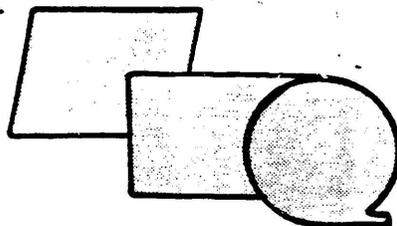


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GAO ADP DATA LINES

**ADP ADMINISTRATION - GS&C OFFICE OF INFORMATION SYSTEMS AND SERVICES
U.S. GENERAL ACCOUNTING OFFICE**

ISSUE NUMBER 1

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INTRODUCTION TO OUR NEWSLETTER

This is the premier issue of GAO ADP DATA LINES, which will be published by the OISS ADP Administration Branch on a regular basis. The goal of this newsletter is multifaceted:

- To serve as a means of communicating ADP technical and administrative information from the OISS ADP Administration Branch to the GAO ADP user community.
- To serve as a clearing house for information on ADP-related matters from individuals or units in the GAO ADP user community to all other ADP users, for the benefit of all concerned.

DATA LINES will be sent to all GAO ADP Representatives and TAG Managers. If you are not on our mailing list and would like to receive DATA LINES, please contact Mike Resser, Assistant Editor. You may contact Mike on 275-6126.

We do not intend this forum to be a one way street. We solicit comments and articles from all interested individuals in GAO on any area of ADP which they wish to share with users, and which they feel is important enough to be disseminated throughout GAO.

Please direct all inquiries, comments, suggestions, and articles to Leonard J. Bahlman, ADP Administrator, Room 4131. You may contact Len on 275-6126.

ADP NOTES - GENERAL ADP INFORMATION

ADP Equipment Orders and Deliveries. Have you ordered any ADP equipment? Has that equipment been delivered to your office? There have been instances where equipment arrived at GAO and was delivered to the requesting division/office without notification of the ADP Administration Branch. When you receive ADP equipment, please contact the ADP Administration Branch and let us know what you received (make, model, serial number), and when you received it. Also, please send any packing slip or invoice which comes with the ADP equipment to the ADP Administration Branch, Room 4131. Please indicate on the packing slip/invoice the person receiving the equipment, division/office where the equipment was received, and a contact telephone number.

ADP Equipment Repairs. ADP equipment is, for the most part, durable and reliable. But, like home appliances, stereos, and other electromechanical devices in our lives, things can go wrong with ADP equipment. What do you do if your CRT or printer begins to malfunction? First, check the unit to see if it has a sticker indicating the vendor's phone number to call for repair service. If this is the case, you may contact the vendor yourself. If your unit has no sticker, or if it is owned by GAO (as indicated by the GAO property tag), contact the ADP Administration Branch (phone 275-6126) and report the problem. Give us the make, model and serial number of the defective unit, the room number where the unit is located, the name and phone number of a contact person, and a brief explanation of the problem. If the unit is leased we will contact the vendor for you. If the unit is owned by GAO, we will issue a requisition to the OAPS Procurement Branch to have the item repaired.

When the service technician arrives, and it becomes necessary for him/her to take the unit out of GAO for repairs, be sure to get a receipt for the equipment. The receipt should indicate the make, model, and serial number of the unit being removed. If the technician leaves another unit as a temporary or permanent replacement for the defective unit, the receipt should also indicate the make, model, and serial number of the replacement unit as well. Make a xerox copy of this receipt for your records, and send the original receipt to the OISS ADP Administration Branch, Room 4131. Please indicate on the receipt the division/office and room number where the equipment is located. This will help us track equipment performance, and control equipment in GAO's ADP equipment inventory.

ADP Inventory Will Be An Annual Event. The ADP Administration Branch's April, 1982 inventory of all ADP equipment in the Agency provided a great deal of information on what ADP equipment the agency has, how that equipment is used, and future ADP equipment needs of GAO divisions and offices. The ADP equipment inventory will be conducted annually. For 1983 the inventory is tentatively scheduled to begin in mid-April. After the inventory information has been collected it will be analyzed and used to update the automated equipment inventory record system. When the records have been updated, each division/office will receive an updated list of its ADP equipment inventory.

We hope that improvements in ADP inventory policies and procedures will lead to better ADP equipment control and improved utilization of ADP equipment in GAO. In addition, inventory information will be used by the ADP Administration Branch to evaluate requests for new and/or additional ADP equipment from divisions and offices.

GAO Phone Book Lists AMPS and ADP Contacts. The latest issue of the GAO Telephone Directory contains listings of the AMPS Coordinators (p. 116), and the ADP Representatives (pp. 117-118). One member of each division/office is designated as the AMPS Coordinator for the purpose of providing a central point of contact for AMPS matters. Each division, office, or region also designates an individual to serve as a single point of contact for OISS ADP Administration to deal with on matters related to ADP.

Prompt Payment Policies. Effective October 1, 1982, the Prompt Payment Act went into effect. Under provisions of the Act, contractors are to be paid interest on invoices received and not paid within a 30 day period.

To insure that GAO complies with the provisions of the Act, and reaps the benefits intended, it is essential that all users of ADP equipment and/or services cooperate in the area of prompt payment by:

- promptly acknowledging receipt of goods or services from vendors, and providing ADP Administration with the delivery receipt, and serial number(s) of equipment received,
- making no unauthorized procurements of ADP equipment, services, supplies, etc.. Please submit a GAO Form 557 for all ADP requirements,
- promptly notifying ADP Administration of any problems with goods or services delivered, and
- promptly returning all user verification requests for monthly ADP service invoices.

If you have any questions on prompt payment, or your ADP invoices, contact Laronda Parker on 275-6126.

NEW ADP TELEPROCESSING COTR

Recently the ADP Administration Branch hired a Computer Specialist to serve as the teleprocessing Contracting Officer's Technical Representative (COTR) for GAO. Ms. Suzanne Worth came to OISS from the Social Security Administration. Suzanne's regular duties will include:

- managing all agency teleprocessing contracts (NIH, COMNET, EDS/OSD, and others),
- managing the use of these teleprocessing systems,
- providing technical support to the teleprocessing user community, and
- assessing other available teleprocessing support.

In addition, Suzanne will be working on several special projects. At present she is developing a user's manual for the NIH, COMNET, and EDS/OSD teleprocessing systems. The manual is expected to include:

- an introduction to the teleprocessing systems,
- a description of what programs are available, and their capabilities, and
- a comparison of COMNET and EDS/OSD with NIH (e.g. relative job priorities, disk storage, etc.).

In conjunction with the user's manual, Suzanne is working on the development of an on-line decision model which will reside on NIH, and assist users in determining the best ADP teleprocessing service for his/her job needs. As it is planned, the user would key information into the model on the job to be done, and related ADP requirements. The model would process the information, and recommend an ADP teleprocessing service which best fits the user's needs. The project is in the developmental stage. Future issues of DATA LINES will contain more information as the project evolves.

ADP SERVICE DESK AND POINTS OF CONTACT

The OISS ADP Service Desk is staffed by ADP Administration Branch staff members from 7:30 AM to 5:00 PM Eastern Time, Monday through Friday. The ADP Service Desk was established to provide a reliable point of contact for the GAO ADP user community during normal working hours. ADP Administration Branch staff members are available during these hours to answer questions, assist in the resolution of problems, and provide assistance in all areas of ADP systems, equipment, and operations in GAO.

The primary telephone numbers for the ADP Service Desk are 275-6126 and 275-6127. Alternate numbers (to be used only if the primary numbers are busy) are 275-6080 and 275-6081. For regional offices, these numbers are accessible directly via FTS. If you are calling a specific individual in ADP Administration and they are unavailable, ask to speak to the individual on the Service Desk. They will make every effort to take care of you, and expedite the answer to your question or solution to your problem. Our goal with the ADP Service Desk is to provide prompt, efficient, and effective responses to your ADP needs.

Attached to this issue of ADP DATA LINES, you will find listings of ADP Administration Branch staff responsibilities, and ADP system contacts. If you have a question in any of the areas listed, contact the person responsible. If you are unable to reach that individual, call the ADP Service Desk.

OISS TERMINAL POOL AND TERMINAL ROOM

In past years, the OISS Terminal Pool has consisted solely of portable terminals, which were loaned to GAO divisions and offices as the need arose. Recognizing the need for additional equipment, ADP Administration has expanded the quantity and variety of equipment available in the Terminal Pool. We now have available the following portable ADP terminals:

- Texas Instruments TI-745 Portable Terminal
- Texas Instruments TI-765 Portable Memory Terminal
- Texas Instruments TI-785 Portable Terminal
- CDI 1203S Miniterm
- Execuport 4000 Portable Terminal
- Execuport 4120 Portable Terminal

We have also added to the Terminal Pool the following ADP telecommunication equipment:

- Anderson-Jacobsen AJ 1235 Acoustic Coupler
- Anderson-Jacobsen AJ 1259 Triple Connect Modem

These are available for short-term loan for training, unanticipated work loads, temporary replacement for broken or malfunctioning equipment, or to speed up connection of newly received ADP equipment, until your modem is received. If you wish to borrow a terminal, coupler, or modem from the terminal pool, contact Laronda Parker, or the ADP Service Desk on 275-6126. Terminals, couplers, and modems are loaned on a short term basis only. If you have need of a portable terminal, modem or coupler for more than two weeks, you should consider leasing the equipment. Short term leases of one month or more are available from most ADP equipment vendors. For further information on short-term leases, contact the OISS ADP Administration Branch.

To further expand the capabilities of the Terminal Pool, and provide better service to ADP users in the GAO headquarters building, we have created an OISS Terminal Room. This room, 4811-A, contains four DEC VT 131 CRT's and two Texas Instruments TI 820 printers, and four AMPS HP 2649A CRT's and four AMPS HP 2631A printers. These units are have been hooked up to access the ADP systems used by GAO, and are available for use by anyone in GAO. You will need your GAO ID card to enter the terminal room.

**NEW ADDITION TO GAO'S COMMERCIAL AUDIT SUPPORT TELEPROCESSING SERVICES
(EDS/OSD)**

GAO obtained the services of an additional commercial teleprocessing services vendor for Fiscal Year 1983 - Electronic Data Systems, Optimum Systems Division (EDS/OSD) - under the GSA Multiple Award Schedule (MASC) of the Teleprocessing Services Program (TSP). GAO also reprocurd COMNET's teleprocessing services in Fiscal Year 1983, under the GSA MASC TSP.

The EDS/OSD System provides:

- all teleprocessing services under EDS/OSD's MASC schedule available to GAO users (see the MASC listing provided to ADP Reps and TAG Managers),
- SAS and DYL-260/DYL-AUDIT,
- one copy of the EDS/OSD users guide to all ADP Reps and TAG Managers. (NOTE - additional copies may be requested by submitting a GAO Form 557 to OISS ADP Administration. Please cite the USERID which is to be billed for the extra copies requested).

GAO divisions and offices wishing to use EDS/OSD teleprocessing services should submit a GAO Form 557 to OISS ADP Administration. Since EDS/OSD services were not available when the Fiscal Year 1983 ADP Budget was formulated, most users requested that funds for commercial teleprocessing services be budgeted for COMNET only. This being the case, users establishing EDS accounts should indicate on their request the amount of COMNET budgeted funds which should be reprogrammed by OISS for EDS/OSD teleprocessing services.

All Requests for EDS/OSD accounts should cite the following information:

1. Job Code
2. Funding Limit
3. List of individuals who will be using the account (include middle initials)
4. Phone number of each individual who will use the account
5. The individual to whom the ACCOUNT SECURITY ID should be assigned

OISS has a remote job entry (RJE) account at EDS/OSD. If you wish to route output of 10,000 lines or less (600 lines per minute) for pick up by your own or another division/office, specify Remote # 171 on the Route Card of your Job Control Language (JCL).

Courier service is available between OISS and EDS/OSD. All courier pick ups are made to/from the OISS Computer Room, 4811-B in the GAO headquarters building, 441 G Street NW, Washington. EDS/OSD output will be delivered to the OISS Computer Room at 7:30 AM and 1:30 PM Eastern Time.

Foreign tapes can be mounted on EDS/OSD. If you wish to submit tapes directly, send them to:

EDS/Optimum Systems Division
5616 Fishers Lane
Rockville, Maryland 20852
ATTN: Tape Librarian

You must include one Tape Transmittal Form for each tape, citing USERID, VOL-SER number, and any special instructions regarding disposition of the tape. Users may contact the EDS Project Manager to obtain copies of the Tape Transmittal Form.

If direct submission of tapes to EDS/OSD is unacceptable or inconvenient to you, you may submit tapes directly to OISS ADP Administration. We will forward them to EDS/OSD. In these instances, the tape and Tape Transmittal Form should be accompanied by a GAO Form 557, indicating which system the tape is to be mounted on.

NIH TELEPROCESSING SERVICES - TELECOMMUNICATIONS

Regional offices have expressed concern over the lack of adequate telecommunications capabilities to access the NIH computer facility. OISS ADP Administration has discussed the matter with GSA and they have indicated that we may use the FTS lines to access NIH. We have also contacted NIH directly to see if non-FTS alternatives exist which would provide greater flexibility and reliability. NIH has informed us that they are looking into the matter and hope to be able to provide alternatives in the future. However, with the recent changes in the commercial telephone marketplace (AT&T breakup), NIH says that it may be some time before they can come up with another solution.

MICROCOMPUTERS IN GAO

Presently the Assistant Comptroller for Operations (ACG-OPS) and Automated Information Systems Steering Committee (AISSC) are drafting microcomputer equipment, software, and procurement standards which will be published in the near future. Divisions and offices will receive specific information on the manner in which requests for microcomputers will be handled when the ACG-OPS makes a final decision.

ADP REQUEST FORMS UNDER REVISION

The ADP Administration Branch is in the process of revising GAO Form 557 (Request for ADP Service) and GAO Form 560 (Request for ADP Service). At the present time, divisions/offices requesting ADP service and/or equipment must submit separate forms. The revision will combine these two forms into one. We hope this will reduce paperwork and simplify the request process. When the revision is completed all ADP Reps and TAG Managers will receive sample copies and instructions in its use.

AMPS STATUS

A major concern of the OISS AMPS staff during the past few months has been the renewal of our last option year with American Management Systems (AMS). With the successful completion of that renewal at the end of December, 1982, business continues at its usual busy pace. Some recent activities on the part of the AMPS staff has included:

- ordering more versatile modems for the Hewlett-Packard terminals,
- examining alternatives to the HP terminals,
- examining the availability of manuals for the HP terminals, and finding that there is no manual solely devoted to the HP2649A terminals, since this equipment was customized for GAO by the vendor (HP says that the HP2645 model manual is 99 per cent applicable - our HP2649A's have HP2645 boards. We will be procuring these manuals which will be available shortly upon request),
- writing a GAO order on procedures to follow during reorganizations in GAO, which effect not only AMPS data, but APAS and Payroll data as well,
- ordering the installation of WATS lines to increase user

ability to access AMPS. 13 WATS lines are now available to Regional Offices, compared to 8 previously installed.

- The OISS AMPS staff is in the process of developing new procedures and practices to follow for generation of AMPS reports. This project has top priority since it will help conserve GAO's use of AMPS' processing time. OISS is working closely with the Assistant Comptroller General for Operations (ACG-OPS) and the Office of Program Planning (OPP) to develop a system whereby AMPS report needs can be met, while moving as many reports as possible to non-prime time processing. AMPS Coordinators and TAG managers have received information on reducing prime time reports usage, and will shortly receive detailed procedures

The AMPS staff has attempted to respond quickly to user concerns, and welcomes your calls, questions, and suggestions. Direct your inquiries to John Merryman, AMPS COTR, 275-6213 (FTS 275-6213), or via John's EMAIL directory, "GAO.J.MERRYMAN".

CONTRACTS AND AGREEMENTS

Other than receipts for delivery of equipment/services, GAO personnel should not be signing official ADP vendor documents. This includes contracts, licensing agreements, warranties, etc. All documents of this nature should be forwarded to the ADP Administrator, OISS for processing and subsequent review and signature by the GAO Contracting Officer.

Office of Information Systems & Services

ADP ADMINISTRATION BRANCH STAFF RESPONSIBILITIES

RESPONSIBILITIES	PERSON RESPONSIBLE*	CONTACT PHONE (Local & FTS)
1. ADP ADMINISTRATOR	Leonard J. Bahlman	275-6126
2. REQUEST PROCESSING (GAO Form 557) for ADP Equipment, Services, Tele- processing, etc.		
a. Request Processing Team Leader	Shirley Williams	275-6126
b. CAMIS, FPCD, IPE, OB, OOHD, PLRD, ACG-Operations, OFM, Chicago, Denver, & LA Regional Offices	Laronda Parker	275-6126
c. CEDD, GGD, TISS, OISS, Atlanta, Cin- cinnati, Detroit, New York, Phila- delphia, San Fran- cisco, Seattle Regional Offices	Linda Ferguson	275-6126
d. EMD, HRD, MASAD, OAPS, OCG, OGC, PAD, Boston, Dallas, Kansas City, Norfolk Regional Offices	Marion Shipman	275-6126
e. AFMD, OCR, ID, Personnel	Mike Resser	275-6126
3. AMPS - COTR	John Merryman	275-6080
a. General contract & system maintenance	John Merryman	275-6213
b. Table Updates, etc.	Dot Ridley	275-6126
c. Reprocurement (FY 84)	John Tolzman	275-6080

RESPONSIBILITIES	PERSON RESPONSIBLE *	CONTACT PHONE (Local & FTS)
4. ADMINISTRATIVE SYSTEMS MAINTENANCE (Non-Amps)	Scott Bonta	275-6126
5. GAO MICRODATA, IV PHASE, OPERATION & MAINTENANCE	Scott Bonta	275-6126
6. TELEPROCESSING SERVICES (COMNET, EDS, NIH, etc) COIR	Suzanne Worth	275-6080
a. General contract, system management, & user support	Suzanne Worth	275-6080
7. REQUESTS FOR TELE-PROCESSING SVCS. (GAO Form 557)	See #1 b, c, d, e, depending on your organization	275-6126
8. OISS TERMINAL POOL	Laronda Parker	275-6126
9. ADP SUPPLIES	Mike Resser	275-6126
10. INVOICE PROCESSING	Laronda Parker	275-6126
11. ADP BUDGET	Shirley Williams	275-6126
12. ADP EQUIPMENT INVENTORY	Mike Resser	275-6126
13. ADP SERVICE DESK 7:30AM - 5PM Eastern Time	Staff Member Assigned	275-6126 275-6080 (Alternate #)

* If at any time you are unable to contact the desired individual, please request to speak to the ADP Service Desk, or the ADP Administrator, OISS - Leonard J. Bahlman (275-6126).

U. S. General Accounting Office

ADP SYSTEM CONTACTS

In general, user support is provided to GAO ADP users by the OISS ADP Administration Branch staff. However, there are occasions when users of the various ADP systems may need to contact ADP system personnel directly for system technical support. The following list is provided for this purpose. If you have difficulty contacting any person on this list, please contact the OISS ADP Administration Branch Service Desk, 275-6126

<u>SYSTEM</u>	<u>CONTACT</u>	<u>PHONE</u>
Microdata, IV Phase	GAO Computer Room	(202) 275-6126*
COMNET	Jeffrey A. Dorman	(202) 537-2500
EDS/OSD	Karen Lantner	(301) 468-1000 (800) 638-8742
NIH	Mary Allen	(301) 496-6146
AMPS Hotline	Staff	(202) 633-0710
<u>Econometric Modeling Svcs.</u>		
Brookings Institute	Christine DeFontenay	(202) 797-6175
Data Resources, Inc.	Duty Consultant or Nancy Kritt	(202) 862-3700
EFA - Wharton	Ken Wing or Melanie Garfinkle	(215) 386-9000, Extension 237
Interactive Data (Chase)	David Roth	(202) 775-0610
Merrill-Lynch Econometrics	Christopher Gutry	(212) 637-6246
Uni-Coll (Wharton)	Jeff Kitson	(202) 833-1554

*This number is accessible via FTS