



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 5271.1A  
CTAS-60  
10 Jun 93

MARINE CORPS ORDER 5271.1A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND  
GUIDELINES PROGRAM

Ref: (a) MCO 5231.1  
(b) IRM-5271-04  
(c) IRM-5271-01

1. Purpose. To establish the Marine Corps IRM Standards and Guidelines Program, and to authorize the development and distribution of publications that provide technical direction for the management of IRM activities.

2. Cancellation. MCO 5271.1

3. Background

a. Ensuring that sufficient information is available to achieve military effectiveness and efficiency is a basic command and management responsibility. The use of computer and data communications information in support of Marine Corps programs is playing an increasingly important role. Many of the information and day-to-day operating processes are automated and are dependent on the availability of adequate IRM support to provide the necessary procurement, training, fiscal, operation, and maintenance of information resources.

b. Public Law 96-511 directed that all Government agencies develop programs to maximize the potential benefits of using information technology and provide technical direction that governs all aspects of information resources including acquisition, development, implementation and operation. It is imperative that rapid dissemination of changes in technology, procedures, and requirements be distributed to users in order to effectively manage IRM resources.

4. Information

a. The Assistant Chief of Staff, Command, Control, Communications, Computer and Intelligence (AC/S C4I) is the senior Marine Corps IRM official and is therefore responsible for providing technical direction for the management of information resources and the activities involving their application.

b. The Director, Marine Corps Computer and Telecommunications Activity (MCCTA) is the next senior Marine Corps official for IRM matters and assists the AC/S, C4I Department in directing and coordinating such matters.

c. The IRM Standards and Guidelines Program is the primary means through which technical direction is exercised. The program is designed to facilitate the rapid publication of standards and guidelines covering all aspects of the management of information resources, including such topics as requirements determination, acquisition, operation, software development, configuration management, and maintenance.

d. The Commanding General, Marine Corps Combat Development Command (MCCDC) is responsible for identifying and validating Fleet Marine Force (FMF) automated information system (AIS) hardware and software requirements. Functional managers of other AISs will coordinate with MCCDC to determine what, if any, portion of their common user system is required in the FMF. In cases where only a portion of the AIS is applicable to the FMF, the functional manager will retain overall responsibility for the AIS development but will coordinate with MCCDC during its development.

#### 5. Definitions

a. IRM. IRM is a management philosophy which includes the planning, budgeting, directing, training, and control associated with the creation, collection, processing, transmission, dissemination, use, storage, and disposition of information, both automated and nonautomated. IRM also encompasses the resources needed to manage information such as personnel, equipment, and software.

b. IRM Activity. An IRM activity is virtually any activity that an organization accomplishes which is related to the IRM program and requires the application of IRM resources. An activity may be continuous or have well-defined start and end points. The IRM activities include, but are not limited to, requirements analysis, feasibility studies, information systems (IS) development and implementation, IS enhancement and maintenance, data administration, equipment operation, and procurement.

6. Scope. The IRM Standards and Guidelines Program is limited to providing technical direction, and as such, does not establish policy. IRM policy will continue to be established through the Marine Corps Directives System. Technical direction to guide the

implementation of IRM policy will be promulgated as IRM standards and guidelines and issued as technical publications under the authority of this order. This separate promulgation is intended to enhance the accuracy and currency of the information necessary to foster the efficient, effective, and economic management of IRM activities. The technical publications are intended to provide the information necessary to develop the documentation requirements of reference (a) while also providing general, current guidance and standards to follow in the development and application of information technologies. Each technical publication will reference applicable higher level directives, instructions, and orders.

#### 7. Objectives and Goals

a. The primary objective of the IRM Standards and Guidelines Program is to promote the efficient, effective and economic management of IRM activities.

b. Goals of the IRM Standards and Guidelines Program are to:

(1) Promote uniformity.

(2) Reduce training requirements.

(3) Facilitate the exchange of data and application software.

(4) Facilitate the use of information technology to support Marine Corps programs and objectives.

8. Concept. The IRM standards and guidelines represent the current state of technology and management practices within the Marine Corps. IRM technical publications will normally contain both standards and guidelines.

a. Standards. Compliance is mandatory for the IRM standards contained in the technical publications promulgated under the authority of this Order. The standards have the same authority as this Order.

b. Guidelines. IRM guidelines represent recommended management practices and are provided as useful management tools. Compliance is encouraged. Portions of the technical publications which are only advisory will be so indicated.

9. Technical Inspections. Technical inspections of IRM activities will be conducted in compliance with the standards

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published under this program as well as with policies established by other Marine Corps directives.

10. Annual Reviews. An annual review of all IRM technical publications will be conducted during the first quarter of each calendar year to ensure the currency, accuracy, completeness, and relevance of the technical publication. Headquarters Marine Corps staff agencies and/or field commands may be tasked to provide input into the annual review process.

11. Publication Format. IRM technical publications will be formatted in accordance with reference (b).

12. Changes and Revisions. Changes and revisions to IRM technical publications will be implemented as soon as practicable and in accordance with reference (b) to ensure the definitiveness of the enclosed material.

13. Rescission. A technical publication will be rescinded when it has served its purpose or is superseded in whole or in part, by special instructions.

14. Publications prepared by agencies other than the Marine Corps

a. Federal Publications. The Marine Corps will use technical publications prepared by other Federal agencies whenever practicable. Numbering, supplements, and/or changes will be made in accordance with reference (b).

b. Commercial Publications. Subject to copyright restrictions, the Marine Corps will use commercially available technical publications when practical.

15. Index. An index of IRM Technical Publications, reference (c), will list the technical publications included in the program and will provide an abstract of each publication.

16. Recommendations. Recommendations concerning the contents of the technical publications should be forwarded via the appropriate chain of command to CMC (C4I), attention MCCTA, at the following address:

United States Marine Corps  
MARCORCOMTELECT  
(CTAS)  
3255 Myers Ave  
Quantico VA 22134-5048

MARCORCOMTELECT QUANTICO VA OMB (GICIZZ:MQGMCCTA)

17. Responsibility. The Director, Marine Corps Computer and Telecommunications Activity (MCCTA) will develop and maintain the technical publications included in the IRM Standards and Guidelines Program.

18. Action. AC/S C4I, provide technical direction for the management of information resources and the activities involving their application. Requests for waivers from a standard imposed by an individual technical publication should be forwarded to the CMC (C4I).

19. Reserve Application. This Order is applicable to the Marine Corps Reserve.

PAUL K. VAN RIPER  
Assistant Chief of Staff  
Command. Control.

*Paul K. Van Riper* ince

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