DEPARTMENTAL REGULATION	NUMBER: 3630-001

SUBJECT: USDA Enterprise Shared Services (ESS)	DATE: June 1, 2005
	OPI: Office of the Chief Information Officer

1   PURPOSE

USDA's Enterprise Shared Services (ESS) environment is a strategic component of both USDA's Enterprise Architecture and its vision of business transformation. ESS provides a common technical infrastructure to support the development, delivery and management of Web-based information and services, and USDA documents and records. The ESS environment includes, but is not limited to: the Enterprise Portal; Web Content, Collaboration and Document/Records Management tools; Taxonomy; Common Employee Database; the "Google" search engine; and Web presentation standards.

This Departmental Regulation documents USDA's ESS policy, a high-level evolving framework, and roles and responsibilities. USDA's enterprise architecture and investment strategies are the foundation for the policies in this Departmental Regulation.

2   POLICY

USDA agencies shall use the common technical infrastructure provided through USDA's ESS environment to the maximum extent achievable to support the development, delivery, and management of information and services on the Web and USDA documents and records.

USDA agencies shall consolidate into the ESS environment existing agency products and services that duplicate the components of the common technical infrastructure. Investments in duplicative products and services are permitted only with the written approval of USDA's Chief Information Officer through the capital planning and investment and the information technology waiver processes.

3   KEY COMPONENTS OF ESS

The ESS environment includes, but is not limited to: the Enterprise Portal; Web Content, Collaboration and Document/Records Management tools; Taxonomy; Common Employee Database; the "Google" search engine; and Web presentation standards.

The following outlines ESS components and their features:

a   Enterprise Portal:
- A 24x7-supported service for developing, deploying and managing agency Web sites and Web-based services, except during scheduled maintenance.
- Provides customer and employee access to customized presentation of Web pages that consolidate the information and links to services they want, i.e., "My USDA."
- A single point of access to all USDA information and services, providing a prominent outlet for announcing changes and enhancements to programs and services.

b   Web Content, Collaboration and Document/Records Management Tools:
- Streamlined Web page development and deployment processes, reducing the number of staff needed to support these functions as Internet utilization grows.
- Simplify the reuse of online content (information on Web pages), permitting rapid redeployment of priority information through multiple web sites.
- Secure instant messaging services.
- Provide standardized, online meeting capabilities for ad-hoc and formal meetings nationwide.
- Provide online document and related information sharing services, such as team rooms.
- Provide common "workflow" tools which simplify management of online and offline documents/records.
- Enable fast, powerful electronic document/record retrieval, tracking and searching.

c   Taxonomy:
- Includes a metadata model of controlled vocabularies and standards for metadata elements.
- Includes terms and cross-references.
- Identifies services, topics and classification systems.

d   Common Employee Database:
- A single point of access to common employee data to support human resources, security functions and directories.
- Reduces the cost of acquiring the data needed for internal applications.

e   "Google" Search Engine:
- An advanced search functionality enabling users to construct both simple and complex queries, for example by using Boolean logic or restricting results to languages, countries or web sites.

f   Web Presentation Standards:
- Define guidelines and standards for online look, feel and navigation to promote consistency while also improving the overall user experience.

Additional capabilities and functionality will be added to the ESS environment as requirements are identified. Specifics on USDA's ESS environment can be found at www.sharedservices.usda.gov. (Users must have a Level 2 credential issued through USDA's eAuthentication Service gain full access to this site.)

Benefits of using the corporate technology platform include freeing the time of information technology staff to support business objectives, reducing information technology investment costs (e.g., hardware, software, people), and reducing information technology security threats.

4   PROCEDURES – PLANNING AN APPLICATION USING ESS

Planning an application using ESS involves several steps from defining the business problem to creating a project plan. The *Enterprise Shared Services Implementation Guide* identifies the necessary steps to implement agency business applications using ESS. The guide outlines ESS guiding principles, gives a high-level ESS overview and walks through each of the implementation phases. The guide is available at www.sharedservices.usda.gov.

5   AUTHORITIES AND REFERENCES

a   7 CFR 2.37 – Delegations of Authority by the Secretary of Agriculture and General Officers of the Department, Chief Information

b   USDA Strategic Plan and USDA eGovernment Strategic Plan;

c   Public Law 107-347, *E-Government Act of 2002*, December 17, 2002;

d Public Law 106-229, *Electronic Signatures in Global & National Commerce Act*, June 30, 2000;

e Public Law 106-222, *Freedom to E-File Act*, June 20, 2000;

f Public Law 105-277, Title XVII, *Government Paperwork Elimination Act (GPEA)*, October 21 1998;

g Public Law 104-231, *Electronic Freedom of Information Act Amendments of 1996*, January 3, 1996;

h Public Law 100-235, H.R. 145, *Computer Security Act of 1987*, January 8, 1988;

i Public Law 99-508, *Electronic Communications Privacy Act of 1986*, October 21, 1986;

j Public Law 93-579, U.S.C. § 552A, *The Privacy Act of 1974*;

k 29 U.S.C. § 794(d), *Section 508 of the Rehabilitation Act of 1973*, amended by the Workforce Investment Act of 1998, Public Law 105-220, August 7, 1998;

l Office of Management and Budget (OMB) Circular A-123, *Management Accountability and Control*, June 21, 1995;

m OMB Circular A-127, *Financial Management Systems*, July 23, 1993;

n OMB Circular A-130, *Management of Federal Information Resources*, November 28, 2000;

o OMB Memo 00-10, *OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act,* April 25, 2000;

p OMB Memo 04-04, *E-Authentication Guidance for Federal Agencies*, December 16, 2003.

q National Institute of Standards and Technology (NIST) Special Publication 800-9, *Good Security Practices for Electronic Commerce, Including Electronic Data Interchange*, December 1993;

r NIST Special Publication 800-14, *Generally Accepted Principles and Practices for Securing Information Technology System*, September 1996;

s NIST Special Publication 800-18, *Guide for Developing Security Plans for Information Technology Systems,* December 1998;

t NIST Special Publication 800-25, *Federal Agency Use of Public Key Technology for Digital Signatures and Authentication*, October 2000;

u NIST Special Publication 800-26, *Security Self-Assessment Guide for Information Technology Systems,* November 2001;

v NIST Special Publication 800-37, *Guide for the Security Certification and Accreditation of Federal Information Systems,* May 2004;

w NIST Special Publication 800-63, *Electronic Authentication Guideline: Recommendations of the National Institute of Standards and Technology,* June, 2004 (revision 1.0.1 released September 2004); and

x NIST Federal Information Processing Standards Publication 199, "*Standards for Security Categorization of Federal Information and Information Systems*", December 2003.

6   ROLES AND RESPONSIBILITIES

    a   <u>USDA's Chief Information Officer (CIO), Deputy CIO and Associate CIOs</u> provide leadership for the implementation, enhancement and maintenance of USDA's ESS. The CIO has the final approval authority for all applications employing the ESS environment.

    b   <u>Agency and Staff Office Executives, CIOs, Deputy Administrators for Management and Agency Procurement Officials</u>. USDA agencies are responsible for supporting USDA's ESS environment. Agencies are responsible for implementing procedures necessary to ensure compliance with this Departmental Regulation.

    c   <u>Agency Heads, Agency eGovernment Decision-Makers, Agency eGovernment Working Group Members, and Agency eGovernment Steering Committees</u>. USDA agencies are responsible for using the USDA's eGovernment Governance Structure as outlined in Department Directive (DR) 3600-000, USDA Information and Technology Transformation. The individuals fulfilling the roles and responsibilities of the eGovernment Governance Structure will ensure that applications using the ESS are prioritized and approved in alignment with the agency's eGovernment Tactical Plans and Capital Planning and Investment Control and Waiver Processes as well as agency-specific planning processes.

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