

**Department of Transportation**  
**Office of the Secretary**  
**Washington, D.C.**

**ORDER**

DOT 5300, 1

1-18-80

**SUBJECT: MANAGEMENT OF TRANSPORTATION DATA AND INFORMATION**

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1. PURPOSE. This Order establishes the policy for management of transportation data and information, and designates the Research and Special Programs Administrator as the principal transportation information official of the Department of Transportation (DOT) with the responsibility for planning and development of a coordinated program in transportation information.
2. SCOPE. The provisions of this Order apply to all Secretarial Offices and the modal administrations that sponsor or conduct information activities falling within the scope of activities coordinated by the Office of Federal Statistical Policy and Standards through Executive Order 10253.
3. EXCLUSIONS. The provisions of this Order are not applicable to:
  - a. Activities or services primarily associated with the acquisition and management of automatic data processing systems;
  - b. Activities or services primarily associated with administrative data systems, e.g., personnel, accounting, payroll, etc.;
  - c. Oversight of public affairs functions; and
  - d. Technology-sharing activities.
4. REFERENCES.
  - a. DOT Order 1210.5, the DOT Public Affairs Management Manual, of 2-6-74, which establishes policy and operational authority for the preparation, review, and release of materials conveying DOT information to the public.
  - b. DOT Order 1700.18B, Acquisition, Publication, and Dissemination of DOT Scientific and Technical Reports, of 3-8-76.
  - c. DOT Order 1100.60, Department of Transportation Organization Manual, of March 7, 1979, concerning the organization of the Office of the Assistant Secretary for Governmental and Public Affairs.
  - d. DOT Order 1370.4A, Information Systems Data Standards, Policy, and Organization, of 9-17-75.

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**DISTRIBUTION:** All Secretarial Offices  
All Operating Elements

**OPI:** Office of Resources  
Management, RSPA

- e. DOT Order 1370.5, DOT Data Standards, of 8-31-73.
- f. OMB Circular A-40 (revised), of 5-3-73, Management of Federal Reporting Requirements.
- g. Federal Reports Act, 44 U.S. Code 3501-3511, of 10-22-68.
- h. Paperwork and Red Tape, A Report to the President and the Congress, OMB, June 1978.
- i. Plan to Develop a Center for the Management of Transportation Information prepared by the Transportation Systems Center, RSPA, dated July 1978.
- j. Recommendations for the Management of Transportation Data and Information, prepared by the RSPA, submitted to and approved by the Deputy Secretary. July 1978.
- k. DOT Order 1370.6A, Automated Data Processing Policies, of 8-10-79.

5. BACKGROUND.

- a. Public Law 89-670 provides that the Secretary of Transportation shall promote and undertake development, collection, and dissemination of technological, statistical, economic, and other information relevant to domestic and international transportation. In carrying out this mandate, DOT spends many millions of dollars annually. These and similar expenditures by the transportation industry and the public are made to support policy and investment decisions. Such decisions depend upon reliable information about transportation and on an efficient system for the collection, processing, and delivery of this information.
- b. Several recent studies, including references h. and i. and other internal DOT staff efforts have found that the ongoing system requires improvement for greater effectiveness and economy. Also reported was that the lack of a clear DOT information policy and formal plans and procedures for coordinating, consolidating, and satisfying transportation data needs have impeded progress in these areas. Following the Research and Special Programs Administration's (RSPA's) report of these studies, the Deputy Secretary, on July 23, 1978, approved RSPA recommendations providing for Departmental direction, specific responsibility designations, and formal Department-wide plans to fill DOT transportation information requirements.

6. DEFINITIONS. Transportation Data as used in this context refers to a representation of transportation facts, concepts, or instructions in a formalized manner suitable for communications, interpretation, or processing by manual or automatic means. Examples of data covered by this Order are census of transportation; automobile registration data; hazardous incidents data;

waybill data; airlines service segment data; abstracts of transportation literature; reliability of components and transportation systems, and other data needed for development of transportation policies; calibration and use of analytical models; and conduct of research and development activities.

7. RELATIONSHIP TO OTHER INFORMATION ACTIVITIES. The application of automated technology to transportation data, in order to meet internal management needs and external requirements, is subject to the guidance and direction of the Assistant Secretary for Administration.
8. POLICY. It is the policy of the Department of Transportation to improve productivity and service to the public through the identification and management of transportation-related data systems designed for such data storage and manipulation, and through the reduction of the burden on the public for supplying the data to the Government.
9. RESPONSIBILITY. The RSPA is the lead Departmental agency responsible for transportation information programs. The RSPA Administrator is the principal DOT official with the responsibility for planning and developing a coordinated transportation information program. Specifically, the RSPA is charged with improving DOT collection and distribution of transportation data, and assisting the Assistant Secretary for Administration on request to the clearance of statistical surveys with the Office of Management and Budget.

Appropriate individuals in the Secretarial Offices and Operating Administrations shall be given the opportunity to participate in the development of activities which logically follow from the basic principles and policy established by this Order. The resultant recommendations will be coordinated with these elements prior to final approval and implementation.

FOR THE SECRETARY OF TRANSPORTATION:



Robert L. Fairman  
Deputy Assistant Secretary  
for Administration