9 November 1988

MEMORANDUM FOR: Chief, Organizational Development Branch, OP

FROM: Daniel A. Childs, Jr.
                Director of Finance

SUBJECT: 'Change of Service Designation
                for OIT/Dispersed Office Support Positions

REFERENCE: Memo for D/Fin fr D/OIT dtd 7 Sep 1988;
                subj: ADP Support to the Office of Finance

1. In conformance with the Memorandum of Agreement between the Office of Finance and the Office of Information Technology, the service designation of selected MF positions should be changed as noted below:

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Systems Accountant	D CH	GS-15	to MZS
Systems Accountant	ADP	GS-14	to MZS
Systems Accountant	ADP	GS-13	to MZD
Systems Accountant	ADP	GS-13	to MZD
Systems Accountant	ADP	GS-12	to MZD

2. For the record, to complete a total staff of six OIT personnel as agreed to in the Memorandum of Agreement, OIT recently transferred position [ ] Computer Specialist, GS-11, MZD career service, to the Office of Finance/Financial System Division's Staffing Complement.

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3. Please take the necessary action to reflect the change of career service designation for the positions noted in paragraph 1 above.

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Daniel A. Childs, Jr.

cc: D/OIT

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OIT-7223-88

7 SEP 1988

MEMORANDUM FOR: Director of Finance

FROM: Edward J. Maloney
                    Director of Information Technology

SUBJECT: ADP Support to the Office of Finance

REFERENCE: OIT 1081-86, dtd 2 January 1987
                    Subj: ADP Support to DA Offices

1. Attached is a Memorandum of Agreement which, once formalized, will obligate the Office of Information Technology (OIT) to provide decentralized data processing support to the Office of Finance (OF). The terms of this agreement have been discussed among our respective staffs. We propose to establish a Dispersed Office Support (DOS) unit under your management co-located with your personnel. The DOS unit would provide software development, software maintenance, technical guidance, and office-wide ADP planning to your Office. Providing these activities on a decentralized basis will help ensure that OIT activities are responsive to your priorities.

2. In order to provide you with the proposed service, we will create a DOS unit of six OIT personnel and a number of your personnel who are directly involved in developing and maintaining OF systems. We will, over time, provide six OIT personnel on a rotational basis, and provide career management for the personnel involved. Tasking and day-to-day priorities would be provided by OF managers.

3. OIT cannot by itself staff up to your requirements. Therefore, we request that you provide one of the two slots required, in addition to the four OF slots already provided for OIT personnel. Details of this proposal can be found in the attached MOA.

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SUBJECT: Decentralized ADP Support for Office of Finance

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4. We look forward to working with you in addressing the data processing needs of OF. [   ] Chief, Career Management Staff, Development Group, OIT, is responsible for administering this MOA. Please contact [   ] with any questions you may have.

Edward J. Maloney

Attachment:
  Memorandum of Agreement

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C/CMS/DG/OIT/[   ] (1 Sep 88)

Distribution:
  Orig — Addressee (w/att)
     2 — D/OIT (w/att)
     3 — OIT/Registry (w/o att)
     1 — DG/OIT (w/o att)
     1 — CMS/DG (w/o att)

1 September 1988

MEMORANDUM OF AGREEMENT

Between

The Offices of Finance and Information Technology

for

Dispersed Office Support

1. BACKGROUND

The Office of Information Technology (OIT) and the Office of Finance (OF) are jointly involved in the development and support of ADP systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OF and OIT, and establishes the OIT Dispersed Office Support (DOS) concept within OF. The purposes of the DOS program are to provide timely ADP services to OF; to ensure these services are responsive to the priorities of senior OF management; to foster good communications between system implementors and OF customers; to greatly enhance the implementor's understanding and knowledge of customer activities; and to provide increased customer visibility into the system development and maintenance process.

2. AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS program shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA can be changed with the approval of both offices and shall remain in effect until formally rescinded by either of the two offices.

3. TERMS OF THE AGREEMENT

OIT and OF jointly agree that OIT DOS personnel shall be assigned to the Office of Finance, Financial Systems Division (FSD). The terms of this agreement are as follows:

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3.a. The senior OIT careerist serving in the Office of Finance will be either the Chief or Deputy Chief of the Financial Systems Division, who reports to the Deputy Director for Financial Systems. When vacancies in either position occur, the Director of Finance will consider candidates from both the MF AND MZ career subgroup and select the most appropriate available candidate. Either the Chief or Deputy Chief position will always be filled by an OIT careerist.

3.b. As either the Chief or Deputy Chief of the Financial Systems Division, the senior OIT careerist will be an integral member of the management chain for all financial systems matters and will be able to oversee the performance and tasking of all Division personnel, including OIT careerists assigned to the Division. Each FSD employee's Performance Appraisal Report must have either the primary or reviewing comments written by a manager from that employee's own career service.

3.c. The senior OIT manager's annual performance appraisal report shall be written by appropriate OF management and reviewed by Chief, Development Group (DG), OIT. The Chief, Development Group, OIT will provide comments with respect to adherence to OIT development standards, policies, and practices.

3.d. D/OF shall have the right to interview and approve the individual recommended by OIT for the senior OIT position. The Chief and Deputy Chief, Financial Systems Division (FSD), shall interview and approve all OIT personnel assignments to the Division.

3.e. The senior OIT manager will insure that OIT personnel assigned to Financial Systems Division are represented on the DG/OIT career sub-panel. The senior OIT manager will attend periodic OIT/DG project status meetings and will participate in OF career management forums to the extent desired by OF.

3.f. The OIT DOS personnel within OF, Financial Systems Division will be assigned to six positions, four of which currently exist in the Office of Finance. One of the two remaining positions will be provided by OF and converted to an MZ position. OIT shall provide the other position. These six MZ positions shall be on the Table of Organization of OF. These positions are listed in Appendixes 1 and 2. Upon termination of this MOA the slots referenced in Appendixes 1 and 2 will revert back to their respective offices.

3.g. The responsibility for maintenance and enhancement of existing OF mainframe projects described in Appendix 3 shall be moved to the BARS/CLAS Project. During the time of BARS/CLAS Initial Operating Capability (IOC), OF and OIT will renegotiate the slots for the additional personnel to be added to the OIT DOS complement in OF, Financial Systems Division.

3.h. OIT shall be responsible for providing six MZ careerists to the Office of Finance. They will have an appropriate mix of ADP skills and experience. OIT personnel shall be assigned for a tour of duty which is normally two or three years. After the renegotiation of slots and personnel following the BARS/CLAS IOC, the staffing level for the DOS effort shall be reviewed annually by OF and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review. Should OF desire to increase the number of MZ personnel in the DOS team following the BARS/CLAS IOC renegotiation, it shall provide the required personnel positions and convert them to MZ.

3.i. Office of Finance software development and maintenance of corporate programs and selected field applications will comply with OIT architecture and data handling standards.

3.j. The existing OIT/DG rotational program in OF will be eliminated. As a transitional vehicle, all existing rotational agreements will be honored as part of the DOS program.

3.k. The final decision for work approvals and priorities shall reside with OF. The Chief and Deputy Chief of Financial Systems Division shall be responsible for managing the resources of the Division, including the DOS personnel, to meet OF's priorities and to maximize the responsiveness and quality of ADP services to OF. The Chief and Deputy Chief shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with the recommended alternatives, if any.

3.1. OF shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the Division. The senior OIT manager shall assist OF in budget formulation by preparing estimates and cost justifications for systems efforts.

3.m. The senior OIT manager will be designated as an alternate ADP Control Officer and will serve as a focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

4. OF RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, OF shall:

4.a. Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements for the Office of Finance.

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4.b. Define the functional requirements, participate in reviews and conduct formal acceptance tests for systems deliverables where appropriate.

4.c. Fund appropriate ADP training for all personnel assigned to the Division.

4.d. Provide the Division personnel with working space, clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers. For maximum efficiency the OIT personnel assigned to the Office of Finance shall be located in Financial Systems Division space.

4.e. Develop and maintain an Office of Finance ADP strategic plan.

4.f. Establish a mechanism for responding to the OF's ADP requests with formal estimates and alternatives.

4.g. Develop, enhance, maintain, and support, both stand-alone and mainframe ADP systems in response to the priorities and requests of OF.

4.h. Perform maintenance and make enhancements as directed by OF to all projects or systems.

4.i. Provide on-site ADP consulting and assistance to Office of Finance management and personnel.

4.j. Manage the ADP contractor support including software procurement and software development.

5. OIT/DG CENTRAL SERVICES

OIT/DG will continue to centrally:

5.a. Manage the careers for all OIT personnel assigned to the Financial Systems Division.

5.b. Coordinate the Agency's Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.

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5.c.   Establish and promote system development standards, guidelines, and methodologies.

5.d.   Through a senior technical OIT/DG review panel, ensure that development efforts comply with applicable standards for architecture and development, unless otherwise exempted.

6.   OIT CENTRAL SERVICES

OIT will continue to centrally define the architecture and install and maintain Agency-wide communications and mainframe computing systems to support the Office of Finance world-wide requirements.

CONCUR:

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_____   09 SEP 1988
Director, Office of Finance   _____
                                                  Date

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                                                  7 ᴾ SEP 1988
_____   _____
Director, Office of Information Technology   Date

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Appendix 1

List of MF positions being converted MZ.

POSITION	POSITION GRADE	INCUMBENT
STAT
	GS-15	
	GS-14	
	GS-13	
	GS-13	
	GS-12	

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Appendix 2

List of MZ positions being transferred to the TO of OF.

	POSITION	POSITION GRADE	INCUMBENT
STAT		GS-11	

Appendix 3

**List of existing mainframe projects moved to the BARS/CLAS
program of Development Group, OIT**

CONIF   Contract Information System
GAS   General Accounting System
FRS   Financial Resource System

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