File: ADP Control officers

ODP-81-1662

09 DEC 1981

MEMORANDUM FOR: DCI ADP Control Officer
DDA ADP Control Officer
NFAC ADP Control Officer
DDO ADP Control Officer
DDS&T ADP Control Officer

STAT

FROM: [   ]
Chief, Program & Budget Group, MS/ODP

SUBJECT: FY 1984 Requirements for Computer Terminals

REFERENCE: Memo from Chief, P&BG, MS/ODP, dtd 24 Feb. 1981
Subject: 1983 Computer Terminal Requirements

1. Annually, the Office of Data Processing (ODP) requests each office using or planning to use ODP resources to provide their program year requirements for computer terminals in a format in which they can be successfully justified and defended at subsequent program reviews.

2. ODP's FY 1983 budget contains the terminal requirements stated in the reference which includes the major portion of the minimum level requirements. A copy of your directorate's requirements for these terminals is attached. You may change the allocation between offices within your directorate at any time. However, an increase in cost resulting from a change in the type of terminal requested must be supported by your directorate.

3. Directorate ADP control officers must advise each of their office ADP control officers which of their 1983 terminal requirements can be satisfied from the directorate's allocation. Then the office ADP control officers can establish a base for their 1984 requirements.

4. Since ODP could support less than 25 percent of the 1983 terminal requirements, it is possible that all 1984 requirements will be budgeted directly by users. However, a decision has not yet been made on 1984 terminal budgeting by the Comptroller. Regardless of who budgets for terminals in 1984, ODP will still need to know your 1984 requirements for terminals to access central ADP services or dedicated computer systems supported by ODP in order that they can be priced and adequate terminal controller capacity can be planned by ODP. All other terminal requirements should be budgeted by the component except for terminals to access the SAFE system, which will be provided by the Consolidated SAFE Project Office (CSPO).

5. Again for 1984, you are requested to prepare a separate form for each new terminal requirement. This year it is not necessary to assign a decision level to each requirement. However, it is requested that you identify each requirement as either supporting an ongoing activity or a new initiative. Also, a summary total form is required from each office which states projected requirements for the 1984-1988 time period. One copy of the detailed instructions, terminal requirement form, and summary total form are attached.

6. As was done last year in the reference, you will be notified of the ODP cost to support each of your requirements regardless of where they will be budgeted. However, by identifying your requirements earlier this year, you will be informed of their costs by the end of January which should make it easier to include them in your program, if necessary.

7. Also, enclosed are sets of instructions, terminal requirement forms, and summary total forms for office ADP control officers. Additional sets should be copied, as required.

8. Questions concerning the number of terminals assigned or pending installation through 1982 and/or the type of terminal required for 1984 should be directed to Mr. [   ] STAT CSS/ODP, [   ] All other questions should be directed to [   ] STAT

9. Please forward the requirements for your directorate in one package to the Chief, Program & Budget Group, MS/ODP, by COB 8 Janaury 1982.

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Attachments:
1. Directorate ADP Requirements
2. Terminal Requirement Forms

STAT ODP/P&BG/[   ]kf 09 December 1981

Distribution:
1 ea Addressee w/atts.
2 - C/P&BG w/atts.
1 - C/MS w/att 2
1 - DD/P w/att 2
1 - CSS/ODP w/att 2
2 - O/D/ODP
2 - ODP Registry w/o atts.

Office   Directorate

Summary Total of Terminal Requirements
FY 1984 Through 1988

Funded by	1984	1985	1986	1987	1988
ODP:[1]					
Standard CRT	___	___	___	___	___
Standard Hardcopy	___	___	___	___	___
Graphics Display	___	___	___	___	___
Line Printer	___	___	___	___	___
Other	___	___	___	___	___
Subtotal	___	___	___	___	___
Component:[2]					
Standard CRT	___	___	___	___	___
Standard Hardcopy	___	___	___	___	___
Graphics	___	___	___	___	___
Line Printer	___	___	___	___	___
Other	___	___	___	___	___
Subtotal	___	___	___	___	___
Total	___	___	___	___	___

Office of ADP Control Officer   Directorate ADP Control Officer
            Signature   Signature

[1] 1984 subtotal is the number of terminal devices requested on the individual forms submitted by the office. 1985 through 1988 subtotals are projections at the office level.

[2] These are for requirements not budgeted by ODP, e.g. microprocessors, word processors, and non-ODP supported systems.

Instructions for Identifying
New Terminal Requirements
for FY 1984

Complete a separate form for each new terminal requirement targeted for FY-84.

The requirement defined on this form should be limited to terminals that will be connected to systems supported by ODP -- either as a central service or dedicated system. Questions concerning the number of terminals assigned or pending installation through 1982 and/or the type of terminal required for FY-84 should be directed to Mr. _____ All other questions should be directed to _____

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The description of the teleprocessing equipment in this paper is to aid in understanding the type of equipment ODP uses to support a variety of user requirements.

The Standard Terminal and associated equipment.

- Standard Terminal
  - A standard terminal has a keyboard and a video display (crt). It uses a full alphanumeric character and block graphic code set. It has the capability to send and receive data via communications lines to a remote host computer. The standard terminal offers extended functions, such as editing and formatting data entry. In some cases the user can tailor the terminal to fit his own application via a limited degree of programming, such as format creation and parameter definition.

- Local Host
  - A local host microprocessor with diskette storage on floppy disk drives is available for use with the standard terminal. The local host runs CP/M as its operating system and accepts commercially available data management packages and programming language processors; such as BASIC.

- Hard Copy Printer
  - Any of the hard copy printers can be used in the Headquarters building, but only the tempest secure printers can be used outside of Headquarters.

  - Non-tempest
    - When used as a slave printer, it produces medium quality output at medium speed (150 characters per second).
    - This printer may eventually be tempest secure for use outside of Headquarters.

  - Tempest
    - Type A - When used as a slave printer, it produces low quality output at low speed (30 characters per second).
    - Type B - When used as a slave printer, it produces correspondence quality output at low speed (30 characters per second).

Remote Line Printers

- Remote Line Printer
  - Prints computer output on standard computer pinfeed form paper at remote locations at line speeds from 600 to 1000 lines per minute.

Graphics Terminals and associated equipment.

- There are two categories of graphics devices available, standard (black and white) and color. Both types perform in much the same way with color adding dimensions in contrast in varying degrees, depending on the model.

- Graphics Terminal
  - Provides a means not only of displaying data in a graphic form, but also of manipulating and modifying the data that is presented.

- Graphics Hard Copy Unit
  - Reproduces the image on the graphics display screen through a cable connection in much the same way as a copier reproduces printed material.

- Desk Top Plotter
  - A digital plotter which is a computer output device that produces drawings, charts, diagrams, and similar graphic copy, as distinguished from the reports consisting solely of alphanumeric characters which are produced by typical line printers. Usually used in conjunction with graphics terminals to produce final drawings in black and white, or color.

Non-standard Equipment

- Teleprocessing equipment not described above, but needed to meet a specific requirement should be identified as 'OTHER'.

Instructions For Completing Attached Form.

Type of Terminal

- Identify the terminal and associated equipment needed to satisfy one terminal requirement.

Requirement

- The requirement should relate to the overall mission of the Agency. Identify the product and the consumers. Name the ODP project(s) this terminal will support. If additional space is required, please use an attachment.

Disapproval Impact

- The disapproval impact should describe in quantitative terms the efforts needed to satisfy the requirement with alternative methods. If additional space is required, please use an attachment.

Terminal will Access

- Identify each of the on-line systems that the terminal will access.
- Identify the computer center(s) that the terminal will access.

Office ADP Control Officer

- Rank the requests according to the Office's requirements.
- Sign form.

Directorate ADP Control Officer

- Rank the requests according to the Directorate's requirements.
- Sign form

NEW TERMINAL REQUIREMENT
FOR FY-84
(one terminal per form)

Terminal Requestor: _____ Phone _____

Directorate/Office/Component_____ Room/Bldg _____

Type of Terminal:

Standard Terminal ___   Local Host ____

   Hard Copy Printer: Non-tempest __ Tempest - Type A __ Tempest - Type B __

Remote Line Printer: 600 lpm ___   1000 lpm ___

Standard Graphics Terminal ___   Color Graphics Terminal ___

   Standard Hard Copy Unit ___   Color Hard Copy Unit ___

   Desk Top Plotter   ___

Other (specify) _____

Terminal will Support: On-going Activity ___   New Initiative ___

Requirement:

Disapproval Impact:

Terminal will access:
__ VM __ GIMS __ NIPS __ OCR __ SAFE __ STAR __ CAMS __ JES
__ OTHER (specify) _____

Terminal will access: ___ Ruffing Center   ___ Special Center

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Office Priority Ranking   ___ of ___   Directorate Priority Ranking ___ of ___

Approval _____   Approval _____
Signature (Office ADP Control Officer)   Signature (Directorate ADP Control Officer)

yellow
File: ADP Control
Officers

ODP-81-1614
1 December 1981

MEMORANDUM FOR: See Distribution

STAT FROM   :   [   ]
Policy and Plans Group,
Management Staff, ODP

SUBJECT   :   Automatic Data Processing Resources
Availability List

1.   Attached, for your review, is the latest "ADP Resources Availability List" from GSA. This list announces excess government-owned or leased ADP equipment available for reutilization. The majority of government-owned equipment is available to requesting agencies at no cost. To obtain more information on an item, components should contact GSA directly at (202) 566-1248.

2.   ODP will assist the requesting component and will resolve, if necessary, competing internal Agency requests for the same equipment. Requesting equipment for which there is an acquisition cost is in the nature of a procurement action and will further require the services of ADP and Engineering Branch, Office of Logistics.

3.   To actually acquire the equipment, the requestng component should promptly call the Office of Logistics, Interdepartmental Support Branch (IDSB) on extension [   ] STAT IDSB will contact GSA, attempt to place the item on "hold," and provide instructions to the requesting component regarding the process to acquire the equipment. Please note that it will be the responsibility of the requesting office to provide for installation, operation and maintenance support for any equipment acquired from GSA. Headquarters Regulation [   ] also requires STAT components to obtain ODP concurrence prior to acquiring any CPU or equipment that exceeds certain dollar value criteria.

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4. General questions on excess equipment procedures may be directed to the undersigned on ☐ Any questions on the procurement aspects of obtaining excess ADP equipment should be addressed to ☐ Chief, ADP and Engineering Branch, OL on extension ☐

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Attachment: a/s

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