

<b>DEPARTMENTAL REGULATION</b>		Number: 3210-001
SUBJECT: Data Base Development	DATE: June 2, 1989	
	OPI: Office of the Director, Office of Information Resources Management	

1 PURPOSE

This regulation establishes policy, responsibilities, and procedures relative to the design, modeling, implementation and maintenance of data bases at the National Computer Center.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

a This regulation supersedes DR 3210-1, "DATA BASE DEVELOPMENT," dated July 15, 1983.

b References. DR 3200-1, "Application Systems Life Cycle Management"; DR 3200-2, "A Project Manager's Guide to Application System Life Cycle Management"; and DR 3200-3, "Software Management."

3 POLICY

a The Office of Information Resources Management (OIRM) provides users of the National Computer Center (NCC) with the data base services necessary to meet USDA mission responsibilities.

b OIRM provides leadership and technical guidance to coordinate user activities in the area of standards and guidelines for data base management systems. OIRM and NCC help coordinate the activities associated with the Federal Information Processing Standards (FIPS) pertinent to the adoption of American National Standard Database Language SQL, FIPS PUB 127 (ANSI X3.135-1986) and Network Data base Language ND, FIPS PUB 126 (ANSI X3.133-1986).

c OIRM provides leadership and technical guidance in all areas of data base development, including information requirements analysis, data modeling, security, and data dictionaries.

d USDA Agencies and Staff Offices implement data base systems that meet USDA mission requirements and that are designed to utilize automated systems and services in an efficient manner.

e Data base applications should be developed, wherever possible, as portable applications in an open systems environment that conforms to Government Open Systems Interconnection Profile (GOSIP) and Portable Operating Systems Interface for Computer Environments (POSIX).

f USDA Agencies and Staff Offices should follow the policy and guidance in the software management directives when developing data base applications. The software management directives are DR 3220-3, "Software Management"; DR 3200-1, "Application Systems Life Cycle Management"; and DR 3200-2, "A Project Manager's Guide to Application Systems Life Cycle Management."

#### 4 ABBREVIATIONS

OIRM Office of Information Resources Management

NCC National Computer Center

FIPS Federal Information Processing Standards

GOSIP Government Open Systems Interconnection Profile

POSIX Portable Operating Systems Interfacing for Computer Environments

NFC National Finance Center

#### 5 RESPONSIBILITIES

a Agencies and Staff Offices will:

(1) Work directly with the National Computer Center database staffs and provide the NCC with advance notification concerning proposed major data base applications that may impact the host site thus allowing the NCC to identify and acquire needed ADP resources.

(2) Be responsible for the design, development and operations of their data base applications.

(3) Ensure that data base applications have been properly reviewed: that the information contained in the data base has been justified by the organization developing the data base, that the required compliance with standards has been met, and that the appropriate levels of data security have been identified. For guidance, refer to life cycle

management of applications systems as presented in the software management directives.

(4) Develop data base systems using a phased approach, with pilot tests to validate design concepts and data element content, and implement the fully operational data base in logical steps. For guidance, refer to life cycle management of applications systems as presented in the software management directives.

(5) Establish data base administration functions, when appropriate, to support data base activities.

(6) Work with the NCC data base staffs to identify the requirements for additional data base management system productivity tools.

b OIRM and the National Computer Center will:

(1) Protect the existing investments in data base management systems and applications by supporting USDA mainframe data base management systems and productivity tools for a minimum of a 5 to 7 year period.

(2) Add relational data base management system capabilities to the USDA mainframe environment and expand NCC services to include program productivity tools that augment relational data base models.

(3) In concert with users, select mainframe data base systems that take into account agency requirements for multiple platform support. OIRM will promote relational technology as one method to support a distributed data base environment.

(4) Support the transfer of data into and out of the central data bases and provide the necessary tools for cooperative processing support.

(5) Review agency plans during the design phase for implementing data base systems at the NCC and provide information and feedback to assist agencies.

(6) Work with the users to determine the level of ADP resource support needed and reach an agreement on the data base assistance and services that can be expected from OIRM and the NCC.

(7) Maintain a close working relationship with the National Finance Center (NFC). The NCC and the NFC will cooperate in the making of long-range plans to provide the best utilization of data base related services.

## 6 PROCEDURES

The following procedures are to be followed by agencies, staff offices and authorized users of an NCC prior to establishment of NCC resident data bases.

a Agency Request for Support. Once the plan for a data base is defined, the agency or user will notify the target NCC in writing before the development phase begins. Planning sessions will be held with the users and NCC staff members to exchange information concerning the proposed data base.

b National Computer Center Response. The NCC will acknowledge receipt of a data base request and designate a point of contact. The NCC will participate in the initiating phase of the application life cycle, with emphasis on the application life cycle, with emphasis on the applications potential impact on NCC operation. The NCC may also initiate a series of meetings with the requesting parties to discuss the request and provide assistance. Additional information concerning the data base may be required by the NCC.