

United States Department of Agriculture
Agricultural Marketing Service

Directive

3130.5

4/1/2004

INFORMATION TECHNOLOGY STANDARDS

I. PURPOSE

This Directive provides a comprehensive set of services, protocols, and products that define the target technical environment for the acquisition, development, and support of AMS automated information systems.

II. POLICY

These standards facilitate the cost-effective acquisition and management of the Agency's investments in information technology.

III. RESPONSIBILITIES

A. The Program Deputy Administrator is responsible for overall compliance with this Directive.

B. System administrators and administrative officers in the AMS Programs are responsible for ensuring that their systems are consistent with these standards.

C. Programs are responsible for obtaining technical approval from the Agency to use non-standard equipment and software and, if approved, to support the use of non-standard equipment and software.

D. The AMS Chief Information Officer (CIO) will technically approve new acquisitions and services only when they conform to these standards or when deviations are justified in writing by the Program with a sound business case.

IV. PROCUREMENT OF IT RESOURCES

To purchase IT equipment or services, refer to AMS Directive 3130.4, Technical Approval of Information Technology Investments, for policy and guidance on obtaining technical approvals to purchase IT equipment or services.

Distribution: AMS

Originating Office: S&T/ITG

Requests to procure information technology resources must comply with the following technical requirements:

V. DESKTOP AND LAPTOP/NOTEBOOK SYSTEMS:

A. Desktop and Laptop/Notebook Software Standards:

	ACQUISITION	OPERATIONALLY SUPPORTED¹
1. Operating System	Windows XP Professional	Windows 2000 Professional Windows XP Professional
2. Office Applications	MS Office 2003 ^{2,3}	MS Office 2003 MS Office XP, until June 2004
3. Web Browser	Microsoft Internet Explorer 6.0	Microsoft Internet Explorer 6.0
4. Anti-Virus Software	Norton ²	Norton
5. Patching Software	Patchlink ²	Patchlink

¹The Technical Resource Center (202-720-1111, Room 1779-S) provides support for all desktop hardware and software listed in this document.

²AMS has an Enterprise license. Do not purchase this software separately.

³Program areas may upgrade to Office 2003 at any time, but no later than June 1, 2004.

Using a computer that attaches to the AMS Wide Area Network with an operating system or other software in place of those listed above requires a waiver request from the AMS CIO. This request must include:

1. The business case that requires the non-standard software;
2. The business case that requires the workstation to be attached to the WAN; and
3. The timeline for returning/upgrading the workstation to the standard software.

B. New Desktop Hardware.

The following are the minimum configuration requirements for new purchases:

1. *Processor:* Intel Pentium IV 2.4 GHz
2. *Memory:* 512 MB RAM
3. *Monitor:* 17 inch, .26 DPI SVGA Monitor
4. *Floppy Drive:* 1.44 MB 3.5 inch
5. *Hard Drive:* 40 Gigabyte
6. *CD-ROM:* 48x CD-ROM or 8/4/32X CD-RW*
7. *Network Interface Card* Ethernet 10/100 integrated or equivalent

- 8. *Soundcard:* Plug-and-play compatible
 - 9. *Speakers:* Generic speakers or an internal speaker
 - 10. *Labor:* 3-years parts and on-site labor
- *All systems administrators should have a CD-RW.

Programs should plan on replacing desktop computers about every 3 to 4 years to maintain a reliable and stable workstation environment.

C. New Laptop/Notebook Hardware.

Following are the minimum configuration requirements for new purchases:

- 1. *Processor:* Pentium IV 1.5 GHz
- 2. *Memory:* 512 MB RAM
- 3. *Display:* 14.1 XGA display
- 4. *Floppy Drive:* 1.44 MB
- 5. *Hard Drive:* 20 Gigabyte
- 6. *CD-ROM:* 24x CD ROM or 16x CD-RW*
- 7. *Modem:* 56 kbps v.90 compliant (or dual modem/Ethernet)
- 8. *Network Interface Card:* Ethernet 10/100
- 9. *Labor:* 3-years parts and on-site labor

Programs should consider the purchase of laptop computers with docking stations to replace traditional desktop systems for mobile users. Programs should plan on replacing laptops used as desktop computers about every 2 to 3 years to maintain a reliable and stable portable workstation environment.

VI. SERVERS

A. Server Software.

Network Operating System: Windows 2000 Server* or Windows 2000 Advanced Server* with all ITG approved service packages, or Windows 2003 Server for servers running applications designed for Windows 2003 (e.g., .Net applications).

*Windows 2000 Advanced Server is required for clustered systems or servers with more than four processors.

Using an operating system other than those listed above requires a waiver request from the AMS CIO. This request must include:

- 1. The business case that requires non-standard software;
- 2. The business case that requires the server to be attached to the WAN; and
- 3. The timeline for returning/upgrading the server to a standard server operating system.

B. New Server Hardware.

Server Manufacturer: Hewlett Packard ProLiant Series or fully compatible server (Server specifications will be dependent on intended end-use).

Following are the minimum hard drive configuration and memory requirements:

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|------------------------------------|---|
| 1. <i>Processor:</i> | Pentium IV 2.4 GHz |
| 2. <i>Memory:</i> | 1 GB RAM |
| 3. <i>Operating System Drives:</i> | Two 18.2 GB drives configured as RAID 1 |
| 4. <i>RAID Drives:</i> | 36.4 GB |
| 5. <i>Labor:</i> | 3-years parts and on-site labor |

All servers should be on a 3- to 5-year replacement cycle from the date they are placed into service.

VII. APPLICATION DEVELOPMENT

A. New application development is to be accomplished using Microsoft Visual Basic.NET. New database applications shall use Microsoft SQL Server 2000 or Microsoft Access 2003.

B. Information systems designs shall use modular development (object-oriented technology) for easier development, maintenance, software reuse, and lower costs. New applications are encouraged to use web services and XML technology for sharing data.

VIII. HANDHELD DEVICES

A. Personal Digital Assistant.

Minimum Operating System: WinCE/Pocket PC 2002.
TRB will support any hardware device running this operating system.

B. BlackBerry.

Minimum Operating System: RIM Blackberry Desktop Software v3.6.
TRB will support any Blackberry device running this operating system.

IX. WIRELESS NETWORK ACCESS POINTS

Because of security limitations, no wireless access points are approved for use on the AMS wide area network.

X. QUESTIONS

Questions may be addressed to the Technical Resource Branch, Information Technology Group, at 202-720-1111.

/s/

A. J. Yates
Administrator