

CHAPTER 6 - ADP RESOURCES MANAGEMENT

1. PURPOSE. To establish policies pertaining to the acquisition, management and operation of Agency automated data processing (ADP) resources.
2. SCOPE AND APPLICABILITY. This policy applies to all Agency national programs and Regional offices. Within this policy, ADP resources are defined as the following:
 - a. Large-scale, mainframe computers located at the National Computer Center, RTP.
 - b. Distributed processors located anywhere in the Agency.
 - c. Microcomputers used as desktop computing resources located anywhere in the Agency.
 - d. Data communications equipment including switching, concentration and front-end processors located anywhere in the Agency.
 - e. Data facilities used as intra-office, inter-office or wide-band network circuits.
 - f. Operating system software, telecommunications software, multi-user, third party application software.
3. BACKGROUND. The OMB and GSA require that each Federal Agency establish internal policies and procedures for the efficient management of ADP resources. The National Data Processing Division, OARM-RTP, within the authority of the Office of Information Resources Management, provides the following:
 - a. Computing and telecommunications services to Agency allowance holders at a pre-determined level as defined in general or specific Service Level Agreements.
 - b. Planning, oversight, management, operation and acquisition of all automated data processing resources in the Agency.
 - c. Assessment and introduction of new computing and telecommunications resources as appropriate to maintain effective and efficient delivery of automated data

processing services.

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4. AUTHORITIES.

a. Public Law 89-306, The Brooks Act, which provides for the economic and efficient purchase, lease, maintenance, operation and utilization of AP resources by Federal departments and agencies.

b. Public Law 98-369, Competition in Contracting Act, which requires, among other things/ that full and open competition be utilized in the acquisition of supplies and services and that specifications not be unnecessarily restrictive of competition.

c. OMB Circular A-130, Management of Federal Information Resources, which establishes policy for the management of Federal information resources.

d. FIRMR, 1 CFR, Chapter 201, which provides government-wide policies, procedures and guidelines pertaining to the procurement and management of AP resources.

5. POLICY.

a. EPA will plan, budget, acquire, maintain and operate all ADP resources in a cost-effective manner consistent with applicable Federal standards and regulation and which meet the documented mission needs of the various programs within the Agency.

b. EPA will operate the National Computer Center as a computing and telecommunication facility designed to provide large mainframe computing services to EPA employees and contractors.

c. EPA will operate the National Data Communications System which will provide terminal access and host-to-host communication between and among all computing resources in the Agency.

d. EPA will provide management oversight, including procedures operating policy and change control for minicomputers and microcomputers located anywhere in the

Agency.

e. Information technology provided to EPA employees and their agents is to be used for official business only. EPA managers and supervisors are responsible for ensuring appropriate use of this technology by their employees.

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6. RESPONSIBILITIES.

a. Office of Information Resources Management is responsible for:

(1) Providing management guidelines and planning oversight for all Agency ADP resources.

(2) Managing a planning process which identifies the ADP requirements of the various programs in the Agency.

(3) Acquisition management of office automation.

(4) Acquisition of information technology supporting scientific and technical applications.

b. The National Data Processing Division is responsible for:

(1) Planning and acquisition management of hardware not delegated to the Senior IRM Officials.

(2) The operation and maintenance of all centralized, mainframe ADP resources.

(3) Delegation, where appropriate, for the operation and maintenance of Agency ADP resources (distributed processors and microcomputers) to other programs within the Agency.

(4) Compliance with all applicable Federal regulations addressing acquisition, operation and accounting (including full-costing and chargeback) of ADP resources.

(5) Preparing procedures and guidance for the operation, maintenance and use of Agency ADP resources.

(6) Administering the Agency's timeshare accounting and billing systems and procedures.

(7) Developing and managing the Agency's ADP security and facility disaster recovery procedures.

(8) Providing ADP training and user support.

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c. The Assistant Administrator, Associate Administrators Regional Administrators, Headquarters Staff Office Directors, Laboratory Director, General Counsel, and Inspector General are responsible for:

(1) Ensuring compliance with the policies, standards and guidance for the use of Agency ADP resources.

(2) Developing mission-based requirements for ADP resources e.g., computer capacity planning.

(3) Operating and maintaining, as defined by NDPD, all delegated resources.

(4) Administering the Agency's timeshare accounting for their organization.

(5) Providing ADP training and user support for their organization.

d. The Senior Information Resources Management Officials (SIRMOS) are responsible for:

(1) Initial approval of requisitions for acquisition of information technology prior to their review by NDPD and/or OIRM.

7. DEFINITIONS.

a. "Automated Data Processing" (ADP) refers to the production, conversion, reduction, destruction, storage, transfer or communication of data by electronic digital computers and related peripheral devices. The term "electronic data processing" (EDP) and ADP are frequently used inter-changeably with no significant distinction. Automated mated data processing may be performed by a stand-alone unit or by several connected units.

b. "Automated Data Processing Equipment" refers to electronic components and equipment regardless of use, size, capacity or price that are designed to be applied to the solution or processing of a variety of problems or applications.

c. "Central Processing Unit (CPU)" is that part of a computer that interprets and executes program instructions and communicates with the input, output and storage devices. It consists of the control unit and the arithmetic/logic unit.

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d. Data Communication- refers to computer-to-computer, computer-to-device and device-to-computer communications and other communications such as a record, tele-processing and telemetry.

e. "Distributed Processing involves the use of computers of intelligent terminals at a number of sites that share the control, storage and/or computing function of the central computing system, thus giving the end user data processing capabilities. The various stations, or network nodes, are connected by telecommunications lines.

f. "Hardware refers to physical equipment such as the computer and its related peripheral devices, tape drives, disk drives, printers, etc.

g. "Mainframe connotes a large computer.

h. "Microcomputer is one of a large variety of general purpose computers manufactured utilizing one or more micro-processors. Microcomputers can range from computers with relatively small amounts of memory to computers with large amounts of random access memory and several peripheral devices. Typically, an end user microcomputer is of desktop size and requires no special environmental site preparation.

i. "Minicomputer" refers to a computer somewhere in size between a microcomputer and a mainframe. These units are characterized by higher performance than microcomputers, richer instruction sets, higher price and a proliferation of high-level languages, operating systems and networking methodologies.

j. "Network is a computer system using data communications

equipment to connect two or more computers.

k. "Operating System" refers to software that controls and supports the execution of computer programs and contributes to optimal use of the computing system. An operating system may provide services such as resource allocation, scheduling, input/output control, error recovery and data management. Although operating systems are predominantly software, partial or complete firmware implementations are possible.

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1. "Service Level Agreement" refers to a documented contract between the National Data Processing Division (NDPD) and any client organization which describes the services which will be provided by NDPD to the client. There are two basic types of Service Level Agreements. One is a generic documented service description which applies to all client organizations and the other is a specific agreement with an individual client organization. The latter is developed primarily where the level of service requested is beyond the normal service levels contained in the generic service agreement. Service Level Agreements generally contain a description of availability, capacity, workload, performance, reliability and cost.

m. Telecommunications refers to the transmission and/or reception of information by telephone, telephone lines, telegraph, radio or other methods of communications over a distance. The information may be in the form of voice, pictures, text and/or encoded data.

n. Timeshare is a procedure that allows many users to simultaneously access and use the resources of a central computer through remote terminals.

8. PROCEDURES AND GUIDELINES. Procedures and guidelines regarding the management of the Agency's ADP resources will be issued under separate cover.

