

TRANSMITTAL SLIP		DATE <i>6/20/80</i>
TO: <i>Terry</i>		
ROOM NO.	BUILDING	
REMARKS: <i>I hope this will help you. Good luck!</i>		
FROM: <i>Lew</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 66

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

RESPONSE TO TERMINAL POLICY QUESTIONS

Planning Questions

- 4.(a) The terminal types should only be expanded to the degree to allow Engineering to price out the users requirements (e.g., no distinction between CRAFT or CLASS A terminals if they are standard terminals). Its important that this form be kept to one page. The description of the requirement will provide the information about the use--CRAFT, CLASS A, Word Processing.
- (b) This is not the method for users to communicate with ODP about relocations and replacements. This should be done directly with Engineering. Engineering, not the user, makes the decision on replacements based upon an old terminal being inoperable. If however, the user has a requirement the old terminal cannot support, this is a new requirement and should be handled as a new request.
- (c) Engineering should make this decision. They could send out a questionnaire to users who have terminals in their budgets. Since most users will not budget for new terminals, I'm not sure this is the place or time to get this information. I believe more accurate information could be obtained a year later when the Congressional budget is completed. Then each user would know what is in his budget being forwarded to Congress and it would be nine months in advance of the start of the operating year.
- (d) ODP should state there is a limit based upon current level resources and terminals beyond that limit will be placed at enhanced levels together with the necessary installation resources.

Priority Questions

- 2.(a) This report should be made available on a regular basis if its possible to produce it. If it cannot be produced, the users should be told.

- (b) I believe the present scheme of having Directorate ADP Control Officers determine the priority of their installation is the most practical scheme.

Acceptance Questions

2.(a) I think so.

(b) No predetermined quotas should be determined.

? (c) ODP does not determine the final number of terminals. The user, Comptroller, and OMB decide the final number of terminals approved in our budget.

(d) ODP does not budget for SAFE and CRAFT terminals. Therefore their numbers are provided separately because they are in other budgets. Engineering should have an installation plan to cover all terminals they will install and support. It would probably be a good idea to show the installation's requirements for large and highly visible projects separately.

(e) All priorities should be merged together some way to see how ODP resources are committed. However, the high visible requirements should have unique identification.

(f) Engineering should answer.

{ (g) They should be. We should not set an installation capacity without coordinating with the other offices every year.

LRP Questions

2.(a) Yes, include both requested and budgeted terminals in the LRP.

(b) I think more detailed information should be provided to ODP managers. Perhaps it should be provided separately and not in the LRP.

(c) Depends on the answer to (b). If no more detailed information is put in the LRP then classes such as "soft copy", "hard copy", "RJE", and "Graphics" should be shown.

Reporting Questions

(a) Although possible this probably isn't practical. Directorate ADP Control Officers are free to substitute a new requirement for a previously approved requirement at any time.

- (b) Not that I know of.
- (c) Don't know.
- (d) No.

OC Planning Questions

- 2.(a) DD/Processing or his designee. All our requirements and indications of user requirements we know about that will impact future plans.
- (b) Provide an installation figure that is within our capacity--not the 367 we gave them for 1982. Engineering should know if OL and/or OS need to be involved.
- (c) Yes. It's up to Processing.

Installation/Tracking Questions

- (1) The fact that the component paid for their terminal should be tracked or included in the terminal ID. It's not necessary to track the reason the component paid for the terminal.
- (2) Accountability should be determined by which office has property accountability--preferably it would be ODP. If an entire malfunctioning terminal was replaced it should be turned over to the appropriate property officer. The replacement terminal would be considered an ODP terminal regardless.
- (3) Probably not. No.
- (4) Relocations should be prioritized by Directorate ADP Control Officers in the same way as new terminal installations.
- (5) Engineering should answer this.
- (6) Engineering should answer this.
- (7) Engineering should answer this.
- (8) I suggest you check with Directorate ADP Control Officers to see what their requirements are. Let's satisfy their requirements and not what we perceive their requirements to be.

- (9) Replacements are intended for inoperable terminals only. The inoperative terminal should be disposed of by being declared surplus or used for spare parts. It wasn't intended for replacement terminals to be used to replace operative terminals. We should supervise the installation of replacements very carefully to maintain our credibility with the Comptroller, RMS and OMB. We must be especially accountable for terminals purchased with replacement funds!
- (10) If this charge is infrequent, it should be eliminated and requested over the phone in the rare cases it is necessary.

Security Questions

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- (2) Probably.
- (3) Should be handled under the unclassified contract and an unclassified basis.
- (4) There should be an unclassified Delta Data contract that SAFE terminals could be ordered under.
- (5) Nothing.
- (6) Yes, in coordination with ISSG.

General Questions

- A. Effective use of terminals before additional terminals are approved. Accounting data is necessary in order to do this.
- B. Yes, I think we should formally address and document our five year plan every year in support of our Program Plan--about April of each year.
- C. -- Reporting on our installation base, its cost, yearly operating costs (rental and maintenance).
-- The strategy for lease ~~or~~ multi-year purchase options if we don't have funds to purchase outright all the required terminals each year.

- Life cycle of 7260T's.
- How many types of standard terminals do we need? What justification is necessary to install a non-standard terminal and who in ODP approves it?
- Is this paper intended to cover graphic terminals?
- What is our maintenance policy? Response in what period of time? Is it different for outbuildings?
- How do we ensure users will have the terminals required for systems being developed by Applications?
- What is our policy on ordering terminals? Currently we wait until the end of the fiscal year and use current year funds to purchase next year's terminals. By waiting so long in the fiscal year to use the funds there is a chance we will lose them because the funds are not being used for the purpose intended-- providing terminals for the operating year requirements.
- Under what conditions should ODP budget for terminals to be used primarily for word processing?
- Under what conditions should ODP budget for terminals that will not be initially connected to ODP supported systems?
- What resources are necessary to maintain the rapidly increasing number of terminals planned for the out-years (SAFE, CRAFT, CLASS A, and etc.)? How will the resources be obtained? Whose budget?
- The DDA ADP Control Officer does not approve requests for terminals to be installed in ODP. What justification should be required for a terminal to be installed in ODP? Who makes the final decision?