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	U· S· DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	Subject Number: INF-11 Transmittal Number: 136 Date: 10/26/82

Subject: Information Systems Management Program

Approval: [signature] **Title:** Deputy Director, OSM

1. Purpose. This directive establishes the Office of Surface Mining's (OSM's) Information Systems Management Program and prescribes policies and responsibilities for managing information systems, capabilities, services and associated resources.

2. Definitions.

Information Systems - Information Systems consist of the resources associated with Automatic Data Processing (ADP) hardware and software, telecommunications equipment and systems, paperwork management (filing system) and it's various elements such as records management, microfilming and other non-automated information handling mediums.

Information Systems Review Board - Includes the Deputy Director and Assistant Directors. Other individuals may be assigned as necessary. The Board meets periodically to review and approve the annual Information Systems Plan and any changes or revisions made thereto.

Information Systems Plan (ISP) - An annual plan developed in conjunction with the OSM budget process. It outlines proposed information systems priorities and tentative budget allocations for each Directorate. Prepared and approved initially by the Information Systems Steering Committee, the plan must be concurred by the Director, the plan then becomes an action plan for translation into formal agency objectives to be accomplished during the following fiscal year.

3. Policy/Procedure.

a. Policy. Within OSM, the Information Systems Management Program's goals are:

(1) To provide responsible analytical and systems support required to assist program managers in meeting the various OSM missions.

(2) To coordinate systems within OSM to prevent or minimize overlap and duplication of systems.

(3) To conserve resources and to meet identified support needs through the most economical and efficient means available.

(4) To insure compliance with regulatory requirements imposed on the various Information System support functional areas.

(5) To assist the State's in sharing technological advances in the field of Information Systems as they relate to the OSM mission in administering P.L. 95-87.

(b) Responsibilities.

(1) The Assistant Director of Budget and Administration will:

(a) Serve as the official responsible for carrying out OSM responsibilities under the Paperwork Reduction Act of 1980 (P.L. 96-511).

(b) Be responsible for instituting systems whereby the Information Resources Management (IRM) Program objectives of the Department are implemented within OSM.

(c) Designate an ADP Program Coordinator as required in Departmental Manual 306.

(d) Designate an IRM Coordinator as liaison with the Departmental Office of IRM.

(e) Implement an OSM Information Systems Management Program to meet agency needs. This includes proposed systems analysis, contractual compliance and coordination, inter and intra agency coordination, and administrative support.

(f) Insure that systems and equipment in use are not duplicative, cost-prohibitive, or inefficient in design, application, or usage through a program of periodic surveys and staff assistance visits.

(2) Assistant Directors, Field Office Directors, and Technical Center Administrators will:

(a) Insure compliance, within their areas of responsibility, with all directives and procedures relative to the Information Resource Management function.

(b) Serve as members of the OSM Information Systems Review Board (Assistant Directors only). Field Office Directors and/or Technical Center Administrators will participate as required.

(c) Consult with the Assistant Director, Budget and Administration, prior to leasing or purchasing any microfilming or automated data processing equipment, software or computer contracted services.

(d) Insure that the portion of the annual ISP for their program area is implemented in an efficient manner and that any significant deviations are presented to the Information Systems Review Board for approval, prior to being implemented.

(e) Be responsible for established systems operations and maintenance, and for working daily with contractors on proposed system development projects.

(f) Keep the Assistant Director, Budget and Administration informed on all phases of work and projects initiated under subparagraph 3b(2)(e) above.

(3) The OSM Information Systems Review Board will:

(a) Prepare a plan, in conjunction with the annual budget process, which designates anticipated resource requirements and Directorate priorities for the upcoming fiscal year as they relate to Information System projects. The plan will be presented to, and concurred by the Director.

(b) Meet periodically throughout the year for the purpose of reviewing requests by Assistant Directors to significantly alter approved ISP's.

c. Procedures.

(1) Developing Annual ISP.

(a) Assistant Directors will appoint staff members to develop plans, within their functional areas of responsibility, on an annual basis (normally in May-June). Directorate plans will include costs and product descriptions for all on-going and proposed systems development projects, in priority order.

(b) At the direction of the Deputy Director, (normally in June-July) representatives from each Assistant Directorate will meet and formulate a proposed annual IS Plan. The proposed plan will then be presented to the Information Systems Review Board for review, modification if necessary, approval and forwarding to the Director for concurrence.

(c) If, during the course of the year, an Assistant Director determines that a significant revision needs to be made to his/her portion of the ISP, they may call a meeting ot the Information Systems Review Board to discuss and approve any proposed revisions to the plan.

(d) The Deputy Director will authorize any revisions to the ISP.

(2) Developing Systems Support Needs.

(a) Any manager may request technical assistance from the Assistant Director, Budget and Administration, in:

Problem definition
Trade-off identification
System architecture
Contract Statement of work development
Preparing equipment justifications
Contractor quality assurance/control
Requirements specifications

(b) Requests will be in writing.

Request will contain:

(1) statement of the problem or assistance required

(2) time constraints for required action (priority, routine, etc.)

(3) any other pertinent information necessary in processing the request

(c) Response will also be in writing. Initial response will be made within 15 working days and will provide tentative schedule for analysis and other tentative information concerning fulfilling the manager's request for assistance. If necessary, response may indicate necessity to convene the Information Systems Review Board because of the significance of resource requirements or deviations from ISP.

4. Reporting Requirements. None

5. References.

6. Effect on Other Documents. None

7. Effective Date. Upon issuance.

8. Contact.

Assistant Director, Budget and Administration (202) 343-4293.