

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

DEPARTMENTAL REGULATION	NUMBER: DR 3111-001
SUBJECT: USDA Information Technology Strategic Plan Process	DATE: June 30, 2021
OPI: The Office of the Chief Information Officer, Information Resource Management Center	EXPIRATION DATE: June 30, 2026

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1. PURPOSE

This Departmental Regulation (DR) establishes the processes required to develop the United States Department of Agriculture (USDA) Information Technology (IT) Strategic Plan in accordance with:

- a. The *Clinger-Cohen Act of 1996*, [40 United States Code \(U.S.C.\) Section 11101, et seq.](#);
- b. The *Government Performance and Results Modernization Act of 2010*, [Public Law \(P.L.\) § 111-352](#);
- c. The *Federal Information Technology Acquisition Reform Act* (FITARA), [P.L. 113-291 §§ 831-837](#);
- d. The *Paperwork Reduction Act of 1995*, [44 U.S.C. § 3501, et seq.](#);
- e. *Federal Agency Responsibilities*, [44 U.S.C. § 3506\(b\)\(2\)](#);

- f. *Performance and Results-based Management*, [40 U.S.C. § 11313](#);
- g. *Chief Information Officer*, [7 Code of Federal Regulations \(CFR\) § 2.32](#);
- h. Office of Management and Budget (OMB), Circular [A-11](#) Revised, *Preparing, Submitting, and Executing the Budget*;
- i. OMB, Circular [A-130](#), *Management of Federal Information Resources*; and
- j. OMB, Memorandum [M-15-14](#), *Management and Oversight of Federal Information Technology*.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

This DR supersedes DR 3111-001, *Departmental Long-Range IRM Planning*, dated February 2, 1989.

3. SCOPE

This DR applies to all USDA Mission Areas, agencies, and staff offices.

4. BACKGROUND

The USDA Information Resources Management (IRM) Strategic Plan details the vision and goals for USDA to improve its acquiring and managing information resources. The USDA IRM Strategic Plan, also known as the USDA IT Strategic Plan, should support the USDA Strategic Plan. A current approved USDA IT Strategic Plan should be in place when approving any proposed major IT acquisition.

5. POLICY

- a. The USDA IT Strategic Plan will be prepared by the Office of the Chief Information Officer (OCIO).
- b. Per the *Government Performance and Results Modernization Act of 2010*, the drafting of strategic plans is an inherently Governmental function and will be performed only by Federal employees.
- c. For each new Presidential term, OCIO will issue a USDA IT Strategic Plan covering a period of not less than 4 years. The USDA IT Strategic Plan will be made available on

the USDA public website.

- d. The USDA IT Strategic Plan will align with the USDA Strategic Plan called for in *Government Performance and Results Modernization Act of 2010*, A-130, and A-11.

6. ROLES AND RESPONSIBILITIES

- a. The USDA Secretary will ensure that the Chief Information Officer (CIO) has a significant role in:
 - (1) The decision processes for annual multi-year planning, programming, budgeting, and execution decisions, related reporting requirements, and reports related to IT; and
 - (2) The management, governance, and oversight processes related to IRM.
- b. The USDA Deputy Secretary, serving as Chief Operating Officer (COO), will approve and sign the final USDA IT Strategic Plan.
- c. The USDA CIO will:
 - (1) Serve as the USDA senior official for developing, establishing, executing, and maintaining the USDA IT Strategic Plan and planning processes under which it was created according to applicable laws and regulations;
 - (2) Ensure the USDA IT Strategic Plan directly supports the USDA Strategic Plan and overall mission of the USDA;
 - (3) Advise the USDA Secretary on all matters pertaining to IT strategic planning;
 - (4) Ensure that performance measurements:
 - (a) Are prescribed for IT; and
 - (b) Measure how well the IT supports programs of USDA (per 40 U.S.C. § 11313);
 - (5) Analyze the missions of USDA. Based on the analysis, revise the mission-related processes and administrative processes as appropriate before making significant investments in IT to support the performance in those missions (per 40 U.S.C. § 11313);
 - (6) Oversee the development and production of the USDA IT Strategic Plan;

- (7) Establish and maintain a process to regularly engage with program managers to evaluate IT-related resources supporting each USDA strategic objective;
 - (8) Coordinate with the USDA Chief Financial Officer (CFO), the USDA Chief Acquisition Officer (CAO), and the Office of Budget and Program Analysis (OBPA) Director to define Departmentwide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources;
 - (9) Annually assess progress toward achieving the intended outcomes of each IT strategic objective; and
 - (10) Delegate authorities and responsibilities as necessary.
- d. The OCIO Information Resource Management Center (IRMC) Associate Chief Information Officer (ACIO) will:
 - (1) Manage, coordinate, produce, and publish the USDA IT Strategic Plan and its processes; and
 - (2) Prepare Departmental IT strategic planning guidance to Mission Areas, agencies, and staff offices to build and update the USDA IT Strategic Plan.
 - e. The Assistant Secretary for Administration will:
 - (1) Serve as the USDA CAO; and
 - (2) Coordinate with the CIO, OBPA Director and the CFO to define Departmentwide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources.
 - f. The USDA CFO will coordinate with the CIO, the OBPA Director, and the CAO to define Departmentwide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources.
 - g. The USDA OBPA Director will coordinate with the CIO, CFO, and the CAO to define Departmentwide policy for the level of detail of planned expenditure reporting for all transactions that include IT resources.
 - h. Mission Area Assistant Chief Information Officers, including the Departmental Administration Information Technology Office (DAITO), will:
 - (1) Work with the CIO to define IT performance metrics and strategies to support the fulfillment of USDA strategic objectives as defined in the USDA Strategic Plan;
 - (2) Provide OCIO IT-related updates reflecting the status of their IT investments, goals, and objectives compared to the assumptions as defined by the Department in its

USDA IT Strategic Plan; and

- (3) Implement the goals and objectives outlined in the USDA IT Strategic Plan in a timely fashion.

7. POLICY EXCEPTIONS

Mission Areas, agencies, and staff offices may request a temporary exemption from the USDA CIO for a single planning cycle in the event of some special organizational situation precluding IT strategic planning temporarily.

8. INQUIRIES

Questions and comments concerning the requirements of this regulation should be directed to OCIO-IRMC at SM.OCIO.IRMPolicy@usda.gov.

-END-

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ACIO	Associate Chief Information Officer
CAO	Chief Acquisition Officer
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIO	Chief Information Officer
COO	Chief Operating Officer
DAITO	Departmental Administration Information Technology Office
DR	Departmental Regulation
FITARA	Federal Information Technology Acquisition Reform Act
IRM	Information Resources Management
IRMC	Information Resource Management Center
IT	Information Technology
OBPA	Office of Budget and Program Analysis
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

APPENDIX B

DEFINITIONS

Information Resources Management. Managing information resources to accomplish agency missions and improve agency performance, including reducing information collection burdens on the public. (Source: [44 U.S.C. § 3502](#))

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 is 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. 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 acquired by a contractor incidental to a contract that does not require its use ([40 U.S.C. §11101](#)). (Source: OMB, Circular [A-130](#))

APPENDIX C

AUTHORITIES AND REFERENCES

Agency Strategic Plans, [5 U.S.C. § 306 \(a\)\(2\)](#)

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

Definitions, [44 U.S.C. § 3502](#)

Delegations of Authority by the Secretary of Agriculture to the Chief Information Officer, [7 CFR § 2.32](#)

[Executive Order 13833](#), *Enhancing the Effectiveness of Agency Chief Information Officers*, May 15, 2018

Federal Agency Responsibilities, [44 U.S.C. § 3506\(b\)\(2\)](#)

Federal Information Technology Acquisition Reform Act (FITARA), [P.L. 113-291 §§ 831-837](#), December 14, 2014

Government Performance and Results Modernization Act of 2010, [P.L. 111-352](#), January 4, 2011

Office of Management and Budget (OMB), Circular [A-11](#) Revised, *Preparing, Submitting, and Executing the Budget*, December 2020

OMB, Circular [A-130](#), *Management of Federal Information Resources*, November 28, 2000

OMB, Memorandum [M-11-29](#), *Chief Information Officer Authorities*, August 8, 2011

OMB, Memorandum [M-15-14](#), *Management and Oversight of Federal Information Technology*, June 10, 2015

Paperwork Reduction Act of 1995, [44 U.S.C. § 3501, et seq.](#)

Performance and Results-based Management, [40 U.S.C. § 11313](#)

USDA, [DR 3130-008](#), *Definition of Major Information Technology Investments*, August 13, 2020