U.S. Department of Agriculture
Washington, D.C. 20250

	Number:
# DEPARTMENTAL REGULATION	3400-003

SUBJECT: Departmental Information Locator System	DATE: December 5, 1994
	OPI: Office of Information Resources Management

1   PURPOSE

This regulation establishes policy and procedures for the use of the Departmental Information Locator System (DILS). The major purposes of the system are to assist in managing information resources, increase sharing of resources, and decrease duplication of effort and associated costs.

2   CANCELLATION

This regulation is a revision of and supersedes DR 3400-3, September 30, 1986. The principal changes are:

a   The Property (PROP) Subsystem of the Property Management Information System is the official Departmental ADPE Inventory system. Data from PROP will be provided to the General Services Administration to satisfy reporting requirements of the ADPE/DS, the Federal ADP Equipment Inventory. Previously, this data was provided from the ADPE subsystem of DILS. To avoid the duplication of effort required to maintain two Departmental systems, the ADPE subsystem of DILS will be discontinued.

b   The Departmental Automated Directives System (DADS) replaces the Directives subsystem of DILS.

c   The Government Information Locator Service (GILS) will replace the Information Systems subsystem of DILS. The Office of Management and Budget requires Federal agencies to describe major information systems in accordance with guidelines established by GILS.

d   Agency use of DILS is no longer mandatory. However, agencies are encouraged to use the remaining three subsystems to help manage their resources.

3   APPLICABILITY AND SCOPE

DILS is a tool provided to assist USDA agencies and staff offices in managing information resources.

Agencies may establish and maintain agency data in each of the following subsystems:

(1)   Common-Use Software

(2)   Forms

(3)   Reports

Descriptions of each subsystem are provided in Section 7 of this regulation.

4   REFERENCES

DR 3140-1 USDA ADP Security Policy, July 19, 1984

DM 3140-1 ADP Security Manual, July 19, 1984

Subchapter "N" Agriculture Property Management Regulation, July 31, 1992

5   ABBREVIATIONS

ADPE/DS   Automated Data Processing Equipment Data System

DILS   Departmental Information Locator System

NCC   National Computer Center

OIRM   Office of Information Resources Management

PROP   Property Subsystem of the Property Management Information System

6   POLICY

Inventories of major USDA information resources may be maintained in the Departmental Information Locator System. Data in the system will be maintained by the agency that owns or has responsibility for the information resource. All data will be available for display to all authorized system users. Update permission will be restricted to authorized personnel of the agency that owns or has responsibility for the data.

7   SYSTEM DESCRIPTION

a   Three Subsystems. The three subsystems of DILS contain management information about the following resources:

(1)   Common-Use Software. Software that is agency developed or acquired from commercial sources and offers potential for sharing by other USDA agencies. Proprietary packages and off-the-shelf software are excluded. They will be maintained in PROP, as appropriate.

(2)   Forms. Departmental (AD) forms, other Federal forms used within USDA, and agency forms.

(3)   Reports. Departmental, interagency and Congressional reports. Agency reports may also be included.

b   System Features. Following are key features and capabilities of the system. Detailed descriptions are available in System Documentation and Operations Manuals:

(1)   Full-screen 3270 operation;

(2)   Online data entry, update and query;

(3)   Keyword search;

(4)   Online menus;

(5)   Online and hard copy reports, including documents for Department-wide distribution such as the Departmental Forms Catalog

(6)   Linkage between subsystems through cross references and the central keyword search function.

8   RESPONSIBILITIES

a   Office of Information Resources Management will:

(1)   Manage the Departmental Information Locator System and serve as central point of contact for advice and assistance to agencies.

(2)   Provide continuing operational maintenance for the system and implement changes and enhancements as required.

(3)   Monitor use of the system and periodically review policy and procedures to ensure that Departmental and agency requirements are met.

(4)   Ensure that Departmental data is accurate, current, and complete.

b   Agencies and Staff Offices will:

(1)   Develop internal policies and procedures as appropriate.

(2)   Enter agency data and update the system as necessary to ensure that data is accurate, current, and complete.

(3)   Recommend system changes and enhancements.

9   PROCEDURES

a   Users Manuals. Detailed procedures are contained in operations manuals, one for each of the three subsystems. Manuals are available from OIRM.

b   Security. Several permission access levels are provided within each subsystem. In addition, agencies have the option to limit access within sub-units of the agency.

Procedures for establishing these authorizations are covered in an operations manual, available from OIRM. The agency ADP Security Officer or other designee will carry out DILS security functions and assure compliance with provisions of DR 3140-1, ADP Security Policy.

c   Initial Data Entry. Data may be entered either online or from magnetic tape in a prescribed format, available from OIRM.

d   Updating. Additions, changes and deletions will be entered online, on a continuing basis, as changes occur.

e   Cost. Agencies will be charged the normal rates for NCC processing.

10   INQUIRIES

Contact Information Management Division, OIRM, at 202-690-2118.

Sign by:

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