



COMDTINST 5230.38

31 MAY 1990

COMMANDANT INSTRUCTION 5230.38

Subj: Designated Senior Official (DSO) for Information Resource Management (IRM)

1. PURPOSE. This instruction designates Commandant (G-T) as the Coast Guard DSO for IRM and prescribes DSO responsibilities.
2. BACKGROUND: IRM was officially introduced into the Federal Government by the Paperwork Reduction Act of 1980. This Act defines IRM as ". . . the planning, organizing, directing, training, promoting, controlling, and management activities associated with the burden, collection, creation, use and dissemination of information by agencies, and includes the management of information and related resources such as automatic data processing equipment." To emphasize the importance of IRM in the Government, this Act requires the Senior Official in each agency to designate a DSO for IRM. The 1986 reauthorization of this act requires the DSO to: implement applicable Government-wide policies, principles, guidelines and standards for information resource activities; evaluate and improve data and records; and develop a five-year plan for meeting the agency's information technology needs.
3. POLICY:
 - a. Commandant (G-T) is the Coast Guard's DSO for IRM.
 - b. Commandant (G-T) will:
 - (1) Establish and promote the concept of IRM in the Coast Guard. Provide leadership in raising the awareness of the importance of IRM as integral to mission needs.

3. b. (2) Promulgate policies, procedures and guidelines to ensure that IRM resources are managed efficiently and effectively throughout the Coast Guard.
- (3) Implement tools (e.g. project management software, electronic distribution of directives and forms automation) and provide training to help Coast Guard managers identify and manage information needs. Educate Coast Guard leaders in the management of information as a strategic resource.
- (4) Develop the Coast Guard's Strategic IRM Plan. Define and maintain a standard IRM architecture for the Coast Guard. Ensure the integration of Cross-Functional Systems with this architecture and with each other.
- (5) Ensure compliance with appropriate Federal Government policies, standards and regulations by serving as the Coast Guard's key IRM representative to central oversight agencies such as OMB, GSA, GAO, Congress, National Institute of Standards and Technology, etc., or IRM issues.
- (6) Provide consultation to Coast Guard activities on IRM technical issues and major acquisitions. Conduct a mandatory review of all major hardware, software, and IRM services acquisitions ensuring compliance with the Brooks Act and the Federal Information Resource Management Regulations (FIRMR). Provide coordination for obtaining procurement authority in cases where external approval is required. Provide expert IRM advice and assistance to contracting officers.
- (7) Review OE, AC&I, and R&D RP/RCP's for approved IRM Issues. Participate in the Issues, RP and RCP processes as an advisor to the Chief of Staff.
- (8) Establish and maintain a Computer Security Program in compliance with the 1987 Computer Security Act and computer security directives. Establish and maintain records management and directives/publications programs. Provide management guidance on major information systems. Administer the Freedom of Information and Privacy Acts.

3. b. (9) Establish and maintain Coast Guard-wide telecommunications networks both ashore and afloat for efficient transmission of voice, data, facsimile and video.
4. ACTION: Area and district commanders, commanders of maintenance and logistics commands, Commander, Coast Guard Activities Europe, commanding officers of Headquarters units, and chiefs of offices and special staff divisions at Headquarters shall consult with Commandant (G-T) on all IRM related matters.

A. Bruce Beran
Chief of Staff