

PART 2006 - MANAGEMENT

Subpart V - Policies For Rural Development

§2006.1051 General.

This Instruction establishes policies, responsibilities, and procedures to ensure the use of the life cycle management process in software development projects within Rural Development. This Instruction is mandated by Departmental Regulation 3220-3 (Software Management).

§2006.1052 Scope.

This Instruction applies to all software installed on Rural Development owned or leased computers and Rural Development software systems residing on United States Department of Agriculture (USDA) computers. This includes:

- (a) Rural Development official software. Software that is used by multiple program areas or States. Official software developed in accordance with RD Instruction 2006-T and other applicable Rural Development and USDA guidelines and policies. Official software is listed in an unnumbered letter issued periodically by the Assistant Administrator for Information Systems Management (AAISM).
- (b) State official software. Software distributed by a State Director to those offices within his/her jurisdiction which complies with the requirements in this Instruction. A listing of this software shall be distributed by State Instruction.
- (c) Locally developed software. Software developed or used on Rural Development's multifunction workstations by an individual user.

§2006.1053 Policy.

Software developed, used, or procured by Rural Development supports the delivery of services to the public, control of financial resources, and management of Agency operations. This software resides on varied hardware platforms at over 2000 locations. In this environment, it is the policy to provide software that is effective, affordable, efficient, and manageable.

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(a) Only software purchased by Rural Development or developed for use by Rural Development shall be installed on Rural Development owned or leased computer equipment. The unauthorized alteration of Rural Development official software or State official software or the use or installation of illegal or unauthorized software may result in disciplinary action. Rural Development does not condone the unauthorized copying and distribution of copyrighted software which is illegal and carries a fine up to \$100,000.

(b) All major software and related information resource management projects must conform to the life cycle management (LCM) requirements as established by the AAISM.

(c) Rural Development software and the associated data are valuable Agency assets that must be protected from fraud, waste, and mismanagement.

(d) The orderly, efficient implementation of Rural Development programs is dependent upon timely, reliable software. Therefore, all phases of LCM activities shall be coordinated in conjunction with regulation and policy changes in accordance with pursuant sections of this Instruction.

(e) An individual user or an office that uses the Rural Development computer to develop software should follow the general guidance provided by the Agency and USDA concerning file management, data storage, and security as well as applicable Federal and Agency standards.

(f) Locally developed software distributed to multiple sites within a State must adhere to Agency and other applicable Federal requirements for software development.

§2006.1054 Definitions.

Life cycle management (LCM). The process of managing the development of a software system from the establishment of the need for a system to the end of its operational use.

Software. This term includes the systems software, applications software, user documentation, training materials, and related supplements that are needed to implement and maintain a system or application.

(1) Systems. This category includes the computer operating system and computer programs that execute directly under the computer's operating system. These include commercial, purchased software packages, such as word processing, spreadsheet, and database packages, as well as Agency-developed systems.

(2) Applications. Computer-based tools purchased or developed to operate with one or more software system packages. These include specific spreadsheets, spreadsheet templates, specific databases, database reports, and word processing style sheets.

User. Program or administrative area, group, or individual utilizing Automated Data Processing resources.

§2006.1055 Responsibilities.

(a) Assistant Administrator for Information Systems Management (AAISM). The AAISM is the Senior Information Resources Management Official for Rural Development and in accordance with Departmental Regulation 3220-3 is responsible for:

- (1) Developing information resources management policies and guidelines including software management policy;
- (2) Ensuring the use of the LCM process in major software projects;
- (3) Timely and effective coordination and consultation with Rural Development senior managers on the development, implementation, maintenance, and support of Rural Development systems and software;
- (4) Managing the acquisition, development, and clearance of software that supports the administrative and programmatic activities of Rural Development; and
- (5) Designating personnel within Rural Development's automation organization and approving personnel from other organizations to be responsible for the management of specific major software development projects.

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(b) Users. Users are an essential element in software development, implementation, and management. Users shall be involved in each phase of the LCM process. The extent of user responsibility in each LCM phase will vary with the complexity and scope of the project. AAISM, as part of his/her overall responsibility for software management, must assure full involvement of users in automation projects.

(c) Managers. Managers at all levels within Rural Development are responsible for ensuring that official, current systems software and applications software are being used. National and Finance Office managers shall ensure that automated systems and associated software being developed for their areas of responsibility meet the established need and the functional requirements before implementation. In addition, all managers must ensure that system development project decisions are based on sound economic analysis of alternatives and follow LCM policy and guidelines.

§2006.1056 Procedures.

The Agency will adapt the methodology stated in Departmental Manual 3200-1 (Application Systems Life Cycle Management Handbook) and additional clarifying guidance provided by the AAISM to meet the specific needs for software development procedures.

§2006.1057 [Reserved]

§2006.1058 References.

RD Instruction 2006-T Application Information System Support

RD Instruction 2006-Z Information Systems Security

USDA DM 3200-1 Application Systems Life Cycle Management Manual

USDA DM 3200-2 A Project Manager's Guide to Application Systems Life Cycle Management

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