

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION	Number: DR 3105-001
SUBJECT: USDA Chief Information Officers Council	DATE: April 6, 2016
	OPI: Office of the Chief Information Officer

<u>Section</u>	<u>Page</u>
1. Purpose	1
2. Special Instructions/Cancellations	1
3. Authority	2
4. Policy	2
5. Procedures	2
6. CIO Council Membership	2
7. Roles And Responsibilities	3
8. Acronyms And Abbreviations	3
9. References	4
10. Inquiries	4

1. PURPOSE

This Departmental Regulation (DR) establishes the United States Department of Agriculture (USDA) Chief Information Officers (CIO) Council, subsequently referred to in this DR as CIO Council, as a permanently chartered committee of the USDA (the Department) and defines its authority, scope, and membership.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

Nothing in this DR is intended to supplant the delegation of authorities and responsibilities of the USDA CIO under [Title 7 Code of Federal Regulations \(CFR\) 2.89](#), *Delegations of Authority from the Secretary to the Chief Information Officer*, or any other authorities otherwise provided by law, Federal regulation, or USDA Departmental directive.

3. AUTHORITY

This DR establishes the USDA CIO Council, under the authority of 7 CFR 2.89; the [Clinger-Cohen Act of 1996](#); the [Paperwork Reduction Act of 1995](#); and Office of Management and Budget (OMB) [Circular A-130](#) Revised, *Management of Federal Information Resources*, including policy regarding Information Management and Information Systems and Information Technology Management – Capital Planning, Enterprise Architecture, Security, Performance, and Acquisition.

4. POLICY

- a. The CIO Council serves as one of the principal USDA information technology (IT) advisory forums of the USDA CIO for improving the operational efficiency and strategic use of IT across the USDA enterprise.
- b. The CIO Council advises the USDA CIO on the technical and managerial soundness of the Department's IT initiatives, policies, procedures, and standards.
- c. The CIO Council identifies opportunities to share information resources and assesses the needs of the Department's IT workforce. It also serves as a focal point for coordinating responses to Departmentwide IT challenges and partners with other governmental councils to address issues and risks that require multi-disciplinary and multi-level solutions.
- d. The CIO Council advises the USDA CIO on IT matters that may in the future become IT investments as defined by the USDA capital planning guidance. IT initiatives that are designated by the CIO Council as enterprise initiatives remain subject to and shall conform to the USDA IT governance process throughout their life cycle.

5. PROCEDURES

The USDA CIO Council's bylaws set out the operating procedures of the CIO Council. A current copy of the bylaws will be maintained on the USDA CIO Council's shared site.

6. CIO COUNCIL MEMBERSHIP

The CIO Council is composed of senior Departmental, agency, and staff office IT officials who serve on it as part of the official duties of their respective agency or staff office positions. Each agency and staff office shall be represented by a voting member who serves as its CIO or as its senior IT official.

- a. The CIO Council membership includes the following as voting members:

- (1) USDA CIO;
 - (2) USDA Deputy CIOs;
 - (3) USDA Executive Officer for Enterprise Management
 - (4) USDA Agency CIOs; and
 - (5) USDA Staff Office CIOs/Senior IT officials.
- b. The CIO Council membership includes the following as advisory (non-voting) members:
- (1) USDA Office of the Chief Information Officer (OCIO) Associate CIOs;
 - (2) USDA OCIO Staff Directors;
 - (3) USDA OCIO Special Assistants;
 - (4) USDA OCIO Senior Advisors; and
 - (5) USDA OCIO Chief of Staff.

7. ROLES AND RESPONSIBILITIES

Section 4 of this DR provides a general description of the CIO Council's responsibilities. Specific responsibilities are outlined in its bylaws.

- a. The USDA CIO shall preside over the CIO Council and serve as a voting member.
- b. USDA Deputy CIOs shall serve as CIO Council voting members.
- c. The USDA Executive Officer for Enterprise Management shall serve as a CIO Council voting member.
- d. Agency and staff office CIOs shall serve as CIO Council voting members.
- e. USDA OCIO Associate CIOs shall serve as CIO Council advisory (non-voting) members.
- f. USDA OCIO Division Directors shall serve as CIO Council advisory (non-voting) members.
- g. USDA OCIO Special Assistants shall serve as CIO Council advisory (non-voting) members.
- h. USDA OCIO Senior Advisors shall serve as CIO Council advisory (non-voting) members.
- i. The USDA OCIO Chief of Staff shall serve as a CIO Council advisory (non-voting) member.

8. ACRONYMS AND ABBREVIATIONS

CFR	Code of Federal Regulations
CIO	Chief Information Officer
DR	Departmental Regulation
FITARA	Federal Information Technology Acquisition Reform Act
IT	Information Technology
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
P.L.	Public Law
U.S.C.	United States Code
USDA	United States Department of Agriculture

9. REFERENCES

- a. [Title 7 CFR 2.89](#), *Delegations of Authority from the Secretary to the Chief Information Officer*
- b. The [Clinger-Cohen Act of 1996](#), 40 United States Code (U.S.C.) §1401 et seq.
- c. *Federal Information Technology Acquisition Reform Act (FITARA)*, Public Law (P.L.) 113-291, Title VIII, Subtitle D, Sections 831-837
- d. The [Paperwork Reduction Act of 1995](#), 44 U.S.C. §3501 et seq.
- e. OMB, [Management of Federal Information Resources](#), November 28, 2000, including policy regarding Information Management and Information Systems and Information Technology Management - Capital Planning, Enterprise Architecture, Security, Performance, and Acquisition
- f. USDA, [DR 3130-009](#), *Non-Major Information Technology (IT) Investments*, November 18, 2015
- g. USDA, [DR 3130-010](#), *United States Department of Agriculture Enterprise Information Technology Governance*, December 3, 2015

10. INQUIRIES

Inquiries regarding this DR should be directed to the USDA, OCIO, Executive Officer for Enterprise Management.

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