SUBJ: **ANNUAL REVALIDATION OF INFORMATION RESOURCE MANAGEMENT (IRM)**

1. PURPOSE. This order establishes a recurring need for the Eastern En Route and Oceanic Requirements Branch, ATO-E to prioritize IRM (computers, printers, software and hardware) needs of the Eastern En Route and Oceanic Area Office in Southern Region.

2. DISTRIBUTION. This order is distributed to Air Route Traffic Control Center (ARTCC) Managers and the IRM Specialists of the Eastern En Route and Oceanic Service Area.

3. CANCELLATION. This order cancels SO Order 6120.3A dated August 30, 2002.

4. EFFECTIVE DATE. This order is effective on March 18, 2005.

5. BACKGROUND. The Eastern En Route and Oceanic Requirements Branch, ATO-E, validates Eastern En Route Area Southern Region IRM needs. This order establishes a method to prioritize requests when funds become available. A recurring report will indicate when a facility is reaching a critical need.

6. RESPONSIBILITIES.
    a. The Managers of ARTCCs and the IRM Specialists of the Eastern En Route and Oceanic Service Area will submit requested information to Eastern En Route and Oceanic Requirements Branch, ATO-E annually.
    b. All information shall be submitted on the attachment, no later than January 15 of each year.

7. PROCEDURES.
    a. Each facility shall report the items on the attachment. (*This pertains to administrative and Automated Radar Terminal System (ARTS) hardware/software only-not operational equipment.*)
    b. Fill out the entire attachment. Fill in "N/A" if there is a zero count on the item.
    c. After attachment is completed, submit to Eastern En Route and Oceanic Requirements Branch, ATO-E.

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FACILITY: _____

SURVEY COMPLETED BY: _____

DATE: _____

NOTE: Administrative Only

IRM STANDARD SOFTWARE
(licensed software to FAA only.)

Windows NT 4.0 OS _____

Windows 2000 OS _____

Windows XP Professional OS _____

Word 97 Word Processing or higher _____

Excel 97 Spreadsheet or higher _____

Acess 97 Pers. Database or higher _____

Dynacomm EliDyna-
Comm/SNA _____

Winzip.PKZip 2.04G or higher _____

Netware 4.12 O/S or higher _____

Internet Explorer 6.0 _____

IRM STANDARD HARDWARE _____

Pentium III _____

Pentium IV _____

Printers _____