



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 1370.11

7-8-82

Subject: Information Processing Standards Program Policy

1. PURPOSE. This order establishes an Information Processing Standards Program in the Department of Transportation.
2. REFERENCES.
 - a. The Office of Management and Budget Circular A-119, "Federal Participation in the Development and Use of Voluntary Standards."
 - b. P.L. 96-511, Paperwork Reduction Act of 1980, which specifies the responsibilities of each agency in managing information activities.
 - c. P.L. 89-306, Automatic Data Processing Equipment, Purchase and Utilization; Amendment to Title I of Federal Property and Administration Services Act of 1949 (Brooks Act), which authorizes the Secretary of Commerce to establish uniform Federal automatic data processing standards.
 - d. The Office of Management and Budget Circular A-71, Responsibilities for the Administration and Management of Automatic Data Processing Activities, which places responsibility for the administration and management of automatic data processing activities on the heads of executive agencies.
 - e. The National Bureau of Standards (NBS) Federal Information Processing Standards (FIPS) Publication 23, Objectives and Requirements of the FIPS Program, delineates the objectives and requirements of the FIPS Program.
3. OBJECTIVE. The objective is to support the mission of the Department of Transportation in the acquisition and maintenance of automated information and telecommunications systems. The Department must ensure that automated information processing systems are capable of interchanging information with other internal systems, Federal, State and local government systems, and the private sector systems through the use of standards which provide the least cost to the Government.
4. SCOPE. This order shall apply to all operating administrations and the Office of the Secretary (OST). It includes but is not limited to high level programming languages, software quality, computer system and network interface, database management, computer security and risk management, system selection and evaluation, data transmission, and data element representations.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Info
Systems & Telecom
Policy

5. BACKGROUND. Information processing standards have been found to be useful in reducing the cost of computer system development, data transmission, conversion, and interchangeability of system components. There are three primary sources of Federal standards:
- a. Institute of Computer Science and Technology, Department of Commerce, and titled Federal Information Processing Standards;
 - b. National Telecommunications and Information Administration, Department of Commerce, and titled Federal Telecommunications Standards; and
 - c. Agency standards, approved by the Secretary of Commerce, for use in a unique or specialized environment.
6. POLICY. It is the policy of the Department to comply with the Federal Information Processing and Telecommunications standards and guidelines. Where it is advantageous to do so, a guideline may be made mandatory for Departmental use. The Department may use waivers or supplemental standards to meet mission needs. Adoption of voluntary standards will be in compliance with reference in paragraph 2a. Participation in the standards development process is encouraged.
7. RESPONSIBILITIES.
- a. The Office of the Assistant Secretary for Administration is responsible for managing the Department's Information Processing and Telecommunications Standards Program. The Director of Information Systems and Telecommunications Policy is responsible for administering the program which includes:
 - o issuance and maintenance of the policy order,
 - o development of the Department's position on proposed automatic data processing and telecommunications technical standards,
 - o guidance on the implementation of approved standards,
 - o review of requests for waivers,
 - o oversight for compliance, and
 - o budgeting and ordering the appropriate number of FIPS publications for DOT-wide distribution as they are issued by the Department of Commerce.

The Director approves, coordinates, and monitors the Department's representation in Federal Government and external domestic standards activities. The Director coordinates data processing and telecommunication representation in international standards activities with the Assistant Secretary for Policy and International Affairs.

- b. Each Administrator is responsible for implementing and maintaining a Federal Information Processing Standards program relating to their information activities; such as,
 - o issuing administration-wide directives,
 - o incorporating approved standards in acquisition documents,
 - o maintaining a set of FIPS publications for administration use, and
 - o submitting requests for waivers.

Administrations will occasionally be requested to assign knowledgeable representatives to review and/or assist in the development of proposed Federal Information Processing Standards.

- c. The Office of Administrative Operations is responsible for acquiring and distributing the FIPS publications.
8. WAIVERS. The Secretary of Commerce may grant an agency a waiver from using a standard because of economic, operational, or other conditions unique to that standard. Requests for waivers will be submitted to the Director of Information Systems and Telecommunications Policy for review and processing.

FOR THE SECRETARY OF TRANSPORTATION



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