

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

June 1, 1993

FIRMR BULLETIN C-6
Revision 1

TO: Heads of Federal agencies
SUBJECT: Federal Information Resources Management Review Program

1. Purpose. This bulletin describes the procedures that Federal agencies should follow and the actions the General Services Administration will take in carrying out the review responsibilities of the Paperwork Reduction Act.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

Topic	Paragraph
Related material.....	4
Information and assistance.....	5
Acronyms.....	6
Requirements of the Paperwork Reduction Act.....	7
OMB and GSA responsibilities.....	8
Applicability.....	9
Objectives of the program.....	10
Program description.....	11
Purpose of IRM reviews.....	11a
Scope of IRM reviews.....	11b
Reporting requirement.....	11c
Procedures.....	12
The 27 agencies with the largest IT budgets.....	12a
Other agencies in the Federal IRM Review Program.....	12b
Reporting to OMB and the Congress.....	12c
Agency responsibilities.....	13
Assistance from GSA.....	14
Cancellation.....	15
Agencies in the Federal IRM Review Program.....	Attachment A

4. Related material.

FIRMR Bulletin C-33

FIRMR Parts 201-11 and 201-22

Self-Assessment Guide to Evaluate Compliance with Section
3506 of the Paperwork Reduction Act

TC 90-6

Attachment

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION
APPENDIX B

FIRMR Bulletin C-6
Revision 1

5. Information and assistance.

General Services Administration
Management Reviews Division (KMM)
18th and F Streets, NW.
Washington, DC 20405

Telephone: FTS or commercial (202) 501-1332.

6. Acronyms.

IRM Information Resources Management
IR/PMR Information Resources Procurement and Management Review
IT Information Technology
OMB Office of Management and Budget

7. Requirements of the Paperwork Reduction Act. The Paperwork Reduction Act requires that executive agencies and GSA establish IRM review capabilities. Specifically, agencies are required by the Act to carry out their information management activities in an efficient, effective, and economical manner. The Act also requires each executive agency to designate a senior official to carry out the responsibilities of the agency under the Act. These responsibilities include systematically conducting inventories of major information systems; periodically reviewing major information management activities; ensuring that information systems do not overlap; developing procedures for assessing the paperwork and reporting burden of proposed legislation; assigning the senior official responsibility and accountability for IRM acquisitions; implementing applicable Governmentwide and agency information policies, principles, standards, and guidelines with respect to IRM functions; periodically evaluating and, as needed, improving the accuracy, completeness, and reliability of data and records contained within Federal information systems; and developing and annually revising a five-year plan for meeting the agency's IT needs. In addition, the Act requires GSA to advise and assist OMB to "selectively review, at least once every three years, the information management activities of each agency to ascertain their adequacy and efficiency." It also requires "particular attention to whether the agency has complied with section 3506" of the Paperwork Reduction Act.

8. OMB and GSA responsibilities. OMB is required to report to Congress major activities being accomplished under Paperwork Reduction Act guidelines, including review activities, and to conduct such independent reviews as it deems appropriate.

FIRMR Bulletin C-6
Revision 1

GSA is the focal agency for assessing and reporting on selected IRM review activities to OMB.

9. **Applicability.** This program applies to organizations covered by the Paperwork Reduction Act. It includes any executive department, military department, Government corporation, Government-controlled corporation, or other establishment in the executive branch of the Government, (including the Executive Office of the President), or any independent regulatory agency. See Attachment A to this Bulletin for a listing of affected agencies.

10. **Objectives of the program.** The principal objectives of the Federal IRM Review Program are:

- a. To determine if each executive agency is carrying out its information management activities in an efficient, effective, and economical manner in support of program missions and objectives;
- b. To determine how well each executive agency is complying with established IRM policies, procedures, principles, standards, and guidelines; and
- c. To determine whether each executive agency is complying with Section 3506 of the Paperwork Reduction Act.

11. **Program description.**

a. **Purpose of IRM Reviews.** The primary purpose of IRM reviews is to improve the Governmentwide management of information resources so that all agencies can accomplish their missions more efficiently and effectively.

b. **Scope of IRM Reviews.** IRM reviews may encompass any or all activities of planning, budgeting, organizing, directing, training, and controlling associated with the creation, collection, processing, transmission, dissemination, use, storage, and disposition of information by agencies. IRM encompasses both information itself and the resources, such as personnel, equipment, funds, and technology used to create, collect, process, transmit, disseminate, use, store, and dispose of information. This includes ADP, telecommunications, office automation, records management, and their associated activities.

c. **Reporting requirement.** Under the program, agencies are required to report to GSA, upon request, the state of their progress in implementing Section 3506 of the Paperwork Reduction Act.

FIRMR Bulletin C-6
Revision 1

12. Procedures. Agencies subject to the Paperwork Reduction Act will report every three years to GSA on the state of their compliance with Section 3506 of the Act. Detailed reporting instructions will be provided in advance during each reporting year.

a. The 27 agencies with the largest IT budgets. GSA will conduct on-site Section 3506 compliance reviews of the 27 agencies with the largest IT budgets every three years. These reviews will be conducted as a separate component of GSA's IR/PMRs. Agencies will report on Section 3506 compliance prior to each review as part of their response to GSA's pre-review questionnaire. GSA will independently evaluate agency compliance with Section 3506. Procedures for IR/PMRs will be found in FIRMR Bulletin C-33.

b. Other agencies in the Federal IRM Review Program. All other agencies reporting under the Federal IRM Review Program will submit reports to GSA on November 1 of every third year, with the first report due November 1, 1995. GSA will provide reporting instructions to all agencies in advance of reporting deadlines.

c. Reporting to OMB and the Congress. By May 31 of each year, GSA will provide a consolidated annual report to OMB covering all agencies that reported on Section 3506 compliance for that year. This report will include an executive summary of trends and significant actions, highlight IRM successes, and identify problem areas. OMB will report the results of the reviews to the appropriate Committees of the Congress. Each agency that is reviewed under the provisions of the Paperwork Reduction Act is required to prepare and submit to OMB and the appropriate Congressional committees, a written statement that responds to the review report. This statement must be submitted within 60 days of receipt of the report, and must address any problems or deficiencies identified in the report.

13. Agency responsibilities. As required by the Paperwork Reduction Act and the Federal Information Resources Management Regulation, the agency head, in coordination with the senior official designated under the requirements of the Paperwork Reduction Act, shall delegate IRM review authorities and responsibilities within the agency consistent with the Act. The agency head shall ensure that the agency's review organization is responsible for compliance with Section 3506 of the Act and that it has the authority to review programs, functions, and activities within the objectives and scope of IRM. The agency's review organization shall:

FIRMR Bulletin C-6
Revision 1

- a. Develop an IRM review plan that addresses compliance with Section 3506 of the Paperwork Reduction Act and is responsive to established Governmentwide and agency-specific review priorities, and
- b. Carry out a program of reviews in accordance with its plan.

14. Assistance from GSA. To assist agencies in meeting the requirements of the Paperwork Reduction Act and thus the Federal Information Resources Management Review Program, GSA has developed a Self-Assessment Guide to Evaluate Compliance with Section 3506 and a reporting format.

15. Cancellation. FIRMR Bulletin C-6 is canceled.

G. MARTIN WAGNER
Acting Commissioner
Information Resources
Management Service

FIRMR Bulletin C-6
Attachment A

AGENCIES IN THE FEDERAL IRM REVIEW PROGRAM

LARGE AGENCIES: To be the subject of an Information Resources Procurement and Management Review approximately every three years. These agencies are required to submit a Section 3506 self-assessment as part of their pre-review materials. GSA will independently evaluate these agencies' compliance with Section 3506 of the Paperwork Reduction Act as part of the IRM Review program.

Agency for International Development
Department of Agriculture
Department of the Air Force
Department of the Army
Army Corps of Engineers
Department of Commerce
Department of Defense - Office of the Secretary
Department of Education
Department of Energy
Environmental Protection Agency
Federal Emergency Management Agency
General Services Administration
Department of Health and Human Services
Department of Housing and Urban Development
Department of the Interior
Department of Justice
Department of Labor
National Aeronautics and Space Administration
Department of the Navy
Nuclear Regulatory Commission
Office of Personnel Management
Department of State
Tennessee Valley Authority
Department of Transportation
Department of Treasury
United States Information Agency
Department of Veterans Affairs

FIRMR Bulletin C-6
Attachment A

SMALL AGENCIES: Required to submit a certification of compliance with Section 3506 of the Paperwork Reduction Act by November 1 of every third year, beginning in 1995. GSA will summarize the results and report to OMB on a triennial schedule.

ACTION

Advisory Council on Historic Preservation
American Battle Monuments Commission
Arms Control and Disarmament Agency
Commission on Civil Rights
Commission of Fine Arts
Committee for Purchase from the Blind & Other Severely Handicapped
Commodity Futures Trading Commission
Consumer Product Safety Commission
Equal Employment Opportunity Commission
Executive Office of the President (i.e., Office of Management and Budget, Office of Administration)
Export-Import Bank of the United States
Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Energy Regulatory Commission
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Mine Safety and Health Review Commission
Federal Reserve Board of Governors
Federal Trade Commission
International Trade Commission
Interstate Commerce Commission
Library of Congress
Merit System Protection Board
National Archives and Records Administration
National Capital Planning Commission
National Commission on Libraries and Information Science
National Credit Union Administration
National Foundation on the Arts and the Humanities
National Endowment for the Arts
National Endowment for the Humanities
Institute of Museum Services

FIRMR Bulletin C-6
Attachment A

SMALL AGENCIES (Continued)

National Labor Relations Board
National Mediation Board
National Science Foundation
National Transportation Safety Board
Occupational Safety and Health Review Commission
Office of the United States Trade Representative
Panama Canal Commission
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution

