

Directive

3150.1

510.1

12/3/92

INFORMATION RESOURCES MANAGEMENT REVIEW BOARD

- I. **PURPOSE** This Directive sets forth the responsibilities of the Federal Grain Inspection Service (FGIS) Information Resources Management (IRM) Review Board. The purpose of this IRM Review Board (referred to as the Board) is to provide guidance for the execution of the IRM program and to report on the effectiveness of the IRM program to the Administrator.
- II. **REPLACEMENT HIGHLIGHTS** This Directive replaces FGIS Directive 510.1, dated 9/6/89.
- III. **AUTHORITIES**
- A. USDA Departmental Regulation Number 3100-2 prescribes that agencies establish Information Management Review Boards.
- B. P.L. 96-511, Paperwork Reduction Act of 1980, dated December 11, 1980, mandates IRM programs for Federal agencies.
- IV. **DEFINITIONS**
- A. Information Resources. Information resources are all of the data, information, and information facilities, sources, services, staff resources, products, and systems that are useful to an organization in meeting its information requirements. Information itself is the primary information resource; all other information resources are secondary to it.
- B. IRM. IRM is that aspect of general management that deals with the use of information resources and is concerned with the acquisition, processing, communication, and retention of information. It embraces and employs specific disciplines such as automated information processing, data administration, telecommunications, office automation, and records and paperwork management; but it extends beyond all of these to include the flow, use, and responsibility for information throughout the organization.
- C. Long-Range IRM Plan (Agency IRM Plan). The Long-Range IRM Plan is a 5-year strategic IRM plan for the Agency. It describes the Agency mission and purpose, recent IRM background, current situation and future outlook, future IRM technology needs, the organizational direction as defined in the Agency IRM planning framework, and a definitive plan of action in the form of objectives to bring about changes and improvements to the Agency's overall effectiveness in IRM.

D. Major IRM Project. Major IRM projects are those that exceed development costs of \$50,000, require 2 or more staff years, or are critical to the operation of the Agency.

V.
OFFICERS AND
MEMBERSHIP

A. The following are designated voting members of the Board: the Deputy Administrator, serving as chairperson; the Directors of Compliance, Field Management, Quality Assurance and Research, and Resources Management Divisions; and the Assistant to the Administrator for Technology. The Director, Management Services Division (MSD), APHIS, is designated a nonvoting member of the Board.

B. Ad hoc Technical Review Committees may be assembled to support the Board to review technical matters. Members should have a broad technical background in the areas encompassed by IRM, as well as the program area(s) affected.

VI.
RESPONSI-
BILITIES

A. The Board will meet at the request of the chairperson, or someone acting on his or her behalf, to discuss the following matters for approval or, as applicable, for referral to the Administrator for approval. The Board (or Administrator) will:

1. Review and approve Agency IRM budget and Long-Range IRM Plan.

2. Establish system development priority.

3. Review and approve the IRM portion of the Agency procurement plan.

4. Ensure that proper security requirements are met in accordance with OMB Circulars A-123 (Internal Control Systems) and A-130 (Management of Federal Information Resources), Public Law 100-235 (the Computer Security Act of 1987), and other Federal and Departmental regulations.

5. Ensure that the Agency's total data requirements are considered in reviewing proposals for development of information systems.

6. Ensure that when a major systems effort is initiated, a project manager is named with clear delegations of authority and responsibility for decision making during development of the system.

7. Review and approve any major planned information resources management project or system at initiation and at

major milestones during implementation. These milestone reviews should be established by the Board at the time of initial approval.

8. Review any planned or operational system that processes personal information as defined by the Privacy Act of 1974, regardless of its costs.

9. Review all other major operational systems on a periodic basis to modify and/or eliminate those systems that are not meeting program requirements.

10. Ensure that Departmental IRM standards are being followed unless waivers have been granted.

B. The Technical Review Committee (when formed) will:

1. Perform reviews of systems as directed by the Board.

2. Provide recommendations to the Board for changes to proposed, planned, or existing systems.

3. Review cost benefit analyses of systems submitted for approval and indicate whether the systems are cost effective in terms of existing resources.

4. Ensure that systems containing personal information are appropriately controlled.

5. Ensure that Departmental IRM standards are being followed unless waivers have been granted.

6. Review Agency IRM security procedures and processes in accordance with Departmental directives and make recommendations to the Board.

VII.
GUIDELINES

Requests for Board approval for any initiative will be prepared within the associated program area. To assist the Board in evaluating a proposal, the following types of information, as applicable, should be provided:

A. Name of system.

B. Legislation, decision package, or program supported.

C. Objectives of the system. Show how these objectives will be satisfied. If this is a new system, describe how program

requirements are currently being satisfied and the intent of the new system.

D. Benefits to be achieved. When possible, reflect quantifiable benefits in terms of increased productivity, reduced costs, or directly associated decreased level of staffing.

E. Functional requirements. Describe briefly in terms of service required to meet program needs; e.g., response times for queries, currency requirements of data, and reporting requirements.

F. Relationship of system to other automated systems either within or outside the Agency. Include, particularly, any current or planned information flow or exchange.

G. Milestones. Include a table of significant milestones and projected completion dates. If any go/no-go milestones are planned, identify them as such.

H. Potential problems or constraints. Include any issues that management should be aware of that might impact the success of the project, such as dependencies on others (Departmental computer center, outside contractor, external approvals), requirement for specialized personnel, potential procurement problems, or use of unproven technology.

I. Personal data. Note whether the system will contain any personal data.

J. Security concerns. Describe how they will be accommodated.

K. Procurement actions required. Provide information such as projected cost, approvals required, whether the acquisition is in the Agency budget, and approved procurement plan.

L. Resource requirements. Provide the total annual cost that can be allocated to the described system for development and operation by year.



John C. Foltz
Administrator