



United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-010

Commercial Wireless Technologies in USDA:
The Assignment of Roles and Responsibilities for the Management of
USDA Commercial Wireless Technologies

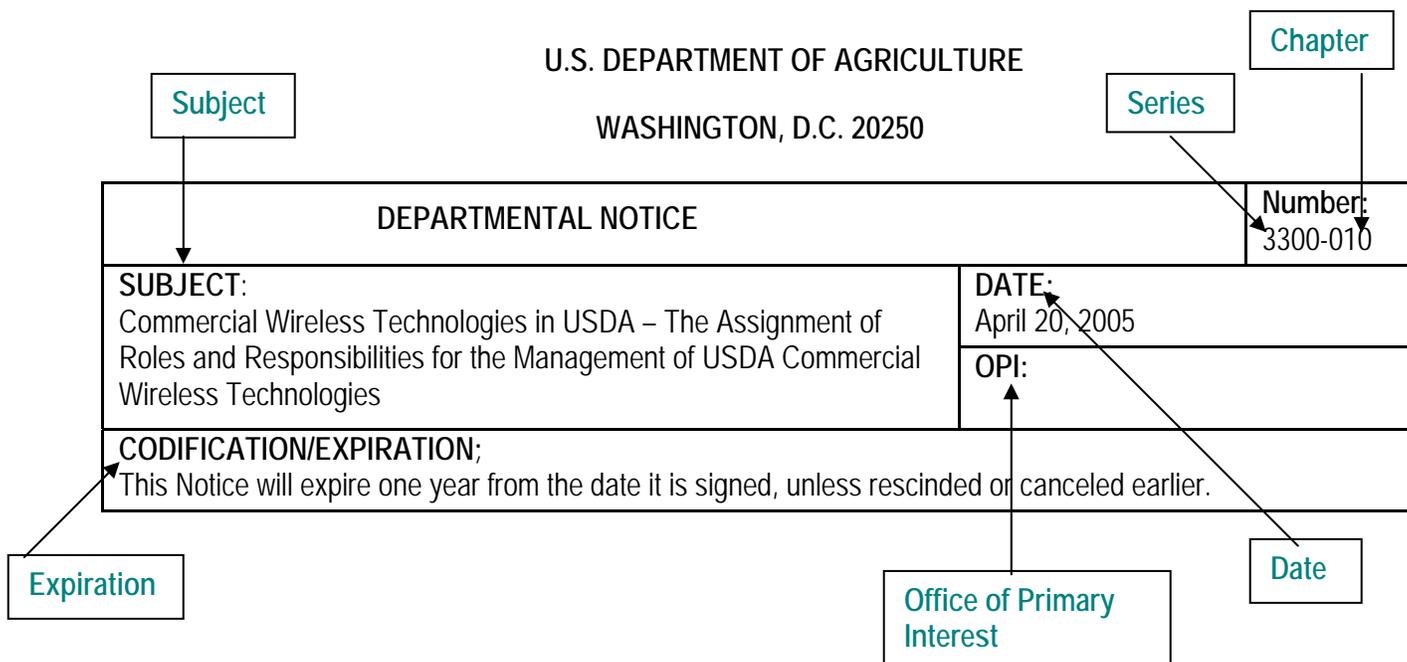
INTRODUCTION



Welcome to the [Commercial Wireless Technologies Policy Course](#). This course will acquaint you with departmental policies governing the management of USDA commercial wireless technologies. These policies are ratified by the Office of the Chief Information Officer, responsible for overseeing USDA agencies and staff offices on the design, acquisition, maintenance, use, and disposal of information technology; and for monitoring the performance of USDA's information technology programs and activities. For more information regarding these wireless policies, you may contact the Telecommunications Policy and Planning Division at (202) 694-5980. At the conclusion of the course, you will be assessed on your knowledge of:

- ✓ [The Purposes, Applicability and Scope of DN 3300-010.](#)
- ✓ [Definitions of Relevant Terms](#)
- ✓ [The Roles and Responsibilities of USDA Managers with regard to Commercial Wireless Technologies.](#)

Every OCIO Departmental Notice (DN) contains a header in the standardized format shown below. The header displays the **subject** of the notice, which is also the document's official title. Each individual notice is a **chapter** in a **series** of existing policy statements on a subject of concern to the department. The numbering system used to catalogue departmental notices combines the serial number of the notice with its chapter number to create a handy reference code. Also displayed in the header is the **date** on which the DN took effect. The **OPI** field designates the Office of Primary Interest. Since Departmental Notices are temporary directives, which remain in force no longer than one year, and which are not subject to amendment, the header includes information on the **codification and expiration** of the notice.



Departmental notices serve very specific functions within the USDA's Departmental Directives System. USDA regulations mandate that departmental notices be created for the purposes of announcing the following classes of information:

- ✓ Policy or procedure of Department-wide interest that is temporary or of a one-time nature that normally addresses a single subject;
- ✓ Permanent policy or procedure which requires immediate dissemination and will be codified into a Departmental Regulation or Manual or an agency directives system within one year; or
- ✓ Delegations of authority from assistant Secretaries and other General Officers pending publication in the Federal Register.

Commercial Wireless Technologies in USDA – The Assignment of Roles and Responsibilities
for the Management of USDA Commercial Wireless Technologies

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PURPOSE



US Department of Agriculture (USDA) agencies and staff offices are adopting commercial wireless technologies at a more accelerated pace than in the past. This Departmental Notice (DN) establishes policy and assigns the responsibilities for the management of commercial wireless products and services among the Office of the Chief Information Officer (OCIO) and agencies and staff offices in order to promote clarity and consistency in oversight throughout the Department, and to improve accountability for wireless assets.

POLICY



The USDA Chief Information Officer; Associate Chief Information Officers for Telecommunications and Cyber Security; and Agency Administrators, Staff Directors, CIOs and lead Technology Officers shall work together to improve the oversight and management of USDA's wireless technologies and future wireless investments. In doing so, those USDA managers shall adhere to the Roles and Responsibilities found in Section 6 of this DN according to the applicability and scope as defined in Section 3. Overall, managers will review and realign functions and re-structure internal organizations as necessary to promote: implementation prioritization; secure communications; the adoption of USDA defined standards; wireless network configuration management; aggregated purchases; shared resources; streamlined processes; joint testing of emerging technologies; sound financial management; ongoing asset tracking and inventory control; consistent recordkeeping; accurate reporting; and workforce development and training.

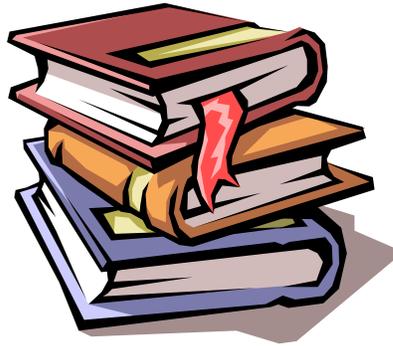
APPLICABILITY AND SCOPE



This notice applies to all USDA agency and staff office personnel, including non-government personnel authorized to use USDA wireless networks.

It applies to all commercial wireless devices, services and technologies that transmit voice and data including video. This also includes portable electronic devices (PED) such as laptop computers with wireless capability, cellular/personal communications system (PCS) devices, personal digital assistants (PDA), paging devices, Global Positioning System (GPS) receivers, Radio Frequency Identification Devices (RFID), fixed telemetry devices, and any other commercial wireless devices capable of storing, processing, or transmitting information. Services include Wireless Local Area Network (LAN), Wireless Wide Area Network (WWAN), and Personal Area Network (PAN). This policy does not address classified communications.

REFERENCES



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National Archives and Records Administration (NARA). *General Records: Schedule 12: Communications Records: Transmittal No. 8: 4 Telephone Use (Call Detail) Records*. Retrieved on April 11, 2005 from http://www.archives.gov/records_management/ardor/grs12.html. December 1988

US Congress. *Government Paperwork Elimination Act, 44 USC 3504*. October 21, 2003

US Congress. *Government Performance and Results Act*. Public Law 103-62. 1993

US Department of Agriculture (USDA) Office of Procurement and Property Management (OPPM). *Agricultural Property Management Regulations (AGPMR): Contents of Subchapter N – Property Management: Part 104 – 50 Property Management: 104 – 51.110 Control of Nonaccountable Property”: Ammendment # N-1. AG 5303*. Retrieved on April 11, 2005 from <http://www.usda.gov/da/property/AGPMRTitle.htm>. September 1997.

US Department of Agriculture (USDA) Office of the Chief Financial Officer (OCFO). *Quick Guide: Proper Use of Budget Object Codes for Personal Property: Effective FY2004*. Retrieved on April 11, 2005 from <http://www.usda.gov/ocfo/acctpol/pdf/propbocg.pdf>. October 2003.

DEFINITIONS



- a Commercial Wireless. Devices, Services, and Technologies commercially procured and intended for use in commercial and unlicensed frequency bands.
- b Wireless. Technology that permits the active transfer of information involving emanation of energy between separated points without physical connection. Currently wireless technologies use Infrared (IR), acoustic, Radio Frequencies (RF) and optical but, as technology evolves, wireless could include other methods of transmission.
- c Wireless Equipment/Devices. Physical hardware capable of transmitting or receiving information across a wireless medium.
- d Wireless Technology. A technology that permits the active or passive transfer of information between separated points without physical connection. Wireless technologies use IR, acoustic, RF and optical transmission mediums; however, as technology evolves wireless could use other transmission mediums as well.

ROLES AND RESPONSIBILITIES



a USDA Chief Information Officer shall:

- (1) Advise the Secretary of wireless strategic plans that affect the management of information and information technology throughout USDA;
- (2) Align information management and information technology plans with the USDA strategic plan, the Federal and USDA Enterprise Architectures, the President's Management Agenda, Federal guidelines promulgated by the Office of Management and Budget (OMB), the National Telecommunications and Information Administration (NTIA), the Federal CIO Council, the Department of Homeland Security, the National Institute of Standards and Technology (NIST), and the National Security Agency (NSA).
- (3) Provide leadership to agency programs for the integration of wireless technologies into the existing USDA infrastructure;
- (4) Set the priorities for USDA wireless programs, projects, and activities based on Department-wide business requirements, and sound management of financial and human resources;
- (5) Obtain the financial and human resources to implement USDA wireless programs, projects and activities;
- (6) Ensure that agencies and staff offices comply with the provisions of this directive.

b The USDA Associate Chief Information Officer (ACIO) for Telecommunications shall:

- (1) Advise the CIO of strategic plans that affect the management of wireless information technology in USDA;
- (2) Align agency and staff office information management and information technology plans with: the USDA strategic plan; USDA Enterprise Architecture; USDA Cyber Security wireless policy; the President's Management Agenda; Federal guidelines promulgated by the Office of Management and Budget (OMB); the National Telecommunications and Information Administration (NTIA); the Federal CIO Council, the Department of Homeland Security; the National Institute of Standards and Technology (NIST), and, the National Security Agency (NSA);
- (3) Provide leadership to agency programs for the integration of wireless technologies into the existing USDA infrastructure;
- (4) Develop tactical and operational plans for the implementation of wireless technologies and services for the USDA enterprise network, to include normal operations, emergency response, intrusion detection services, anti-virus services, and the appropriate security measures;
- (5) Design, develop, implement, manage and maintain the USDA commercial wireless enterprise infrastructure;
- (6) Develop and support a life cycle approach to Departmental Regulations for wireless technologies;
- (7) Support technical and business analyses of wireless technologies;
- (8) Advise agencies on processes and procedures for the integration of wireless technologies into the existing infrastructure, and assist agencies in their implementations;
- (9) Centralize acquisition and billing systems and processes in collaboration with Departmental Administration and the Office of the Chief Financial Officer for wireless equipment and services in order to achieve economies of scale, and promote compliance with standards across the enterprise;
- (10) Develop Departmental Regulations for wireless technologies, analytical support on wireless technologies, and advise agencies on the development of processes and procedures for the implementation of commercial wireless;
- (11) Review agency and staff office wireless implementation plans for compliance with the USDA strategic plan, USDA Cyber Security wireless policy, the President's Management Agenda, Federal guidelines promulgated by the Office of Management and Budget (OMB), the National Telecommunications and Information Administration (NTIA), the Federal CIO Council, the Department of Homeland Security, the National Institute of Standards and Technology (NIST), and the National Security Agency (NSA);

- (12) Establish processes for centralized wireless standards and configuration management oversight;
- (13) Establish a formal coordination process to promote the cost effective sharing of wireless technology capabilities, the formulation of wireless plans and strategies, and the discussion of wireless issues;
- (14) Establish processes for agency sponsorship of centralized wireless research and development projects. Coordinate and monitor wireless technology tests, pilot programs and feasibility studies, and promote cross-organizational participation;
- (15) Conduct annual training sessions for USDA staff who use or administer wireless technologies;
- (16) Direct alignment of agency/staff office wireless asset oversight and personal use procedures with USDA policy.

c The USDA Associate Chief Information Officer (ACIO) for Cyber Security shall:

- (1) Establish audit procedures for capturing and recording wireless airwave signals and data packet source identification information with wireless “sniffing” or “scanning” tools to ensure agency compliance with security guidelines.
- (2) Monitor the National Institute of Standards and Technology (NIST) for emerging Federal Information Processing Standards (FIPS) or changes to existing FIPS. Informing Agency and Staff Office personnel of important changes in FIPS guidance regarding security matters for wireless technologies.
- (3) Audit agencies for compliance to the Federal Information Security Management Act regarding the implementation and management of wireless technologies.

d Agency Administrators or Staff Office Directors shall:

- (1) Lead the cost-effective implementation of programmatic applications of wireless technologies;
- (2) Establish cooperative or collaborative programs with other Agencies to promote the cost-effective adoption of wireless technologies throughout USDA;
- (3) Set priority levels for internal programs, projects, and activities, that include wireless technologies; basing these priorities on business requirements and sound management of financial and human resources;
- (4) Comply with USDA Enterprise Architecture (EA) and telecommunications EA standards;
- (5) Obtain the financial and human resources necessary to implement programs, projects and activities that include wireless technologies; and

(6) Ensure that employees comply with the provisions of this directive.

e Agency and staff office CIOs or lead Technology Officials shall:

(1) Advise the agency Administrator or staff office Director and the USDA ACIO, of strategic plans, programs or projects that include wireless technologies and affect the management of information management and technology throughout their respective organizations.

(2) Align information management and information technology plans with the OCIO Strategic Plan, Cyber Security guidance, USDA EA and telecommunications EA standards, Departmental regulations, the President's Management Agenda, Federal guidelines promulgated by the Office of Management and Budget (OMB), the National Telecommunications and Information Administration (NTIA), the Federal CIO Council, the Department of Homeland Security, the National Institute of Standards and Technology (NIST), and the National Security Agency (NSA).

(3) Assess, design, implement, manage and maintain a wireless network architecture.

(4) Follow established Departmental policies and guidelines for the planning and acquisition of all dedicated telecommunications equipment and services including Capital Planning and Investment Control Processes (CPIC) established by OCIO.

(5) Track wireless assets, including equipment and services, in a central inventory system according to USDA policies and procedures administered by the USDA Office of Procurement and Property Management (OPPM) and the Office of the Chief Financial Officer (OCFO) as outlined in DN 3300-15, Section 7.b. (1) on wireless asset management.

(6) Comply with "Agricultural Property Management Regulations" per DN 3300-15, Section 7.b. (2) "Contents of Subchapter N – Property Management: Part 104 – 50 Property Management: 104 – 51.110 Control of Nonaccountable Property" which states:

Agencies shall be responsible for maintaining reasonable controls over their nonaccountable property to safeguard it against improper use, theft and undue deterioration. Records and other documentation relative to nonaccountable property shall be kept to the minimum required to provide essential management information.

(7) Comply with guidance from the National Archives and Records Administration (NARA) guidance on "Telephone Use (Call Detail) Records" for all accountable and nonaccountable wireless telecommunications assets. NARA guidance provides the minimal requirements for nonaccountable property as presented in DN 3300-15, Section 7.b. (3) on wireless asset management.

(8) Generate periodic reports to the Telecommunications ACIO on wireless assets according to a prescribed format as required.

- (9) Comply with standards and configuration management processes established by OCIO;
- (10) Develop and implement internal procedures aligned with USDA policy for the following:
 - (a) Security for wireless equipment, services and systems
 - (b) Moves, adds, and changes to wireless network architecture
 - (c) Electronic records management and FOIA procedures for wireless
 - (d) Research and development, pilot tests and feasibility studies of wireless technologies
 - (e) Integration of alarm, security, monitoring or other systems into traditional data networks
 - (f) Wireless architecture development including risk and vulnerability assessment
 - (g) Centrally-managed planning and acquisition of wireless equipment and services
 - (h) Wireless billing validation and payment
 - (i) Wireless inventory/asset tracking
 - (j) Annual assessment and report to the Telecommunications ACIO on wireless expenditures
 - (k) The assignment, development and training of wireless workforce personnel
 - (l) Personal use of wireless assets



INQUIRIES

Direct all questions concerning this notice to the Telecommunication Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Office at (202) 694-5980.