PROPOSED

DISPERSED OFFICE SUPPORT

MEMORANDUM OF AGREEMENT

13 MARCH 87

MANAGEMENT

- A DOS unit is a single branch or division in a DA office (DAO) managed by a senior OITer reporting to a senior customer management.
- Contains all OIT and (all?) DAO ADPer and contractors.

- All DOS worker PARS written by the DOS manager, reviewed by appropriate career service.
- DOS manager PAR written by DAO, reviewed by C/MISG.

- DOS manager approved by DAO.

- DOS workers approved by DOS manager.

- DOS manager is a member of MISG career sub-panel, a member of MISG staff, and participates in customer panels if required.

MANAGEMENT (cont.)

- OIT and DAO each provide one—half required OIT slots.
- MISG fills DOS slots, performing all personnel management responsibilities for DOS workers.
- The DOS unit will have a mix of experience levels allowing for EODs.
- A DOS tour is a minimum of 2 years.

- DOS staffing level reviewed annually, changed if mutually agreeable.

- No additional rotational program in the DAO.

DA Office Responsibilities

- Review & Prioritize Work

- Provide Functional Requirements & Acceptance Testing

- Fund Training

- Provide Office Space & Equipment Within 4—6 Months After Agreement

- Fund Required Contract Support

DOS Unit Responsibilities

- Create and Maintain ADP Strategic Plan

- Develop and Maintain all Systems Except Certain TBD Corporate and Field Systems

- Adhere to OIT Development Standards Including MISG ERB/CCB Review

- On—site Contract Manager

- On—site Consulting and Assistance

OIT Responsibilities

MISG —
- Manage Career OIT Personnel
- Manage Corporate Program
- Establish and Enforce Standards for Architecture and Development

OIT —
- Architecture for Software, Equipment and Communications
- Architecture for Field Computing

Appendix 1

I   Projects being transferred.

II   List of slots by grade being transferred from OIT to the DOS unit.

III   List of personnel FT/PT (from OIT) by grade being assigned to the DOS unit.

IV   List of slots by grade being assigned from DAO to the DOS unit.

V   List of DAO personnel FT/PT by grade being assigned to the DOS unit.

VI   Proposed DOS unit manager.

VII Contractor Information —
  A. Company
  B. Task/Functions assigned
  C. Funds
  D. Names of Contractors