



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 543

Corporate Information Systems

Document Quality Check Date: 01/02/2013
Partial Revision Date: 08/21/2002
Responsible Office: M/CIO/CE
File Name: 543_010213

Functional Series 500 – Management Services**ADS 543 - Corporate Information Systems**POC for ADS 543: Charlottie Russel, (703) 666-1494, crussell@usaid.gov**Table of Contents**

<u>543.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>543.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>543.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES.....</u>	<u>3</u>
<u>543.3.1</u>	<u>Corporate Information Systems</u>	<u>4</u>
<u>543.3.1.1</u>	<u>Hardware and Software Platforms</u>	<u>4</u>
<u>543.3.1.2</u>	<u>Financial or Performance Data Systems.....</u>	<u>4</u>
<u>543.3.1.3</u>	<u>Proprietary Software/Data.....</u>	<u>4</u>
<u>543.3.1.4</u>	<u>Personal Information.....</u>	<u>5</u>
<u>543.3.2</u>	<u>"Clean PC" Standard Required for Installation and Use of the New Management System (NMS).....</u>	<u>5</u>
<u>543.4</u>	<u>MANDATORY REFERENCES</u>	<u>5</u>
<u>543.4.1</u>	<u>External Mandatory References</u>	<u>5</u>
<u>543.4.2</u>	<u>Internal Mandatory References</u>	<u>6</u>
<u>543.5</u>	<u>ADDITIONAL HELP</u>	<u>6</u>
<u>543.6</u>	<u>DEFINITIONS.....</u>	<u>6</u>

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

543.1 OVERVIEW

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.

543.2 PRIMARY RESPONSIBILITIES

a. The **Chief Information Officer (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.

b. The **Director, Bureau for Management, Office of Management Services (M/MS/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/MS/OD. M/MS/OD is also responsible for ensuring that information systems do not overlap each other or duplicate the systems of other agencies.

Additionally, M/MS/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.

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

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

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

543.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

543.3.1 Corporate Information Systems

The Bureau for Management, Office of Management Services, Information and Records Division, Office of the Director (M/MS/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/MS/OD shall authorize development of corporate information systems by other Agency organizations. When agency organizations other than M/MS/IRD develop corporate information systems, those organizations' program managers shall oversee system maintenance, data integrity, compliance with applicable Federal legislation, regulations, and Agency standards.

M/MS/IRD shall maintain the methodologies for development of corporate information systems including the design, programming, implementation, and maintenance. M/MS/IRD 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/MS/IRD by business function (both automated and manual), that are developed, maintained, and operated by their organizations.

543.3.1.1 Hardware and Software Platforms

M/MS/IRD 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).

543.3.1.2 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 the Chief Financial Officer (M/CFO/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 [Chief Financial Officers Act of 1990](#))

543.3.1.3 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.

543.3.1.4 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 Management Services, Customer Outreach and Oversight Staff (M/MS/COOS) and subsequent notice in the Federal Register (See also [ADS 508](#)).

543.3.2 "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).

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/AS/IRD/> [Note: This is an internal USAID Web site.]

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/MS/IRD/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.

543.4 MANDATORY REFERENCES

543.4.1 External Mandatory References

- a. [Chief Financial Officer Act of 1990](#)**
- b. [Copyright Act of 1976, as amended \(17 USC 101 and following\)](#)**

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

- c. [Federal Information Locator System \(44 USC 3511\)](#)
- d. [Paperwork Reduction Act of 1995](#)
- e. [Privacy Act of 1974 \(5 U.S.C. 522a\)](#)
- f. [Public Law 93-579](#)

543.4.2 Internal Mandatory References

- a. [ADS 508, The USAID Privacy Policy](#)

543.5 ADDITIONAL HELP

There are no Additional Help documents for this chapter.

543.6 DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

“Clean PC” Standard

A "Clean PC" is a PC that is designated for NMS use that has: 1) had its hard disk reformatted (cleaned); 2) had fresh copies of DOS, Banyan/Vines, and Windows 3.1 installed; 3) had conventional memory optimized so that the largest executable program size is at least 570Kb before Windows is run; 4) has at least 110Mb of available hard disk space on the C: drive before NMS is installed, and at least 30MB available at all times after NMS is installed; and 5) contains only software tested and approved to work with the NMS. (Chapter 543)

corporate information systems

Systems that contain data that need to be shared among two or more Agency organizations. Corporate systems include any system that is used by or is of benefit to more than one organization to create, update, or delete corporate data. (Chapters 543, [550](#))

information architecture

The information architecture looks at how: information is used in an organization without regard to current systems or organizational boundaries, work the Agency must accomplish, and information that is needed to perform the work. (Chapter 543)

543_010213