



**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

1400 Independence
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Washington, DC
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TO: All Service Center Agency (SCA) Employees

FROM: Thomas C. Dorr
Under Secretary
Rural Development

NOV 5 2003

James R. Little
Administrator
Farm Service Agency

NOV 6 2003

Bruce Knight
Chief
Natural Resources Conservation Service

NOV 6 2003

Scott Charbo
Chief Information Officer

NOV - 3 2003

SUBJECT: Service Center Agencies Information Technology (IT) Convergence

The U.S. Department of Agriculture is involved in an extensive IT Convergence effort throughout the Farm Service Agency, Rural Development and Natural Resources Conservation Service. This convergence includes a major organizational restructuring effort that is needed to effectively and efficiently operate and maintain our IT infrastructure function.

The transfer of work to a new IT infrastructure organization under the leadership of the Office of the Chief Information Officer has been approved to be processed as a transfer of function (TOF), as identified in pertinent federal regulations. To that end, employees will be transferred to positions in the new organization based on their duties, as they pertain to the area of IT infrastructure.

A short web-based survey has been developed as a tool to facilitate the IT Convergence effort. The survey will be administered during the month of November. Federal employees in the three organizations included in the convergence will be surveyed as to the amount of their time spent performing IT infrastructure duties in FY 2003. There will be three groups identified for this survey.

- Group One: Those employees in the following series: 334, Computer Specialist; 335, Computer Clerk and Assistant Series; 391, Telecommunications Series; and 2210, Information Technology Series.
- Group Two: Those employees who are not in the above series but have been identified by management as performing IT infrastructure duties 25% or more of their time. This time percentage is normally deemed to represent a significant portion of a position's duties. Identification of employees to be surveyed in the group will be made by officials who have a direct knowledge of the duties they perform.

- Group Three: Those employees who self identify by responding to a general email to be sent to all SCA employees. They will complete the survey if they performed IT infrastructure work 50% or more of their time within the last fiscal year. This threshold is set at 50% in order to capture only those employees who have not been identified by management as being assigned IT infrastructure work but who feel that they contribute at a significant level of effort.

Please note that the survey will be administered to Federal employees only. Work done by contractors and county employees will be identified by other methods.

What to Expect--

- Week of November 10: Employees in Group One and Group Two, who have been pre-selected, will receive an email stating that they are required to complete the survey. All SCA employees will receive an email explaining the survey, providing the URL and asking them to complete the survey **if** they did not receive any previous email communications and they perform IT infrastructure work 50% or more of their time.
- Week of November 17: Employees in all three groups will be reminded to complete the survey if they have not done so already.
- Week of November 24 Employees in all three groups will be reminded to complete the survey if they have not done so already.

Your time and patience is appreciated in helping us complete this initiative. All information submitted will be reviewed and validated. If you have any questions, please go to the following URL: <http://www.itconv.usda.gov>. There, you can view frequently asked questions and also post new questions.

cc: James R. Moseley, Deputy Secretary, USDA
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