



United States Department of Agriculture

Office of the
Secretary

Office of Budget and
Program Analysis

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TO: Agency Heads
Mission Area Assistant Chief Information Officers (ACIOs)
Agency Budget Officers

FROM: Gary S. Washington
Chief Information Officer
Office of the Chief Information Officer

John Rapp
Director
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SUBJECT: Information Technology (IT) Reprogramming and Congressional Notification

General Provision 716 of [The Consolidated Appropriations Act, 2023](#) requires the Department to notify Congress in advance of modifying funding levels for major IT investments in the current fiscal year. This memo outlines a new process through which agencies and offices must provide notification to Congress prior to implementing relevant modifications.

Process Overview:

- The FY 2024 Congressional Budget Justifications located on [OBPA's website](#) identify planned FY 2023 expenditures for major IT investments in the *Classification by Objects* tabs for each agency and office. Any variation in excess of \$500,000 or 10 percent, whichever is less, of the planned annual expenditures must be notified to Congress prior to execution.
- If a relevant agency or office plans to change a planned major IT investment by over \$500,000 or 10 percent, staff will need to draft a letter notifying the Agriculture Appropriations Subcommittees of the House and Senate and enter it into formal Departmental review as controlled correspondence. OCIO and OBPA will review these letters as they move through the clearance process. This requirement does not affect the Forest Service since that agency is funded from a different Appropriations subcommittee, however, Forest Service should inform OCIO and OBPA in advance of any planned variations meeting the thresholds identified above.

- Prior to executing the planned modification, the relevant agency or office must wait 30 days after the signed notification letter is sent to the Agriculture Appropriations Subcommittee. OBPA will notify the relevant agency and office when the letter is sent to the Subcommittee.
- OBPA will inform the relevant agency and office when they may proceed with the planned modification.

An example notification letter is included with this memo for your awareness.

For additional information or questions about the improvements identified above or the IT budget process, please contact Naomi Gumbs, Director, OCIO's Capital Planning and IT Governance Division at Naomi.Gumbs@usda.gov or Christopher Nelson, OBPA's Associate Director at Christopher.Nelson@usda.gov.

Cc: Mission Area Chiefs of Staff
Mission Area Chief Operating Officers