

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
DOMAIN NAME REQUEST INSTRUCTIONS

Only the Chief Information Officer for the Agency/Staff Office may request an usda.gov domain name.

Instructions

Complete this request for a new or changed USDA domain name. All of the questions must be answered completely. Incomplete responses will result in disapproval of the request.

PLEASE NOTE: All requests for domain names will be evaluated for compliance with USDA's Enterprise Architecture. Applications that duplicate the capabilities of existing Enterprise Initiatives will be required to use those capabilities. For example, using user id/passwords falls within the application of USDA's eAuthentication service.

Request Date: _____

Requested Domain Name(s) and Associated IP Address(es)

Domain Name: _____ IP Address: _____

Host Site (geographic location): _____

Domain Name: _____ IP Address: _____

Host Site (geographic location): _____

Domain Name: _____ IP Address: _____

Host Site (geographic location): _____

Domain Name: _____ IP Address: _____

Host Site (geographic location): _____

Agency Information

Agency Name: _____

Unit(s): _____

Location: _____

Administrative Authority Information

Name: _____

Title: _____

Email: _____

Voice: _____

Technical Contact Information

Name: _____

Title: _____

Email: _____

Voice: _____

This request is for:

- ☐ a server
- ☐ an Intranet site
- ☐ an Internet site
- ☐ other. Please explain.

Please answer the following questions:

A) Please describe the functions that this domain will support, such as business processes, information delivery or related activities.

B) Who are the target users (for example: citizens, business partners, other Government entities, or employees)?

C) Does this domain require a user id/password? ☐ Yes ☐ No
If so, are you using the USDA eAuthentication service for this purpose?

D) Is this domain name part of an IT System? ☐ Yes ☐ No If so,
(1) System name from the FISMA list: _____
(2) C&A completion date: _____
(3) Identify the IT investment associated with the system:
a) Name (as it appears in Worklenz) _____
b) Worklenz Investment/System ID Number (see your capital planning officer) _____
(4) Identify the IT acquisition approval (if applicable): _____

E) Does the associated system contain personally identifiable information? ☐ Yes ☐ No If so,
(1) Has a privacy assessment been performed? _____
(2) Privacy assessment completion date: _____

F) Does this domain comply with all of the USDA Architectural policies and standards defined in the Directives in the 3600 series? ☐ Yes ☐ No

Review by Agency/Staff Office Chief Information Officer (or designee but not the requestor):

I certify that the answers to the above questions are accurate and complete.

Name of Certifying Official: _____

Title: _____

Date: _____

Send domain name requests via e-mail to domain.names@usda.gov.