

## PART 2006 - MANAGEMENT

## Subpart T - Application Information System Support

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Part 2006 - MANAGEMENT

Subpart T - Application Information System Support

§2006.951 Purpose.

This Instruction establishes policies and procedures and assigns responsibilities for managing requests for automation (RFAs) RD Form 2006-15, "Request for Automation," and RD Form 2006-25, "Production Problem Report," to modify, enhance, or develop standard Rural Development Application Information Systems (AISs).

§2006.952 Applicability and Scope.

This Instruction applies to requests to modify, enhance, develop, or implement standard AISs from any Rural Development organizational element.

§§2006.953 - 2006.954 [Reserved]

§2006.955 Policy.

It is the policy of Rural Development to:

- (a) Provide top-level management direction to the prioritization of RFAs.
- (b) Establish sponsor(s) for each standard AIS.
- (c) Provide for program, management, and field office participation in the prioritization of RFAs.
- (d) Establish System Review Boards (SRBs) for each major AIS or group of related AISs to prioritize RFAs.
- (e) Evaluate proposed RFAs in accordance with priorities established by the Rural Development's Strategic Business Plans, consistent with the Rural Development's Information Resources Management (IRM) Strategic Plan.

§2006.956 Objectives. The objectives of this Instruction are to ensure that:

- (a) There is appropriate top- and mid-level management in the RFA prioritization process.

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- (b) The most crucial RFAs are accomplished first and all RFAs are accomplished in the correct priority sequence.
- (c) Sponsorship is designated for each standard AIS.
- (d) IRM resources are equitably and prudently used to meet the Rural Development's missions, goals, objectives, and priorities.
- (e) There is appropriate user (Field, Finance, and National Office) involvement in the AIS support process.
- (f) There is adequate technical assistance provided to the AIS support process.

§2006.957 Responsibilities .

- (a) Automation Review Council (ARC) . The ARC will:
  - (1) Approve the allocation of information resources consistent with the Rural Development's strategic business goals and objectives.
  - (2) Resolve conflicts among automation initiatives competing for existing information resources.
  - (3) Establish, terminate when necessary, and provide guidance to the SRBs in prioritizing RFAs and in developing annual workplans.
  - (4) Review and recommend approval of designated standard AISs under development or in operation at each life cycle management milestone ensuring that sound life cycle management principles and practices are being followed. The review will determine whether the AIS should proceed to the next life cycle management phase.
  - (5) Specific duties and responsibilities of the ARC are assigned in RD Instruction 2006-FF.
- (b) System Review Boards (SRBs) . Each SRB will set priority sequences for RFA implementation for the AIS(s) under the SRB's authority. This will be accomplished by developing an annual workplan of RFAs to be automated using the IRM resources allotted to each AIS. The SRB Annual Workplan identifies RFA priority sequences (as determined by the SRB), and proposed implementation dates for Critical RFAs. IRM will schedule the RFAs for implementation. Voting SRB membership will be established by the ARC at the creation of the SRB in proportion with the AIS's user base. Each SRB will:

§2006.957(b) (Con.)

- (1) Review RFAs, determine applicability and accept or reject each RFA.
  - (2) Develop an annual workplan that sets RFA priority sequences to be accomplished using the IRM resources allocated to each AIS. For the specific procedures relating to SRB Annual Workplan development, see the Rural Development Application Information System Support Handbook. RFAs are to be sequenced in accordance with priorities established by the ARC. The Rural Development's Strategic Business and IRM Strategic Plans will also be used for general guidance in setting priorities.
  - (3) Name a Sponsor Project Manager with clear delegation of authority and responsibility for decision-making during the design, user-acceptance of that design, development, documentation, and testing stages for each RFA. The Sponsor Project Manager will typically be an individual recommended by the Sponsor Associate or Assistant Administrator that originated the RFA.
  - (4) Conduct a functional review (of AIS development projects so designated by the ARC) at each life cycle management milestone, and review the overall management of the AIS development project.
  - (5) For additional responsibilities, duties, and guidance, refer to the Rural Development Application Information System Support Handbook.
- (c) Chief Information Officer (CIO) . The CIO will:
- (1) Assess, schedule, and allocate resources to design, develop, unit-level test, system-level test, coordinate acceptance tests with sponsor area, implement, and maintain systems, in accordance with ARC and SRB priorities.
  - (2) Coordinate RFA implementation with Sponsor Associate and Assistant Administrators for any AIS they sponsor which is not under the authority of a SRB.
  - (3) Identify AIS(s) to the ARC which require the establishment of a SRB.
  - (4) Appoint an IRM Technical Advisor to each SRB and to Sponsor Function Specialists.

(5) Resolve RFAs with the priority ranking of Emergency and Production Problem Reports as expeditiously as possible.

(6) Maintain inventory and status reports of all RFAs and Production Problem Reports. These reports will be made available to a SRB upon request.

(7) For additional responsibilities, duties, and guidance, refer to the Rural Development Application Information System Support Handbook.

(d) Sponsor Associate and Assistant Administrator(s) . The Sponsor Associate and Assistant Administrator(s) will:

(1) Appoint voting representatives to the sponsored SRB when a SRB has been established by the ARC or when otherwise necessary.

(2) Serve as sponsor, as appropriate, for any AIS which directly serves the sponsor area and is not under a SRB's authority.

(3) Appoint one or more Function Specialists to provide assistance as needed to users developing a RFA.

(4) Certify (by signature) the appropriate priority ranking of RFAs and provide a required implementation date for Critical RFAs.

(5) Review and approve/disapprove the SRB Annual Workplan for each SRB sponsored.

(6) For additional responsibilities, duties, and guidance, refer to the Rural Development Application Information System Support Handbook.

(e) Information Resources Management (IRM) Technical Advisor . The IRM Technical Advisor will:

(1) Assist any user or SRB in the development of a RFA, as requested.

(2) Provide technical advice which includes alternative approaches, when requested by any user, sponsor area, or SRB.

(3) Assist in the development and coordination of the IRM Project Plan with the appropriate IRM organization(s).

§2006.957(e) (Con.)

(4) Determine the warranty period, as appropriate, for assigned RFAs.

(5) Prepare an agenda for each meeting of the SRB and distribute it at least 72 hours in advance of each meeting.

(6) For additional responsibilities, duties, and guidance, refer to the Rural Development Application Information System Support Handbook.

(f) Sponsor Function Specialist . The Sponsor Function Specialist will:

(1) Provide functional and technical assistance to users requiring guidance in the development of a RFA.

(2) Provide functional and technical guidance to a SRB, as requested, regarding RFAs.

(g) Sponsor Project Manager . The Sponsor Project Manager will:

(1) Review progress on assigned RFAs, and when necessary, make recommendations to the IRM Technical Advisor and the SRB to adjust implementation schedules.

(2) Ensure that functional design specifications and acceptance test criteria meet the program and management needs identified by the user.

(3) Facilitate resolution of issues and/or decisions necessary to enable design, development, and implementation activities for subject RFAs to remain on schedule.

§§2006.958 - 2006.964 [Reserved]

§2006.965 References .

RD Instruction 2006-Z	Information Systems Security
RD Instruction 2006-FF	Management Oversight of the Information Resources Management (IRM) Program
OMB Circular A-123	Internal Control Systems

RD Instruction 2006-T  
§2006.965 (Con.)

OMB Circular A-127	Financial Management Systems
OMB Circular A-129	Managing Federal Credit Programs
OMB Circular A-130	Management of Federal Information Resources
Public Law 96-511	The Paperwork Reduction Act of 1980 as amended by the Paperwork Reduction Reauthorization Act of 1986
RFATS User Guide	Request for Automation Tracking System (RFATS) user documentation
USDA DR 3100-2	Agency Information Resources Management Review Board
USDA DR 3150-2	IRM Review Program
USDA DM 3200-1	Application Systems Life Cycle Management
USDA DM 3200-2	A Project Manager's Guide to Application Systems Life Cycle Management
USDA DR 3220-3	Software Management

§§2006.966 - 2006.1000 [Reserved]

