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Subject: Data Communications Management

Purpose: To provide guidance and assign responsibility for the management and use of the Reclamation wide area data communications network (recnet).

Authority: FIRMR Parts 201-1 through -39 and associated Bulletins, Public Law 104-106, Division E (the Information Technology Management Reform Act of 1996), and 377 DM 1 prescribe policies, outlines procedures, and assigns responsibilities for implementing, maintaining, and managing data communications systems within the Department of the Interior.

Contact: Policy and Program Management Group, Information Resources Services, D-7110

1. **Objective.** The goal of this guidance is to support the design, development, installation, and management of an efficient and cost-effective Reclamation-wide data communications network which promotes interoperability, increases data network capacity, and supports new technology.

2. **Definitions.** Definitions provided in FIRMR Part 201-4 and 377 DM 1 apply to this release. Additional definitions are:

    A. **Information Resources Management (IRM) Coordinator.** Leader, Information Resources Services, D-7100. The IRM Coordinator is the primary coordinator and liaison with the Office of Information Resources Management for IRM program activities.

    B. **Data Communications Manager.** Leader, Information Resources Services, D-7100. The Data Communications Manager has Reclamation-wide responsibility for the overall management of data communications.

    C. **Wide Area Network (WAN) Manager.** The WAN Manager is responsible for operation of recnet. These responsibilities include providing Reclamation-wide network planning and design, operations support, coordination of network documentation, monitoring network performance, establishing backup and maintenance procedures, maintaining current software licenses and releases, and monitoring network operations and security. The WAN Manager coordinates with regional WAN managers. This position is staffed by the Operations and Network Management Group, D-7130.

    D. **Regional WAN Managers.** Data network managers responsible for the operation of the regional portion of the wide area data communications network. Their responsibilities include providing regional operations management support, network

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planning and design assistance, establishing and updating network documentation, monitoring network performance, establishing backup and maintenance procedures, maintaining current software licenses and releases, and monitoring network operations and security.

E. **Recnet.** The name of Reclamation's wide area network as registered with the Internet research network.

3. **General Provisions.**

A. **Transmission Control Protocol/Internet Protocol (TCP/IP).** This WAN protocol will be used throughout Reclamation to gain the full benefits of interoperability and to maximize network efficiency.

B. **FTS2000.** These services are mandatory to satisfy data communications requirements which are within the scope of the FTS2000 contract unless an exception has been authorized by the General Services Administration (GSA).

C. **Disposition (Excess or Re-utilization) of Data Communications Equipment.** This will be coordinated by the Regional WAN Managers with the Information Resources Division, Operations and Network Management Group, D-7130.

4. **Procedures.**

A. **GSA Mandatory Programs.** Exceptions from GSA Mandatory-for-Use Programs as described in Section 1.6A of 377 DM 1 will be submitted to the IRM Coordinator, Policy and Program Management Group, D-7110.

B. **Traffic Management Services.** Collection of recnet performance monitoring information as required by Section 1.6D of 377 DM 1 will be coordinated by the Operations and Network Management Group, D-7130 and submitted to the Department of the Interior by the IRM Coordinator.

C. **Requests for Departmental Review and Approval.** Requests for telecommunications services requiring Departmental review and approval are described in part 1.7 of 377 DM 1. Requests of this nature will be submitted to the IRM Coordinator, Policy and Program Management Group, D-7110.

D. **Strategic Planning and Reviews.** Data communications strategic planning and reviews as required by part 1.9 of 377 DM 1 will be coordinated by the IRM Coordinator and the Policy and Program Management Group, D-7110, as part of the

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overall IRM strategic planning and review process. WAN Managers are responsible for implementing and maintaining data communications facilities consistent with Reclamation's strategic IRM plan.

5. **Delegations.**

   A. **Requests That Require Departmental Approval.** Departmental approval is required for telecommunications resources and support services, including network design studies, when the total estimated contract costs exceeds $5,000,000 for full and open competition, or $500,000 for other than full and open competition [reference 377 DM 1.7B(2) as amended December 5, 1995]. Requests for Departmental approval will be submitted to the IRM Coordinator, Policy and Program Management Group, D-7110.

   B. **Authority Delegated to Reclamation.** Authority delegated to Reclamation by the Department of the Interior is redelegated to the senior regional IRM official for regional data communications requirements as follows: when the total estimated contract costs does not exceed $500,000 for full and open competition, or $100,000 for other than full and open competition. This authority may not be redelegated. Reclamation Service Center and Washington Office data communications remain under the authority of the IRM Coordinator.

   C. **Requests for all Dedicated Data Circuits and Frame Relay Connections for Recnet.** These requests, regardless of cost, will be submitted to the Information Resources Services, Operations and Network Management Group, D-7130, for technical review and implementation unless specifically delegated to Regional WAN Managers.

6. **Technical Review.**

   A. **Requests for General Purpose Data Communications Hardware, Software, and Services.** All requests for general purpose data communications hardware, software, and services, regardless of cost, must be submitted to the Leader, Information Resources Services, D-7130, for technical review (see exceptions below). Requestors should allow lead time commensurate with the scope and complexity of the requirement. To facilitate the management, planning, and implementation of general purpose data communications facilities, and to maintain network compatibility,

   B. **Exemptions.** The following types of equipment and services are exempted from the review process described above:

   (1) Dial modems regardless of speed,

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(2)   Any flat rate business lines associated with dial modems,

(3)   Off-the-shelf communications software packages for stand-alone personal computers.

(4)   Telecommunications facilities installed and maintained for Flexible Workplace arrangements for locations other than the Reclamation Service Center.

(5)   Local Area Network (LAN) equipment and software are not considered general purpose data communications resources and are exempted from this review process. However, notification to the WAN Manager is required when connecting a new LAN to the network or when upgrades to an existing LAN resource have the potential of affecting WAN resources, i.e. new nodes, increased traffic, etc.

C.   **Data Communications Service Request Form, 7-2297.** This form should be used to request data communications services (e.g., installation, deinstallation, or relocation of data communications lines or equipment). Regional WAN Managers will coordinate submission of requests for regional data communications services and equipment. The form should be submitted to the Information Resources Services, Operations and Network Management Group, D-7130.

7.   **Technical Standards.** Recnet technical standards and procedures are detailed in the *Bureau of Reclamation Wide Area Network (WAN) Standards and Procedures*, which may be obtained from the Information Resources Services, Operations and Network Management Group, D-7130.