# UNITED STATES DEPARTMENT OF AGRICULTURE

## APPENDIX L— PRESIDENTIAL E – GOVERNMENT INITIATIVES, LINES OF BUSINESS, AND USDA SHARED SERVICES

### L.1 BACKGROUND

The E-Government Act of 2002 (http://www.justlawlinks.com/ACTS/act-e-government.htm) established the Federal Government's commitment to transforming its service delivery to its customers using modern electronic devices. E-Government is the exchange of value, through an electronic medium, and includes interactions and relationships between:  Government and citizens; Government and public and private entities; and Government and employees and the enterprise.  Web-based Internet applications and other digital technologies, combined with processes that implement these technologies are used by Government to:

- Enhance the access to and delivery of Government information and services to the public, other agencies, and other Government entities; and/or
- Create improvements in Government operations to increase effectiveness, efficiency, service quality, and/or transformation

USDA currently participates in 31 Presidential E-Government initiatives and Lines of Business in an effort to provide products, services and information using aligned electronic delivery channels in support of USDA's Enterprise Architecture. The agency developed an E-Government Strategic Plan to establish a comprehensive vision and direction for the Department and its Agencies for the use of electronic commerce: https://www.egov.usda.gov/Requests/USDA_eGov_Strategic_Plan_Web.pdf. The plan identified 24 cross-agency E-Government opportunities that were approved by the Deputy Secretary and the Executive Board (E-Board) for subsequent business case development. These Initiatives enabled USDA to meet the goals of the President's Management Agenda and achieve USDA's vision of **"USDA, Electronically Available Any Place, Any Time".**

The Chief Information Officer (CIO) has published policies on Information and Technology Transformation, USDA eAuthentication Service, Enterprise Shared Services, and AgLearn Service courseware, and content. USDA's E-Government Strategic Plan served as the Department's guide to transforming the development and delivery of USDA information and services.  These policies listed below, instituted USDA's continuing transformation journey to make USDA's programs and services more consumer centric:

DR 3600-000 USDA Transformation and Technology Transformation
http://www.ocio.usda.gov/directives/doc/DR3600-000.pdf
DR 3610-001 USDA eAuthentication Service
http://www.ocio.usda.gov/directives/doc/DR3610-001.pdf
DR 3620-001 USDA eLearning Services, Courseware And Content
http://www.ocio.usda.gov/directives/doc/DR3620-001.pdf
DR 3630-001 USDA Enterprise Shared Services (ESS)
http://www.ocio.usda.gov/directives/doc/DR3630-001.pdf

### L.2 Alignment with Presidential E-Government Initiatives, Lines of Business and USDA Shared Services

#### L.2.1 PRESIDENTIAL E-GOVERNMENT INITIATIVES, LINES OF BUSINESS AND USDA SHARED SERVICES

USDA requires support of Presidential E-Government initiatives, Lines of Business and USDA Shared Services to leverage investments that focus on a shift from working in independent agency- and project-

specific "silos" to delivering information and services through integrated, enterprise-wide and interdepartmental solutions.  Specifically, **all** information technology investments, must address (1) collaborative and blended ventures vs. single agency approaches; (2) customer-centered government; and (3) internal pressures and demands; and (4) alignment with USDA's Enterprise Architecture.

**All** existing and proposed USDA information technology investments will be evaluated to ensure that Web-based and other electronic information, services and program delivery channels have been sufficiently considered.  Investments must align with USDA business goals and objectives and the USDA mission, vision, goals and objectives that include participation in the Presidential E-Government initiatives, Lines of Business, and USDA Shared Services.  Information about the President's Management Agenda, the Presidential E-Government Initiatives and Lines of Business, as well as a comprehensive list of USDA Shared Services is provided below:

President's Management Agenda
http://www.whitehouse.gov/omb/egov/
Presidential E-Government Initiatives and Lines of Business descriptions
http://www.whitehouse.gov/omb/egov/c-presidential.html
President's Management Agenda Scorecards
http://www.whitehouse.gov/results/agenda/scorecard.html
Full Implementation Plan
https://www.egov.usda.gov/Intranet/Internal_eGovernment_Resources/Presidential_eGovernment_Initiatives/index.html


**The USDA Shared Services are:**

- USDA eAuthentication Service
- AgLearn
- Enterprise Content Management
- Enterprise Shared Services
  - USDA WebSphere Portal Hosting (WPS)
  - WebSphere Hosting (WAS)
  - Google Search Engine
  - Web Content Management (WCM)
  - Document Management (DM)
- Enterprise Contingency Planning Program
- Homeland Security Presidential Directive 12 (HSPD-12)


## L.2.2 All proposed IT investments must describe how they will align with and/or use the Enterprise Shared Services Initiatives.  Included in the description should be the technology components required to support the investment.

Technology components examples:Web page design or updates, search engines, portal products, content management tools or development of related processes including information architectures (taxonomy, meta data, etc.), document management or workflow tools and related processes, electronic records management tools and related processes, data standards, databases, or data warehouses, authentication and/or authorization, i.e., single sign-on, PKI, etc., electronic training, distance learning, electronic content development, etc., and purchase of third-party electronic content (online journals, periodicals, databases, etc.) as well as web hosting of various components.

## L.3 EVALUATION PARAMETERS FOR IT ALIGNMENT WITH PRESIDENTIAL E-GOVERNMENT INITIATIVES, LINES OF BUSINESS, AND USDA SHARED SERVICES

### L.3.1 Review the following materials related to Presidential E-Government Initiatives, Lines of Business, and USDA Shared Services:

The agency should review the following materials during the planning, design, build, and implementation stages, and after implementing an information technology investment to ensure alignment with Presidential E-Government Initiatives, Lines of Business, and USDA Shared Services:

- USDA and Agency current IT investment portfolio.
- Enterprise Architecture Guidance (Office of Management and Budget Common Reference Model).

### L.3.2 Evaluating Criteria

**USDA Business Goals and Legislative Drivers**
- How does the investment support the President's Management Agenda – Expanding Electronic Government?
- How does the investment support one or more Presidential E-Government Initiatives? Identify the initiative name(s).
- How does the agency address mandates of the Paperwork Reduction Act (PRA)? Information collections (i.e., information collections that impact the public and require an OMB clearance) and their supporting transactions.
- How does the proposed investment address legislative priorities, GAO-identified material weaknesses, OMB guidelines and/or IG findings?
- How does the proposed investment expand the reach and participation of USDA programs (i.e. increase the numbers of beneficiaries)? Does the proposed investment generate revenue, if applicable?
- How does the project make use of IT and its practical applications in transforming/re-engineering traditional government processes consistent with the goals and objectives of USDA's IT Strategic Plan?
- Does the proposed investment describe the information and records to be created and the associated records management requirements from creation to disposition, such as records scheduling, migration, etc.?
- Does the proposed investment identify performance measurements supported by the Presidential E-Government Initiatives, Lines of Business, and USDA Shared Services?

**Customer-Centered Focus:**
- How does the proposed investment reduce the reporting burden on citizens, public and private entities and/or employees? For information collected from the public, does the proposed investment identify the information collection package control number and associated forms numbers and title and the level of the service provided, i.e., print, fill, save, submit, transmit?
- Has the readiness of the customer group(s) been determined? What is the current baseline of electronic services users? What is the projected user base 6, 12 and 18 months after implementation?
- Has the project identified specific performance measures and indicators that are geared to citizens' needs?
- How will the proposed investment utilize existing points of access, or create improved, easy-to-find point(s) of access, that support USDA services (such as USDA eAuthentication Service)?

- What is the marketing/communications plan to promote the products/services to the public? Other government agencies? Business Partners? Internally?

**Collaboration:**
- Does this project support one agency, multiple agencies, or the entire USDA enterprise?
- How does the proposed investment leverage existing or proposed IT investments?
- How does the proposed investment unify and simplify program delivery or eliminate redundancy in multi-agency system development and data collection efforts?
- Does the proposed investment align with Presidential E-Government initiatives, Lines of Business, and USDA Shared Services (provide examples)? If so, how will other investments continue to be supported, and what is the scheduled phase out of these services, if applicable? If this investment does not align with Presidential E-Government initiatives, Lines of Business, or USDA Shared Services for any of its end-to-end processing, provide the justification/rationale for not doing so.
- Describe the end-to-end process(es), identify areas for improvement and show how electronically enabling them provides value to external customers and/or internal improvements in efficiency and effectiveness.
- How does the proposed investment enable sharing of information more quickly and conveniently between USDA employees and agencies and/or federal and state, local and tribal governments?

**Process and Change Management:**
- Has transformation activities/business process re-engineering/improvement been conducted? If so, how will business processes change as a result of this investment?
- Identify any projects/investments that were "turned off" or avoided because of this investment.
- Which industry best practices does the proposed investment identify, examine and employ, where appropriate?
- How does the proposed investment address the awareness and training requirements to effect change?
- Does the proposal include a change management component? Identify how the proposal considers governance, communications, training and other change management needs.

**Budget/Finance:**
- How does the investment reduce/eliminate redundant expenditures (intra and inter-Departmental)?
- How does the investment generate revenue (if applicable)?
- Can multiple agencies collaborate or pool resources?

**Architecture/Infrastructure/Security:**
- How does the proposed investment use the USDA suite of Shared Services (USDA eAuthentication, Enterprise Shared Services and AgLearn) to support strategic initiatives, enable agency and enterprise program delivery, leverage investments, and save costs? Describe the technology components required to support this service investment.
- How does the proposed investment advance IT priorities in the areas of Enterprise Architecture, Telecommunication, and Information Management?
- How have security- and privacy- related components been addressed and coordinated?

## L.3.2.1 Presidential E-Government Initiatives, Lines of Business and Shared Services Document Review

USDA investments in the Steady-State phase of the CPIC cycle must align with the Presidential E-Government initiatives, Lines of Business, and the USDA Shared Services.

The business case should:
- Determine whether the investment:

- o Meets agency mission and delivers expected performance at an acceptable level of maintenance cost;
- o Needs to be modernized and replaced.
- o Duplicates the
     a. Presidential Initiatives outlined in the President's Management Agenda,
     b. USDA's Enterprise Architecture vision, or
     c. USDA's Shared Services (USDA eAuthentication Service, and AgLearn)

  USDA agencies must justify continuing investments that duplicate these services.
- Consider the investment in terms of performance goals:
  - o Are its performance goals still being met? Are new or different performance goals expected to emerge in the near future?
  - o Are current customers satisfied? Are there other potential customers that have not yet been reached?
- Answer the questions: Is this investment still the most cost-efficient method of delivering a solution? Are there other potentially more effective and cost-efficient means of delivery for the program, specifically Web and e-business services and tools?

All sections of the Exhibit 300 should be used to demonstrate alignment.
- o Justification – Is the current system still the most advantageous and cost-effective?
- o Performance Goals – What are goals for investment as it stands today?
- o Alternatives Analysis – In light of relatively new e-business tools (e.g., Web-based forms, electronic signatures), are there now alternatives available that were previously unavailable? If so, what are they?
- o Performance management – Is the investment meeting current and anticipated cost, schedule, and performance goals?

# USDA eGovernment Program
## Presidential Initiatives/Lines of Business Participating Agencies
*(Based on agency responsibilities/tasks, not funding)*

*Updated 12/13/2006*

| Agency | Presidential Initiatives - Enterprise Wide | | | | | | | | | | Presidential Initiatives - Cross-Agency | | | | | | | | | | | Lines of Business | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | E-Authentication | E-Clearance | E-Government Travel | Enterprise Human Resources Integration | E-Payroll | E-Records Management | E-Training | Integrated Acquisition Environment | Recruitment One-Stop | USA Services | Business Gateway | Disaster Management | E-Loans | E-Rulemaking | Federal Asset Sales | Geospatial One-Stop | Gov Benefits.gov | Grants.gov | International Trade Process Streamlining | Recreation One-Stop | SAFECOM | Federal Health Architecture | Financial Management | Grants Management | Human Resources Management | IT Security | Geospatial | Budget Formulation and Execution | IT Infrastructure |
| **Farm and Foreign Agricultural Services (FFAS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Farm Service Agency (FSA) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | | | ● | | ● | ● | ● | ● | ● | ● | ● |
| Foreign Agricultural Service (FAS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | ● | ✪ | | | | ● | ● | ● | ● | ● | ● | ● |
| Risk Management Agency (RMA) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | ● | ● | ● | | | | | ● | ● | ● | ● | ● | ● | ● |
| **Food, Nutrition and Consumer Services (FNCS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food and Nutrition Service (FNS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | | ● | ● | | | | | ● | ● | ● | ● | ● | ● | ● |
| Center for Nutrition Policy and Promotion (CNPP) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ● | | | | | | | | | ● | | ● | ● | | ● | ● |
| **Food Safety and Inspection Service (FSIS)** | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | | | | | | ● | ✪(d) | ● | ● | ● | ● | ● | ● | ● |
| **Marketing and Regulatory Programs (MRP)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agricultural Marketing Service (AMS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | ● | | | | ● | ● | ● | ● | ● | | ● | ● |
| Animal and Plant Health Inspection Service (AFHIS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | | | | ● | | ● | ● | ● | ● | | ● | ● |
| Grain Inspection, Packers and Stockyards Admin. (GIPSA) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | ● | | | | | | | | | ● | ● | ● | ● | | ● | ● |
| **Natural Resources and Environment (NRE)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Forest Service (FS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ✪ | | ● | ● | ● | | ● | | ✪ | ✪ | | ● | ● | ● | ● | ● | ● | ● |
| Natural Resources Conservation Service (NRCS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | ● | | | ● | | ● | ● | ● | ● | ● | ● | ● |
| **Research, Education and Economics (REE)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agricultural Research Service (ARS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | ● | ● | | ● | | ● | | | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Coop. State Research, Education, and Extension Service (CSREES) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | ● | | ● | | ● | | | | | ● | ● | ● | ● | | ● | ● |
| Economic Research Service (ERS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ● | | ● | | ● | | | | | ● | | ● | ● | | ● | ● |
| National Agricultural Statistics Service (NASS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ● | | ● | | ● | | | | | ● | | ● | ● | | ● | ● |
| **Rural Development (RD)** | | | | | | | | | | | | ✪ | | | ✪ | | ✪ | | | | ● | | | | | | ✪ | | |
| Rural Business and Cooperative Service (RBCS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | | | | ● | ● | ● | ● | ● | ● | ● |
| Rural Housing Service (RHS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | | | | ● | ● | ● | ● | ● | ● | ● |
| Rural Utilities Service (RUS) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | | | | | ● | ● | ● | ● | ● | ● | ● |
| **Departmental Administration & Staff Offices** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assistant Secretary for Civil Rights (ASCR) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | ● | ● | ● | | ● | ● |
| Departmental Administration (DA) | ● | ✪ | ● | ✪(a) | ● | ● | ● | ✪(b) | ✪(a) | ● | ● | ● | | ● | ✪(b) | ● | | | | | ● | | ● | | ✪ | ● | ● | ● | ● |
| National Appeals Division (NAD) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of Budget and Program Analysis (OBPA) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ✪ | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of Communication (OC) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of Congressional Relations (OCR) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of the Chief Economist (OCE) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ● | | | | ● | | | | | ● | | ● | ● | | ● | ● |
| Office of the Chief Financial Officer (OCFO) | ● | ● | ✪ | ● | ✪(c) | ● | ● | ● | ● | ● | | | | ● | | | | | | | | | ✪ | ✪ | ● | ● | ● | ● | ● |
| Office of the Chief Information Officer (OCIO) | ✪ | ● | ● | ● | ● | ✪ | ✪ | ● | ● | ✪ | ✪ | ● | | | | ✪ | | | | | ● | | ● | ● | ● | ✪ | ● | ✪ | ✪ |
| Office of the Executive Secretariat (OES) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of the General Counsel (OGC) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | ● | | | | | | | | | ● | | ● | ● | | ● | ● |
| Office of the Inspector General (OIG) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | ● | | ● | | ● | ● | | ● | ● |
| Office of the Secretary (OSEC) | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | ● | | ● | ● | | ● | ● |