



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

# ORDER

DOT 1350.2

5-23-89

Subject: ESTABLISHMENT OF A DEPARTMENTAL INFORMATION RESOURCES  
MANAGEMENT MANUAL SYSTEM

1. PURPOSE. This Order establishes a Departmental Information Resources Management Manual (DIRMM) system for the Department of Transportation (DOT).
2. SCOPE AND APPLICABILITY. The provisions of this Order apply to the Office of the Secretary (OST), and the Operating Administrations. It also applies to facilities and personnel of agents (contractors and grantees, including State agencies) of the DOT who are involved in Information Resources Management (IRM) activities.
3. CANCELLATION. DOT Orders about IRM covered by the DIRMM will be cancelled on a case-by-case basis as sections of the DIRMM are prepared and distributed.
4. AUTHORITY. The DIRMM is derived under the authorities and requirements of the Paperwork Reduction Act of 1980, Public Law 96-511, December 11, 1980. The Director of Information Resource Management (M-30) is authorized to develop and administer the DIRMM system.
5. REFERENCES. A number of Federal laws, regulations and policies prescribe, recommend, or suggest policies, procedures and reporting requirements for managing information resources in all Federal agencies. Specific references will be made in subsequent chapters of this manual.
6. BACKGROUND. The DIRMM implements Federal laws, regulations, policies, procedures, and reporting requirements for managing information resources in DOT. The DIRMM is intended to consolidate into a single manual the DOT IRM policies and procedures under the Federal laws and regulations. The consolidation of IRM policies and procedures in a manual is intended to focus attention on the management responsibility for information resources in the Department, consistent with Federal Government-wide policies and procedures.
7. POLICY.
  - a. The DIRMM supplements the Federal Information Resources Management (FIRMR) and implements the Department's IRM policies and procedures governing the acquisition and use of automatic data processing, records management, and telecommunication resources in DOT.

DISTRIBUTION: All Secretarial Offices  
All Operating Administrations

OPI: Office of  
Information Resource  
Management

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- b. The DIRMM will be updated by the Director of Information Resource Management (M-30), consistent with Public Laws, Federal Government-wide regulations issued by the General Services Administration, and policy direction from the Office of Management and Budget.
- c. All DIRMM policy will be consistent with the intent, principles, policies, guidance, and practices of Federal laws, rules, regulations, and management directives. If there is disagreement between the two or if a new Federal policy is issued which differs with the DIRMM policy, then the superior Federal policy will take precedence. All Departmental officials are encouraged to become familiar with the sources and content of Federal IRM policies and regulations.

8. RESPONSIBILITIES.

- a. The Assistant Secretary for Administration is assigned the responsibility as the senior official as referred by the Paperwork Reduction Act of 1980 (Public Law 96-511 of December 11, 1980).
- b. The Director of Information Resource Management (M-30) will:
  - (1) Develop, promulgate, and implement policies, statutory, and regulatory requirements for carrying out information resources management activities.
  - (2) Prepare and assign responsibilities for the preparation of portions of the DIRMM under the authority and direction of the senior official.
  - (3) Approve and distribute the DIRMM throughout the Department as authorized by the senior official.
  - (4) Establish a distribution list for the DIRMM.
  - (5) Establish a review and coordination process for the reconciliation of inconsistencies between DIRMM contents and Federal policies and regulations.

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- c. Secretarial Officers and Heads of Operating Administrations will:
- (1) Assign responsibilities for managing information resources.
  - (2) Assign responsibilities for the implementation of the provisions of the DIRMM in a manner consistent with the intent of the Federal laws and regulations.
  - (3) Monitor the appropriateness of the DIRMM and its applicability in the Department for the use of Federal policies, regulations, standards and guidelines, and accepted industry and Government practices.
9. COORDINATION. The views of the General Counsel, Inspector General, and other IRM officials of interested Operating Administrations will be solicited as appropriate, during the development of the DIRMM.
10. CLASSIFICATION SYSTEM. The DOT directives classification system provides for grouping of subject matter directives. The numbering of this Order and the DIRMM will be consistent with the DOT directives classification system.
11. DISTRIBUTION. The DIRMM will be distributed throughout the Department as authorized by the Director of Information Resource Management. Requests for copies shall be forwarded to M-32.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration