

# Department of the Interior Departmental Manual

---

**Effective Date:** 1/22/85

**Series:** Information Resources Management

**Part 375:** IRM Program Management

**Chapter 2:** IRM Policy and Program Coordination

**Originating Office:** Office of Information Resources Management

---

## 375 DM 2

2.1 **Purpose.** This chapter describes the development, coordination, dissemination and implementation of policy for information resources management (IRM).

2.2 **Objective.** The objective of IRM policy is to provide for the cost effective management and use of the Department's information resources.

2.3 **IRM Policy Structure.** IRM policy includes general policy for IRM as a whole as well as specific policy for each IRM program discipline. IRM policy is described in the following Departmental Manual parts:

375	IRM Program Management
376	Automated Data Processing
377	Telecommunications
378	Data Administration
379	Library Management Policies
380	Records Management
381	Origination of Records & Information
382	Records Operations
383	Public Access to Records
384	Records Disposition
385	Office Automation
386-390	Reserved for future use

2.4 **Policy Development in Information Resources.**

A. The Assistant Secretary - Policy, Budget and Administration is the single agency official responsible for information resources management under the provisions of the Paperwork Reduction Act of 1980 (44 U.S.C. 3501) and is responsible for overall IRM policy.

B. The Office of Information Resources Management (PIR) is the central policy control point under the Assistant Secretary - Policy, Budget and Administration and is responsible for:

(1) Developing general IRM policy and specific policies, standards, guidelines, and procedures in the IRM functions of ADP, Telecommunications, Data Administration, Library and Information Services, Records Management, Management Analysis, and Office Automation.

(2) Reviewing any Departmental policy statement or proposed action which has significant impact upon IRM activities or organizations.

(3) Recommending major IRM policy positions to the Assistant Secretary - Policy, Budget and Administration and the Departmental Information Resources Management Review Council (IRMRC).

(4) Coordinating new policy and program initiatives with bureaus and offices prior to implementation.

(5) Providing technical assistance to bureaus and offices on IRM policies, standards, guidelines, and procedures.

## **2.5 Policy Implementation.**

A. Departmental Responsibilities. The Office of Information Resources Management is responsible for monitoring the progress and effective implementation of IRM policy.

B. Bureau Responsibilities. Heads of bureaus are responsible for:

(1) Implementing IRM policies, standards, guidelines, and procedures at all levels of organization.

(2) Implementing IRM directives through their official directives system. Copies of bureau implementing directives will be furnished to the Director, Office of Information Resources Management, within 30 days of issuance.

(3) Monitoring the progress and effectiveness of implementation of IRM policies, standards, guidelines and procedures.

## **2.6 Policy and Program Coordination.** PIR coordinates IRM policy development and

implementation throughout the Department and with other agencies in order to increase the sharing of information, technology and applications.

A. Coordination of Policy Development. PIR will furnish draft copies of significant policy documents to the bureaus for review. Major IRM initiatives will be submitted to the Information Resources Management Review Council (IRMRC) for review ( 375 DM 1.6B).

B. Organizations for Policy and Program Coordination.

(1) Federal and Interdepartmental.

(a) Departmental-level Working Group on IRM (Policy) is an information forum which provides senior information managers with a working group to explore information issues common to departmental-level Federal agencies. This group is chaired by the Office of Management and Budget.

(b) Interagency Telecommunications Committee (ITC) addresses telecommunications services, management, and policies and is an advisory committee to GSA on telecommunications matters.

(c) Interagency Committee on Information Resources Management (IAC/IRM) has a wide range of interest in ADP and IRM. A subcommittee is the Association of Federal Computer Users.

(d) The Five-Agency Committee consists of three agencies of Interior (FWS, USGS, and BLM) and two agencies of the Department of Agriculture (Forest Service and Soil Conservation Service) to develop data standards for renewable resources.

(2) Established by the Secretary of the Interior.

(a) Information Resources Management Review Council (IRMRC) is chaired by the Under Secretary and is comprised of each Assistant Secretary. The Director of the Department=s Budget Office and the Inspector General will serve as ex-officio members of the Council. The Director of the Office of Information Resources Management serves as the Council=s Executive Director. The IRMRC is a decision-making body for information resources management and is responsible for leadership of all major Departmental programs involving data processing, telecommunications, office automation and image technology. Implementation of the Council was begun June 11, 1984, by memorandum of the Under Secretary. (See Appendix 1 - IRMRC Charter.)

(b) Interior Digital Cartographic Coordinating Committee (IDCCC) establishes standards for the National Digital Cartographic Data Base.

(c) Earth Science Data Standards Council (ESDSC) coordinates the review of standards in the scientific disciplines of geology, hydrology, cartography, and geography. The Council reports to the Assistant Secretary - PBA and the USGS Data Standards

Committee.

(3) Departmentwide or Interbureau.

(a) Information Resources Management (IRM) Forum is comprised of the IRM Coordinator (see 375 DM 1.6F) from each of the bureaus with the Director, PIR, serving as the moderator. The IRM Forum is the principal group for IRM program review. The Forum advises the Director, PIR, on the direction and emphasis of Departmental IRM program operations. (See Appendix 2 - IRM Forum Charter.)

(b) IRM steering committees have been established within many bureaus to coordinate the planning, development, and management of the bureaus' information resources. Bureaus are encouraged to establish such internal coordinative groups.

(c) Program discipline forums are authorized for each of the IRM functional areas prescribed in 375 DM 1.2B. Although these forums may not be assigned any regular line or staff functions on behalf of any Interior organization, they fulfill the need for information interchange, cooperative discussion and program support, and formulation of specific recommendations to PIR in their functional areas.

C. Appointments to Formally Established External Working Groups or Committees. Formally established or chartered organizations external to the Department frequently request an individual to represent the Department in the transactions or affairs of that organization. For all such external organizations relative to IRM and its associated functions, in which a representative acts for or on behalf of the Department, prior clearance will be obtained from PIR.

---

**375 DM 2**  
**Appendix 1**

**Information Resources Management Review Council (IRMRC) Charter**

A. Purpose. The Information Resources Management Review Council (IRMRC) will serve as the decision-making body for information resources management and is responsible for leadership of all major Departmental programs involving data processing, telecommunications, office automation and image technology.

B. Authority. Authority for establishment of such a Council resides within the provisions of the Paperwork Reduction Act of 1980 (P.L. 96-511). Implementation of the Council was begun June 11, 1984, by memorandum of the Under Secretary. In the Council meeting of January 8, 1985, the charter was approved.

C. Responsibility. The basic responsibility of the Council is to function as the Departmental approval authority for:

- " Departmental information systems policies and standards.
- " Departmental long range plans, goals and strategies.
- " Investments over \$1 million in the acquisition, development and modification of data processing systems, telecommunication systems, office automation, image technology, or any other information systems.
- " The progress of critical systems programs.
- " The annual budget and strategic plan for information systems improvements within the Department.
- " Allocation of the Department=s information systems budget.
- " Cost allocation methods.
- " The implementation of OMB Circular A-71.

D. Representation. The Under Secretary will serve as Chairperson. The Council will be composed of each Assistant Secretary. These representatives constitute the permanent voting members of the Council. The Director, Office of Information Resources Management, will serve as Executive Director to the Council. Each Assistant Secretary will keep the Executive Director informed of any changes in their Council representative. The Director of the Department=s Budget Office and the Inspector General will serve as ex-officio members of the Council.

E. Procedures. At each Council meeting, one or more major topics will be reviewed. Presentations of major subjects will be made by individuals selected by Bureau Heads or Assistant Secretaries and will be in the format prescribed by the Council. Detailed written procedures for the operation of the Council will be published for the Council members and will be updated periodically.

F. Decisions. Council decisions will be documented on the IRMRC Review/Decision Document and an Office of Assigned Responsibility designated. The IRMRC Review/Decision Document will be signed by the Council Chairperson or a designated representative. Decisions will be formally documented and published by the Executive Director and implemented by the designated responsible office(s). The assigned responsible office for the implementation of the Council decision will prepare periodic status reports for the Council and other interested parties.

G. Meetings. Council meetings will be held monthly or at the discretion of the Under Secretary. Council representatives will be notified in advance of meeting dates. The Executive Director will prepare a proposed agenda for each meeting prior to the day of the meeting and distribute minutes following the meetings.

---

**375 DM 2**  
**Appendix 2**

### **Information Resources Management (IRM) Forum**

A. Functions. The IRM Forum is the principal internal Interior assembly for program review and advice. Its principal functions are:

(1) Providing input to the Director, PIR, for the direction and emphasis of IRM program operators throughout the Department.

(2) Conducting regular coordination opportunities between functional programs to promote the interchange of ideas, concepts, experiences, and information.

(3) Promoting the program and effectiveness of IRM interrelationships within the bureaus, seeking improved professionalism and productivity, and offering information assistance among the membership on program management matters.

(4) Sponsoring education and training programs and assisting in the establishment of career development opportunities for information managers and specialists.

B. Representation. The IRM Forum will be composed of the bureau IRM Coordinators. The moderator of the Forum will be the Director, PIR. The Chief, Program Development Division, PIR, will serve as a permanent member.

C. Administrative Support. General administrative support in the form of meeting facilities, preparation of meeting announcements, agenda, and minutes, and liaison with the Director, PIR, will be provided by the Chief, Program Development Division, PIR. As the forum deems necessary, any special study groups, ad hoc committees, or subgroups it creates to assist in the work of the forum will be supported by organizations to which the members are assigned.

D. Meetings. The IRM Forum will meet quarterly, or if necessary more frequently, at such times and dates as the moderator may determine. The members will be notified of meeting time and date fifteen (15) working days before each meeting. An agenda will be provided ten (10) working days before each meeting. The Chief, Program Development Division, will prepare and distribute minutes of each meeting.

E. Recommendations. In the course of conducting its business, the IRM Forum may formulate recommendations on any IRM matter and present them to the Director, PIR.

1/22/85 #2620

Replaces 11/8/83 #2538