

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, DC 20250

DEPARTMENTAL REGULATION	NUMBER: DR 3600-002
SUBJECT: Electronic-Government Program	DATE: November 24, 2020
OPI: Office of the Chief Information Office, Information Resource Management Center (IRMC)	EXPIRATION DATE: November 24, 2025

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1. PURPOSE

- a. This Departmental Regulation (DR) establishes United States Department of Agriculture (USDA) Electronic-Government (E-GOV) program policy. USDA’s E-GOV Program promotes innovative uses of information technology (IT) using Presidential E-GOV initiatives and lines of business (LoB).
- b. These initiatives (herein referred to as E-GOV initiatives) involve Mission Area, agency, and staff office collaboration through support of pilot projects and the use of innovative technologies in which USDA contributes a share of operational costs based on a combination of service usage metrics for inter/intra Agency collaboration. The E-GOV Program fosters relationships with Federal Agency Lead (AL) and USDA E-GOV Program Officers.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This DR supersedes sections 4b, 6, 7a and b, 10a(1)(a), 10d(1) through 10d(4), and 10f of [DR 3600-000](#), *USDA Information and Technology Transformation*.
- b. This DR is effective immediately when published.
- c. All Mission Areas, agencies, and staff offices will align their policies and procedures within 6 months to comply with this directive.

3. SCOPE

This DR applies to the [Presidential E-Government Initiatives and Line of Business](#) in which USDA participates.

4. BACKGROUND

The *E-Government Act of 2002*, [44 United States Code \(U.S.C.\) Section 3601](#), was enacted to enhance the management and promotion of electronic Government services and processes. E-GOV is defined as the Government use of “web-based internet applications or other information technology to enhance the access to and delivery of Government information and services to the public, other Agencies, and other Government entities; or to bring about improvements in Government operations that may include effectiveness, efficiency, service quality, or transformation.” By participating in the E-GOV initiatives, USDA has improved its business processes and program delivery to its customers, employees, and partners. Through these efforts, USDA has been able to work with other Federal Agencies to streamline common areas of business delivery (e.g., rulemaking, payroll, and grants management) and learn from best practices throughout the Government. The Department will continue to implement these initiatives to achieve further benefits for its customers.

In addition to the *E-Government Act*, this program is supported by a few other legislative and regulatory requirements, including:

- a. The *Clinger-Cohen Act of 1996*, [40 U.S.C. § 11101](#) *et seq.*, mandating that E-GOV be established to significantly improve how Federal Agencies plan, select, fund, control, and evaluate IT investments;
- b. Provisions included in the *Federal Information Technology Acquisition Reform Act* (FITARA), [Public Law \(P.L.\) 113-291 § 831-837](#), requiring the USDA Chief Information Officer (CIO) to work with the USDA Chief Financial Officer (CFO) and Director, Office of Budget and Program Analysis (OBPA) to prepare the annual E-GOV budget request, explanatory notes; and

- c. The *Economy Act of 1932*, [31 U.S.C. § 1535](#), permitting Federal Agencies to purchase goods or services from other Federal Agencies or other major organizational units within the same Agency.

5. POLICY

It is the policy of USDA to have an E-GOV program that includes participation in inter-departmental projects and Presidential E-GOV initiatives.

6. ROLES AND RESPONSIBILITIES

- a. The USDA CIO or their designated representative will:
 - (1) Carry out the requirements outlined in the *E-Government Act*;
 - (2) Ensure that *Economy Act* agreements within the scope of this DR receive appropriate levels of review and approval prior to execution;
 - (3) Review and sign the [Determination and Findings \(D&F\)](#) document for *Economy Act* agreements within the scope of this DR; and
 - (4) Sign Memorandum of Understanding (MOU) and Interagency Agreement (IAA) documents (Department of the Treasury, [Form 7600A](#), *Agreement Between Federal Agencies – General Terms and Conditions (GT&C) Section*; and Department of the Treasury, [Form 7600B](#), *Agreement Between Federal Agencies – Order Requirements and Funding Information (Order) Section*) that govern partner relationships within the scope of this DR.
- b. The USDA E-GOV Program Manager will:
 - (1) Maintain the authoritative list of E-GOV initiatives in which USDA participates;
 - (2) Be responsible for managing the distributed funding for multiyear Presidential initiatives by:
 - (a) Managing the annual budget submission for the E-GOV program. This includes providing a description of the E-GOV program as part of annual budget submissions for the E-GOV program using internal cost distribution worksheets. These worksheets are used to apply approved algorithms to calculate the amount that each Mission Area, agency, or staff office should contribute to each initiative;
 - (b) Updating the investment management and capital planning system with the Mission Area, agency, or staff office contributions for each initiative, program

manager contact information, detailed life cycle cost (DLCC), investment funding information, and coordinating with USDA Program Officers and

- (c) Confirming amounts requested in the Office of Management and Budget (OMB) [MAX.gov Homepage](#) for the budget year USDA E-GOV initiative costs, validating prior year budgets, and adding funding source details for the current year received from the capital planning system.
- (3) Be responsible for the annual OBPA budget submission reports by:
 - (a) Preparing the annual [explanatory notes](#) report that indicates, in narrative format, USDA's justification for the E-GOV budget for the previous, current, and next fiscal years; and
 - (b) Providing E-GOV updates for the annual Status of Programs report for the President's Budget request for USDA.
 - (4) Provide technical advice, within and outside the organization, as a recognized USDA expert on the *E-Government Act*;
 - (5) Conduct meetings with external Federal AL representatives and internal E-GOV Program Officers to establish policy priorities, and identify issues and matters related to sound E-GOV portfolio reporting and management;
 - (6) Validate outstanding balances for E-GOV initiatives on a quarterly basis by:
 - (a) Certifying that obligations selected by the Office of the Chief Financial Office (OCFO) that have been identified as being inactive for at least 12 months are being reviewed quarterly and corrective actions are performed; and
 - (b) Notifying OCFO once a determination is made that an unliquidated obligation is no longer valid.
 - (7) Administer the process of negotiating, preparing, and managing all associated MOU, IAA, and D&F documents that govern partner relationships;
 - (8) Prepare the *E-Government Act* report and submit, to OMB, a summary of USDA's implementation status of E-GOV initiatives and compliance with the Act by each Mission Area, agency, and staff office;
 - (9) Participate in meetings for the interagency Executive Committee on an annual and as-needed basis, at a minimum;
 - (10) Manage the Information Resource Management Center (IRMC) E-GOV online repository ensuring that E-GOV documents are easily accessible, trackable, and executable;

- (11) Review and approve acquisition approval requests (AAR) to ensure that what the requester is asking for does not interfere or conflict with any E-GOV initiatives and would not duplicate ongoing E-GOV efforts; and
 - (12) Proactively and regularly take action to monitor, measure, audit, report, and enforce compliance with the provisions of this directive.
- c. The USDA CFO, or their designated representative, will:
- (1) Facilitate the funding process for the Presidential E-GOV initiatives through issuance of the allowance letter by executing all the necessary accounting actions to commit, obligate, and report status on all funds related to E-GOV financial transactions;
 - (2) Monitor the status of fund collection regularly to determine escalation need;
 - (3) Notify program and procurement personnel of unliquidated obligations selected for review in writing, request a written notification of their validity, and once a determination is made that an unliquidated obligation is no longer valid, OCFO personnel will notify appropriate agency-designated personnel, in writing, after the determination is made to process a deobligation;
 - (4) Review, sign, and provide the purchase order number for all E-GOV IAAs prior to submission; and
 - (5) Provide requisition information to the E-GOV Program Manager.
- d. The OBPA Budget Formulation Division will:
- (1) Request from the E-GOV Program Manager the narrative update for the OMB explanatory notes along with other congressional justification materials that accompany each year President's Budget request for USDA; and
 - (2) Request the *Status of Program* update from the E-GOV Program Manager.
- e. USDA E-GOV Program Officers (i.e., those who manage E-GOV initiatives) will, with respect to each initiative they manage:
- (1) Provide updates and narratives to the E-GOV Program Manager for those initiatives that have distributed funding, for inclusion in the *E-GOV Presidential E-Government Initiatives and Line of Business*;
 - (2) Provide annual E-GOV Program Manager service usage metrics for the distributed funding budget formulation process;

- (3) Ensure that each initiative is funded through the mechanism established for that initiative;
- (4) Attend monthly AL meetings to enhance the E-GOV program by collaborating with other Federal Agencies ;
- (5) Participate in the governance structure (budget workgroups, advisory boards, and executive steering committees) of the E-GOV program; and
- (6) Coordinate activities and serve as the main point of contact to address any issues that may arise as related to the initiative.

7. COMPLIANCE

The E-GOV Program Manager will actively and regularly monitor, measure, audit, report, and enforce compliance with the provisions of this directive, and will annually review and update this policy as necessary.

8. POLICY EXCEPTIONS

All USDA Mission Areas, agencies, and staff offices are required to conform to this policy. Waivers to this policy will not be granted.

9. INQUIRIES

Address inquiries concerning this DR to OCIO, E-GOV office via email to the SM.OCIO.EGov@ocio.usda.gov mailbox.

-END-

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AAR	Acquisition Approval Request
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIO	Chief Information Officer
D&F	Determination and Findings
DLCC	Detailed Life Cycle Cost
DR	Departmental Regulation
E-GOV	Electronic Government
FAR	Federal Acquisition Regulation
FITARA	Federal Information Technology Acquisition Reform Act
GT&C	General Terms and Conditions
IAA	Interagency Agreement
IRMC	Information Resource Management Center
IT	Information Technology
LoB	Line of Business
MOU	Memorandum of Understanding
OBPA	Office of Budget and Program Analysis
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
P.L.	Public Law
PMA	President's Management Agenda
PMO	Project Management Office
U.S.C.	United States Code
USDA	United States Department of Agriculture

APPENDIX B

DEFINITIONS

- a. Acquisition Approval Request (AAR). The Information Technology (IT) Acquisition Approval Request (AAR) process is the mechanism by which the United States Department of Agriculture (USDA) Office of the Chief Information Officer (OCIO) monitors and reviews agency-level IT spending of IT related contracts and procurements. (Source: USDA, *Acquisition Approval Request (AAR) Guidance for AAR Managers*, Version 2.0, October 2018)
- b. 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 the Assistant to the Secretary. (Source: [DR 0100-001](#), *Departmental Directives System*, January 4, 2018)
- c. Agency Lead (AL) (formerly Managing Partner). Responsible for coordinating the implementation of a particular E-GOV or LoB initiative among all Federal partners. The Agency Lead (formerly managing partner) maintains an IT shared or centralized service with approval by Agency leadership for Intra-Agency services and OMB for Inter-Agency services. The Agency Lead organization, often referred to as the Program Management Office (PMO), develops, implements, and maintains financial and service models as well as contracts with Customers and Suppliers using strategically sourced or best in class contracts whenever available. The Agency Lead PMO is responsible for the success of the IT shared service, and reports using metrics developed by the Agency Lead for its own Intra-Agency IT shared services as well as the governance and or interagency stakeholders. Agency Leads are accountable for delivering quality services as defined by stakeholders and/or OMB. (Source: OMB, [FY 2021 IT Budget – Capital Planning Guidance](#))
- d. 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. (Source: [DR 2230-001](#), *Reviews of Unliquidated Obligations*, October 15, 2014)
- e. Determination and Findings (D&F). A special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions. The determination is a conclusion or decision supported by the findings. The findings are statements of fact or rationale essential to support the determination and must cover each requirement of the statute or regulation. (Source: *Federal Acquisition Regulation (FAR)*, 48 Code of Federal Regulations (CFR), Subpart 1.7, *Determinations and Findings*, [Section 1.701](#), *Definition*)

- f. Distributed Cost. Programs and/or services provided to or on behalf of the Department and its agencies for which costs are recovered through payments from the serviced agencies. This was formerly called Greenbook. The E-GOV program costs are recovered in a similar manner and provided to the program managers via distributed funding.
- g. Electronic Government (E-GOV). The Government use of web-based internet applications or other information technology to enhance the access to and delivery of Government information and services to the public, other Agencies, and other Government entities; or to bring about improvements in Government operations that may include effectiveness, efficiency, service quality, or transformation. (Source: *E-Government Act of 2002*, [44 U.S.C. § 3601](#))
- h. E-GOV Program Manager. The E-GOV Program Manager leads, coordinates, communicates, integrates, and is accountable for the overall success of the program ensuring alignment with critical agency priorities. Work includes evaluation and monitoring, cost schedule management, quality management and resource allocations.
- i. E-GOV Program Officer. Each E-GOV initiative has an E-GOV Program Officer who works closely with the E-GOV Program Manager by providing initiative updates, narratives, and metrics in addition to attending workgroup meetings as they pertain to each initiative.
- j. Information Technology (IT). (1) 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 (2) 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. (3) 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 provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources. D. The term “information technology” does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment. (Source: OMB, M-15-14, Management and Oversight of Federal Information Technology)
- k. InterAgency Agreement (IAA). A written agreement entered in between two Federal Agencies, or major organizational units within an Agency, which specifies the goods to be furnished or tasks to be accomplished by one Agency, per the Treasury definition in support of the other. (Source: Department of the Treasury, [Department of the Treasury Interagency Agreement Guide](#), Second Edition, March 2013)

- l. Memorandum of Understanding (MOU). MOUs are agreements between Agencies or bureaus that do not involve payment or transfer of funding. If the agreement involves funding, an IAA must be executed. (Source: Department of the Treasury, Department Of the Treasury Interagency Agreement Guide)
- m. 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. (Source: USDA, DR 0100-001)
- n. Presidential E-GOV initiatives. Primarily mature, operational web-based services provided by the Partner Agency organization for the benefit of, and on the behalf of, participating Partner Agencies. (Source: OMB, *E-GOV Powering America's Future with Technology*)
- o. Staff Office. Departmental administrative offices whose heads report to officials within The Office of the Secretary. (Source: USDA, DR 0100-001)
- p. Unliquidated Obligation. Unliquidated obligation is the balance remaining from the amount of orders placed; contracts or other binding agreements awarded; or services rendered after making any payments or processing deobligations. Unliquidated obligations consist of undelivered orders and accounts payable. (Source: USDA, [DR 2230-001](#), *Reviews of Unliquidated Obligations*, October 28, 2020)

APPENDIX C

AUTHORITIES AND REFERENCES

Clinger-Cohen Act of 1996, [40 U.S.C. § 11101, et seq.](#)

Department of the Treasury, [Department of the Treasury Interagency Agreement Guide](#), Second Edition, March 2013

Department of the Treasury, [Form 7600A](#), *Agreement Between Federal Agencies – General Terms and Conditions (GT&C) Section*, November 2016

Department of the Treasury, [Form 7600B](#), *Agreement Between Federal Agencies – Order Requirements and Funding Information (Order) Section*, June 2017

Determinations and Findings, 48 CFR, Subpart 1.7, [Section 1.701](#), *Definition*

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USDA, OBPA, [Presidential E-Government Initiatives and Line of Business](#)

USDA, OBPA, [USDA Budget Congressional Justifications](#)