action – Proposed, interim, or final rules that are likely to result in a rule that may:

- (1) have an annual effect on the economy of \$100 million or more;
- (2) create a serious inconsistency or otherwise interfere with an action taken or planned by another Agency;
- (3) materially alter the budgetary impact of entitlements, grants, user fees, or loan programs; or
- (4) raise novel legal or policy issues arising out of legal mandates.

- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Signing Official – Refers to the official who is designated to sign an individual piece of correspondence.

- Used in: DR 3060-001, *USDA Correspondence Management*, 11/10/10

Simplified Acquisition Threshold – The simplified acquisition threshold is \$100,000, except for acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack (41 U.S.C. 428a).

- Source: 41 U.S.C. 428a

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07

Single Purchase Limit – The maximum dollar amount a cardholder is authorized for a single transaction using either the purchase card or related alternative payment methods. Multiple items may be purchased at one time using the card; however, no single purchase may exceed the authorized single purchase limit. If the requirement is for on-going repetitive services that exceed \$2,500 a year, the best solution is to forward the requirement for the service through the agency servicing contracting office. A requirement cannot be reduced into smaller parts to avoid formal contracting procedures. Splitting purchases merely to stay within the single purchase limit is a violation of law. For non-warranted cardholders, the single purchase limit shall not to exceed the micro purchase limit. Refer to Section 14, Delegation of Authority for specific information on the micro-purchase authority. The single purchase limit is established at the bank through the EAS.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Single Purchase Limit – A Single Purchase Limit is the maximum dollar amount that can be charged on the fleet charge card for each transaction. It is card-specific and established at the agency-level.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Site Executive – A site executive is the executive level management authority at the National Information Technology Center (NITC) and the National Finance Center (NFC). (DM 3595-001)

Site Sponsor – The organization that provides resources for the Department of Agriculture social media sites.

- Used in: DR 3080-001, *Records Management*, 05/23/13

Situation Manual (SitMan) – The SitMan is a handbook provided to all participants in discussion-based exercises, particularly TTXs. The SitMan provides background information on the exercise scope, schedule, and objectives. It also presents the scenario narrative that will drive participant discussions during the exercise.

- Source: *DHS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Situational Telework – See “*Unscheduled Telework.*”

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Skill – An observable competency or demonstrated proficiency.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Small Business – The Small Business Act defines a small business concern as one that is independently owned and operated and not dominant in the field of operation in which it is bidding on government contracts. In addition, to qualify as a small business concern a firm must meet the size standards prescribed by the SBA for the field of operation. SBA's size standards define whether a business entity is small and, thus, eligible for Government programs and preferences reserved for “small business” concerns. Size standards have been established for types of economic activity, or industry, generally under the North American Industry Classification System (NAICS).

- Used in: DR 5090-001, *USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation*, 06/14/07

Small Business Coordinator – The HCA or a representative of the HCA shall designate in writing a small business coordinator in each contracting office. Supervisors of small business coordinators are encouraged to provide sufficient time for coordinators to carry out their small business program duties. Coordinators' duties are outlined in the AGAR 419.201-71.

- Used in: DR 5090-002, *Annual Preference Program Goals*, 07/01/98

Smoking – The carrying or inhaling of a lighted cigar, cigarette, pipe, or other lighted tobacco product.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

Social Marketing – Are the digital communication services and activities that integrate technology, social interaction, and content creation to collaboratively connect with constituents/stakeholders in digital environments such as through mobile applications, the Internet, or social networks. Typical activities may involve the consultation, development and implementation of the following:

- (1) Social marketing strategy and message development;
- (2) Digital content creation or distribution;
- (3) Analysis and performance measurement of social marketing activities; and
- (4) Social media account management and oversight.

- Used in: DR 1430-002, *Approval of Communications/Information Products and Services*, 10/29/14

Social Media – Digital technologies and platforms that allow publishing, communications, and collaboration among individuals and institutions.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Software – “Software” is used to encompass types of software such as commercial off-the-shelf (COTS) software; open source software including applications, code snippets, and code libraries; operating systems, databases, functional applications, and middleware; security-relevant software such as anti-virus; custom-developed software; firmware; and software code incorporated by vendors into hardware appliances to perform tasks such as big data analytics or intrusion protection. “Firmware” may be mentioned separately from “software.”

- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Software-as-a-Service (SaaS) – The capability provided to the consumer to use the provider’s applications running on a cloud infrastructure and accessible from various client devices through a thin client interface such as a web browser (e.g., web-based email). The consumer does not manage or control the underlying cloud infrastructure, network, servers, operating systems, storage, or individual application capabilities, with the possible exception of limited user-specific application configuration settings.

- Source: NIST SP 800-145
- Used in: DR 3540-003, *Security Assessment and Authorization*, 08/12/14

Soil Loss Tolerance – The maximum rate of annual soil erosion that may occur and still permit a high level of crop productivity to be obtained economically and indefinitely.

- Used in: DM 9500-001, *Conservation Reporting and Evaluation System*, 12/22/93

Solicitation – Means a request made by an employee, made through personal contact or through the use of one's name or official position in correspondence, or a request made through another employee or person either at the requesting employee’s behest or under the requesting employee’s authority, that is intended to encourage the voluntary offer or tender by any person or persons of any form of gift. It includes the solicitation of property through the media, oral remarks, or the contemporaneous dispatch of like items of mass-produced correspondence.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Source Agency – A "source agency" is the Federal agency which discloses records from a system of records to be used in the match. Note that in some circumstances, a source agency may be the instigator and ultimate beneficiary of the matching program, as when an agency lacking computer resources uses another agency to perform the match. The

disclosure of records to the matching agency and any subsequent disclosure of "hits" (by either the matching or the source agencies) must be done in accordance with the provisions of paragraph (b) of the *Privacy Act*.

- Used in: DR 3450-001, *Computer Matching Projects Involving Individual Privacy Data*, 04/17/84

Source Document – A source document means an existing document that contains classified information that is incorporated, paraphrased, restated, or generated in new form into a new document.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Source Reduction – The process of removing certain items and/or materials from a contaminated site for further treatment and reuse or disposal; cleaning items remaining on site prior to the main decontamination activity; and/or cleaning surfaces. The latter step is usually performed in conjunction with fumigation remedies. For cleanups that only involve the application of liquids to nonporous surfaces, this step may provide the main remediation activity. When effectively conducted, source reduction:

- (1) Reduces the number of potentially contaminated items and/or materials present;
- (2) Ensures that any material that might inhibit decontamination is removed; and
- (3) Reduces high contamination levels before full decontamination.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Spam – The abuse of electronic messaging systems to indiscriminately send unsolicited bulk messages.

- Source: NIST SP 800-53 Revision 4
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Spaulding Classification – Strategy suggested by Dr. E. H. Spaulding in 1972 that divides medical devices into three infection risk categories (Critical, Semi-critical and Non-critical), based on use and types of tissue they contact. To complement the categorization of medical and surgical devices, three levels of germicidal action (High, Intermediate, and Low) were developed to carry out disinfection strategies in healthcare settings.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Special Access Program (SAP) – Any Federal program or activity (as authorized in E.O. 12958), employing enhanced security measures (stricter safeguarding and access requirements, code words, and similar measures) exceeding those normally required for collateral information at the same level of classification that is established, approved, and managed as a SAP. Unless otherwise authorized by the President, only the Secretaries of State, Defense, and Energy and the Director of Central Intelligence, or the principal deputy of each, may create a special access program. USDA is not authorized to create a SAP.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Special Activity – An activity, or functions in support of such activity, conducted in support of national foreign policy objectives abroad that is planned and executed so that the role of the U.S. Government is neither apparent nor acknowledged publicly; but that is not intended to influence U.S. political processes, public opinion, policies, or media and does not include diplomatic activities or the collection and production of intelligence or related support functions.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Special Hiring Authority – Schedule A Appointing Authority is an excepted authority that agencies can use to hire persons with disabilities under 5 CFR 213.3102(u). Schedule A allows for non-competitive placement and re-employment of injured/disabled temporary or term employees who do not currently have competitive status.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Special Need – A documented need for a specific set of skills and/or expertise and recruitment has met with limited success. An individual who is singularly suited to a unique Departmental function; one who has special though not necessarily superior qualifications that meets the need of a position or a documented area of chronic labor shortage.

- Used in: DR 4050-531-002, *Pay Administration – Superior Qualifications and Special Needs Pay Setting Authority*, 05/27/14

Special Services – Mail services that require extra payment over basic postage; e.g., certified mail, registered mail, business reply mail, certificates of mailing, return receipts, and delivery confirmation.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Specialty Form – Any form that is more complex in design or construction than a single sheet. Examples include multipart carbonless sets, computerized forms, optical character recognition forms, pads, card stock, labels and tags.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Specialized Experience – Experience that has equipped an applicant with the knowledge, skills, and ability to perform the job successfully.

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Spectrum Planning Subcommittee (SPS) – An IRAC subcommittee comprised of representatives from Federal agencies that use the spectrum. The IRAC develops both recommendations and plans for spectrum use for submittal to NTIA, on behalf of IRAC, regarding agency or staff office requests for spectrum support for new systems.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Split Tunneling – A method that routes organization-specific traffic through the SSL VPN tunnel, but routes other traffic through the remote user’s default gateway.

- Source: NIST SP 800-113
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Sponsor – The agency responsible for issuing the form; the office promulgating or originating the use of a form.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91
- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11

Sponsored/Hosted Conference/Training – A conference or training for which an agency leads or participates in the arranging, planning, conducting, or funding. Each conference or training event has a principal sponsor and may have multiple co-hosts. The sponsor typically pays for all or part of the fees associated with facility rental, speakers/presenters, etc.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Spoofing – Using the Internet Protocol and web servers to transmit information have become a standard way for the USDA to conduct E-Government initiatives, primarily using World Wide Web technology. It is relatively easy to mimic a legitimate site and fool users into believing that they are making a trusted transaction, when in reality, they are sending information to a false site.

- Used in: DR 3550-002, *Sensitive but Unclassified (SBU) Information Protection*, 02/17/05

Spoofting – A method of tricking system security into permitting normally disallowed network connections.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Spot Award – A form of an extra effort award that recognizes individuals or groups of employees for their day-to-day extra efforts and contributions.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Spouse – Means the husband or wife of a participant but does not include an individual legally separated from a participant under a decree of legal separation.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

SSTS – See Senior Science and Technology Service

Stacking – The classification of a subordinate position at the same grade level as that of the supervisor’s position.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Staff Member – An individual who serves in a support capacity to an advisory committee.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Staff Office – Departmental administrative offices whose heads report to officials within the Office of the Secretary.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18
- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18
- Used in: DR1074-001, *Scientific Integrity*, 11/18/16
- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13
- Used in: DR 1521-001, *Legal Review and Execution of Settlement Agreements*, 01/04/18
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10
- Used in: DR 4020-511-001, *Position Classification*, 10/17/16
- Used in: DR 4030-337-002, *Category Rating*, 11/01/10
- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18
- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15
- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15
- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08
- Used in: DR 4050-550-003, *Advances in Pay*, 05/12/16
- Used in: DR 4050-572-001, *Payment of Travel and Transportation Expenses for New Appointees and Pre-Employment Interviews*, 02/03/11
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10
- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07
- Used in: DR 4060-630-002, *Leave Administration – Excused Absence/Administrative Leave*, 08/08/07
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16
- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11

Staff Office – Means a Departmental administrative office, the head of which reports to any official within the Office of the Secretary (OSEC).

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Staff Office – An administrative office with specialized support functions as defined by 7 CFR 2.4. All Staff Offices, with the exception of the National Appeals Division (NAD) and the Office of the Inspector General (OIG) report directly to the Secretary of Agriculture. NAD and OIG are in the Secretary’s reporting chain but have independent authority and reporting responsibilities.

- Used in: DR 4300-010, *Civil Rights Accountability Policy and Procedures*, 12/28/16

Staff Office Head – A general officer of a staff office who reports directly to the Secretary of Agriculture. The Director, OBPA is an example.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Staff Office Head – The head of a Staff Office or an official who has been delegated the authority to act for the head or Staff Office in the matter concerned.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11
- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15
- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08
- Used in: DR 4050-550-003, *Advances in Pay*, 05/12/16
- Used in: DR 4050-572-001, *Payment of Travel and Transportation Expenses for New Appointees and Pre-Employment Interviews*, 02/03/11
- Used in: DR 4050-575-001, *Pay Administration, Recruitment, Relocation and Retention Payments*, 06/21/10
- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07
- Used in: DR 4060-630-002, *Leave Administration – Excused Absence/Administrative Leave*, 08/08/07
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07
- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10
- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16

Staging Area – A parking area for temporary use to resolve parking problems in the complex such as building emergencies, temporary parking for vehicles displaced by illegal parking or snow emergencies.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Stakeholder – An official, mission area, agency, staff office, or component with a defined role and responsibility or vested interest in a Departmental directive.

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18
- Used in: DM 0100-001, *Preparing Departmental Directives*, 01/04/18

Stalking – Any unwanted contact between two people that directly or indirectly communicates a threat or places one of the people in fear for their personal safety.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Stalking – Stalking conduct may include, but is not limited to, following, spying on, or waiting for the victim in places such as home, school, work, or recreation place; leaving unwanted items, presents, or flowers for the victim; making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, pets, or property; posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; and obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting victim's friends, family, work, or neighbors. Stalking may occur through use of technology, including but not limited to, email, telephone, voicemail, text messaging, and use of GPS and social networking sites.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Standards Defined – The term “standard,” or “technical standard” as cited in *National Technology Transfer and Advancement Act of 1995*, includes all of the following:
(1) common and repeated use of rules, conditions, guidelines, or characteristics for products or related processes and production methods; and related management systems practices;
(2) the definition of terms; classification of C-3 components; delineation of procedures; specification of dimensions, materials, performance, designs, or operations; measurement of quality and quantity in describing materials, products, systems, services, or practices; test methods and sampling procedures; or descriptions of fit and measurements of size or strength.

A standard is a document, established by consensus that provides rules, guidelines or characteristics for activities or their results (as defined in ISO/IEC Guide 2:2004). It is a basis for comparison; a reference point against which other things can be evaluated. A standard is a formal document that establishes uniform engineering or technical criteria, methods, processes and practices. A standard is an exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, a model, or a rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. It is a fixed quantity or quality.

A data standard is an established structured representation for data exchange. It is documented by a specification for an explicit set of requirements and may have associated eXtensible Markup Language (XML) artifacts (e.g., schema, OWL, schematron, stylesheet). Data standards containing one or more associated XML artifacts are designated technical data standards (e.g., JPEG, MPEG, NITF, DDMS, UCORE). Data standards not containing XML artifacts are designated abstract data standards (e.g., IETF RFC 3339, ISO Technical Committee 211, ISO 8601, ISO 3166).

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Standard Form – A form prescribed by a Federal agency and approved by GSA for mandatory Government wide use.

- Used in: DR 3020-001, *Departmental Forms Manual*, 09/16/91

Standard Form (SF) 87 – An Office of Personnel Management (OPM) -sponsored form intended for use when collecting fingerprints from Federal civilian employees and military personnel. The FBI maintains Standard Form (SF) 87 fingerprint images for military and Federal employees. This information supports the post-appointment arrest information process, which enables new FBI criminal arrest information to be forwarded through the OPM to the employing agency of a Federal employee.

- Used in: DR 4725-001, *Procedures for the Submission of Fingerprints in the Background Investigation Process*, 01/09/13

Standardized Position Description – A classified PD that describes routine and recurring work assignments that is general enough to cover identical positions in a particular occupation. PDs are standardized at different grade levels to describe varying levels of responsibility, knowledge, complexity and supervision required.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

State Emergency Board – Representatives from State, county, and local agencies responsible for supporting emergency response and recovery efforts in their county or designated area. This group should be aware of their individual agency responsibilities assigned under the National Response Framework, including support to the USDA representatives at Joint Field Offices. Additionally, the group addresses such issues as reporting to their agencies and the USDA Office of Homeland Security and Emergency Coordination, on the impact of disasters and emergencies on agriculture, and also participates in the preparation of USDA Flash Situation Reports and USDA Potential Natural Disaster Assessment Reports. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

State Emergency Board Chairperson – The FSA State Executive Director serves as the USDA State Emergency Board Chairperson providing leadership for the coordination of all USDA emergency programs at the State level. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

State Food and Agriculture Council – The SFAC is comprised of the senior official of each USDA agency that has a presence in the State.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Stateful Inspection – A firewall architecture that works at the network layer and is also referred to as dynamic packet filtering. Unlike static packet filtering, which examines a packet based on the information in the header, stateful inspection tracks each connection traversing all interfaces of the firewall and makes sure they are valid. (DM 3595-001)

Statement of Difference – A Statement of Difference (SOD) is an abbreviated position description that may be used in lieu of a fully described PD when the target position will be filled at a lower grade level and no standard PD is appropriate. The target position or the FPL of the position shall always be fully described. It is recommended that a Statement of Difference be used for no more than one grade level below a fully described PD.

- Used in: DR 4020-511-001, *Position Classification*, 10/17/16

Statistical Agency – A Federal statistical agency is a unit of the Federal Government whose principal function is the compilation and analysis of data and the dissemination of information for statistical purposes.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Statistical Record – A statistical record is a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or part in making any determination about an identifiable individual. (DM 3595-001)

Statistical Sampling – Statistical sampling is a process where fleet charge card transactions are randomly selected for verification of legitimacy. This process is instrumental to the oversight of the USDA Fleet Charge Card Program.

- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Status Applicant – A current Federal employee with career or career-conditional status (tenure I or II) or an applicant with reinstatement eligibility who completed the service requirement for career or career-conditional tenure in the competitive service.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Status Employee – A current Federal employee who has completed the service requirement for career tenure in the competitive service.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Statutory Advisory Committee – An advisory committee established by an Act of Congress. It includes an advisory committee established by the Secretary where a statute allows no discretion as to whether the committee should be established.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Sterile – Free from living microorganisms.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Sterility Assurance Level (SAL) – The probability of a viable microorganism being present on a product unit after sterilization. SAL is normally expressed as 10^{-x} . SAL of 10^{-6} is most often used for sterile devices and drugs.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Sterilization – A carefully monitored process that will assure that the probability of an item being contaminated by a microbe to be equal to or less than one in a million (10^{-6}).

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Stewardship – The Federal Government’s responsibility for the general welfare of the nation in perpetuity.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

Storage Device – A device capable of storing data. The term usually refers to mass storage devices, such as disk and tape drives. (DM 3595-001)

Strategic Planning Initiatives – Agency strategic plans, annual performance plans, organizational work plans, and other related initiatives.

- Used in: DR 4040-430-004, *Senior Executive Service (SES) Performance Management*, 08/25/15

Strategic Space Plan – This plan controls current and future space plans for all space housing USDA operations in the NCR.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Strategic Human Capital Plan – A plan that ensures the alignment between human capital management strategies and the USDA mission, goals, and objectives through analysis, planning, investment, and management of human capital programs. The plan prescribes Departmental procedures to ensure that its employees have the mission-critical competencies required to carry out the Department’s strategic goals including workforce planning and analysis and deployment; succession management and planning; talent management; identification of performance measures and milestones; and addressing unique programmatic challenges. The plan is an instrument that supports accountability throughout the Department.

- Used in: DR 4020-250-001, *USDA Human Capital Accountability System*, 10/28/13

Strategic Investment Criteria – Criteria used by an Executive Working Group (EWG) and the Executive Information Technology Investment Review Board (EITIRB) during the annual investment review cycle. Each criteria details materials that are reviewed, evaluation factors and rating award basis for project components required. (DM 3595-001)

Structured Interview – An assessment method in which applicants are asked a series of fixed questions concerning their job-related competencies, knowledge, skills, and abilities. In each structured interview, the applicant is asked the same questions in the same sequence and his or her responses are scored according to predetermined criteria or benchmarks.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Student – An individual accepted for enrollment or enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying, accredited educational institution, on a full-or half-time basis (as defined by the institution in which the student is enrolled).

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Student – Means an individual who during each of five calendar months during a plan year is a full-time student at an educational institution.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

Student Loan – A loan made, insured or guaranteed under parts B, D, or E of Title IV of the *Higher Education Act of 1965* or a health education assistance loan made or insured under part A of Title VII of the *Public Health Service Act*, or under part E of Title VIII of that Act.

- Used in: DR 4050-537, *Repayment of Student Loans*, 09/01/04

Student Volunteer – An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim. (5 CFR 308.101).

- Used in: DR 4230-001, *Volunteer Programs*, 10/20/16

Subject – The individual being rated as part of an assessment.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Sub-award – Sub-award means an award provided by a pass-through entity to a sub recipient for the sub recipient to carry out a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (See §200.92.)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Subject Matter Expert (SME) – The SME is an individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization. A SME might be a software engineer, a systems engineer, a helpdesk support operative, an accounts manager, a scientific researcher, or a Telecommunications Mission Area Control Officer (TMACO).

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Subject Matter Expert (SME) – An individual with in-depth knowledge of a business area, science, or technology.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Subject-Matter Expert (SME) – SMEs add functional knowledge and expertise in a specific area or in performing a specialized job, task, or skill to the exercise planning team. They help to make the scenario realistic and plausible, and ensure jurisdictions have the appropriate capabilities to respond.

- Source: *DHS Resource Glossary*

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Subject-Matter Expert (SME) – A person with bona fide expert knowledge about what it takes to do a particular job. Superior incumbents in the same or very similar positions and other individuals can be used as SMEs if they have current and thorough knowledge of the job's requirements.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Subnet Security – Security provided at the USDA agency level network which has been connected to the Internet.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Subordinate Supervisors – Any supervisory employees (including managers and executives) who are the direct reports of a manager or executive.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14

Substance Abuse Professional (SAP) – A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addictions counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. They make recommendations concerning education, treatment, follow-up testing, and aftercare.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Substantial Direct Effect – Direct means that there is an uninterrupted causal connection between the action and the group or individual being affected. Effects may be positive, neutral, or negative. These elements should be considered:

- (1) If there is definitely potential for an effect that is substantial and direct, consultation is required.
- (2) If there is any potential for an effect, consultation may be required, depending on the extent (significance) of the effect. If the agency does not know the significance of the effect, or even whether there will be an effect, the agency should inquire of potentially affected Tribes whether the Tribe thinks there would be an effect, how significant such an effect may be, and whether they would like to consult.
- (3) If there is no potential for an effect, consultation is not required (but may still be valuable).

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Substantially Limits – Means unable to perform a major life activity that the average person in the general population can perform; or significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Succession Planning – An assessment of the current situation to plan the workforce of the future, including developing a plan to address succession of current workers as they leave the workforce due to retirement, attrition, and other factors.

- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10

Suggestion – A suggestion is a constructive proposal that results in a savings or an improvement to the Federal Government and/or the USDA. Suggestions pose solutions to problems, potential problems, or provide an opportunity to effect change.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Suitability – Determination based on a person’s character or conduct that may have an impact on the integrity or the efficiency of the service. Such determinations are typically based on information gained through a background investigation.

- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Summary Rating – The overall rating (e.g., Superior) determined by the formula applied to all of the element ratings.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Summary Rating – The overall rating (e.g., Outstanding) assigned to the summarization of the element ratings of employee performance.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by 08/15/18 Revision

Superior Qualifications – Unusually high, unique or superior qualifications particularly suited to the position in comparison with other qualified candidates. In addition, the candidate would be losing salary and/or benefits if employed at the first step of the grade.

- Used in: DR 4050-531-002, *Pay Administration – Superior Qualifications and Special Needs Pay Setting Authority*, 05/27/14

Supervisor – An individual employed in USDA having authority, in the interest of an agency, to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline and/or remove employees; to adjust their grievances or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment. Except with respect to any unit which includes firefighters or nurses, the term “supervisor” includes only those individuals who devote a preponderance of their employment time to exercising such authority.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Supervisor – An individual employed in USDA having authority, in the interest of an Agency or Staff Office, to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline and/or remove employees; to adjust their grievances or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment. Except with respect to any unit which includes firefighters or nurses, the term “supervisor” includes only those individuals who devote a preponderance of their employment time to exercising such authority.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by 08/15/18 Revision
- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11

Supervisor – An employee having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees; or having responsibility to direct them, adjust their grievances, or effectively recommend such action if, in connection with the foregoing, the exercise of authority is not of a merely routine or clerical nature but requires the use of independent judgment.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11
- Used in: DR 4070-735-001, *Employee Responsibilities and Conduct*, 10/04/07
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Supervisor of Record – The supervisor for the position of record. These individuals are responsible for ensuring the performance management provisions are carried out for employees who officially report to them (even if the employees are on detail elsewhere), and are responsible for the final rating of record.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Supplemental Standards – Performance standards added to an element in an employee’s performance plan when generic standards do not address a significant component of an employee’s responsibilities or performance expectations and measures.

- Used in: DR 4040-430, *Performance Management*, 09/30/13 – Superseded by the 08/15/18 Revision

Supplemental Training – Training provided beyond the mandatory training required by this DR that offers more opportunity for in-depth knowledge and understanding of specific EEO topics, programmatic civil rights obligations or non-discrimination policies as determined by OASCR or other Federal oversight entities. Training of this type addresses emerging or perennial issues or corrects deficiencies found as a result of compliance reviews, assessments, or other investigations.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

Surplus Employee (as applies to CTAP and ICTAP) – An individual in one of these two categories:

- (1) A current department employee serving under an appointment in the competitive service, in tenure group I or II, at grade level GS-15 (or equivalent) and below, who has received a certificate of expected separation (CES) or other official certification issued by the department indicating that the position is surplus; or
- (2) A current Executive Branch department employee serving on an excepted service appointment without time limit, at grade level GS-15 (or equivalent) and below, who has been issued a CES or other official agency certification indicating that his/her position is surplus, and who has been conferred noncompetitive appointment eligibility and specialist selection priority by statute for position in the competitive service; and
- (3) At a department’s (USDA) discretion, a current Executive Branch employee serving on a Schedule A or B executive appointment without time limit, as grade level GS-15 (or equivalent) and below, and who is in receipt of a CES or other official agency certification indicating that his/her job is surplus; such employee may exercise selection priority for permanent excepted service positions within the department’s local commuting area, provide the position to which appointed has the same appointing authority, i.e., Schedule A or B, as the position from which being separated.

- Used in: DR 4030-330-002, *Special Selection Priority Programs*, 02/27/14

Suspension – An action taken by a suspending official under (1) FAR 48 CFR 9.407 and AGAR 409.407 for procurement, or (2) Subpart G of 2 CFR Parts 180 and 417 for non-procurement transactions that immediately prohibits a person or entity from participating in covered transactions for a temporary period, pending completion of further proceedings.

- Used in: DR 2280-001, *Suspension and Debarment*, 01/16/13

Suspension – Temporary termination of travel charge card privileges.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Supervisors – Supervisors are permanent, full-time Federal employees who are responsible for delivering at least one employee’s performance review. For the purposes of this regulation, only employees who are coded as “2” in the USDA Enterprise Human Resources data system are subject to this policy’s assessment requirement.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

System – A system is a generic IT term used for brevity to mean either an application or general support system. A collection of computing and/or communications components and other resources that support one or more functional objectives of an organization. (DM 3595-001)

- Used in: DR 3130-010, *United States Department of Agriculture Enterprise Information Technology Governance*, 12/03/15

System Administrator – An individual responsible for maintaining a multi-user computer system, including a Local Area Network (LAN). Small organizations may have just one system administrator, whereas larger enterprises usually have a whole team of system administrators. (DM 3595-001)

System Development Life Cycle – The course of developmental changes through which a system passes from its conception to the termination of its use and subsequent salvage. There are many models for the IT system life cycle but most contain five basic phases: initiation, development/acquisition, implementation, operation, and disposal. (DM 3595-001)

System Development Life Cycle – The scope of activities associated with a system, encompassing the system’s initiation, development and acquisition, implementation, operation and maintenance, and ultimately its disposal that instigates another system initiation.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

System Non-Conformance – A condition in which financial management systems do not substantially conform to system requirements. Financial management systems include both financial and financially related (or mixed) systems.

- Used in: DR 1110-002, *Management’s Responsibility for Internal Control*, 08/17/13

System Operational Status – Is either:

- (a) Operational - system is currently in operation,
- (b) Under Development – system is currently under design, development, or implementation, or
- (c) Undergoing a Major Modification - system is currently undergoing a major conversion or transition. (DM 3595-001)

System Owner – The head(s) of an organizational segment(s) who is responsible for providing funding for the procurement, installation, or maintenance of an Automated Information System (AIS) and its environment. (DM 3595-001)

System of Records – A system of records means a group of records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. *Privacy Act*, 5 U.S.C. 552 a(a)(5). (DM 3595-001)

- Source: *Privacy Act*, 5 U.S.C. 552 a(a)(5)
- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

System Security Plan (SSP) – Formal document that provides an overview of the security requirements for an information system and describes the security controls in place or planned for meeting those requirements.

- Source: CNSSI 4009
- Source: NIST SP 800-53 Revision 4
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Systems Log (Syslog) Protocol – Syslog protocol is used to convey event notification messages. This protocol utilizes a layered architecture, which allows the use of any number of transport protocols for transmission of syslog messages. It also provides a message format that allows vendor-specific extensions to be provided in a structured way. Further definitions regarding roles of servers and their related functions can be found in the DHS publication, *Domain Name System (DNS) Security Reference Architecture*.

- Used in: DR 3300-025, *Secure Domain Name System*, 03/18/16

Systematic Declassification Review – The review for declassification of classified information contained in records that have been determined by the Archivist of the United States to have permanent historical value in accordance with Chapter 33, Title 44, United States Code, and is exempted from the automatic declassification provisions of E.O. 12958.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

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Tabletop Exercise – A discussion-based exercise where personnel with roles and responsibilities in a particular IT plan meet in a classroom setting or in breakout groups to validate the content of the plan by discussing their roles during an emergency and their responses to a particular emergency situation. A facilitator initiates the discussion by presenting a scenario and asking questions based on the scenario.

- Source: NIST SP 800-34 Revision 1
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Tangible – Assets characterized as having physical substance.

- Used in: DR 2200-002, *Property, Plant and Equipment*, 04/02/13

TCP/IP Protocol – See Transmission Control Protocol/Internet Protocol (TCP/IP)

Team Leader – An employee whose primary purpose is, as a regular and recurring part of their assignment and at least 25% of their duty time, to lead a team of other GS employees in accomplishing work.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Teams – Groups comprised of critical IT and business function personnel with various skills, knowledge, and ability to perform necessary functions in order to recover critical IT systems and business functions during a major disruption or event. (DM 3595-001)

Technical Controls – Consist of hardware and software controls used to provide automated protection to the system or applications. Technical controls operate within the technical system and applications. (DM 3595-001)

Technical Reference Model (TRM) – The Technical Reference Model (TRM) is a component-driven, technical framework categorizing the standards and technologies to support and enable the delivery of Service Components and capabilities. The TRM has been split into the ARM and IRM as defined above by the release of FEAF v2.

- Used in: DR 3180-001, *Information Technology Standards*, 05/12/15

Technical Subcommittee (TSC) – An IRAC subcommittee comprised of representatives from Federal agencies that use the spectrum. The TSC assists NTIA, on the behalf of

IRAC, in developing policies, programs, procedures, and technical criteria regarding the allocation, management, and use of the spectrum.

- Used in: DR 3300-001-C, *Radio Frequency Management*, 10/13/16

Technical Training – Science-based or mission-specific technical training that only applies to a particular agency or office. Examples include firefighting for the Forest Service, diagnosing foreign animal diseases or invasive pests for APHIS, grain inspection for GIPSA, and food inspection for FSIS. These components of training and education are excluded from the Consortium because, due to their uniqueness, there are no opportunities to share training resources across agencies and offices.

- Used in: DR 4740-004, *Training Officers Consortium*, 07/25/14

Telecommunications – Preparation, transmission, communication, or related processing of information (writing, images, sounds, or other data) by electrical, electromagnetic, electromechanical, electro-optical, or electronic means.

- Source: NIST, IR 7298 Revision 2, *Glossary of Key Information Security Terms*, May 2013
- Used in: DR 3300-020, *Telecommunications Mission Area Control Officer Roles and Responsibilities*, 10/13/16

Telecommunications – The transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Telecommunications – Includes the transmission, emission, or reception of signals, writing, images, sounds, or intelligence of any nature, by wire, cable, satellite, fiber optics, laser, radio, or any other electronic, electric, electromagnetic, or acoustically coupled means. The term includes the telecommunications facilities and equipment necessary to provide telecommunications services. Telecommunications is a component of the information resources management system.

- Used in: DR 3300-001, *Telecommunications & Internet Services and Use*, 03/18/16
- Used in: DR 3300-006, *Network Class of Service and Quality of Service*, 06/01/16
- Used in: DR 3300-020, *Telecommunications Mission Area Control Officer (TMACO) – Roles and Responsibilities*, 08/30/10 – now superseded

Telecommunications – Means the preparation, transmission, or communication of information by electronic means.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Telecommunications Infrastructure – The underlying foundation or framework which supports the delivery of information comprised of telecommunications equipment, services, networks, and related resources.

- Used in: DR 3300-001, *Telecommunications & Internet Services and Use*, 03/18/16

Telecommunications Room – A room that contains equipment used to support the transmission of telecommunications services. This room is also referred to as the telephone room. (DM 3595-001)

Telecommunications Services – The services and solutions that deliver or augment communications between users up to and including interstate and international communications. Telecommunications services refer to communications services or solutions specified as a discrete offering or set of capabilities.

- Used in: DR 3300-020, *Telecommunications Mission Area Control Officer Roles and Responsibilities*, 10/13/16

Teletypewriter (TTY) – TTY is an abbreviation for teletypewriter, which is machinery or equipment that employs interactive text-based communications through the transmission of coded signals across the telephone network. It may be also called text telephone.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Telework – The term ‘telework’ or ‘teleworking’ refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. Telework may be authorized for an entire duty day or a portion of one. Telework does not include the following:

- (1) Work performed while on official travel status;
- (2) Work performed while commuting to/from work; or
- (3) Mobile work.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Telework – NIST – The ability for an organization’s employees, contractors, business partners, vendors, and other users to perform work from locations other than the organization’s facilities. Note: The NIST telework definition, in a USDA environment, only applies to employees performing official duties who are authorized to telework, at an authorized alternative worksite, during authorized core or ad hoc telework hours per

DR 4080-811-002, *Telework Program*. Anything else is considered “mobile work” under USDA Departmental policy.

- Source: Source: NIST, SP 800-114 Revision 1
- Used in: Draft DR, *Bring Your Own Device (BYOD)*, 04/24/18 version

Telework Agreement (Form AD-3018) – A written agreement that outlines the terms and conditions, in addition to the category type and frequency of the telework arrangement, as approved by the supervisor.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Telework Ready – Refers to all eligible employees with an approved telework agreement, who are prepared and equipped to telework, and have sufficient “portable” work for their telework schedule. If unable to telework when required, use of paid or unpaid leave may be required.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Teleworker – An eligible employee with an approved Telework Agreement, who performs their official duties at an alternative worksite location.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/30/14

Temporary Appointment – An appointment made for a limited period of time and with a specific not-to-exceed date determined by the authority under which the appointment is made.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Temporary Directives – Temporary directives may not be in effect for more than 1 year and cannot be renewed or reissued. Temporary directives consist of: Departmental Notices (DN) and Secretary’s Memoranda (SM).

- **Standard USDA Definition** – Per DR 0100-001, Section 2e – OGC approved
- Used in: DR 0100-001, *Departmental Directives System*, 01/04/18

Temporary Duty (TDY) Travel – A place, away from an employee’s official duty station, where the employee is authorized to travel.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Temporary Employees – Employees (seasonal, students, etc.) that are covered by OWCP on the same basis as permanent employees.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Temporary Light Duty – A temporary work status an employee may be eligible for if the employee produces sufficient medical documentation, until Maximum Medical Improvement has been reached.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Temporary Parking – reserved by the Departmental Transportation Coordinator, designee, or an Agency Parking Representative, with a time limitation, usually one day or less. Temporary Parking is not reserved for the 12th & C Streets Parking Lot.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Temporary Record – Temporary record means any Federal record that has been determined by the Archivist of the United States to have insufficient value (on the basis of current standards) to warrant its preservation by the National Archives and Records Administration. This determination may take the form of: (1) Records designated as disposable in an agency records disposition schedule approved by NARA (SF 115, *Request for Records Disposition Authority*); or (2) Records designated as disposable in a General Records Schedule.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Temporary Records – (Obsolete Definition) Records approved by NARA for disposal, either immediately or after a specified retention period. Also called disposable records or non-permanent records.

- Used in: DR 3080-001, *Records Management*, 08/16/16
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Tenure – The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an

employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Tenure – After serving three years of substantially continuous creditable service, a career conditional employee becomes a career employee and gains career tenure. Employees with career tenure have permanent reinstatement eligibility and may be considered for positions without having to take another competitive civil service examination. Substantially continuous service means service without a break for more than 30 calendar days (i.e., the break must be for less than or equal to 30 calendar days).

- Used in: DR 4740-005, *USDA Pathways Programs*, 05/12/16

Term Appointment – Appointment to a position that is scheduled to last more than one year but may not last more than four years.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Termination Clause – A clause included in a lease that allows the Government to release all (in-whole) or part (in-part) of the space with a set amount of notification to the lessor.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

Test – A type of assessment method that is characterized by the process of exercising one or more assessment objects under specified conditions to compare actual with expected behavior, the results of which are used to support the determination of security control effectiveness over time.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3571-001, *Information System Contingency Planning and Disaster Recovery Planning*, 06/01/16

Terrorism – Under the *Homeland Security Act of 2002*, terrorism is defined as any activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by mass destruction, assassination, or kidnapping. (6 U.S.C. § 101).

- Source: 6 U.S.C. § 101
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Testing – A mandatory requirement for all plans to validate and evaluate plan procedures and the ability of recovery teams to implement the plan. It identifies any deficiencies in the plan that should be addressed during plan maintenance. (DM 3595-001)

Testing Designated Positions (TDPs) – An employment position within USDA which has been designated for random testing. These positions are characterized by critical safety or security responsibilities as related to the mission of USDA. The job functions associated with these positions directly and immediately relate to public health and safety, the protection of life and property, law enforcement, or national security.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Texting or Text Messaging – Means reading from or entering data into any handheld or other electronic device (including, but not limited to, cell phones, navigational tools, laptop computers or other electronic devices), including for the purpose of Short Message Service (SMS) texting, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include the use of a cell phone or other electronic device for the limited purpose of entering a telephone number to make an outgoing call or answer an incoming call, unless this practice is prohibited by state or local law. The term also does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to remain stationary.

- Used in: DR 5400-007, *Text Messaging While Driving*, 09/07/10

TFTP – See Trivial File Transfer Protocol (TFTP)

Things of Value – The context of this document, are tangible and intangible goods, services, benefits, commercial functions, programs, and reimbursable activities provides to nonfederal entities and people.

- Used in: DR 2100-003, *OCFO Biennial Review of Charges for Things of Value*, 01/23/02

Third Party Claims – Claims involving injuries/death when a party from a non-Government entity appears to be responsible. For example, an employee traveling in a Government authorized motor vehicle is struck by a private citizen or entity.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Third Party Drafts – Check-like instruments drawn on and paid by an outside contractor (draft company) or FI. The FI or draft company supplies the Federal agency with drafts to be issued against an agency’s account by the FI.

- Used in: DR 2250-001, *Imprest Fund Authorities and Requirements*, 08/11/03

Third party websites or applications – The term “third-party websites or applications” refers to web-based technologies that are not exclusively operated or controlled by a government entity, or web-based technologies that involve significant participation of a non-government entity. Often these technologies are located on a “.com” website or other location that is not part of an official government domain. However, third-party applications can also be embedded or incorporated on an agency’s official website.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Toxin – See Biological Toxin

Threat – Any gesture or verbal or written expression a reasonable person would interpret that conveys intent to cause physical/non-physical harm to the individual or their property, either presently or in the future.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Threat – A threat is circumstance, condition, or event with the potential to cause harm to personnel and/or network resources in the form of destruction, disclosure, and modification of data, denial of service, and/or fraud, waste and abuse. The most common security threats are to network systems. Network security threats include impersonation, eavesdropping, denial of service, packet replay/modification. (DM 3595-001)

Threat – Something in the system environment which, if paired with a corresponding vulnerability, could cause a harmful event to occur. The means through which the evidenced ability or intent of a threat agent to adversely affect an ADP system, facility, or operation may be manifested. The four basic threats are:

- (1) Denial of Service,
- (2) Unauthorized Use,
- (3) Unauthorized Manipulation, and
- (4) Unauthorized Disclosure of Information.

- Used in: DR 3140-001, *USDA Information Systems Security Policy*, 05/15/96

Time Bomb – A computer code that is preset to cause a malfunction after a specific date, time, or number of operations. The "Friday the 13th" computer virus is an example. The system is infected for several days, or even months, and the virus lies dormant until the date reaches "Friday the 13th."

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Timeliness – Concept that material should be sufficiently current to ensure that any determination based on the record will be accurate and fair. (DM 3595-001)

Time Limits – The maximum period of time allowable for submitting or responding to a grievance. Time limits are calculated in calendar days. When a due date falls on a non-workday, the next workday will be considered to be the due date. An agency may waive filing time limits for good cause. The Grievant has the burden of demonstrating that good cause for a waiver exists.

- Used in: DR 4070-771, *Administrative Grievance System*, 10/06/10

Time Off Award (TOA) – An excused absence granted to an employee as an individual or member of a group without charge to leave or loss of pay.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

Time Sharing Operation (TSO) – Time-sharing refers to the use of a computer by more than one user; literally, users share the computer's time. Almost all mainframes and minicomputers are time-sharing systems. (DM 3595-001)

Time Stamp – A digitally time stamped assertion of the date and time a digital document was created. (DM 3595-001)

Training – Training is teaching people the knowledge and skills that will enable them to do their job more effectively. Training is the next step beyond awareness and most commonly involves formal instruction on how to perform specific tasks. (DM 3595-001)

Training – A learning experience in which an individual is taught to execute a specific information security procedure or understand the information security common body of knowledge. Training strives to produce relevant and needed security skills and competencies.

- Used in: DR 3545-001, *Information Security Awareness and Training Policy*, 10/22/13
- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Training – Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility (FTR Appendix C to Chapter 301). 5 CFR 410.404 defines 'training' to mean the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal,

administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

- Source: 5 CFR 410.404
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15
- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16
- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14

Training activity – An employee's attendance at a conference as a developmental assignment when:

- (1) The announced purpose of the conference is educational or instructional;
- (2) more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training;
- (3) The content of the conference is designed to improve individual and/or organization performance; and
- (4) Development benefits will be derived through the employee's attendance as stated in 5 CFR 410.404.

- Source: 5 CFR 410.404
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Transfer – The change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Transfer of Function – Occurs when a function will cease in one competitive area and move to another competitive area that does not perform that function at the time of the transfer; or the movement of a competitive area in which the function is performed in a different local commuting area.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18
- Used in: DR 4300-004, *Civil Rights Impact Analysis*, 10/17/16

Transit Benefit – A non-taxable transportation fringe benefit providing employees with vouchers or other fare media to commute via mass transit to and from work.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Transit Benefit Coordinator (TBC) – Federal employee who has the overall responsibility for communication, coordination, and management of their respective agency/office's transit benefit program to ensure transparency and prevent any misuse of benefits.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Transit Benefit Program Manager (PM) – Federal employee who has overall responsibility to manage USDA Transit Benefit Program, the PM is managing the lifecycle activities to ensure the intended outcomes are achieved.

- Used in: DR 4080-811-004, *USDA Commuter Transit Subsidy Benefits Program*, 07/29/15

Translation – The process of transferring ideas expressed in writing from one language to another language.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Transmission – The sending of information from one place to another by radio, microwave, laser, or other non-connective methods, as well as by cable, wire, or other connective medium. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Transmitter – A radio transmitter used to activate the parking control arms located at the Administration and Cotton Annex Building parking lots.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Transmission Control Protocol/Internet Protocol (TCP/IP) – TCP and IP were developed by a Department of Defense (DOD) research project to connect a number different networks designed by different vendors into a network of networks (the "Internet"). It was initially successful because it delivered a few basic services that everyone needs (file transfer, electronic mail, remote logon) across a very large number of client and server systems. The IP component provides routing from the department to the enterprise network, then to regional networks, and finally to the global Internet today. The same features of TCP/IP that allow for global connectivity presents an increasing threat to networks that operate without adequate network security policies and protection from the Internet. (DM 3595-001)

Transmission Control Protocol/Internet Protocol (TCP/IP) Protocol – A suite of rules (protocols) that define how data is transported among computers on the Internet.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Transparent (Transparency) – Characterized by visibility or accessibility of information (the quality or state of being transparent).

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

Trap Door – A set of instruction codes embedded in a computer operating system that permits access while bypassing security controls.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Trauma Informed Care – Trauma-informed care is an approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in their lives.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Traumatic Injury – A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected. It must be caused by a specific event or incident or series of events or incidents within a single day or work shift.

- Used in: DR 4430-004, *Workers' Compensation Program*, 03/08/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Travel – Officially authorized travel for work purposes that is approved by an authorized Departmental official or otherwise authorized under established Departmental or Agency/Staff Office policies. Time spent traveling by union officials in connection with representational activities is excluded.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Travel Advance – Prepayment of estimated travel expenses from the Government paid to an employee in the form of electronic funds transfer with the exception of non-government travelers who receive prepayment in the form of a check.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Travel Card – Implies use of the contractor-issued Government travel charge card.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03

Travel Management Center (TMC) – A commercial travel firm under contract that provides reservation, tickets, and related travel management services for official travelers.

- Used in: DR 2300-001, *Government Travel Card Regulation*, 10/20/03
- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Travel Status – Travel time, as described in Section 10 of this directive that is creditable in accruing compensatory time off for travel excluding travel time that is otherwise compensable under other legal authorities.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Tribe – Tribe is shorthand for “Indian tribe” as used in Executive Order 13175, which means an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the *Federally Recognized Indian Tribe List Act of 1994*, 25 U.S.C. 479a.

- Used in: DR 1350-002, *Tribal Consultation, Coordination, and Collaboration*, 01/18/13

Tribal Government – The governing body of an Indian tribe that has been officially recognized as such by the Federal Government.

- Used in: DR 1340-007, *Policies on American Indians and Alaska Natives*, 03/14/08

Triple Data Encryption Standard (DES) – A key that consists of three DES keys, also referred to as a key bundle (FIPS 46-3). An implementation of the Data Encryption Standard (DES) algorithm that uses three passes of the DES algorithm instead of one as used in ordinary DES applications. Triple DES provides much stronger encryption than ordinary DES but it is less secure than AES. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Tribal Officials – Means elected or duly appointed officials of Indian tribal governments or authorized intertribal organizations.

- Used in: DR 1350-001, *Tribal Consultation*, 09/11/08

Trivial File Transfer Protocol (TFTP) – A protocol used for booting diskless workstations, terminal servers and routers.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Trojan Horse – A set of unwanted embedded computer instructions inside a program. The instructions cause unexpected results when the program is executed. It may create logon ID's and passwords for later intrusion by hackers. Further, Trojan horses allow persons to create or gain access to the source code of common or frequently used programs. These programs may be modified to perform a harmful function in addition to its normal function. A Trojan horse can alter, destroy, disclose data, or delete files.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Trusted Computer System – A system that employs sufficient Hardware and software assurance measures to allow its use for processing a range of sensitive information. A system believed to enforce a given set of security attributes to a stated degree of assurance. (DM 3595-001)

Trustworthiness of a Record – To demonstrate proof, records must have the qualities of trustworthiness, that is, records with the following characteristics:

- (1) Authenticity – an accurate account of an activity, transaction, or decision
- (2) Reliability – content can be trusted as a full and accurate representation
- (3) Integrity – an assurance that the information has not been changed subsequently
- (4) Usability – the information can be located, retrieved, presented, and interpreted.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [ISO 15489-1](#), *Information and documentation -- Records management -- Part 1: Concepts and principles*, 2016
- Used in: DR 3080-001, *Records Management*, 05/23/13 – Superseded by the 08/16/16 Revision
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

TTY – See Teletypewriter

Twelve (12) Month Period – Fifty-two (52) week period from the last pay adjustment that is known as the 12-month rule.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

U

Unacceptable Performance – An employee's performance that fails to meet established performance standards in one or more critical elements of such employee's position.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Unauthorized Disclosure – When data packets are traversing an open network (i.e., the INTERNET) prior to being received at the destination address, a hacker can potentially intercept these packets and read them at will. Additional filtering can alert a hacker to specific data packets that look like a series of numbers (potential credit card numbers, or social security numbers), strings that contain a “@” (e-mail addresses), or “\$” (cash or monetary information) or prompts for password and user identification combinations.

- Used in: DR 3550-002, *Sensitive but Unclassified (SBU) Information Protection*, 02/17/05

Unauthorized Disclosure – A communication or physical transfer of classified information to an unauthorized recipient.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Unauthorized Use of Agency Postage – The use of penalty or commercial mail stamps, meter impressions or other postage indicia for personal or otherwise unofficial use.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Unclassified Information – Agency information that is not considered classified or sensitive, but requires some level of protection along at least one of the dimensions of confidentiality, integrity or availability (i.e., agency forms, local databases). (DM 3595-001)

Uncollectible Debt or Claim – An account of money or property determined by an appropriate official to be owed to the United States from any person, organization, or entity, except another Federal agency, which meets the requirements of the Federal Claims Collection Standards for suspension of collection activity, defined in 4 CFR 104.2, or termination of collection activity, defined in 4 CFR 104.3.

- Used in: DR 2130-006, *Debt Collection - Uncollectible Claims*, 08/14/91

Unconditional Gift – Means a gift for which the donor has established no specific terms for use or disposition by the recipient.

- Used in: DR 5200-003, *Gift Acceptance Policy*, 01/04/18

Undelivered Order – An undelivered order is an obligation for goods that have not been received or services that have not been performed.

- Used in: DR 2230-001, *Reviews of Unliquidated Obligations*, 10/15/14

Undue Burden – An undue burden is significant difficulty or expense that is incurred after consideration of all available resources to the component or program for which the EIT product or service is being developed, procured, maintained, or used.

An undue burden would cause an organization as a whole to stop functioning or providing a service (for example: Payroll for USDA would cause USDA as a whole to not be able to pay employees; instead of a single agency or staff office).

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Undue Hardship – A specific accommodation requiring significant difficulty or expense. This determination is made on a case-by-case basis and considers the nature, cost of the accommodation, the financial resources of USDA as a whole, and/or impact of the accommodation on the operations of the particular office or facility involved.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

Unfair Labor Practice (ULP) – A violation of 5 U.S.C. 7116(a) by management and 5 U.S.C. 7116(b) by a union.

- Source: 5 U.S.C. 7116(a) and (b)
- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Unified Approach – The integration of resource management, communications and information management, and command and management in order to form an effective system. (NIMS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Unified Area Command – Version of command established when incidents under an Area Command are multijurisdictional. (NIMS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Unified Command – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan. (NIMS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Uniform Resource Locator (URL) – URL is the global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located. (DM 3595-001)

Uniform Resource Locator (URL) – A URL is the address of a resource such as a home page. The address syntax also defines the type of resource, as follows:
scheme://host.domain[:port]/path/filename. The USDA home page URL, for example, is <http://www.usda.gov>.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Uniformed Service – The Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.

- Used in: DR 4060-630-001, *Creditable Service for Annual Leave Accrual*, 08/08/07
- Used in: DR 4060-630-002, *Leave Administration – Excused Absence/Administrative Leave*, 08/08/07

Union – See Labor Organization.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Unique Farmland –

(a) General Criteria. Unique farmland is land other than prime farmland that is used for the production of specific high-value food and fiber crops. It has the special combination of soil quality, location, growing season, and moisture supply needed to produce, economically, sustained high-quality and/or high yields of a specific crop when treated and managed according to acceptable farming methods. Examples of such crops are citrus, tree nuts, olives, cranberries, fruit, and vegetables.

(b) Specific Characteristics. Unique farmland is used for a specific high-value food or fiber crop. It has a moisture supply that is adequate for the specific crop; the supply is from stored moisture, precipitation, or a developed irrigation system. It combines favorable factors of soil quality, growing season, temperature, humidity, air drainage, elevation, aspect, or other conditions, such as nearness to market, that favor the growth of a specific food or fiber crop.

(c) Additional Farmland of Statewide Importance. This is land, in addition to prime and unique farmlands, that is of statewide importance for the production of food, feed, fiber, forage, and oilseed crops. Criteria for defining and delineating this land are to be determined by the appropriate State agency or agencies. Generally, additional farmlands of statewide importance include those that are nearly prime farmland and that economically produce high yields of crops when treated and managed according to

acceptable farming methods. Some may produce as high a yield as prime farmlands if conditions are favorable. In some States, additional farmlands of statewide importance may include tracts of land that have been designated for agriculture by State law.

(d) Additional Farmland of Local Importance. In some local areas, there is concern for certain additional farmlands for the production of food, feed, fiber, forage, and oilseed crops, even though these lands are not identified as having national or statewide importance. Where appropriate, these lands are to be identified by the local agency or agencies concerned.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Unit – Any component, subdivision, or group of employees that is directed by a supervisor.

- Used in: DR 1010-001, *Organization Planning, Review, and Approval*, 01/04/18

Unit – An agency, staff office, or other organizational component within the Department, e.g., the Farm Service Agency, Rural Development, etc.

- Used in: DR 1720-001, *Audit Follow-up and Management Decision*, 11/02/11

Unit – The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity. (NIMS)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

United States Government Configuration Baseline (USGCB) – The USGCB provides security configuration baselines for information technology products widely deployed across the federal agencies. The USGCB baseline evolved from the Federal Desktop Core Configuration mandate. The USGCB is a federal government wide initiative that provides guidance to agencies on what should be done to improve and maintain effective configuration settings focusing primarily on security.

- Source: NIST IR 7298 Revision 2
- Used in: DR 3505-003, *Access Control for Information and Information Systems*, 02/10/15

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

- Source: *ICS Resource Glossary*
- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

Unix – A computer operating system developed by Bell Laboratories. This system was developed originally for Bell Laboratories' internal use. The computer world learned of its portability and the system expanded into universal use. Unix runs on a variety of computer hardware.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Unliquidated Obligation – The balance remaining from the amount of orders placed; contracts or other binding agreements awarded; or services rendered after making any payments or processing obligations. Unliquidated obligations consist of undelivered orders and accounts payable.

- Used in: DR 2230-001, *Reviews of Unliquidated Obligations*, 10/15/14

Unrecovered indirect cost – The difference between the amounts charged to the Federal award and the amount which could have been charged to the Federal award under the NFE's approved negotiated indirect cost rate. (See §200.306(c).)

- Used in: DR 2255-001, *Indirect Cost Rates Applicable to USDA Federal Awards*, 08/05/16

Unscheduled Records – **Unscheduled records** are Federal records whose final disposition has not been approved by NARA on a SF 115, *Request for Records Disposition Authority*. Such records must be treated as permanent until a final disposition is approved.

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1220.18](#) (2017)

Unscheduled Records – (Obsolete Definition) Records whose final disposition has not been approved by NARA.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Unscheduled Telework – Telework that is authorized in response to specific duty status announcements issued by OPM or other authorized USDA officials for use during periods of inclement weather or other emergency situations; or with prior supervisory approval, telework used to maintain productivity during short-term situations.

- **Standard USDA Definition** – Per the USDA Chief Human Capital Officer (CHCO), 01/04/18
- Used in: DR 4080-811-002, *Telework Program*, 01/04/18

Unsolicited Commercial Mail – Mail that may or may not be program related. Examples include: Advertisements, requests for contributions, soliciting sales or subscriptions,

training materials, and flyers. If this mail is adequately addressed for delivery, it may be forwarded to the appropriate program office. Inadequately addressed unsolicited commercial mail may be returned to the USPS as undeliverable.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

USDA – Means Department of Agriculture.

- Used in: DR 4080-811-001, *USDA Child Care Tuition Assistance Program*, 08/23/02

USDA – Means the United States Department of Agriculture or any of its agencies.

- Used in: DR 1350-001, *Tribal Consultation*, 09/11/08

USDA Civil Rights Training Community – USDA Agencies, Departmental Management, Staff Offices, NAD and OIG collectively partnering on civil rights training and related initiatives.

- Used in: DR 4120-001, *Annual Departmental Civil Rights Training*, 06/14/16

USDA Employee – For the purposes of this regulation, means both Federal civilian employees as defined under 5 U.S.C. 2105, and USDA county committee employees, as defined under 16 U.S.C. 590h.

- Used in: DR 4020-251, *Associations of Management Officials and / or Supervisors and Other Organizations*, 07/27/95
- Used in: DR 4020-251-001, *Welfare and Recreation Organizations*, 07/27/05

USDA Enterprise Configuration Control Board (ECCB) – The ECCB advises and recommends to the Chief Information Officer ways in which the Department manages its technology, data, and information through the development, maintenance, and oversight of the enterprise architecture.

- Used in: DR 3600-000, *USDA Information and Technology Transformation*, 11/02/04

USDA Enterprise Data Centers (EDC) – The USDA Enterprise Data Centers are designed to provide the appropriate operating environment for production-level, Federal information systems. These sites deliver physical security, cyber security, personnel security, and operations management. Private cloud service offerings for managed hosting are accomplished through infrastructure as a service and platform as a service offering. The Office of the Chief Information Officer’s (OCFO) National Finance Center and OCIO’s National Information Technology Center are the currently authorized USDA EDCs.

- Source: USDA CIO Memorandum, *USDA Enterprise Data Center Efforts*, August 6, 2010

USDA Departmental Scientific Integrity Officer (DSIO) – The individual designated by the USDA Chief Scientist who is responsible for implementing this DR under the direction of the Chief Scientist and the USDA Science Council, and who is responsible for providing oversight of, and consultation on, Departmental and agency responses to allegations of compromised scientific integrity.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

USDA Facility – Federally owned, leased, or occupied buildings and space in buildings under the custody and/or control of USDA including GSA-leased space occupied by USDA.

- Used in: DR 4400-006, *USDA Smoking Policy*, 07/28/09

USDA Hall of Heroes Award – An award that recognizes individuals (living or deceased) and/or symbolic figures that had a direct and last impact on national/international agriculture and related programs.

- Used in: DR 4040-451-001, *USDA Employee Awards and Recognition Program*, 01/20/11

USDA Internet – Is comprised of an interconnection of networks "owned" and operated by the USDA. It is not the same as "The Internet;" however it relies upon "The Internet" to interconnect with many other important networks. The USDA Internet uses FTS2000 circuits and The Internet does not use FTS2000 facilities. This is an important distinction since FTS2000 mandates the USDA use network 'A' circuits whenever intra-USDA business is conducted across Local Access and Transport Areas.... [The USDA Internet] is not a public network. [Nor is it a] network which comprises the core of the Internet [like some networks such as NSFNet]."

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

USDA.GOV – A second level internet domain name for which control has been delegated by GSA to the Department of Agriculture.

- Used in: DR 3150-001, *Internet Domain Name Policy*, 12/05/06

USDA Long-Range IRM Plan – A biennial, Departmental-level strategic IRM plan, prepared by OIRM at the end of each regular planning cycle and based on the current set of approved agency IRM plans. This USDA plan covers the same 5-year period as the agency IRM plans on which it is based. The USDA IRM plan provides a global

perspective of IRM Departmentwide; its regular supplement, the Agency IRM Plan Profiles, presents an abstract of each agency IRM plan.

- Used in: DR 3111-001, *Departmental Long-Range IRM Planning*, 02/02/89

USDA Identification – A current and non-expired HSPD-12 identification card, Site Badge, or Retiree badge issued by the U.S. Department of Agriculture to its employees.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

USDA Office – A physical site where one or more USDA agencies maintain an agency location. Agency locations within a USDA office may be located in adjacent space, space on different floors in the same building, space in adjacent buildings, or space in different buildings that are part of a single complex or campus.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

USDA's Onboarding Portal – Is a central web page, for use by all agencies, containing important information for supervisors, sponsors, and new employees regarding the onboarding process. Access to the Onboarding Portal homepage is at: <http://www.dm.usda.gov/OBP>.

- Used in: DR 4720-001, *USDA Onboarding Requirements*, 06/03/11

USDA Parking – Vehicle parking spaces within the Headquarters Complex under the jurisdiction and/or control of the U.S. Department of Agriculture.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

USDA Program Discrimination Complaint Form – A form which assists USDA customers in filing a discrimination complaint. A completed and *signed USDA Program Discrimination Complaint Form* (AD-3027) satisfies the requirements set forth in the definition of Complaint.

- Used in: DR 4330-003, *Nondiscrimination in USDA-Conducted Programs and Activities*, 10/05/15

USDA Science Council – A group representing USDA mission areas and offices, chaired by the USDA Chief Scientist, to facilitate cross-Department coordination and collaboration among all USDA agencies.

- Used in: DR 1074-001, *Scientific Integrity*, 11/18/16

USDA Section 508 Product Assessment – An agency-tailored version of the VPAT, which is a USDA mechanism for providing information regarding EIT product compliance with the Section 508 accessibility standards, and which serves as a starting point for evaluating the accessibility of EIT products and services developed, procured, maintained, or used by USDA.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

USDA Service Center – A USDA office designated by USDA and occupied by one or more partner agencies.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

USDA SES Position Structure – A three-level system that groups positions with common characteristics. Position levels delineate the importance of different positions by placing emphasis on the characteristics of positions such as impact on mission, level of complexity, span of control, inherent authority, scope and breath of responsibility and influence in national security matters.

- Used in: DR 4040-534-002, *Senior Executive Service Pay and Compensation Policy*, 09/30/15

USDA TARGET Center – The USDA’s resource center that provides on-site workplace assessments and demonstrations of assistive technology and ergonomic solutions to ensure appropriate implementation of reasonable accommodations for USDA’s workforce.

- Used in: DR 4300-002, *Reasonable Accommodation Procedures*, 07/05/02

USDOT Regulated Medical Waste or Clinical Waste or (bio) Medical Waste – Defined in 49 CFR § 173.134, means a waste or reusable material derived from the medical treatment of an animal or human, which includes diagnosis and immunization, or from biomedical research, which includes the production and testing of biological products. Regulated medical waste or clinical waste or (bio) medical waste containing a “Category A” infectious substance must be classed as an infectious substance, and assigned to UN2814 or UN2900, as appropriate.

(1) Category A, UN 2814 – Infectious substances affecting humans and animals: An infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs.

(2) Category B, UN 2900 – Infectious substances affecting animals only: An infectious substance that is not in a form generally capable of causing permanent disability of life-threatening or fatal disease in otherwise healthy humans and animals when exposure to it occurs.

(3) Category B, UN 3373 – Biological substance transported for diagnostic or investigative purposes.

(4) Regulated Medical Waste, UN 3291 – Waste or reusable material derived from medical treatment of an animal or human, or from biomedical research, which includes the production and testing of biological products.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

U.S. Equal Employment Opportunity Commission (EEOC) – The agency responsible for enforcing Federal laws making it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 and older), disability, or genetic information and/or reprisal.

- Used in: DR 4300-007, *Processing Equal Employment Opportunity (EEO) Complaints of Discrimination*, 07/12/16

U.S. entity includes –

- (1) State, local, or tribal governments;
- (2) State, local, and tribal law enforcement and firefighting entities;
- (3) Public health and medical entities;
- (4) regional, state, local, and tribal emergency management entities, including State Adjutant General and other appropriate public safety entities; or
- (5) private sector entities serving as part of the nation’s Critical Infrastructure Key Resources.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Upgrade – To raise the classification of an item of information from one level to a higher one.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

User – A human or IT entity that accesses the computer assets in order to perform a specific function. (DM 3595-001)

User – Individual, or (system) process acting on behalf of an individual, authorized to access an information system.

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

User Representative (COMSEC) – The key management entity (KME) authorized by an organization and registered by the Central Facility Finksburg (CFFB) to order asymmetric key (including secure data network system (SDNS) key and message signature key (MSK)).

- Source: CNSSI 4009
- Used in: DR 3300-015, *Secure Communication Systems*, 07/14/16

Usual Waiting Time – The time normally required by airlines for passengers to arrive before departing flights, to catch connecting flights, and to claim baggage at the final destination.

- Used in: DR 4050-550-002, *Pay Administration - Compensatory Time Off for Travel*, 05/20/08

Utilized – A committee or other group, composed in whole or in part of other than full-time Government officers or employees, which has an established existence outside the Federal Government and is used as a preferred source to obtain advice or recommendations in the same manner as from an established advisory committee.

- Used in: DR 1041-001, *Advisory Committee Management*, 02/08/93

Utilization Rate – The average amount of space per person housed in a space assignment, not counting special use space. It includes employee workstations, circulation (including reception), file space, consultation rooms and all private offices.

- Used in: DR 1620-002, *USDA Space Management Policy*, 08/02/02

UUCP – Unix-to-Unix copy protocol. A system by which files can be transferred between Unix computers.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

UUCP network – A network of Unix computers sites that communicates via modems and phone lines using the UUCP protocol.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

V

Vacancy Announcement – See “job opportunity announcement.”

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Valid Audit Trail – A valid audit trail is one that collects a record of who, what, when and where an access event occurred. (DM 3595-001)

Validity – The extent to which an assessment instrument is relevant to the requirements of the job being filled.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Validity Testing – The testing of every specimen for creatinine concentration, (specific gravity if creatinine is less than 20 mg/dl), pH, and for oxidizing adulterants. This testing is done to insure the sample was produced by the metabolic process of the human body and to insure that no other outside contaminants were added to the specimen to try and defeat the drug test.

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Vanpool – A group of eight (8) or more persons utilizing a van to commute daily to and from work. At least four regular members must be USDA employees housed in the Headquarters Complex or within employment boundaries. Although some automobiles may carry eight (8) or more passengers, they are not considered vanpools.

- Used in: DR 1633-001, *Parking - USDA Headquarters Complex Washington, D.C.*, 09/08/94

Vault – An approved area that is designed and constructed of masonry units or steel-lined construction to provide protection against forced entry. A modular vault approved by the GSA may be used in lieu of a vault as prescribed in Appendix E.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Vectors – A carrier, usually an arthropod in biology, which transfers an infective agent from one host to another. Transmission can be either mechanical, where no replication occurs in the vector or biological (the usual case with viruses), where replication in the vector is required for transmission.

- Used in: DR 9610-001, *USDA Security Policies and Procedures for Biosafety Level-3 Facilities*, 08/30/02
- Used in: DR 9610-002, *Land Use Policy*, 04/30/03

Vehicle – Any motorized vehicle manufactured primarily for use on public streets, roads, and highways.

- Used in: DR 2600-001, *Taxation of Fringe Benefits*, 02/21/90

Verified Positive Test Result – A drug test result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration and reviewed and verified by the MRO in accordance with this plan and the Mandatory Guidelines for Federal Workplace Drug Testing Programs. This can include adulterated and substituted results. Also, an alcohol breath test result of 0.04 or greater administered by a Breath Alcohol Technician (BAT).

- Used in: DR 4430-792-001, *Employee Assistance Program*, 04/14/11
- Used in: DR 4430-792-002, *Drug Free Workplace Program*, 04/14/11

Veterans' Preference – A special privilege that entitles qualifying veterans or their family members to certain advantages in consideration for Federal employment.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15
- Used in: DR 4030-337-004, *Delegated Examining*, 03/11/13

Viable City as Related to Conference and Training Planning – A city with an available conference facility and lodging, if needed, that a prudent person would consider to be a cost-effective location, including being reachable by standard methods of transportation.

- Used in: DR 2300-005, *Agriculture Travel Regulation*, 12/08/15

Victim – A victim is an individual who is currently subject to, or has in the past been subjected to, domestic violence, sexual assault, and/or stalking.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Violence – Physical force or other actions exerted for the purpose of violating, damaging, or abusing another person.

- Used in: DR 4200-001, *Workplace Violence Prevention Program*, 04/17/13

Violation – Refers to:

- (a) any knowing, willful, or negligent action that could reasonably be expected to result in an unauthorized disclosure of classified information,
- (b) any knowing, willful, or negligent action to classify or continue the classification of information contrary to the requirements of E.O. 12958 or its implementing directives, or
- (c) any knowing, willful, or negligent action to create or continue a special access program contrary to the requirements of E.O. 12958.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Visitor "V" Pass – Issued to all visitors of USDA facilities for entry/access into the appropriate USDA facility, after being properly screened.

- Used in: DR 1650-001, *Physical Security Program*, 03/03/16

Virtual Memory (VM) – Virtual memory is random access memory (RAM) combined with space reserved on a hard disk system (commonly called a swap file) that expands the available physical memory of a system. Support for virtual memory is provided by most modern operating systems. (DM 3595-001)

Virtual Private Network (VPN) – A virtual private network is a logical network that is established, at the application layer of the Open System Interconnection (OSI) model, over an existing physical network and typically does not include every node present on the physical network. Authorized users are granted access to the logical network. For example, there are a number of systems that networks using the Internet as the medium for transporting data. These systems use encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted. (DM 3595-001)

- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Virtual Storage Access Method (VSAM) – VSAM is a file management system used on IBM mainframes. VSAM speeds up access to files by using an inverted Index of all records added to each file. (DM 3595-001)

Virtual Telecommunications Access Method (VTAM) – The software used to interconnect IBM computers. (DM 3595-001)

Virucide – An agent that destroys or inactivates viruses to make them non-infective, especially a chemical substance used on living tissue. The word virucide is a misnomer because the ending "cide" means kill, and the virus by itself is not a living entity. Thus, we do not say a virus is killed, but that a virus is inactivated.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Virus Detection Software – Software written to scan machine readable media on computer systems. There are a growing number of reputable software packages available that are designed to detect and/or remove viruses. In addition, virus checkers programs can search text files for virus signatures or potentially unsafe practices.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Virus Signature – A unique set of characters which identify a particular virus. This may also be referred to as a virus marker.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Vital Document – Paper or electronic written material that contains information that is critical for accessing a program or activity, or is required by law, such as consent forms, applications, and notices of rights.

- Used in: DR 4330-005, *Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA*, 06/04/13

Vital Records – Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

- **Standard USDA Definition** – Per the USDA Departmental Records Officer, 06/26/18
- Source: [36 CFR Chapter 12, Subchapter B, Part 1223.2](#) (2017)
- Used in: DR 3085-001, *Vital Records Management Program*, 08/19/11

Vital Records – (Obsolete Definition) Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities.

- Used in: DR 3080-001, *Records Management*, 08/16/16

Voluntary Product Accessibility Template (VPAT) – VPAT is a standard means for providing a fair representation of an EIT product’s accessibility that was developed by the Information Technology Industry (ITI) Council in partnership with the General Services Administration (USDA). Its purpose is to assist Federal contracting and procurement officials in fulfilling the market research requirements contained within the Section 508 implementation regulations. EIT suppliers are encouraged to routinely produce VPATs for their products, post them on their company websites, and link them to USDA's “Buy Accessible” website.

- Used in: DR 4030-001, *Section 508 Program*, 09/08/14

Voluntary Resolution/Settlement – A voluntary agreement which resolves a complaint or compliance review issue wherein USDA or one of its agencies agrees to effect corrective or remedial action before or after USDA's official determination.

- Used in: DR 4330-001, *Procedures for Processing Discrimination Complaints and Conducting Civil Rights Compliance Reviews in USDA Conducted Programs and Activities*, 10/18/00

Volunteer – Under 7 U.S.C. 2272, a volunteer is defined as an individual who willingly (without duress or intimidation) offers or agrees to provide his or her time or services without compensation, and who actually performs those services in a manner that contributes to the furtherance of the programs of USDA agencies.

- Used in: DR 4230-001, *Volunteer Programs*, 10/20/16

Vulnerability – A weakness in a system, application, or network that is subject to exploitation or misuse. See related term “flaw.”

- Source: NIST IR 7298 Revision 2
- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Vulnerability – “Vulnerability” is used instead of “flaw” to describe weaknesses in systems or protection mechanisms that must be remediated.

- Used in: DR 3575-002, *System and Information Integrity*, 08/16/18

Vulnerability – A security exposure or improper configuration in an operating system or other system software or application software component that allows the security policy to be violated. A flaw or weakness that may allow harm to occur to an automated information system or activity. A condition or weakness in security procedures, technical, management or physical controls that could be exploited by a threat. (DM 3595-001)

W

Warrant – A delegation which defines the extent of authority vested in an individual to execute, modify, and terminate leasehold interests in real property; specifically, the signatory authority of an individual to obligate funds and contractually commit the Department or agency. All delegations of leasing authority shall be conveyed to the individual using the Standard Form (SF) 1402, *Certificate of Appointment*. A current version may be obtained from the GSA Forms Library: <http://www.gsa.gov/forms>.

- Used in: DR 5100-003, *Real Property Leasing Officer Warrant System*, 09/25/13

Warrant/Warrant Authority – The authority delegated to a USDA employee (Contracting Officer, Purchasing Agent, etc.) by a duly authorized appointing official in accordance with the FAR, 48 CFR Subpart 1.6, and USDA DR 5001-001, “Acquisition Workforce Training, Delegation, and Tracking Systems.” The warrant, Standard Form (SF)-1402, states the level of contracting authority delegated to an individual, including any limitations on that authority. Above the micro-purchase threshold, only individuals with warrant authority may bind USDA contractually.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Warranted Personnel – Any persons or individual who has been conveyed the authority delegated by USDA to purchase above the micro-purchase threshold.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12

Washington Area Headquarters – Is composed of the Headquarters Complex (Jamie L. Whitten Building, South Cotton Annex, and Yates Building), space leased by GSA on behalf of USDA in the NCR, and the George Washington Carver Center in Beltsville, Maryland.

- Used in: DR 4080-811-003, *Child Care Centers*, 09/05/03

Waste – Any activity on a government charge card that fosters, or results in, unnecessary costs or other program inefficiencies.

- Used in: DR 5013-006, *Use of the Purchase Card and Related Alternative Payment Methods*, 11/14/12
- Used in: DR 5400-006, *Use of Fleet Charge Card and Alternative Payment Methods*, 05/06/09

Water Resources – All usable water from all sources, within the jurisdiction of the United States, which can be managed, controlled, and allocated to meet emergency requirements. (USDA)

- Used in: DM 1800-001, *Incident Preparedness, Response, and Recovery*, 12/2011

WC Case Manager – See Workers’ Compensation(WC) Case Manager

WC Program Manager – See Workers’ Compensation (WC) Program Manager

WC Representatives – See Workers’ Compensation (WC) Representatives

Web Agent – A Web agent is typically a transparent, single pixel gif (a common web graphic format) located on an external website this is referenced by web page code. Because the agent records a “hit” on the log files of the remote server, the operators of the remote server can track browsing. Such agents frequently appear in banner ads or in web page JavaScript code. Agents do not normally carry data like cookies and they are almost undetectable without examining the web page code. (There are methods to embed information within the graphic file that is undetectable by normal software.) (DM 3595-001)

Web Browser – Software that allows a user to locate, view, and access information on the Internet via the use of a graphical interface. (DM 3595-001)

Web Design, Development, and Management – Are the products and services required to develop strategies for USDA mission areas, agencies and staff offices to make maximum use of the Internet and mobile devices as communication tools. The *USDA Digital Style Guide* requires that prior to development of public-facing USDA websites or applications and any public-facing USDA website or application undergoing redesign, must have that design vetted through the Office of Communications, Web Communications Division, to ensure adherence to the common look and feel established in the *USDA Digital Style Guide*. It is understood that all products and services will comply with regulations, specifications and policies for IT systems security, privacy specifications and forms management regulations set forth by the Government. Vendors will also be required to comply with USDA-mandated web style guidelines in the development of any websites.

- Used in:

Web Farm – A web farm is an integrated collection of firewalls, switches, servers, backup libraries and other components that are precisely focused to develop and maintain a secure, scalable, and redundant web delivery infrastructure. Web farms provide high-speed access to Internet and Intranet users, robust security features, common web services, a dedicated operations staff and standard policies/procedures in the delivery of web products and services. (DM 3595-001)

Web Measurement and Customization Technologies – Technologies used to remember a user's online interactions with a website or online application in order to conduct measurement and analysis of usage or to customize the user's experience.

- Used in: DR 3515-001, *Use of Web Measurement and Customization Technologies*, 10/21/11

Web Page – A document designed for access using a browser and developed in accordance with the HTML web format standard. Typically, such documents are posted on an Internet or Intranet site.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Weingarten Rights/Examination Notice – Under 5 U.S.C. 7114(a)(2)(b), an employee being examined in an investigation is entitled to union representation if:

- (1) the examination is conducted by a representative of the agency;
- (2) the employee reasonably believes that the examination may result in disciplinary action; and
- (3) the employee asks for representation.

- Used in: DR 4070-711, *Labor Relations*, 09/30/10

Welfare and Recreation Organization – Means a formally established organization, other than a labor organization or an organization recognized under DR 4020-251, made up primarily of USDA employees whose purpose is to promote the social, welfare, and recreation interests of Departmental employees. Membership may be open to all USDA employees or restricted to employees of a particular organizational unit(s) or geographical area. Examples of such organizations include USDA Employee Services & Recreation Association (ESRA), National Finance Center Employees Association (NFCEA), and U.S. Horticultural Research Employee Association.

- Used in: DR 4020-251-01, *Welfare and Recreation Organizations*, 07/27/05

Well Qualified – An eligible who possesses the KSAs/competencies which clearly exceed the minimum qualification requirements for the position.

- Used in: DR 4030-335-002, *Merit Promotion and Internal Placement*, 07/22/15

Wetlands – Wetlands are those areas that are inundated by surface or ground water with frequency sufficient to support and, under normal circumstances, do or would support a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs, and similar areas, such as sloughs, potholes, wet meadows, river overflows, mudflats, and natural ponds.

- Used in: DR 9500-003, *Land Use Policy*, 03/22/83

Whistleblower –

(1) A present or former Federal employee or applicant for Federal employment who discloses information he or she reasonably believes evidences:

- (a) A violation of any law, rule, or regulation;
- (b) Mismanagement, a gross waste of funds, or an abuse of authority; or
- (c) A substantial or specific danger to public health or safety.

(2) Such disclosure qualifies if it is not specifically prohibited by statute and if such information is not specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs.

(3) Where the information disclosed affects only the personal situation of the complainant, it is generally to be regarded as an allegation of a prohibited personnel practice or violation of other civil service law, rule, or regulation, and the complainant will not be considered a whistleblower.

- Used in: DR 1312-002, *Merit Systems Protection Board*, 07/17/86

Wireless Assets – Hardware, software and services associated with the wireless transmission of voice and data. This includes but is not limited to Portable Electronic Devices (PEDs) such as laptop computers, tablets and Personal Digital Assistants (PDAs) with wireless capability; cellular/Personal Communications System (PCS) devices; paging devices; Global Positioning System (GPS) telemetry devices; receivers; Radio Frequency Identification (RFID) devices; Infrared (IR) devices; removable components

such as Personal Computer Memory Card International Association (PCMCIA) cards; embedded chips; and any other wireless device capable of transmitting, receiving, processing, or storing information; as well as associated software and services. It also applies to infrastructure installed to support agency/staff office implementations of Wireless Wide Area Networks (WWANs); Wireless Metropolitan Area Networks (WMANs); Wireless Local Area Networks (WLANs); and equipment associated with Wireless Personal Area Networks (WPANs). Services include, but are not limited to, contract labor acquired to plan, design, install and manage wireless technologies; Government Full Time Equivalent (FTE) personnel dedicated to planning, designing installing and managing wireless technologies; and recurring wireless transmission rate plans sold through commercial providers, sometimes negotiated through Service Level Agreements (SLAs). Software includes utility software and protocols that support wireless voice and data transmissions.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Wireless Technologies – Wireless tools and methods that permit the active or passive transfer of information between separated points without physical connection. For example, audio or data can be transmitted using IR, acoustic, Radio Frequency (RF) and optical transmission mediums; however, as technology evolves wireless could use other transmission mediums as well.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10
- Used in: DR 3550-000, *Information Technology Systems*, 02/08/06

Wireless Tools – Wireless hardware, and associated software and services capable of transmitting, receiving, processing or storing information across a wireless medium. Wireless tools may also process and/or store data transmitted across a wireless medium. Wireless tools are considered to be wireless technologies. Examples include, but are not limited to Portable Electronic Devices (PEDs) such as laptop computers, tablets and Personal Digital Assistants (PDAs) with wireless capability; cellular/Personal Communications System (PCS) devices; paging devices; Global Positioning System (GPS) telemetry devices; receivers; Radio Frequency Identification (RFID) devices; Infrared (IR) devices; removable components such as Personal Computer Memory Card International Association (PCMCIA) cards; embedded chips; and any other wireless device capable of transmitting, receiving, processing, or storing information; as well as associated software and services.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Within-Grade Increase (WGI) – A periodic increase in a General Schedule (GS) employee's rate of basic pay from one step of the grade of their position to the next higher step of that grade.

- Used in: DR 4040-430, *Employee Performance Management*, 08/15/18

Work Breakdown Structure – A cost object representing a project that support directs charge and cost allocation for financial, procurement, and reimbursable processes. There is a one to one relationship with a funded program.

- Used in: DM 2236-001, *Shared Cost Programs*, 03/14/14

Work Schedule – The time basis on which an employee is scheduled to work. A work schedule may be full-time, full-time seasonal, part-time, part-time seasonal, part-time job sharer, part-time seasonal job sharer, intermittent, or intermittent seasonal.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Work Sharing – Cost-effective ways of processing outgoing mail that qualify for reduced postage rates; examples include presorting bar coding, consolidating, and commingling.

- Used in: DR 3050-001, *Mail Management*, 05/11/12

Work Tolerance Limitation – Medical documentation listing an employee's permanent/temporary work limitations/restrictions.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Workers' Compensation (WC) Case Manager – USDA Agency employees with the responsibility of assisting in WC program administration by providing advice and counsel to employees on WC matters.

- Used in: DR 4430-004, *Workers' Compensation Program*, 08/03/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Workers' Compensation (WC) Program Manager – The designated employee within the Agency responsible for the development, implementation, and evaluation of a comprehensive WC program.

- Used in: DR 4430-004, *Workers' Compensation Program*, 08/03/16
- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Workers' Compensation (WC) Representatives – USDA Agency field employees assigned the collateral duty function to assist in WC program administration by providing advice and counsel to employees on WC matters.

- Used in: DR 4430-005, *Workers' Compensation Program: Return to Work*, 12/17/14

Workforce Analysis – The comprehensive and systematic process for determining the number of people needed with the right skills and competencies necessary to perform the work in an organization. This analysis provides the framework for making staffing decisions based on the mission, strategic plan, and budgetary resources.

- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10

Workforce Development – A focused effort to improve and standardize the knowledge, skills, and abilities of Federal employees.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Workforce Development Plans – A plan or plans that prescribe courses and related on-the-job units of instruction based on USDA's wireless requirements. Staff use the plan to annotate their training schedule and to document the completion of formal and on-the-job training.

- Used in: DM 3300-005, *Policies for Planning and Managing Wireless Technologies in USDA*, 11/10/10

Workload Analysis – The descriptive baseline of the resource requirements by discipline, priorities, skill sets, and training to perform work in a business unit.

- Used in: DR 4020-250-002, *Position Management and Vacancy Control*, 10/18/10

Working Papers – Documents or materials, regardless of the media, which are expected to be revised prior to the preparation of a finished product for dissemination or retention.

- Used in: DM 3440-001, *USDA Classified National Security Information Program Manual*, 06/09/16

Workplace – A workplace is an employee's official duty station or alternative (includes telework) work location that is associated with the employee's established tour of duty (working hours). The employee is considered to be in the workplace while in or utilizing the resources of the employer, including but not limited to, facilities, work sites, equipment, or vehicles, or while on work related travel.

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Workplace Related Incidents – Workplace-related incidents of domestic violence, sexual assault, dating violence and stalking include acts, attempted acts, or threatened acts by or against employees, and/or against employees’ families or property, that occur in the workplace or that occur outside the workplace but have an impact on the workplace.

- Used in: DR 4200-002, Domestic Violence Prevention and Response Program, 07/28/14

Workplace Safety Plan – A workplace safety plan is a strategy developed in collaboration with a victim to implement workplace safety options, including but not limited to, handling of court protection orders, procedures for alerting security personnel, temporary or permanent adjustments to work schedules and locations, changes in parking spots, and requests for escorts to and from workplace facilities. (See Appendix G – *Components of a Workplace Safety Plan*).

- Used in: DR 4200-002, *Domestic Violence Prevention and Response Program*, 07/28/14

Workplan – The document used to initiate a regulatory action. The workplan provides a description of the contemplated regulatory action, including objectives, alternatives, and expected results of the regulatory action. The information in the workplan is used to determine the regulatory classification of the regulatory action and designate the appropriate level of oversight. The front side of the workplan form has been designed to provide the information needed by OMS for its classification review. The workplan also provides source information for the creation of entries in the Regulatory Agenda and/or Regulatory Plan, as well as the information needed for opening a record in the USDA regulatory tracking system. Finally, the workplan offers the Under or Assistant Secretaries the opportunity to provide additional instructions to the drafting agency, including instructions that the Under or Assistant Secretary is to review a non-significant regulation before publication in the *Federal Register*.

- Used in: DR 1512-001, *Regulatory Decision-Making Requirements*, 03/14/97

World Wide Web – A network that offers access to websites all over the world using a standard interface for organizing and searching. (DM 3595-001)

World Wide Web (or WWW; also referred to as “the Web”) – A hypertext-based client/server application that guides the user to a linked collection of information in a hypertext markup language available through the Internet and accessible through common browsing software.

- Used in: DR 3430-001, *Web Site Development and Maintenance*, 05/19/04

Worm – A type of malicious code particular to networked computers. It is a self-replicating program (unlike a virus which needs a host program) which works its way

through a computer network exploiting vulnerable hosts, replicating and causing whatever damage it was programmed to do. (DM 3595-001)

Worm – A complete program that propagates itself from system to system, usually through a network or other communication facility. A worm is similar to a virus and can infect other systems and programs. A worm differs from a virus in that a virus replicates itself, and a worm does not. A worm copies itself to a person's workstation over a network or through a host computer and then spreads to other workstations. It can easily take over a network as the "Internet" worm did. Unlike a Trojan horse, a worm enters a system uninvited.

- Used in: DR 3140-002, *USDA Internet Security Policy*, 03/07/95

Write Off – To remove an uncollectible debt or claim from accounts or loans receivables.

- Used in: DR 2130-006, *Debt Collection - Uncollectible Claims*, 08/14/91

X

X.509 Certificate – X.509 Certificates are a Federal government standard used to ensure that Internet transmissions, whether data messages such as email, or secure web sessions, cannot be deciphered if intercepted. A certificate contains identifying information about the certificate's owner, a digital signature unique to the owner, as well as an encrypted public key. A Public Key that matches the owner's Private Key is included. It also contains the identification and signature of the Certificate Authority (CA) that issued the certificate and the period of time the certificate is valid. Certificates ensure that the receiver can verify the identity of the sender. (DM 3595-001)

Y

Z

z/OS – z/OS is a secure, scalable, high performance enterprise IBM operating system that can be used to build and deploy Internet and Java-enabled applications, providing a comprehensive and diverse application execution environment. IBM bases Z/OS on 64-bit z/architecture. (DM 3595-001)

Z-value – A measure of the way the D-value changes with temperature for a particular organism. It may be considered the slope of the logarithm of the D-value against temperature and the number of degrees to change the D-value by a factor of 10. It is useful for comparing the death rate of spores with the destructive effect on the product over an equivalent temperature range.

- Used in: DR 9630-001, *USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities*, 06/18/09

Numbered

360-Degree Assessment – A comprehensive assessment and evaluation tool and process used to capture valuable input from multiple internal and external sources about an employee’s competency levels. These sources may include the employee, supervisor, peers, direct reports, and/or customers.

- Used in: DR 4040-412-001, *Leadership Competency Framework*, 07/25/14
- Used in: DR 4740-003, *Executive Continual Learning Program*, 07/25/14

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APPENDIX A

REVISION HISTORY

Initial Version – August 27, 2014
Originally issued as: <i>USDA Information Technology and Cyber Security Definitions</i>
Baseline definition source (all definitions without a usage notation in existing Departmental directives).
1. Departmental Manual (DM)3595-001, <i>USDA Cyber Security Manual Series 3500 Appendix A Glossary</i> , May 16, 2005
Definitions added from recently published Departmental directives.
1. Departmental Regulation (DR) 1496-001, <i>Digital Strategy Governance</i> , November 21, 2012
2. DR 3130-008, <i>Definition of Major Information Technology (IT) Investments</i> , May 29, 2013
3. DM 3300-005, <i>Policies for Planning and Managing Wireless Technologies in USDA</i> , November 10, 2010
4. DR 3520-002, <i>Configuration Management</i> , August 12, 2014
5. DR 3540-003, <i>Security Assessment and Authorization</i> , August 12, 2014
6. DR 3545-001, <i>Information Security Awareness and Training Policy</i> , October 22, 2013
7. DR 3580-003, <i>Mobile Computing</i> , September 24, 2014
8. DR 3901-001, <i>Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations</i> , June 28, 2013
Other Departmental directives considered; however, they did not include any definitions for inclusion in this compilation.
1. DR 3505-005, <i>Cyber Security Incident Management Policy</i> , October 31, 2013
2. DR 3565-003, <i>Plan of Action and Milestones Policy</i> , September 25, 2013
Definitions added from draft Departmental directives (new topics for USDA).
1. Draft DR, <i>Bring Your Own Device (BYOD)</i> , April 30, 2014 version
2. Draft DR, <i>Cloud Computing Policy</i> , August 25, 2014 version

Revision 1 – November 21, 2014
Reissued as: <i>USDA Information Technology Definitions</i>
Definitions added from recently published Departmental directives.
1. DM 0100-001, <i>Procedures for Preparing Departmental Directives</i> , December 20, 2006
2. DR 0100-001, <i>Department Directives System</i> , September 16, 2011
3. DR 1495-001, <i>New Media Roles, Responsibilities, and Authorities</i> , May 23, 2011
4. DR 3050-002, <i>Private Express Statute Violations</i> , December 21, 1983
5. DR 3080-001, <i>Records Management</i> , May 23, 2013
6. DR 3085-001, <i>Vital Records Management Program</i> , August 19, 2011
7. DR 3090-001 <i>Litigation Retention Policy for Documentary Materials including Electronically Stored Information</i> , May 28, 2008

<ol style="list-style-type: none"> 8. DR 3099-001, <i>Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees</i>, July 02, 2012 9. DR 3300-020, <i>Telecommunications Mission Area Control Officer (TMACO) - Roles and Responsibilities</i>, August 30, 2010 10. DR 3430-001, <i>Web Site Development and Maintenance</i>, May 19, 2004 11. DR 3440-002, <i>Control and Protection of "Sensitive Security Information"</i>, January 30, 2003 12. DR 3640-001, <i>Identity, Credential, and Access Management</i>, December 09, 2011 13. DR 3903-001, <i>Information Discovery and Litigation Support Policy</i>, August 12, 2011 14. DR 4080-811-002, <i>USDA Telework Program</i>, January 01, 2014 15. DR 4030-001, <i>Section 508 Program</i>, September 08, 2014 16. DR 4620-002, <i>Common Identification Standard for U.S. Department of Agriculture</i>, September 29, 2014
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Revision 2 – December 17, 2015
Definitions added from recently published Departmental directives.
<ol style="list-style-type: none"> 1. DR 3130-010, <i>United States Department of Agriculture Enterprise Information Technology Governance</i>, December 03, 2015 2. DR 3170-001, <i>End User Workstation Configurations</i>, May 12, 2015 3. DR 3180-001, <i>Information Technology Standards</i>, May 12, 2015 4. DR 3505-003, <i>Access Control for Information and Information Systems</i>, February 10, 2015 5. DR 3650-001, <i>Cloud Computing</i>, September 30, 2015

Draft Revision 3 – December 13, 2017
Definitions added from recently published Departmental directives.
<ol style="list-style-type: none"> 1. DR 3080-001, <i>Records Management</i>, August 16, 2016 2. DR 3105-001, <i>USDA Chief Information Officers Council</i>, April 6, 2016 3. DM 3107-001, <i>Management of USDA IT Enterprise Initiatives Procedures</i>, May 18, 2016 4. DR 3107-001, <i>Management of USDA IT Enterprise Initiatives</i>, May 12, 2016 5. DR 3130-008, <i>Definition of Major Information Technology (IT) Investments</i>, February 27, 2015 6. DR 3130-011, <i>Information Technology Program and Project Manager Certification Requirements</i>, February 04, 2016 7. DR 3130-012, <i>Information Technology Cost Estimating</i>, March 04, 2016 8. DR 3130-013, <i>Information Technology Capital Planning and Investment Control</i>, July 08, 2016 9. DR 3145-001, <i>Oversight and Management of the Federal Information Technology Acquisition Reform Act (FITARA)</i>, September 13, 2016 10. DR 3185-001, <i>Enterprise Architecture</i>, June 28, 2016 11. DR 3300-001-C, <i>Radio Frequency Management</i>, October 13, 2016 12. DR 3300-001, <i>Telecommunications & Internet Services and Use</i>, March 18, 2016

13. DM 3300-005, <i>Policies for Planning and Managing Wireless Technologies in USDA</i> , November 10, 2010
14. DR 3300-006, <i>Network Class of Service and Quality of Service</i> , June 01, 2016
15. DR 3300-015, <i>Secure Communication Systems</i> , July 14, 2016
16. DR 3300-020, <i>Telecommunications Mission Area Control Officer - Roles and Responsibilities</i> , October 13, 2016
17. DR 3300-025, <i>Secure Domain Name System</i> , March 18, 2016
18. DR 3440-001, <i>USDA Classified National Security Information Program Regulation</i> , June 09, 2016
19. DR 3465-001, <i>Enterprise Geospatial Data Management</i> , August 05, 2016
20. DR 3571-001, <i>Information System Contingency Planning and Disaster Recovery Planning</i> , June 01, 2016
21. DR 3903-001, <i>Information Discovery and Litigation Support Policy</i> , August 12, 2011
22. DR 4620-002, <i>Common Identification Standard for U.S. Department of Agriculture</i> , September 29, 2014

Revision 4 – March 30, 2018
Definitions added from recently published Departmental directives.
<ol style="list-style-type: none"> 1. DM 0100-001, <i>Preparing Departmental Directives</i>, January 4, 2018 2. DR 0100-001, <i>Departmental Directives System</i>, January 4, 2018 3. DR 4080-811-002, <i>Telework Program</i>, January 4, 2018
Beginning with this revision, several definitions are now marked as being the standard or preferred USDA definition for use in new and revised Departmental directives.

Revision 5 – September 26, 2018
Reissued as a Departmental Guidebook (DG) as: <i>USDA Departmental Directives Definitions Glossary</i> .
Definitions from all remaining published Departmental directives have been added to the Glossary (those published through August 16, 2018).
Definitions added from draft Departmental directives (new topics for USDA).
<ol style="list-style-type: none"> 1. Draft DR, <i>Bring Your Own Device (BYOD)</i>, April 24, 2018 version
Added USDA Standard Definition designations for records management related terms as approved by the USDA Departmental Records Officer.

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