

# Federal Emergency Management Agency

## Information Resources Management Policy and Procedural Directive

### FIRMPD



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# FEMA INFORMATION RESOURCES MANAGEMENT POLICY AND PROCEDURAL DIRECTIVE

## FOREWORD

The FEMA Information Resources Management (IRM) Policy and Procedural Directive (FIRMPD) provides, in a single source, the policies, responsibilities, authorities, and procedural guidance to plan, acquire, manage, and dispose of information systems.

This document is structured in two parts: Part I contains statements of policy for integration of agencywide information and information systems, and assigns responsibility for those policies. Part II contains the procedures and guidance for implementation of the policies identified in Part I.

Within Part II, chapters identify the main divisions of guidance associated with the policies, and the chapter title is shown at the top of each page. The main division of guidance may be subdivided to provide detailed information.

The FIRMPD is available by subchapter and title on FEMA's Email Bulletin Board under the CIO Bulletin Board. The appendices section of this document are identified by the chapter name and number, and the page sequence is identified by lower case alpha characters.

The top of each page identifies the policy or procedural division. The bottom of each page identifies the document, the organizational element responsible for its maintenance, the date, and the subchapter number followed by the page number. (Example: Part II, Subchapter 1-1.1, 1-1.2, 1-1..., 2-1.1, 3-1.1 through 3-1.4, etc.)

This document supersedes FEMA Instruction 1500.1, Management of Information Resources, dated May 9, 1995. The entire 1500 instruction series is revised and canceled by chapters of this document. On the reverse page of the Foreword, the canceled instructions and manuals are cross-referenced to the chapters of the FIRMPD. New or update chapters will be issued in their entirety and will be annotated and dated to reflect the change.

The Information Technology Services Directorate, Management Division, Policy and Requirements Branch (IT-MA-PR) acknowledges the contributions of all FEMA directorates, offices, and administrations that participated in the preparation of this document.

Suggestions can be forwarded, on the suggestion page included in this document, to IT-MA-PR, Room 252, or via E-mail on the CIO Bulletin Board.

**FEMA INFORMATION RESOURCES MANAGEMENT  
POLICY AND PROCEDURAL DIRECTIVE**

| <b>Existing Instructions</b>   | <b>New Policy &amp; Procedural Directive</b>                     |
|--|--|
| 1500.1 Mgmt of Information Resources                                   | Part I IRM Policy Directive<br>Chapters 1-5                      |
| 1200.4 Comm Security Policy  | Part II IRM Procedural Directive<br>Chap 4-1 Info Sys Safeguards |
| 1200.5 Safeguard & Contl of Comm Sec<br>Material/Info                  | Chap 4-1 Info Sys Safeguards                                     |
| 1500.2 Information Systems Planning Program                            | Canceled   |
| 1500.3 Information Systems Policy                                      | Chap 1-1 Strategic Planning                                      |
| 1501.1 ADP Documentation Standards (M)                                 | Chap 5 Info Sys Standards  |
| 1501.2 Guidelns for Docmnt of Comp Prog (M)                            | Canceled   |
| 1510.2 Req for Access to Auto Info Sys                                 | Chap 2-2 Access to IT for Ind w Disab                            |
| 1520.3 Comp Inrct Displ, Entry & Rtrv Sys (M)                          | Canceled   |
| 1520.4 Radiological Def Monitor Station & Instru Inv<br>PC Mgr Sys (M) | Canceled   |
| 1520.5 Radioactive Mat PC Mgr Sys (M)                                  | Canceled   |
| 1520.6 Dams Inv Sys Retrieval Prog (M)                                 | Canceled   |
| 1520.7 Gantt Chart Comp Term Users (M)                                 | Canceled   |
| 1520.8 Mgmnt of Alerting Pagers & Beepers                              | Chap 3-1-4 Paging Devices & Cell Telepns                         |
| 1520.9 Nat Fac Srv/Recp & Cr PC Mgr Sys (M)                            | Canceled   |
| 1520.10 Radiological Def Prog PC Mgr Sys (M)                           | Canceled   |
| 1520.11 Emergency Broadcast Sys (EBS) (M)                              | Chap 3-1 Communications Services                                 |
| 1540.1 Info Sys Security Policy  | Chap 4-1 Information Sys Safeguards                              |
| 1540.2 Automated IS (M)  | Chap 5 Ofc Automation Sys and Serv                               |
| 1540.3 Sec for FEMA Micros & WPs (M)                                   | Chap 4-1 Information Sys Safeguards                              |
| 1550.1 Telecomm Svc  | Chap 3-1 Communications Services                                 |
| 1550.3 Sec Policy for Secure Telephone Unit III                        | Chap 2-3 Information Sys Safeguards                              |
| 1550.4 Frequency Spectrum Mgt  | Chap 3-1 Communications Services                                 |
| 1550.5 Comm Security Monitoring  | Chap 4-1 Information Sys Safeguards                              |