



**United States  
Department of  
Agriculture**

Office of the Chief  
Financial Officer

1400 Independence  
Avenue, SW

Washington, DC  
20250

**TO:** USDA Agency and Staff Office Chief Financial Officers

**FROM:** Jon M. Holladay  
Deputy Chief Financial Officer

**SUBJECT:** DATA Act Implementation Workgroup

On May 9, 2014, the Digital Accountability and Transparency Act of 2014 (Public Law 113-101, DATA Act) was signed into law. The DATA Act amends the Federal Financial Accountability and Transparency Act of 2006 (FFATA). It requires the U.S. Department of Agriculture (USDA) to report all Federal funds including obligations and expenditures and continue with Federal assistance and contract reporting as required under FFATA. The Department of Treasury (Treasury) and the Office of Management and Budget (OMB) will lead the implementation. The DATA Act will impact Agency and Staff Office financial, budget and program activities.

Each agency and staff office shall identify a point of contact who can address DATA Act questions as they arise. This point of contact will likely need to establish contacts within the agency or staff office who can answer financial, budget, Federal financial assistance and procurement data reporting questions. The point of contact should coordinate responses to data requests from Treasury, OMB and the Office of the Chief Financial Officer (OCFO). The agency and staff office points of contact will form a working group which will meet regularly to address implementation issues, data collections and share best practices.

Please submit your agency or staff office's point of contact's name by December 1, 2014, to Tyson Whitney on my staff at [Tyson.Whitney@cfo.usda.gov](mailto:Tyson.Whitney@cfo.usda.gov)

The attached OMB Controller Alert dated May 22, 2014, provides a discussion of new DATA Act requirements which complement, and expand upon, existing requirements.

OCFO will be contacting agencies soon to develop the USDA implementation and ask for assistance to complete the following tasks:

TASK	DATA REQUEST
Create As-Is process maps	<ul style="list-style-type: none"> <li>▪ Document (map) data elements in source systems</li> <li>▪ Validate data elements for accuracy</li> <li>▪ Provide name and purpose of each system</li> <li>▪ Describe the relationships and interfaces among systems</li> <li>▪ For each system, identify: <ul style="list-style-type: none"> <li>▪ System owners</li> <li>▪ Subject matter experts to collaborate with OCFO</li> <li>▪ Data dictionary of system elements</li> <li>▪ Description of unique qualities or complications</li> <li>▪ Standard operating procedures or other guidelines pertinent to system</li> </ul> </li> </ul>
Establish dictionary for DATA Act requirements	<ul style="list-style-type: none"> <li>▪ Gather current definitions from available guidance</li> <li>▪ Analyze the definitions for common meanings and for differences among the key agencies and office.</li> </ul>
Design data extract	<ul style="list-style-type: none"> <li>▪ Design a data extract solution that includes quality checks</li> </ul>

Questions concerning this memorandum should be directed to Tyson Whitney at 202-720-8978 or [tyson.whitney@cfo.usda.gov](mailto:tyson.whitney@cfo.usda.gov).

cc: Undersecretaries  
Agency Heads  
Federal Financial Assistance Committee

Attachments