



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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WASHINGTON, DC 20350-3000

MCO 5271.1B  
C4  
1 Dec 2011

MARINE CORPS ORDER 5271.1B

From: Commandant of the Marine Corps  
To: Distribution List

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

Ref: (a) MCO 5400.52  
(b) MCO 5271.1A  
(c) IRM 5271-01B  
(d) IRM 5271-04A  
(e) SECNAV M-5210.1

1. Situation. This Order provides updated guidance on the Marine Corps Information Resource Management (IRM) Standards and Guidelines Program (SGP), and development of IRMs, per references (a) through (d). IRMs provide the USMC Information Management (IM) and Information Technology (IT) communities a tool for building execution level detail into IM/IT day to day operations.

a. 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 non-automated. IRM also encompasses the resources needed to manage information such as personnel, equipment, and software.

b. IRM documents are tools that provide the Marine Corps a mechanism to communicate, coordinate, collaborate and keep pace with information enterprise changes resulting from new missions, cyber threats and emerging technologies.

2. Cancellation. MCO 5271.1A.

3. Mission. The IRM SGP's primary purpose is to promulgate detailed technical direction to the IM/IT communities in accordance with the Marine Corps Chief Information Officer's (CIO) strategic vision and priorities.

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distribution is unlimited.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement a more flexible and responsive process enabling the rapid assessment, development, and dissemination of a full range of IRM documents.

(a) To enable production of multiple types of IRMs sufficiently detailed to enable collaboration across the IM/IT community but broad enough to allow maximum flexibility at the operational level.

(b) To identify a standardized method of adding form and substance to the IT management process.

(c) To provide the most current technical direction for the management of information resources and the activities involving their application.

(d) To update the IRM SGP so that it will regain relevance as the primary means through which technical direction is distributed and exercised across the Marine Corps.

(e) To promote the goals of the IRM SGP:

1. Uniformity and consistency across IRMs and related publications.

2. Reduce training requirements for IM/IT/IRM topics.

3. Facilitate the rapid exchange of data, and information about IM/IT/IRM services and capabilities across the fleet.

4. Provide a vehicle to communicate essential management direction relating to Marine Corps IM/IT/IRM priorities.

5. Address the IM/IT/IRM needs and requirements of both the tactical and supporting establishment communities.

(f) To leverage IRM documents in order to synchronize the efforts of the architecture, portfolio management, capital planning, acquisition and programming and budgeting communities within the Marine Corps.

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(g) To track and align those same processes and documents with those in the DOD, DON, and other related departments and agencies.

(2) Concept of Operations

(a) The Marine Corps CIO is lead for the IRM SGP.

(b) The Marine Corps CIO can delegate the roles and responsibilities of the IRM SGP to senior leadership within Headquarters Marine Corps Command, Control, Communications, and Computers Department (HQMC C4).

(c) The IRM SGP includes:

1. Actions, policies, procedures concerning the technical direction for the management of information resources and the activities involving their application.

2. Changes, revisions, and recommendations to IRMs; including IRM content and format.

a. IRM Plans are dynamic and will change on a regular basis. IRMs will be updated when necessary. Changes identified as new information about the specific topic becomes known or available.

b. Prior to making changes to IRMs, the Marine Corps CIO or designee shall lead a working group to review and adjudicate all change requests and recommendations, including recommendations to rescind a particular IRM.

3. If the Marine Corps CIO, the designee, or the IRM working group, determines that a particular IRM is no longer necessary or has been replaced by another document it will be cancelled and its information removed from the IRM Index.

4. An annual review of all IRMs will be conducted to ensure the currency, accuracy, completeness, and relevance of the publication.

5. An index of IRM Publications with the key identifying data and a short abstract shall be posted at <https://ips.usmc.mil/sites/irm>.

(d) IRMs address a common set of IM/IT/IRM subject areas which include but are not limited to:

1. Network Operations and Management.
2. Information Technology Service Management
3. IM/IT applications, systems, and equipment for deployed forces and the supporting establishment.
4. IM/IT infrastructure for deployed forces and the supporting establishment.
5. Enterprise Services.
6. Cybersecurity.
7. Interoperability via Enterprise and Segment Architecture artifacts.
8. Other IT/IM/IRM documents that provide clarification or definition to current or recently promulgated policy.

(e) Publications prepared outside the Marine Corps that fall under the IRM SGP.

1. Federal Publications. The Marine Corps will use technical publications prepared by other Federal agencies when practicable.

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

b. Subordinate Element Missions. The following supporting elements shall assist in the identification of necessary IRM topics, coordinate with the Marine Corps CIO in developing IRM content, and participate in the IRM Annual Review process as set forth in Sect. 4.a.(2)(c)4. of this Order.

(1) Marine Corps Systems Command (MCSC).

(2) Marine Corps Network Operations and Security Center (MCNOSC).

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(3) Regional Network Operations and Security Center (RNOSC).

(4) Marine Air Ground Task Force Information Technology Support Center (MITSC).

(5) Marine Corps Forces G-6.

(6) Functional Area Managers.

5. Administration and Logistics

a. Upon signature and release of this Order, Marine Corps Bulletins will be released providing additional detail as to the following:

(1) The IRM standards and guidelines working group.

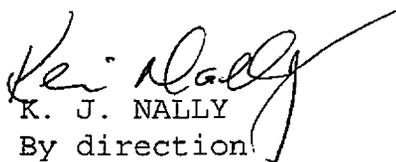
(2) Updates to references (c) and (d).

b. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (e).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

  
K. J. NALLY  
By direction

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