

WESTERN-PACIFIC REGION

8/29/89

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MASTER FILESUBJ: AUTOMATED INFORMATION SYSTEM MANAGEMENT

1. PURPOSE. This Order establishes the Regional Computer Applications Work Group (CAWG) and the policies, approval procedures and operational parameters for all computer applications in the Western-Pacific Region, except technical applications providing control, monitoring and evaluation, and technical data transfer within operational equipment.

2. DISTRIBUTION. This Order is distributed to branch level and above in regional headquarters and (limited) distribution to all field offices and facilities in the Western-Pacific Region.

3. BACKGROUND. The Agency's Information Resources Management Plan (IRMP) currently provides a comprehensive, detailed process for achieving objectives of the Agency's information needs. Under the IRMP, each region has the authority to develop local systems limited by the requirement that proposed systems be submitted to AMS-1 before actual development begins. This is to assure that there is no impact with existing and planned national systems and to consider the proposed system for application elsewhere in FAA. A permanent Computer Applications Work Group has been established in the Western-Pacific Region to ensure a coordinated and consistent regional program for computer applications. As requested by the Administrator, the Regional Administrator, Western-Pacific Region, has designated the Manager, Information Resource Management Branch, AWP-43, as the Regional Information Resource Manager (RIRM).

4. SCOPE OF APPLICATION.

a. Inclusions. This Order applies to all regional automated data systems, including the CAEG System, all regional automated management information systems, and all regional studies for the development and evaluation of possible automated systems or requirements, except as specifically excluded in paragraph 4b.

b. Exclusions. This Order does not apply to national systems, including the National Airspace System (NAS) of which the real-time Air Traffic Control Systems and Remote Maintenance Monitoring Systems are a part, the Automated Flight Inspection System, and F&E developmental work in support of the NAS. However, this Order does apply to applications of any data drawn from these systems for use in a Western-Pacific Region automated system or for administrative purposes.

Distribution: A-X-3; A-FOF-O (LTD)

Initiated By: AWP-40

5. POLICY.

a. General Management Policies:

(1) The Western-Pacific Region will develop and utilize automatic data processing (ADP) systems whenever such use is expected to result in improved performance, effective management of operations, or specific cost savings or cost avoidance.

(2) The Western-Pacific Region will provide central management overview through the Information Resource Manager and the Regional CAWG of all regionally based ADP activities to assure adequate consideration of objectives and to maximize utilization of available resources.

6. COMPUTER APPLICATIONS WORK GROUP (CAWG) MEMBERSHIP. The CAWG shall be comprised of one representative from each of the Regional Office Staff/Divisions, Office Information Resource Manager (OIRM). The CAWG will be co-chaired by the Supervisor, Programming and Analysis Section, AWP-43A, and Supervisor, Technical Support Section, AWP-43F.

7. RESPONSIBILITIES.

a. The Regional Information Resource Manager (RIRM) will:

(1) Act as the Regional Administrator's designee in the overall management, planning and control of information and data processing activities. Exception: The Regional Administrator retains approval authority for the annual Information Resource Management Plan (IRMP).

(2) Review and approve/disapprove all hardware and software procurements for administrative use within the Western-Pacific Region.

(3) Appoint special committees made up of selected CAWG members and representatives of concerned organizations for major projects.

(4) Convene the Office Information Resource Managers (OIRMs) when deemed necessary to review proposed computer applications. As a minimum, the OIRMs will review the annual update to the Regional IRMP (see paragraphs 7b (7) and 7c(6)).

(5) Establish a position within the IRM Branch to serve as IRMP Project Manager in the Western-Pacific Region.

(6) Approve/disapprove proposed computer applications referred to him/her by the IRM Project Manager and/or CAWG or refer such items to the OIRM.

(7) Approve interim changes to the regional IRMP approved by the Regional Administrator.

(8) Designate the Supervisor, Programming and Analysis Section, AWP-43A, and the Supervisor, Technical Support Section, AWP-43E, to serve as co-chairpersons of the CAW Group.

b. The IRMP Project Manager will:

(1) Coordinate all regional activities related to the IRMP, both national and local.

(2) Serve as the Assistant RIRM, acting on his/her behalf on IRM matters.

(3) Monitor, coordinate and control the development, installation and/or use of approved hardware and system applications in the Western-Pacific Region, including contract activities. Also responsible for determining related space, furniture and utility requirements.

(4) Recommend approval/disapproval to the RIRM of requests for hardware, software and non-local ADP applications.

(5) Provide equipment and system installation status reports and/or briefings to the Regional Administrator, division and staff managers on a quarterly basis.

(6) Update annually and submit to the RIRM the Western-Pacific Region's IRMP. Update and submit as required to AMS-1 the Agency's IRMP to support the national system plan for implementing the IRMP. The Regional IRMP and Agency IRMP will be updated in coordination with all division and staff offices CAWG members.

(7) Assist division and staff offices in development of budget requirements for automated equipment.

c. The Office IR: (OIR:) will:

(1) Meet as scheduled by the RIRM.

(2) Review all proposals for the acquisition, installation, or expansion of computer hardware, software and applications referred to them.

(3) Have final office review authority for all referred office computer applications.

(4) Notify the CAWG chairperson of approvals, deliberations, and/or denials.

(5) Obtain approval/disapproval from the Regional Administrator on issues that have a significant budgetary impact on operations.

(6) Serve as the regional review board for the annual update of the Regional IRMP. Make recommendations for program changes/improvements to the RIRM.

d. The Regional CAWG will:

(1) Assist the IRM Project Manager in updating the regional IRMP.

(2) Evaluate the justification for the acquisition and utilization of hardware and software for regional office and field office or facility administrative type automation systems.

(3) Identify and review specifications and funding requirements for such applications cited in d(2) above and make recommendations on all proposals.

(4) Assist in installing or arranging for installation of approved hardware, software and applications.

(5) Provide or arrange for operational assistance to equipment operators, including development of new processes and procedures and the identification of general and specific training requirements.

(6) Coordinate with counterparts in other regional offices, centers and the Headquarters office to be aware of and knowledgeable of their use and applications of administrative automation systems.

(7) Recommend regional priorities and goals for office automation to the IFM.

(8) Establish and maintain a network of regional and field representatives, with sufficient expertise to assist CAWG members in program activities. Representatives will serve as focal points, providing and receiving input on program planning, implementation and evaluation. A list of regional and field representatives will be provided to the RIRM. The list should include the representative's name, organization, facility address, telephone number and a brief description of specific expertise.

(9) Develop and maintain a reporting system to keep the RIRM/OIRM division and staff managers informed of progress, cost savings, cost avoidance, and any significant problems with hardware, software, utilization or security.

(10) Assure that regional office developed security plans, including risk assessments and system reviews, as required by FAA Order 1600.54B, FAA Automated Information Systems Security Handbook are applicable so as to minimize the risk of fraud, waste, theft or abuse.

(11) Be responsible for the dissemination of information to interested parties.

(12) Attend RIRM and/or OIRM meetings as appropriate.

e. Member, CAWG will:

(1) Coordinate all activities related to the IRMP, both national and regional, within his/her division or staff office.

(2) Review "local" (see paragraph 7f(2)) facility computer applications to determine if they can be used elsewhere in the division or region. Evaluate and make recommendation of intra-division applications.

(3) Submit requests for hardware, software and "non-local" system applications to the OIRM.

(4) Provide the CAWG data on local computer applications for possible use throughout the region or agency.

(5) Serve as the division or staff office representative on the CAWG, and the Western Pacific Communications Network (WPCNET) Group. The IRMP Project Manager serves as the CAWG/WPCNET representative for staff offices not otherwise represented.

f. The users will:

(1) Use equipment and software applications consistent with national and regional system policies and procedures.

(2) Develop innovative local applications to increase productivity. ("Local" is defined as "use within a single office or facility" that does NOT require communication with or through the Data General MV/15000 host computer nor the regional backbone Personal Computer (PC) Local Area Network (LAN).

(3) Operate equipment and use information within prescribed security and Privacy Act regulations, policies and procedures.

(4) Provide the office's CAWG member with locally developed applications and ideas for possible use in other areas.

8. PROCEDURES. An office or facility desiring to implement, modify or expand a "non-local" computer application, either hardware or software, shall:

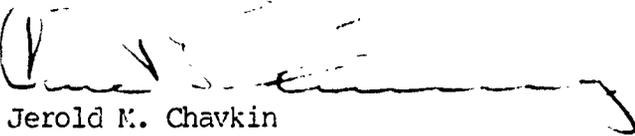
a. Submit the request or proposal in narrative format to their office or division's CAWG member.

b. Ensure that the request or proposal is complete and addresses all aspects of the application such as problem, desired result, information requirements, cost estimates, cost savings, etc.

c. Assist the CAW Group member, if necessary, in developing a recommendation to be submitted to the OIRM and/or RIRM.

d. Implement the proposal only after approval by the appropriate authority.

9. REQUESTS FOR INFORMATION. Questions and/or issues regarding the monthly CAWG meeting may be addressed to Supervisor, Programming and Analysis Section, AWP-43A, FTS 984-1235, or Supervisor, Technical Support Section, AWP-43B, FTS 984-1330.



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Regional Administrator