DEPARTMENTAL REGULATION	Number: 3430-002
SUBJECT: Government Information Locator Service	DATE: October 16, 1996
	OPI: Office of the Chief Information Officer

1   PURPOSE

This directive establishes policy and responsibilities concerning the creation and maintenance of the Government Information Locator Service (GILS). GILS provides a mechanism to provide information to the public in a government-wide standardized format. The GILS is designed to assist in discovering the government's information holdings and how to obtain information of interest. It is a standard electronic catalog which describes information resources in a way that allows users to search for and retrieve pointers to desired information.

2   SPECIAL INSTRUCTIONS

Requests for clarification and additional information should be addressed to Information Management Division, Office of the Chief Information Officer.

3   POLICY

The establishment of a Department of Agriculture Government Information Locator Service will be implemented in accordance with the "Information Technology Management Reform Act of 1996", and in accordance with the Office of Management and Budget instructions.

4   BACKGROUND

Following the example of the White House, federal agencies are implementing systems, referred to as "home pages" (see DR 3430-1) that allow the public to learn more about the work of the agencies, their programs and people. This access is made possible through the use of personal computers online through the Internet to agency computers

containing the home page information. State and local governments, universities, and many private sector organizations are also taking advantage of technology to reach out with their message.

While the home page is designed to introduce the agency and its programs to the public, the GILS system takes the next step to describe agency information holdings to the public.

5   FORMAT

       Information Locator records will be developed as described in the GILS record template (See Appendix A). This template is based on the Federal Information Processing Standards Publication 192, Metadata Standards for GILS.

6   RESPONSIBILITIES

       a   Office of the Chief Information Officer.

          (1)   Coordinate the creation of the Departmental GILS data base.

          (2)   On a regular basis, audit the content and usage of the data base.

       b   Agencies

          (1)   Create GILS records according to the template in Appendix A.

          (2)   Maintain the Agency portion of the GILS data base by inputting, updating, deleting, and verifying the accuracy of records.

       c   Washington Service Center

          (1)   Provide the hardware and software information resources to allow the Agencies to accomplish their responsibilities.

          (2)   Create the data base for GILS records.

7   REFERENCES

       a   OMB Bulletin Number 95-01 of December 7, 1994, Establishment and Operation of the Government Information Locator Service.

       b   Information Technology Management Reform Act of 1996 (Public Law 104-106.)

       c   OMB Circular A-130, Management of Federal Information Resources.

Signed By:

Anne F. Thomson Reed

       APPENDIX A

TEMPLATE FOR USDA GILS RECORD

Title: (Mandatory)

Acronym: (Optional)

Originator:

Department/Agency Name: Department of Agriculture

Major Organizational Subdivision: (Mandatory - Agency Name)

Minor Organizational Subdivision: (Mandatory - Agency unit)

Name of Unit: (Optional)

Controlled Vocabulary:

Index Terms Controlled: (Optional; Repeatable; use only if you are referencing a specific thesaurus)

Thesaurus: (Optional; Mandatory if Index Terms-Controlled has values)

Local Subject Index:

Local Subject Term: (Mandatory; Repeatable)

Local Subject Term: US Federal GILS

Abstract: (Mandatory)

Purpose: (Mandatory)

Agency Program: (Mandatory)

Spatial Reference (Spatial Domain):

Bounding Coordinates (Bounding Rectangle): (Optional)

Georgraphic Name: (Optional)

Availability:

Distributor Name: (Mandatory)

Distributor Organization: (Mandatory)

Distributor Street Address: (Mandatory)

Distributor City: (Mandatory)

Distributor Zip Code: (Mandatory)

Distributor Country: (mandatory)

Distributor Network Address: (Optional)

Distributor Hours of Service: (Optional)

Distributor Telephone: (Mandatory)

Distributor Fax: (Optional)

Distributor Resource Description (Identifier): (Optional)

Distributor Order Process: (Mandatory)

Technical Prerequisites: (Optional; enter "Internet Access" if available on Internet)

Available Time Period:

Available Time Period Structured: (Optional)

Available Time Period Textual: (Optional)

Available Linkage: (Optional; enter URL if available on Internet)

Available Linkage Type: (Optional)

Sources of Data: (Mandatory)

Methodology: (Optional)

Access Constraints: (Mandatory; enter "No access constraints" if none)

Point of Contact: (for further information)

Contact Name: (Mandatory)

Contact Organization: (Mandatory)

Contact Street Address: (Mandatory)

Contact City: (Mandatory)

Contact State: (Mandatory)

Contact Zip Code: (Mandatory)

Contact Country: (Optional)

Contact Network Address: (Optional)

Contact Hours of Service: (Optional)

Contact Telephone: (Mandatory)

Contact Fax: (Optional)

Supplemental Information: (Optional)

Cross Reference: (Related Sources)

Cross Reference Title: (Optional)

Cross Reference Linkage: (Optional)

Cross Reference Type: (Optional)

Schedule Number: (Optional, but mandatory if entry is used to inventory information system for records management purposes; enter " Scheduled: followed by NARA number" or "Not Scheduled" if resource is not covered by a NARA-approved records schedule)

Control Identifier: (Mandatory; enter "USDA" followed by agency official ID and any identifying number assigned by the agency)

Record Source: (Mandatory)

Department/Agency Name: Department of Agriculture

Major Organizational Subdivision: (Mandatory - Agency Name)

Minor Organizational Subdivision: (Mandatory - unit within agency, Repeatable)

Name of Unit: (Optional)

Original Control Identifier: (Optional)

Data of Last Modification: 1995 (MMDD are optional)

END