

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1370.72

5/28/91

**SUBJ: TRANSITIONING TO AN OFFICE AUTOMATION TECHNOLOGY AND SERVICES  
ENVIRONMENT**

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- 1. PURPOSE.** This order promulgates FAA policy on the use of the Office Automation Technology and Services (OATS) contract for achieving agencywide standardization of microcomputer and/or minicomputer-related hardware, software, and local area networks (LAN).
- 2. DISTRIBUTION.** This order is distributed to the branch level in Washington, regions, centers, and all information resources managers.
- 3. BACKGROUND.** The Department of Transportation (DOT)-wide OATS contract was awarded to American Telephone & Telegraph (AT&T) on December 21, 1989. The award of OATS culminated an effort which began in 1987 to address a multitude of problems caused by gross incompatibility among office automation and data processing technologies throughout DOT and the FAA.
- 4. SCOPE.** This order applies to all FAA personnel and their contractors who are planning and/or initiating **ADP/Telecommunications-related** acquisitions for microcomputer and/or minicomputer-related hardware and/or software.
- 5. DISCUSSION OF OATS.** The **extensive range** of OATS hardware, software, and data processing capabilities should satisfy most of our requirements for microcomputer and/or minicomputer-based systems and LAN's, for both administrative and National Airspace System (NAS) support projects. Further, OATS serves as the **standard-base** platform for implementing compatible office automation and distributed data processing applications across organizations and program activities throughout FAA. When OATS is fully implemented, we will be able to:
  - a. communicate readily by means of electronic mail and document interchange,
  - b. access and share a wide range of administrative and program specific data across organizational and geographical boundaries,
  - c. share software applications without needing to redesign or convert them to different platforms,
  - d. provide mid-range (departmental) data processing capabilities with access to large-scale data processing facilities, and
  - e. link to other DOT and Government organizations or industry groups through standard telecommunication gateways.

**6. OATS TRANSITION.** Some agency program offices have already successfully completed plans for **transitioning** from their existing fragmented automation state to a fully compatible OATS environment, while other offices are still in the process of doing so. However, in order to realize the full **benefits** which OATS will provide, it is necessary for all agency program offices to plan for and transition to a fully compatible OATS environment. A formal request for transition plans was issued last year by the Office of Management Systems (**AMS**). Those program offices that have not yet formalized their plans should do so as quickly as possible. It is important that we act promptly and with minimal disruption to existing operations in developing innovative approaches for the transition to OATS. Our target date for completing the transition to a full OATS environment is **fiscal year 1994**.

**7. OATS USAGE POLICY.** We have made significant progress toward strengthening the standardization and interoperability of our office automation environment through the acquisition and installation of products available on the OATS contract. Admittedly, there may be a few short-term requirements for which acquisition of non-OATS technology is justified, particularly to help smooth the transition to OATS. However, as a matter of general FAA policy, acquisition of any microcomputer and/or minicomputer-type hardware, software, and/or associated network products must be acquired through the OATS contract. The Senior Management Official for Information **Resources** Management, **AAD-1**, with the assistance of **AMS**, established criteria under which specific waivers to this **policy** will be considered. For further information regarding the waiver policy contact **AMS-340**.

**8. FAA's OFFICE AUTOMATION GOALS.**

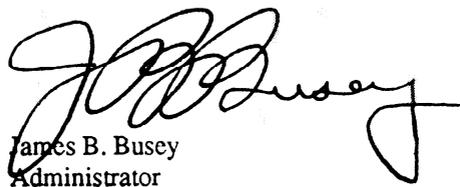
a. Our long-range goals are to attain full interoperability of automated applications and data bases throughout the agency and to implement a common user-interface which will:

(1) facilitate widespread automation technology usage,

(2) enhance and promote employee productivity at all levels, and

(3) minimize the need for costly employee retraining as new applications are developed and/or installed and as current employees move about the agency.

b. Through the award of the OATS contract (now in the **2nd** year of performance), the stage is set for further automation improvements in the productivity of FAA's highly skilled work force and in the performance of our critical aviation safety and related mission responsibilities during the **1990's**.



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Administrator