

CHAPTER 5

TELECOMMUNICATIONS MANAGEMENT

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5.001 Purpose

This chapter establishes telecommunications policy for the Department of Transportation (DOT). Telecommunications systems and technologies covered by this policy include, but are not limited to, telecommunications networks; the telecommunications capability within IT systems; and data, voice, video and wireless communications systems.

5.002 Scope

The provisions of this chapter apply to all telecommunications resources, including telecommunications equipment, facilities, and services within the Department.

5.003 References

- [508 of the Rehabilitation Act \(29 U.S.C. 794d\), as amended by the FY 2001 Appropriation for Military Construction \(Public Law 106-246 -- July 13, 2000\): Electronic and information Technology Accessibility for Persons with Disabilities](#)
- [5 U.S.C. 552a, The Privacy Act of 1974](#)
- [Paperwork Reduction Act of 1995, Coordination of Federal Information Policy, 44 U.S.C. Chapter 35](#)
- [Federal Telecommunication Act of 1996](#)
- [The Clinger-Cohen Act of 1996](#)
- [The Federal Acquisition Regulation \(FAR\)](#)
- [Executive Order 12472, Assignment of national security and emergency preparedness telecommunications functions](#)
- [Office of Management and Budget \(OMB\) Circular A-130, Management of Federal Information Resources](#)
- [OMB Circular A-11, Preparing and Submitting Budget Estimates](#)
- [OMB Memorandum M-97-15, Local Telecommunications Services Policy \(June 1997\)](#)
- [OMB Memorandum M-97-16, Information Technology Architectures \(June 1997\)](#)
- [Federal CIO Council, "Recommended Policy Guidance on 'Limited Personal Use' of Government Office Equipment & Services Including Telecommunication Technology"](#)

5.004 Policy

I. It is the Department's policy to:

- A. Require that decisions regarding investments in and usage of telecommunications services and products shall comply with established DOT Enterprise Architecture, Capital Planning & Investment Control (CPIC), and IT Security policies, standards, and processes.
- B. Require that telecommunications services and products be acquired in a manner that is most effective for the government. This includes the use of Department or government-wide contracts such as those offered by the Federal Technology Service.
- C. Require that telecommunications systems be managed effectively. Use of management control systems should be employed to determine if the telecommunications system requirements continue to exist; and, that the telecommunications system continues to meet its intended purpose.
- D. Establish a level of security for all telecommunications systems commensurate with the sensitivity of the information and the risk and magnitude of the loss or harm resulting from improper operation or unauthorized access.
- E. Establish telecommunications system contingency plans to ensure disaster recovery and continuity of operations/support.
- F. Require that Federal telecommunications standards (including, but not limited to those identified in above references) be used except where the cost of using a standard exceeds the benefits or the standard impedes the organization from accomplishing its mission.
- G. Establish and maintain telecommunications programs and operational systems that provide the capability to effectively conduct assigned emergency activities.

5.005 Responsibilities

Responsibility for various aspects of telecommunications management resides with the following officials:

I. Departmental Chief Information Officer (CIO) is responsible for:

- A. Developing and promulgating Departmental policy and guidelines for DOT telecommunications acquisition, operations and support;
- B. Representing the Department's interests and views at Federal-wide telecommunication committees and forums;
- C. Acting as liaison with other governmental bodies and central management agencies (e.g. OMB, GSA);
- D. Reviewing legislative actions affecting telecommunications policies and providing advice and counsel to key departmental officials on telecommunications issues; and
- E. Serving as the Departmental advocate for promulgating and implementing telecommunications concepts.

II. Heads of Departmental Organizations are responsible for:

- A. Designating a senior level manager with responsibility for telecommunications management, administration, and operational requirements;
- B. Ensuring that decisions regarding investments in and usage of telecommunications services and products shall comply with established DOT Enterprise Architecture, Capital Planning & Investment Control (CPIC), and IT Security policies, standards, and processes.
- C. Using telecommunications capabilities of other organizational elements, wherever feasible, rather than acquiring new systems;
- D. Establishing and maintaining telecommunications programs and operational systems that provide the capability to effectively conduct assigned emergency activities;
- E. Maintaining a current inventory of all telecommunications equipment and services (such as leased circuits, etc.);
- F. Providing information to the Departmental CIO, as requested, regarding the Department's telecommunications services and operations;
- G. Participating in Federal and interagency telecommunications policy committees and groups as required by statute or policy or as requested by the Departmental CIO; and
- H. Participating in intra-agency telecommunications policy committees and groups as requested by the Departmental CIO.

III. The Office of The Chief Information Officer, S-80, is responsible for:

Managing the telecommunications program for the OST, including planning, budgeting and acquiring telecommunications equipment and services.