

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL AF 1370.1

5/30/90

SUBJ: AUTOMATED DATA PROCESSING (ADP) INVENTORY

1. **PURPOSE.** This order establishes procedures, responsibilities and reporting requirements for the accomplishment of recurring ADP inventories within the Airway Facilities Division of the Great Lakes Region. This task will be accomplished with a regionally developed software program which is to be used to inventory all ADP equipment and software which is not part of an operational system in the National Airspace System (NAS). Basically, it will cover all administrative ADP equipment and software as well as that which is procured in support of the Maintenance Management System (MMS); however, not the Maintenance Processor Subsystem itself. The primary source of this hardware will be the NAS Management Automation Program (NASMAP) and the Maintenance Management System (MMS) program.

2. **DISTRIBUTION.** This order is distributed to section level and above in the Airway Facilities Division and to all Airway Facilities Field Offices.

3. **BACKGROUND.**

a. In implementing the National Airspace System Management Automation Program (NASMAP), the functions of planning, budgeting and providing office automation equipment require some evaluation criteria or guidelines to follow. Among these evaluation criteria are the current automation resources. To effectively manage this program, we must identify all hardware and software currently available so management can analyze future needs and make informed decisions regarding disbursement of hardware.

b. An inventory of all existing ADP equipment must be performed as one of the first steps in the transition from our current automation environment to the Office Automation Technology and Services (OATS) environment. Currently, the Federal Aviation Administration's (FAA) Personal Property In-Use Management System (PPIMS) is the primary recording/tracking system of property identification and movement; however, it is somewhat limited. Software is not inventoried in the PPIMS program, making it difficult to identify what software is available at each location. Another drawback of the PPIMS program is that only authorized personnel have access to the data for the purposes of special queries, retrievals of data and printout of reports.

c. An ADP inventory is also required for security purposes wherein this information will be available to facilitate the process of restoring operations in the event of a disaster.

d. To be able to effectively manage available resources and make cost effective decisions, the Operations Resources Section, AGL-423, has developed a stand-alone program which facilitates the process of inventorying and updating a listing of available ADP resources.

4. **ADP INVENTORY PROGRAM OBJECTIVE.** The main purpose of developing this program is to provide a user friendly vehicle that eases the compilation of data, simplifies the process of updating the data base in a timely manner, and assist in the preparation of special reports for management purposes. Our intent is to provide accurate information with minimum effort so time can be spent analyzing the data and visualizing future automation requirements. With this system in place, we can provide the necessary support to begin the transition from our existing automation state to a fully compatible OATS environment.

Distribution: A-X(AF)-4; A-FAF-0(STD)

Initiated By AGL-423

5. **ADP INVENTORY SOFTWARE.** This program is a user-friendly tool with all the capabilities necessary to develop and maintain an ADP inventory data base which identifies all hardware and software by work station. It provides help windows explaining the type of information to be reported, a report module which prints a list of all work station assigned hardware and software, and a backup module which keeps the data base saved on a floppy disk.

6. **INFORMATION CONTAINED IN THE DATA BASE.**

a. Location - This field is used to indicate the geographic location of where the hardware is installed and should be consistent with the Facility Master File (FMF) entry for the same location.

b. Cost Center Code - This field is used to enter the cost center code of the organization where the hardware is installed and should be consistent with the Facility Master File (FMF) entry for the same location.

c. Routing Symbol - This field is used to enter the routing symbol of the organization where the hardware is installed and should be consistent with the Facility Master File (FMF) entry for the same location.

d. System ID - This is an operator assigned alphanumeric code (two alpha or numeric characters of choice) which is used to identify a work station. It is first assigned to the Central Processing Unit (CPU) after which all peripheral devices and software related to that work station must carry the same code.

e. Primary Use of Work Station - This field is used to identify the main program which is run on the work station, for example, System Maintenance Information System (SMIS), National Airspace Performance Reporting System (NAPRS), general word processing, etc.

f. Site ADP Representative - This field is used to identify the name of the site ADP representative who will be the primary point of contact for installation and maintenance of the work station.

g. Routing Symbol of the Site ADP Representative - This field is used to identify the routing symbol of the site ADP representative, for example, AMPS for the Assistant Manager for Program Support.

h. Phone Number of the Site ADP Representative - This field is used to indicate the phone number where the site ADP representative can be reached.

i. Title of the Site ADP Representative - This field is used to indicate the organizational title of the site ADP representative, for example, Assistant Manager for Program Support (AMPS).

j. Brand Name of the Product - This field is used to indicate the brand name of the product being inventoried, for example, Compaq, IBM, University Systems, etc.

k. Serial Number - This field is used to indicate the serial number of the item being inventoried. If no serial number exists, the site ADP representative is to develop one and affix a suitable marking on the unit.

l. Description of Inventoried Item - This field is used to enter a descriptive identification of the unit being inventoried. For example, you may enter the following:

(1) Central Processing Unit - 40 Megabyte hard disk, 640k of memory, 5 1/4 inch disk drive, etc.

(2) Printer - 24-pin dot matrix printer, letter quality printer, laser printer, etc.

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(3) Monitor - color monitor or monochrome monitor.

m. Hardware or Software - This field is used to enter one of two categories in which the inventoried item is associated with. Enter an "H" for hardware items and an "S" for software items.

n. Category - This field is used to enter a short description which will typically put the inventoried item into one of several major classes listed below. Select the category that represents the inventoried item as close as possible.

(1) Categories for hardware:

- (a) CPU - Central Processing Unit
- (b) PRN - Printer
- (c) MON - Monitor
- (d) KYB - Keyboard
- (e) EXTDK - External Disk Drive
- (f) EXTTP - External Tape Drive
- (g) EXPCD - Expansion Card
- (h) MOUSE - Mouse Pointing Device
- (i) MODEM - Communications Modem
- (j) OTHER - Otherwise not classified above

(2) Categories for software:

- (a) SP - Spreadsheet
- (b) PM - Project Management
- (c) WP - Word Processing
- (d) DB - Data Base Management
- (e) RM - Records Management
- (f) SA - Statistical Analysis
- (g) GRAPH - Graphics and Charting
- (h) OTHER - Otherwise not classified above

o. Class - This field is used to identify the basic generation of hardware the inventoried item is among. As the state-of-the-art changes, we typically upgrade from one generation of equipment to another. This data will allow for quick identification of the quantities of hardware we have in any particular class.

(1) Classes of Central Processing Units (CPU's):

- (a) 80486
- (b) 80386
- (c) 80286
- (d) 8088
- (e) 8086

(2) Classes of Printers (PRN's):

- (a) LQ - Letter Quality printer
- (b) DW - Daisy Wheel printer
- (c) DOTMX - Dot Matrix printer
- (d) LASER - Laser printer
- (e) BAND - Band page printer
- (f) PLOTTER - Pen Plotter
- (g) INKJET - Ink Jet Printer

(3) Class of Monitors (MON):

- (a) CGA - Color Graphics Adaptor
- (b) EGA - Extended Graphics Adaptor
- (c) VGA - Video Graphics Adaptor

(4) Class of Modems (MODEM):

- (a) 300 Baud - 300 baud communication speed
- (b) 1200 Baud - 1200 baud communication speed
- (c) 2400 Baud - 2400 baud communication speed
- (d) 9600 Baud - 9600 baud communication speed

p. Model Number - This field is used to identify the model number of the inventoried item.

q. Manufacturer - This field is used to identify the manufacturer of the inventoried item.

r. Purchase Order (PO) - This field is used to identify the purchase order number the item being inventoried was originally shipped in on. This data may not be available for equipment and software procured prior to the issuance of this order; therefore, in some cases may be left blank. All items inventoried subsequent to the issuance of this order will require this data.

s. Cost - This field is used to indicate the unit cost of the item being inventoried and can be obtained from the purchase order the item was received on.

t. OATS Buy - This field is used to indicate if the item being inventoried was initially procured from the Office Automation Technology and Services (OATS) contract.

u. Date Received - This feild is used to identify the date the item being inventoried was initially received and placed into service.

7. RESPONSIBILITIES.**a. Sector and Branch Managers are responsible for:**

- (1) developing and instituting policies and procedures for gathering the ADP Inventory data for entry into the program,
- (2) ensuring the prescribed standards and format are followed when data is reported, and
- (3) ensuring the recurring reports identified in paragraph 8 of this order are submitted timely.

b. The Operations Resources Section, AGL-423, is responsible for:

- (1) compiling all submissions into one regional data base,
- (2) making improvements to the software to meet new requirements,
- (3) providing required reports to management to aid in the decision making process, and
- (4) completing the ADP Inventory maintenance responsibilities for the Airway Facilities Division and Staff Offices in the regional office.


8. REPORTING PERIOD.

a. Airway Facilities Sectors shall send their updated data base report (form RIS GL AF 1370-1) to the Operations Resources Section, AGL-423, every quarter. Appendix 1 shows a sample of this report. The due dates are as follows: October 1, January 1, April 1, and July 1. The data base should be named as: INV<sector id>.DBF (e.g. INVDAK.DBF for the Dakota Sector) and sent to the AGL-420 Tinetnet.

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b. Airway Facilities Branches will hand-carry their updated data base (form RIS GL AF 1370-1) to the Operations Resources Section, AGL-423, every quarter. The due dates specified in paragraph 8(a) also apply to the branches. One diskette per branch will be accepted and should be identified with the respective Cost Center Code (e.g., C8060).


G. W. Statser
Manager, Airway Facilities Division

Par.8.b.

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Appendix 1

Figure 1
Sample ADP Inventory Report
(RIS GL AF 1370.1)

ADP INVENTORY REPORT
AIRWAY FACILITIES DIVISION
GREAT LAKES REGION
FEBRUARY 26, 1990

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WORKSTATION ID.	BRAND/NAME	CATEGORY/CLASS	SERIAL_NO.	MODEL NO.	USED FOR	DESCRIPTION	COST		
							ROUTING SYMBOL	CENTER CODE	COST
A	COMPAQ DESKPRO	CPU /80386	24AJ5B0118	70	HRM/CHURPS...	70M HD, 1.2M FD, 1M RAM	WIS PSU	C8663	\$ 4,744.00
A	NEC	MON /	6YC09871C	1401	HRM/CHURPS	COLOR MONITOR	WIS PSU	C8663	\$ 580.00
A	HP PAINT JET	PRN /PLOTTER	2728A51950	HP3630A	HRM/CHURPS	COLOR PRINTER	WIS PSU	C8663	\$ 895.00
A	KEYBOARD	KYB /	NONE	ENHANCED	HRM/CHURPS...	COMPAQ ENHANCED KEYBOARD	WIS PSU	C8663	\$ 100.00
A	HAYES COMP	MODEM/2400	2400963129	2400	HRM/CHURPS...	MODEM (INT)	WIS PSU	C8663	\$ 850.00
A	PRINTER	PRN /DOTMX	8JMAJJ32245	KX-P1595	HRM/CHURPS	IMPACT DOT MATRIX, MULTI-MODE	WIS PSU	C8663	\$ 512.00
A	NEC	PRN /DOTMX	581160881	P7	AFAS	PRINTER	WIS PSU	C8663	\$ 672.00
A	LOTUS 123	SP /	NONE	2.01	HRM/CHURPS...	SPEADSHEET	WIS PSU	C8663	\$ 304.00
A	DBASE 3 +	DB /	3143695-31	1.1	HRM/CHURPS...	DATA BASE	WIS PSU	C8663	\$ 414.00
A	WORDPERFECT	WP /	0766854	5.0	HRM/CHURPS...	WORDPROCESSOR	WIS PSU	C8663	\$ 173.00
A	MS CHART	OTHER/	035099.300	3.0	SMISS	GRAPHICS PROGRAM	WIS PSU	C8663	\$ 254.00
A	SMARTERM 400	OTHER/	213194	3.2	HRM/CHURPS...	TERMINAL EMULATOR	WIS PSU	C8663	\$ 191.00
A	SMARTCOM II	COM /	96-00063	2.1	HRM/CHURPS...	TELECOMMUNICATIONS	WIS PSU	C8663	\$ 149.00
A	FASTBACK PLUS	RM /	111-0163352	2.0	HRM/CHURPS ...	BACKUP UTILITY	WIS PSU	C8663	\$ 99.00
A	MS WINDOWS	OTHER/	050050.104	1.03	HRM/CHURPS ...	OPERATING EVIRONMENT	WIS PSU	C8663	\$ 69.00
A	MS DOS	OTHER/	NONE	3.0	HRM/CHURPS ...	DISK OPERATING SYSTEM	WIS PSU	C8663	\$ 70.00
A	MICROGATE	OTHER/	45987185	4.2	HRM/CHURPS ...	MICROGATE 6540	WIS PSU	C8663	\$ 190.00
A	MOUSEWARE UTIL.	OTHER/	L049176-F0	4.0	HRM/CHURPS	MOUSE ADAPTOR	WIS PSU	C8663	\$ 80.00
A	MICROGATE	OTHER/	45987184	4.2	HRM/CHURPS	MICROGATE 6540	WIS PSU	C8663	\$ 190.00
B	COMPAQ DESKPRO	CPU /80286	42AM2B0255	20	AFAS	20M HD, 1.2M FD, 360K FD, 640K RAM	WIS PSU	C8663	\$ 2,967.00
B	DESKPRO DSM	MON /MONOCHRM	9586271	102508	AFAS	COMPAQ DUAL MODE MONITOR	WIS PSU	C8663	\$ 181.00
B	KEYBOARD	KYB /	NONE	NONE	AFAS	COMPAQ ENHANCED KEYBOARD	WIS PSU	C8663	\$ 100.00
B	COMPAQ DOS	OTHER/	NONE	3.2	AFAS	DISK OPERATING SYSTEM	WIS PSU	C8663	\$ 67.00
B	AFAS	OTHER/	NONE	2.2	AFAS	AUTOMATED FISCAL ACCOUNTING SYSTEM	WIS PSU	C8663	\$ 0.00
C	PC'S LIMITED	CPU /80286	6085028686	286	MATERIAL MNGMT	20M HD, 360K FD, 1.2M FD	WIS PSU	C8663	\$ 1,613.00
C	DATA SOUTH 220	PRN /DOTMX	111757	DS220	MATERIAL MNGMT	PRINTER	WIS PSU	C8663	\$ 1,277.00
C	PC MONITOR 80	MON /MONOCHRM	52829768	78M623074G	MATERIAL MNGMT	MONITOR	WIS PSU	C8663	\$ 200.00
C	DBASE III +	DB /	3833136-7	1.1	MATERIAL MNGMT	DATA BASE	WIS PSU	C8663	\$ 410.00
C	WORDPERFECT	WP /	WP863226	4.2	MATERIAL MNGMT	WORDPROCESSOR	WIS PSU	C8663	\$ 171.00
C	SMARTERM 400	OTHER/N/A	212833	3.2	MATERIAL MNGMT	TERMINAL EMULATOR	WIS PSU	C8663	\$ 149.00
C	FASTBACK PLUS	RM /	111-0163354	2.0	MATERIAL MNGMT	BACKUP UTILITY	WIS PSU	C8663	\$ 106.00
C	SMARTCOM II	COM /	96-00083	2.2	MATERIAL MNGMT	COMMUNICATIONS	WIS PSU	C8663	\$ 149.00
C	GATEWAY 6540	OTHER/	45767233	3.2	MATERIAL MNGMT	TERMINAL EMULATOR	WIS PSU	C8663	\$ 205.00
D	CONTROL DATA	CPU /	9806	CC6388	CBI	CBI TERMINAL, EXTERNAL 7" FD	GRB PSU	C8663	\$ 2,880.00
D	CONTROL DATA	PRN /	2263249	726-20	CBI	GRPHICS PRINTER	GRB PSU	C8663	\$ 2,565.00
D	CONTROL DATA	EXTFD/	9806	CC6388	CBI	EXTERNAL 7" DISK DRIVE	GRB PSU	C8663	\$ 1,796.00