

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

DEPARTMENTAL REGULATION	NUMBER: DR 3300-001-E
SUBJECT: Video Teleconferencing Facilities and Systems	DATE: January 4, 2023
OPI: Office of the Chief Information Officer, Client Experience Center	EXPIRATION DATE: January 4, 2028

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1. PURPOSE

This Departmental Regulation (DR) establishes the United States Department of Agriculture (USDA) policy for the acquisition, management, and use of unclassified video teleconference (VTC) facilities and systems.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This DR supersedes DR 3300-001-E, *Video Teleconferencing*, dated March 23, 1999.
- b. This DR is effective as of the publication date and will remain in effect until superseded or expiration.

3. SCOPE

- a. This DR applies to all USDA Mission Areas, agencies, staff offices, contractors, data centers, cooperative partners, employees, and others working for, or on behalf of, USDA.
- b. This DR applies to unclassified VTC (e.g., VTC devices and VTC infrastructure).
- c. This DR excludes USDA devices signage, Voice over Internet Protocol (VoIP), Desktop, and Mobile devices.
- d. This DR does not apply to web conferencing and software applications such as Cisco Bridging, Microsoft Teams, Zoom, and Cisco Webex.
- e. This DR does not apply to the transmission of classified national security information and related VTC capabilities.

4. BACKGROUND

The procurement and management of USDA telecommunications devices and services depends on and is derived from the rules and regulations promulgated by Congress and the Executive Office of the President. VTC permits USDA Mission Areas, agencies, and staff offices to have live exchanges of information without the lost time and high cost of traveling to attend a face-to-face meeting in a distant city. VTC offers many beneficial applications including training and distance learning, data collaboration, telecommuting, large and small meetings, and informational broadcasts. In our current environment where teleworking is a regular occurrence, VTC provides real-time collaboration.

5. POLICY

- a. The General Services Administration (GSA) provides the contracting vehicles that support VTC. *The Mandatory Enterprise Infrastructure Solutions (EIS) Long Distance Network* requires the use of the GSA mandatory [Enterprise Infrastructure Solutions](#) contract by Federal agencies for long-distance telecommunications services. These services include inbound and outbound VTC, which USDA Mission Areas, agencies, or staff offices must continue to use. All unclassified VTC systems must use EIS long-distance network services for inbound and outbound transmission unless the Mission Area, agency, or staff office has been granted an exception by the GSA and the Chief Information Officer (CIO).
- b. USDA Mission Areas, agencies, and staff offices will ensure that new or existing telecommunications devices and services are aligned in accordance with [DR 3130-010](#), *USDA Enterprise Information Technology Governance*, and the *USDA Integrated Information Technology Governance Framework (IITGF)*.

- c. Unclassified VTC systems being considered for acquisition must comply with the standards requirements of [DR 4030-001](#), *Section 508 Program*, and [DR 3520-002](#), *Configuration Management*.
- d. USDA requires consideration of the shared use of existing USDA or other Federal Government agency VTC facilities as an economic alternative for meeting Mission Area, agency, or staff office requirements (see [DR 3300-001-G](#), *Sharing of Telecommunications Resources*).
- e. USDA Mission Areas, agencies, and staff offices will maintain a comprehensive inventory of telecommunications devices and services, which is reviewed and revalidated quarterly (see [DR 3300-001](#), *Telecommunications & Internet Services and Use*, and [DR 3300-020](#), *Telecommunications Mission Area Control Officer [TMACO] Roles and Responsibilities*, Section 6d). When devices and services are determined to no longer be needed in current configurations, Mission Areas, agencies, and staff offices will reallocate them for other approved uses, discontinue services, or dispose of devices through established procedures.
- f. Where shared facilities exist and Mission Area, agency, or staff office requirements are such that interagency sharing of these facilities is not feasible, the Mission Area, agency, or staff office may seek a waiver in order to acquire new equipment and facilities by submitting a proposal to the CIO. The proposal must:
 - (1) Specify the Mission Area's, agency's, or staff office's requirements;
 - (2) Describe security measures;
 - (3) Describe the proposed system and ensure compliance with current USDA platform standards and policies;
 - (4) Provide a benefit and cost analysis to demonstrate the cost effectiveness of the proposed facility arrangement; and
 - (5) Identify how the equipment and system will be procured and managed.

Approval for acquisition of new facilities or equipment by Office of the Chief Information Officer (OCIO) customers will be granted by submitting request to the Client Experience Center (CEC) via email at OCIO-CEC-VTC-PD@usda.gov.

6. ROLES AND RESPONSIBILITIES

a. The USDA CIO will:

- (1) Review Mission Area, agency, or staff office proposals and requests and issue waivers, if justified, to acquire video teleconferencing facilities where shared facilities exist and Mission Area, agency, or staff office requirements are such that interagency sharing of these facilities is not feasible or proposed new facilities do not meet the basic standards and requirements of this policy;
- (2) Represent the USDA to the Federal CIO Council, GSA, and OMB regarding requests for exceptions to mandatory telecommunications services contracts; and
- (3) Represent the USDA to oversight agencies, such as Office of Management and Budget (OMB), Government Accountability Office (GAO), Department of Homeland Security (DHS), Department of Commerce (DOC), and Federal Communications Commission (FCC) on telecommunications-related issues.

b. The Associate Chief Information Officer, CEC, will:

- (1) Review Mission Area, agency, and staff office proposals and requests and provide recommendations to the CIO;
- (2) Develop, maintain a *USDA VTC Facility Directory* of location addresses and contacts for all business video conference studio and portable facilities; and
- (3) Implement and execute the necessary internal controls to proactively and regularly monitor, measure, audit, report, and enforce compliance with the provisions of this directive.

c. Mission Area, Agency, and Staff Office Heads will:

- (1) Coordinate the use of existing USDA or other Federal agency video teleconferencing facilities listed in the *USDA VTC Facility Directory*; and
- (2) Conform to USDA VTC policies as found in this DR.

d. Mission Area, Agency, and Staff Office TMACOs will maintain a comprehensive inventory of telecommunications devices and services.

7. CONFIDENTIALITY AND SECURITY

- a. Adequate security must be provided by the Mission Areas, agencies, or staff offices or all sensitive information (as defined in [DR 3140-001](#), *USDA Information Systems Security Policy*).
- b. VTC users will conform to the call recording, monitoring, and consent requirements and restrictions of [DR 1710-001](#), *Interception and Monitoring of Telephone and Non-telephone Conversation*, and applicable Federal and state laws.
- c. The requirements for the transmission of classified national security information and related VTC capabilities are provided in [DR 3300-015](#), *Secure Communication Systems*, and [Departmental Manual \(DM\) 3300-015](#), *Secure Communication Systems*.

8. INQUIRIES

USDA Mission Areas, agencies, and staff offices should direct questions and inquiries regarding this DR via email at OCIO-CEC-VTC-PD@usda.gov.

-END-

APPENDIX A

ACRONYMS AND ABBREVIATIONS

CEC	Client Experience Center (an OCIO component)
CIO	Chief Information Officer
DHS	Department of Homeland Security
DM	Departmental Manual
DOC	Department of Commerce
DR	Departmental Regulation
EIS	Enterprise Infrastructure Solutions
FCC	Federal Communications Commission
GAO	Government Accountability Office
GSA	General Services Administration
IITGF	Integrated Information Technology Governance Framework
InterLATA	Inter-Local Access and Transport Area
LATA	Local Access and Transport Area
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
TMACO	Telecommunications Mission Area Control Officer
USDA	United States Department of Agriculture
VoIP	Voice over Internet Protocol
VTC	Video Teleconference

APPENDIX B

DEFINITIONS

Enterprise Infrastructure Solutions (EIS). The GSA contracted the Governmentwide InterLATA telecommunications network for long-distance services. Its use is mandatory for all Federal agencies, unless an exception to use services from another network is granted by GSA and OCIO. The services provided by the contract include voice, data, and video to all 50 states, the District of Columbia, Puerto Rico, Midway, Guam, and the U.S. Virgin Islands.

Inter-Local Access and Transport Area (InterLATA). As applied to EIS network services, a telecommunications transmission between two or more locations that are in different Local Access and Transport Areas (LATA).

Video Teleconference (VTC). A video communication session among three or more participants that are geographically separated. This form of conferencing started with room systems where groups of people meet in a room with a wide-angle camera and large monitors and conference with other groups at remote locations. Federal, state, and local governments are making major investments in group video conferencing for distance learning and telemedicine.

APPENDIX C

AUTHORITIES AND REFERENCES

GSA, EIS, [Enterprise Infrastructure Solutions](#) website, *The Mandatory Enterprise Infrastructure Contract*, September 12, 2022

USDA, [DM 3300-015](#), *Secure Communication Systems*, November 15, 2021

USDA, [DR 1710-001](#), *Interception and Monitoring of Telephone and Non-telephone Conversations*, February 6, 1984

USDA, [DR 3130-010](#), *United States Department of Agriculture Enterprise Information Technology Governance*, April 20, 2021

USDA, [DR 3140-001](#), *USDA Information Systems Security Policy*, May 15, 1996

USDA, [DR 3300-001](#), *Telecommunications & Internet Services and Use*, March 18, 2016

USDA, [DR 3300-001-G](#), *Sharing of Telecommunications Resources*, September 12, 2019

USDA, [DR 3300-015](#), *Secure Communication Systems*, March 22, 2022

USDA, [DR 3300-020](#), *Telecommunications Mission Area Control Officer Roles and Responsibilities*, July 12, 2019

USDA, [DR 3520-002](#), *Configuration Management*, July 17, 2019

USDA, [DR 4030-001](#), *Section 508 Program*, September 8, 2014

USDA, [Integrated Information Technology Governance Framework \(IITGF\)](#) web page

USDA, OCIO, CEC, *USDA VTC Facility Directory*, unpublished, maintained by OCIO-CEC