ADS 543 - Corporate Information Systems

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Functional Series 500:   Management Services
ADS Chapter 543 - Corporate Information Systems

543.1   Authority

1. **Paperwork Reduction Act of 1995**
2. **Federal Information Locator System (44 USC 3511)**
3. **Public Law 93-579**, the **Privacy Act of 1974 (5 U.S.C. 522a)**
4. **Copyright Act of 1976, as amended (17 USC 101** and following)
5. **Chief Financial Officer Act of 1990**

543.2   Objective

        To provide the framework for management of the Agency's Corporate Information Systems.

        To provide the essential procedures for management of the Agency's **Corporate Information Systems**.

543.3   Responsibility

        1. Chief Information Officer (CIO): The CIO in the Bureau for Management (M) is primarily responsible for ensuring that an inventory of the Agency's major information systems is maintained, data and records contained in information systems are periodically evaluated and, as needed, improved for accuracy, completeness, and reliability.

        2. The Director, Bureau for Management, Office of Information Resources Management (M/IRM/OD), is responsible for directing the design, development, programming, implementation, and maintenance of automated corporate information systems by other Agency organizations. In selected cases, development of automated corporate information systems by other Agency organizations shall be authorized by M/IRM/OD. M/IRM/OD is also responsible for ensuring that information systems do not overlap each other or duplicate the systems of other agencies.

Additionally, M/IRM/OD is responsible for maintaining a comprehensive listing of the business functions to be carried out by the Agency to conduct its mission and the information needed to perform those functions.

        3. Agency Program and Project Managers: These officials are responsible for defining automated information system requirements and maintaining data integrity.

        4. Agency Bureaus/independent offices/overseas organizations: Heads of these organizations are responsible for identifying, classifying by business function, and reporting to M/IRM all corporate information systems (both automated and manual) that are developed, maintained, and operated by these organizations.

5. New Management System (NMS) Users: NMS users are responsible for adhering to the **"Clean PC" standard** contained in this chapter.

543.4 Definitions (See ADS GLOSSARY)

Clean PC Standard
Corporate Information System
Information Architecture

543.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

543.5.1 CORPORATE INFORMATION SYSTEMS

The Bureau for Management, Office of Information Resources Management, Office of the Director (M/IRM/OD) shall authorize, oversee, and direct the design, development, programming, implementation, and maintenance of all corporate information systems in the Agency. USAID program and project managers, or their designees, shall define automated information system requirements and maintain data integrity.

In selected cases, M/IRM/OD shall authorize development of corporate information systems by other Agency organizations. When agency organizations other than M/IRM develop corporate information systems, those organizations' program managers shall oversee system maintenance, data integrity, compliance with applicable Federal legislation, regulations, and Agency standards.

E543.5.1 Corporate Information Systems

M/IRM shall maintain the methodologies for development of corporate information systems including the design, programming, implementation, and maintenance. M/IRM must be contacted for more detailed information on management of corporate information systems through their life-cycles.

All Agency Bureaus/independent offices/overseas organizations must report all corporate information systems to M/IRM by business function (both automated and manual), that are developed, maintained, and operated by their organizations.

543.5.1a HARDWARE AND SOFTWARE PLATFORMS

M/IRM shall determine which hardware and software platforms are consistent with the needs of user organizations and support the long-term initiatives of USAID's Information Systems Plan (ISP).

E543.5.1a   Hardware and Software Platforms - N/A

543.5.1b   FINANCIAL OR PERFORMANCE DATA SYSTEMS

Changes to or creation of corporate automated information systems with financial data must be cleared by the Chief Financial Officer (CFO), the Director, Bureau for Management, Office of Financial Management (M/FM/OD). Proposed changes or new systems must follow the guidance stated in the CFO legislation and the Delegations of Authority to the Deputy CFO and CIO. **(See Mandatory Reference, Chief Financial Officers Act of 1990)**

E543.5.1b   Financial or Performance Data Systems - N/A

543.5.1c   PROPRIETARY SOFTWARE/DATA

In compliance with the Copyright Act of 1976, as amended (17 USC 101 and following), copyright laws and other measures designed to protect legitimate proprietary interests in software and data must be rigidly enforced.

E543.5.1c   Proprietary Software/Data - N/A

543.5.1d   PERSONAL INFORMATION

No information system shall be created that contains personal information, as protected by the Privacy Act of 1974, without prior clearance by the Bureau for Management, Office of Administrative Services, Customer Outreach and Oversight Staff (M/AS/COOS) and subsequent notice in the Federal Register (See also **ADS 508**).

E543.5.1d   Personal Information - N/A

543.5.2   "CLEAN PC" STANDARD REQUIRED FOR INSTALLATION AND USE OF THE NEW MANAGEMENT SYSTEM (NMS)

Strict adherence to the "Clean PC" standard shall be enforced to minimize the number and cost of errors encountered when installing, updating, and using the NMS.

a)   DIRECT HIRES

Direct Hires found to have violated this policy shall be subject to disciplinary action, possibly including a written reprimand.

b)   CONTRACTORS

In the event contractor (including Personal Services Contractors (PSCs)) employees are found to have violated this policy, appropriate remedial action

shall be taken within the terms and conditions of the respective contract(s).

543.5.2   "CLEAN PC" STANDARD REQUIRED FOR INSTALLATION AND USE OF THE NEW MANAGEMENT SYSTEM (NMS)

The complete, updated listing of all applications approved for concurrent installation on an NMS PC is located at the following Intranet site: **http://inside.usaid.gov/M/IRM/ipa/ilab/**

a)   USAID/W NMS USERS

USAID/W users, who require their PCs to be updated to the "Clean PC" standard, must contact Jane Bise in M/IRM/TCO via E-Mail.

b)   MISSION NMS USERS

Mission users who require their PCs to be updated to the "Clean PC" standard must contact their system administrators.

543.6   Supplementary Reference - N/A

543.7   Mandatory Reference

ADS 508
Chief Financial Officers Act of 1990

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