

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1370.32C

10/7/87

SUBJ USE OF COMPUTER TIME-SHARING SERVICES

1. PURPOSE. This order prescribes agency requirements and responsibilities for the use of computer time-sharing services and prescribes responsibilities for agency offices making use of such services.
2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers with a branch level distribution in the regional Management Systems Divisions.
3. CANCELLATION. Order 1370.32B, Use of Computer Time-Sharing Services, dated May 8, 1979, is canceled.
4. BACKGROUND. The Office of the Secretary of Transportation (OST) executes interagency agreements and contracts for computer time-sharing services. As an operating administration of the Department of Transportation (DOT), the Federal Aviation Administration (FAA) makes use of these services. This practice offers the threefold advantage of reducing administrative overhead, obtaining more favorable rates through volume usage, and providing a variety of equipment and services to match agency needs.
5. EXPLANATION OF CHANGES. This revision:
 - a. Identifies OMB Circular A-130, Management of Federal Information, as the mandatory guide for the selection and use of ADP resources.
 - b. Changes the requirement for compliance with Federal Property Management Regulation (FPMR) 101-36 for the acquisition of computer time-sharing services to compliance with Federal Information Management Resources Regulation (FIRM) Part 201-32.
 - c. Changes the reference from Order 1370.52, Procedures and Documentation Requirements for Approving Automated Data Systems, to Order 1370.52B, Information Resources Management - Policies and Procedures.
 - d. Designates the responsibility for review and certification for all time-share applications to the information resources managers for compliance with Order 1370.52B.
6. DEFINITIONS.
 - a. Time-sharing is a form of automated data services in which multiple users have access to a remotely located computer by means of onsite terminals and telecommunications equipment.

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b. Time-sharing Applications are those applications operated on time-sharing as defined in paragraph 6a.

c. System Life Cycle Cost means the total cost of a time-sharing application over its anticipated life span, which for the purpose of this directive will cover a minimum 3-year period of time. Elements included in this determination are the cost of design, development, operation, and maintenance, as well as equipment and supply cost calculated in terms of present value.

d. Teleprocessing Services Program (TSP) is administered by the General Services Administration (GSA) and is the mandatory means of acquiring teleprocessing services from commercial sources. The existing DOT time-share contracts are basic ordering agreements under the GSA TSP.

e. Proprietary Software is any software that would make an application vendor and/or machine dependent, or any software which has a surcharge.

7. SCOPE. This order applies to all time-sharing services except those provided by installed FAA and DOT computers.

8. REQUIREMENTS.

a. FAA selection and use of ADP resources shall follow the mandates of OMB Circular A-130, Management of Federal Information. Selection of resources is a user responsibility and shall be the least costly resource which meets agency mission or program needs.

b. Time-sharing services shall be used only after thoroughly analyzing the requirements along with the expected benefits to be derived from use of the service. The existing DOT time-share contracts shall be the primary source of commercial services within FAA.

c. The acquisition of computer time-sharing services must comply with FIRM Part 201-32. The GSA handbook entitled "Teleprocessing Services Program" prescribes the procedures that must be followed to comply with the FIRM.

d. The user organization shall determine and document cost and other factors about use of existing internal Department and other Federal sources, as well as time-share for their requirements prior to requesting approval to acquire commercial time-sharing services.

e. Time-sharing systems shall not be used to process data subject to the Privacy Act of 1974 without prior approval by the Director of Management Systems.

f. Use of time-sharing services shall be subject to the procedures contained in Order 1370.52B, Information Resources Management - Policies and Procedures.

9. RESPONSIBILITIES.

a. The information resources managers shall review and certify all time-share applications for compliance with Order 1370.52B.

b. Each user office, service, region, and center shall be responsible for the management and control of time-sharing activities within their purview. Accordingly, each regional and center director shall designate an organizational element responsible for administration of local time-share activities. In Washington headquarters, the responsible organizational element may optionally be at the associate administrator, office, or service level. The time-share administrators in each office, service, region, and center shall:

(1) Review all requests for time-sharing services within their organization to ascertain whether the planned use is in conformance with time-share program requirements and process the request through the appropriate information resource manager.

(2) Send approved requests for new applications or requests for extensive changes to existing applications to the Office of Management Systems, Attn: AMS-300, for inclusion in the appropriate contract delivery order.

(3) Periodically review their organization's time-sharing activities to assure usage remains within the scope of original approval.

(4) Assure required documentation is maintained for all time-sharing applications, including that which was the basis for approving the use of time-sharing. The documentation should consist of a requirements analysis, a statement of feasibility, system proposal, and any additional material deemed appropriate.

(5) Where required, obtain approval for the associated telecommunications services and/or equipment used in support of time-sharing services. Order 1770.27A, Administrative Telecommunications, and FIRMR Part 201-21 provides specific guidance for obtaining approval.

(6) Coordinate the annual submission (and any revision during a fiscal year) of required funding and procurement documents for the organization.

c. The Office of Management Systems (AMS):

(1) Administers and coordinates FAA's time-sharing program.

(2) Reviews and approves all task orders executed under the DOT contracts, regardless of cost.

(3) Reviews and approves all requests for use of proprietary software packages on commercial time-share systems.

(4) Serves as FAA control point for matters pertaining to the DOT centrally administered time-sharing contracts and will provide guidance and assistance to FAA elements making use of time-sharing services.

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(5) Serves as the liaison on time-sharing matters between FAA and OST, GSA, other Government agencies, and time-sharing vendors.

(6) Approves the transfer of applications operated on agency computers to time-sharing sources.

(7) Reviews the transfer of applications operated on time-sharing to agency computers.

(8) Reviews and approves all requests for time-sharing services regardless of the source.

(9) Performs periodic postimplementation evaluations of time-sharing usage in accordance with the provisions of Order 1370.52B.

10. FUNDING. As time-sharing expenditures constitute a sizable portion of total agency ADP resources, it is important that time-sharing usage be cost effective, documented, justified, and approved at the appropriate management levels. Therefore:

a. Each office, service, region, and center using time-sharing services is responsible for making its own funding arrangements, as well as exercising adequate financial controls prior to the use of such services.

b. If it is determined that additional funds are required during a fiscal year to support existing or anticipated time-sharing activities, then additional funding shall be requested through the normal budgetary process.

for Dana L. Scott
Brooks C. Goldman
Associate Administrator
for Administration