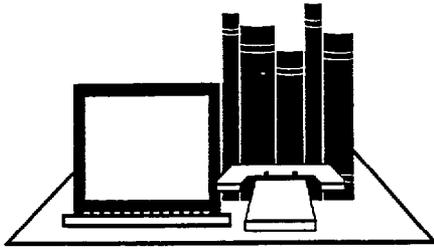


United States General Accounting Office

Information Services Center



# Research Guide

COMPUTERS AND INFORMATION TECHNOLOGY ISSUES

## RESEARCH GUIDE

Due to the growing interest in the field of computers, ADP, information technology, information management and telecommunications, this research guide has been prepared to assist individuals conducting research in the area of computers and information technology. The materials listed in this publication can be found in the Technical Library, Room 7016 or the Law Library, Room 7056 of the U.S. General Accounting Office. Periodicals related to information technology can be found in the Technical Library's publication of Periodicals Relating to IMTEC, August 1991. New additions to the Technical and Law Library collections (books, reports, indexes, periodicals, etc.) may be found in the Libraries' monthly publication *Library Focus*.

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United States. Congress. Office of Technology Assessment. *High performance computing & networking for science: background paper*. Washington, D.C.: Supt. of Docs., U.S. G.P.O., 1989.  
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United States. Congress. Office of Technology Assessment. *Seeking solutions: high-performance computing for science: background paper*. Washington, D.C.: Supt. of Docs., U.S. G.P.O., 1991.  
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United States. Congress. Office of Technology Assessment. *Supercomputers: government plans & policies: background paper*. Washington, D.C.: Congress of the U.S., Office of Technology Assessment, 1986.  
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United States. Dept. of Defense. Office of Inspector General. *Semiannual report to the Congress*. Washington, D.C.: Dept. of Defense, Office of Inspector General, semiannual.  
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United States. Dept. of Energy, Los Alamos National Laboratory, Gartner Group. *High performance computing and communications: investment in American competitiveness*. Stamford, CT.: Gartner Group, 1991.  
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United States. General Accounting Office. *Information technology issues*. Washington, D.C.: United States General Accounting Office, 1988.  
HJ9801.A179 89-6TR

## LOOSELEAF SERVICES

### DATAPRO

A leading source of objective, analytic information on computers, voice and data communications, network management, software, online services, hardware, office automation and systems. Overall information covers products, technologies, trends, emerging issues, comparison charts, vendors, management, user surveys and manufacturers of today's technology. This series of publications is produced in three formats: report series, management series, and directories. The loose-leaf report series is updated on a monthly or bi-monthly basis with accompanying newsletters. The management and directories series are also updated monthly.

*Datapro directory of microcomputer hardware.* (2v)  
TECH REF INDEX QA76.D237

*Datapro directory of microcomputer software.* (3v)  
TECH REF INDEX QA76.D243

*Datapro directory of on-line services.* (2v)  
TECH REF INDEX QA76.D24

*Datapro directory of software.* (3v)  
TECH REF INDEX QA76.D253

*Datapro management applications software.* (2v)  
TECH REF INDEX QA76.D257

*Datapro management of data communications.* (2v)  
TECH REF INDEX QA76.D258

*Datapro management of EDP systems.* (2v)  
TECH REF INDEX QA76..D33

*Datapro management of international telecommunications.* (1v)  
TECH REF INDEX QA76.D2826

*Datapro management of microcomputer systems.* (2v)  
TECH REF INDEX QA76.D259

*Datapro management of office automation.* (2v)  
TECH REF INDEX QA76.D26

*Datapro management of telecommunications.* (2v)  
TECH REF INDEX QA76.D27

*Datapro network management.* (1v)  
TECH REF INDEX QA76.D276

*Datapro reports on applications software.* (1v)  
TECH REF INDEX QA76.D2793

- Datapro reports on communications software.* (1v)  
TECH REF INDEX QA76.D2794
- Datapro reports on data communications.* (4v)  
TECH REF INDEX QA76.D28
- Datapro reports on document imaging systems.* (2v)  
TECH REF INDEX QA76.D2812
- Datapro reports on electronic publishing systems.* (2v)  
TECH REF INDEX QA76.D2814
- Datapro reports on information security.* (3v)  
TECH REF INDEX QA76.D282
- Datapro reports on international telecommunications.* (1v)  
TECH REF INDEX QA76.D2825
- Datapro reports on microcomputers.* (3v)  
TECH REF INDEX QA76.D283
- Datapro reports on minicomputers.* (3v)  
TECH REF INDEX QA76.285
- Datapro reports on office automation.* (3v)  
TECH REF INDEX QA76.D286
- Datapro reports on PC & LAN communications.* (3v)  
TECH REF INDEX QA76.D2864
- Datapro reports on telecommunications.* (3v)  
TECH REF INDEX QA76.287
- Datapro reports on UNIX systems & software.* (2v)  
TECH REF INDEX QA76.D2885

AUERBACH

Loose-leaf titles covering the management of information systems and computer technology as they apply to business. The Auerbach series provide information to both government and industry on the management of information systems, communications and computers. Areas covered include strategic planning, data security, policies and procedures, management methodologies, software engineering and testing, end user computing, data communications, data base management and systems development. Updates are bi-monthly.

- Auerbach computer programming management.* (1v)  
TECH REF QA76.A812
- Auerbach data base management.* (1v)  
TECH REF QA76.A813

*Auerbach data communications management.* (1v)  
TECH REF QA76.A814

*Auerbach data security management.* (1v)  
TECH REF QA76.A816

*Auerbach information management.* (2v)  
TECH REF QA76.A815

*Auerbach systems development management.* (1v)  
TECH REF QA76.A816

#### FTP TECHNICAL LIBRARY

The FTP Technical Library's loose-leaf services are geared to data processing and management information. Comprehensive in nature, most of the titles include case studies, checklists, worksheets and planning for implementation in a specific environment. Changes are made to titles in the form of updates or additions.

*Computer crime: prevention, detection and investigation.* (2v)  
TECH REF HF5548.2.C675

*EDP security: data, facilities, personnel, control.* (4v)  
TECH REF HF5548.2.E46

#### FORECAST INTERNATIONAL/DMS

The Forecast series, formerly DMS, covers research in the area of aerospace/defense and power systems. This series consists of reports covering specific data in the defense and aerospace industries. Data includes major program and market analyses, research and development, budget information, funding, forecasts, contractor information and background, timetables and program overviews. Updates are on a monthly basis and include newsletter highlights.

*"AN" equipment.*  
TECH REF INDEX TABLE UC263.D4124

*Anti-submarine warfare.*  
TECH REF INDEX TABLE UC263.D41244

*Command, control, communications & intelligence, market intelligence report.*  
TECH REF INDEX TABLE UC263.C23

*Electronic systems: market intelligence report.*  
TECH REF INDEX TABLE UC263.D4126

*Electronic warfare.*  
TECH REF INDEX TABLE UC263.E4

*Military aircraft: market intelligence report.*  
TECH REF INDEX TABLE UC263.D4127

*Military laser & EO.*  
TECH REF INDEX TABLE UC263.M5

*Military vehicles forecast.*  
TECH REF INDEX TABLE UC263.M64

*Missiles.*  
TECH REF INDEX TABLE UC263.D41275

*Ordnance & munitions forecast.*  
TECH REF INDEX TABLE UC263.072

*Radar.*  
TECH REF INDEX TABLE UC263.D43

*Space systems.*  
TECH REF INDEX TABLE UC263.D45

*Warships.*  
TECH REF INDEX TABLE UC263W37

#### PROCUREMENT/BID PROTEST DECISIONS

##### *Comptroller General's procurement decisions.*

Loose-leaf service indexing and reproducing all government contract decisions issued by the Comptroller General of the United States. Indexing is covered by "B" numbers, volume and page number and by subject matter.

Located in the GAO Law Library. LAW REF JK1673.A542 1974-

##### *Board of Contract Appeals bid protest decisions.*

Loose-leaf service providing information about bid protest decisions. Indexing consists of a name index, subject index, and a law and rules index pertaining to the General Services Administration Board of Contract Appeals decision on Government contract bid protests.

Located in the GAO Law Library. LAW REF JK1673.A542 1988-

## DICTIONARIES AND GLOSSARIES

American National Standards Institute. Committee X3, Information Processing Systems. *American national standard for information systems - dictionary for information systems*. New York, N.Y.: American National Standards Institute, 1991.  
TECH REF QA76.15.A5315 1990

The dictionary of information processing terminology being used by the Federal Government in describing information systems. Also referred to as ANSI X3.172-1990.

Covington, Michael. *Dictionary of computer terms*. New York, N.Y.: Barron's, 1989.  
TECH REF QA76.15.D67 1989

A dictionary containing approximately 1,000 computer terms. Includes flowcharts, symbols, listing of programs, tables and selected terms.

Freedman, Alan. *The computer glossary: the complete illustrated desk reference*. New York, N.Y.: AMACOM, 1991.  
TECH REF QA76.15.F73 1991

A dictionary of computer terms with references and brief histories of major companies and the people associated with them. Historical photos and a numeric index are included.

*Glossary of telecommunication terms*. Washington: U.S. General Services Administration, Office of Information Resources Management: GSA Specification Unit (WFSIS), 1986.  
TECH REF [ON ORDER]

Published as Federal Standard (FED-STD) 1037A, this glossary contains the official terminology used for telecommunications by the federal government and approved by the General Services Administration.

Jay, Frank. *IEEE standard dictionary of electrical and electronic terms*. New York, N.Y.: Institute of Electrical and Electronics Engineers, 1988.  
TECH REF TK9.I478 1988

Contains all terms and definitions that have been standardized by IEEE, the American National Standards and the International Electrotechnical Vocabulary.

*Microsoft press computer dictionary*. Redmond, WA: Microsoft Press, 1991.  
TECH REF QA76.15.M54

A dictionary of widely used computer terms, with illustrations, pronunciation guides and cross references. Ideal for the nonprofessional computer user.

Pfaffenberger, Bryan. *Que's computer user's dictionary*. Carmel, Ind.: Que Corp., 1990.  
TECH REF QA76.15.P39 1990

A dictionary of personal computer terminology with examples and illustrations.

Rosenberg, Jerry Martin. *Dictionary of computers, information processing, and telecommunications*. New York, N.Y.: Wiley, 1987.  
TECH REF QA76.15.R67 1987

Contains telecommunications and information processing terms. Includes cross references. An additional glossary includes terms in French and Spanish.

Sinclair, Ian Robinson. *The HarperCollins dictionary of computer terms*. New York, N.Y.: HarperPerennial, 1991.  
TECH REF QA76.15.S556

Contains computer terms with diagrams and charts to illustrate concepts.

#### ENCYCLOPEDIAS - YEARBOOKS - HANDBOOKS

Belzer, Jack. *Encyclopedia of computer science and technology*. New York, N.Y.: Dekker, 1975-.  
TECH REF QA76.15.E5

A multi-volume series, updated periodically, giving extensive information and history on the many areas of computer science.

*Computer industry almanac*. Dallas, TX.: Computer Industry Almanac, 1987-.  
TECH REF QA76.C56

Contains facts and statistics on people, companies, trends, products, publications, salaries, and forecasts in the computer industry.

Conard, James W. *Handbook of communications systems management*. Boston, MA: Auerbach, 1989-.  
TECH REF TK5101.H32

A handbook covering the management of communications technology. It is updated with yearbook supplements.

Duncan, Ray. *The MS-DOS encyclopedia*. Redmond, Wash.: Microsoft Press, 1988.  
TECH REF QA76.76.063M74

A reference encyclopedia for the working programmer and advanced user of computers. Consists of detailed explanations and technical terminology.

Edmunds, Robert A. *The Prentice-Hall encyclopedia of information technology*. Englewood Cliffs, N.J.: Prentice-Hall, 1987.  
TECH REF QA76.15.E36

Covers roughly 150 topics that discuss the impact of various technologies in the field of information.

Parker, Sybil P. *McGraw-Hill encyclopedia of electronics and computers*. New York, N.Y.: McGraw-Hill Book Co., 1988.  
TECH REF TK804.M43 1988

A source of information about subjects such as electronics and computers, with articles on artificial intelligence, computer-aided engineering, and computer storage technology.

Raggett, R. J. *Jane's military communications*. New York, N.Y.: Jane's, 1981-.  
TECH REF UA940.J35

This annual yearbook covers all forms of equipment in military communications. Photographs and narrative descriptions are included.

Ralston, Anthony. *Encyclopedia of computer science and engineering*. New York, N.Y.: Van Nostrand Reinhold Co., 1983.  
TECH REF QA76.15.E48 1983

A basic reference tool to computer science and technology that discusses the history and direction of computers.

Wasserman, Paul. *Encyclopedia of business information sources*. Detroit, Mich.: Gale Research Co., 1970-.  
TECH REF HF5353.E52

Covers subjects in the area of business, including key sources of information on computers, communications, electronics, MIS, information systems, telecommunications and technology.

#### DIRECTORIES - GUIDES

Brownson, Charles Bruce. *Federal staff directory*. Mount Vernon, Va.: Congressional Staff Directory, Ltd., 1982-.  
TECH REF JK6.F47

Includes names, agency/office addresses, telephone numbers and titles for approximately 30,000 key federal executives and military leaders. Additional information includes biographies of key federal executives. Published twice a year.

Cuadra Associates. *Directory of online databases*. Santa Monica, Calif.: Cuadra Associates, 1981-.  
TECH REF QA76.D57

Contains entries and descriptions of databases and files. Includes a chart showing the rapid growth of the number of database producers, online services, and gateways. Indexed by subject, vendor, producer, gateway, and online service. Published twice a year.

*Data sources: the comprehensive guide to the information processing industry*. New York, N.Y.: Ziff-Davis Company, 1981-.  
TECH REF QA76.6.D38

A three-volume directory of data processing and data communications equipment, software and companies.

*Directory of portable databases*. New York, N.Y.: Cuadra/Elsevier, 1991.  
TECH REF QA76.D574

Information on database products available in CD-ROM, diskette and magnetic tape format.

Donnelley Information Publishing. *Procurement planning directory*. [Rockville, Md.]: Donnelley Information Publishing, 1985-.  
TECH REF JK1673.P75

Lists buyers and sellers of services in information and management services.

Gale Research Company. *Encyclopedia of associations*. Detroit, Mich.: Gale Research Co., 1961-.  
TECH REF HS17.E52

A reference source to over 30,000 organizations, both national and international, with geographic, executive, name and keyword indexes.

Gale Research Company. *Encyclopedia of governmental advisory organizations*. Detroit, Mich: Gale Research Co.  
TECH REF JK468.7E52

A guide to current and historical government advisory committees. Includes committees that were authorized but never activated or funded, selective non-advisory government organizations and important regional and statewide commissions. Updated by *New Government Advisory Organizations*.

Gale Research Company. *Information industry directory*. Detroit, MI: Gale Research Co., 1991-.  
TECH REF Z674.3.I53

Comprehensive directory to organizations, systems, products and services of electronic information.

LaQuey, Tracy L. *The User's directory of computer networks*. Bedford, MA: Digital Press, 1990.  
TECH REF TK5105.5.U74 1990

Provides information about networks that are available for exchanging information. Includes the size, scope, access rules and clientele of specific networks.

Lesko, Mathew. *The federal database finder: a directory of free and fee-based databases and files available from the federal government*. Kensington, MD: Information USA, Inc.  
TECH REF Z699.22.F43

Identifies databases and data files from Federal departments as well as independent agencies, legislative, executive and judicial branch agencies.

North American Telecommunications Association. *Telecommunications sourcebook*. [Washington, D.C.]: North American Telecommunications Association.  
TECH REF TK6011.T23

A directory of telecommunications covering trends, contractors, manufacturers, services and suppliers.

Unites States. Automated Data and Telecommunications Service. *Federal software exchange catalog*. Springfield, VA.: National Technical Information Service, 1986.  
TECH REF QA76.5.F29

A catalog of machine-readable computer programs used by more than 100 Federal agencies.

United States. General Services Administration. Information Resources Management Service. *IRMS directory of assistance*. Washington, D.C.: The Administration.  
TECH REF JK468.A8A62

A directory that supports managers in ADP and telecommunications. Lists services available from GSA's Information Resources Management Service, including procurement, telecommunications, records management, management and ADP.

United States. General Services Administration. Information Resources Management Service. Interagency Committee on Information Resources Management. *Federal IRM directory*. Washington, D.C.: U.S. General Services Administration, Office of Information Resources Management.  
TECH REF QA76.215.F45

An annual directory published by GSA that lists the contact offices for all of the Federal IRM managers.

United States. National Technical Information Service. *A directory of computer software*. Springfield, VA: U.S. Dept. of Commerce, National Technical Information Service. 1983-.  
TECH REF QA76.D565

Lists and describes the software and computer programs produced by the U.S. government that are available to the public.

United States. National Technical Information Service. *A directory of computerized files*. Springfield, VA : U.S. Dept. of Commerce, National Technical Information Service, 1983-.  
TECH REF QA76.D566

A guide to the more than 2,500 data files produced by the U.S. government available in machine readable form.

United States. Office of Federal Register. *The United States government manual*. Washington, D.C.: Office of the Federal Register, National Archives and Records Service.  
TECH REF JK421.A3

This manual provides agency descriptions of the legislative, judicial and executive branches of the federal government.

*Washington information directory*. Washington, D.C.: Congressional Quarterly Inc., 1975-.  
TECH REF JK8.W3

Contains information on federal government offices, organizations and people.

Washington Monitor. *Federal yellow book*. Washington, D.C.: Washington Monitor, Inc.  
TECH REF JK6.F48

A guide to the executive branch of the federal government.

Williams, Martha E. *Computer-readable databases: a directory and data sourcebook*. Detroit, MI: Gale Research Inc.  
TECH REF Z699.22.C65

Describes the databases available worldwide online. It also lists databases available in diskette, CD-ROM, or magnetic tape format.

#### INDEXES

*Air university library index to military periodicals*. Maxwell AFB, AL: Air University Library, 1949-.  
TECH REF INDEX U393.A55

A subject index to articles in military and aeronautical periodicals.

*American statistical index.* Washington, D.C.: Congressional Information Service, 1970-.  
TECH REF INDEX Z7554.U5A46

A comprehensive index to statistical publications produced by U.S. government agencies. Reports are indexed by subject, agency, report number, title, series, and contract number. Abstracts are included. Publications cited are available on microfiche full-text.

*Business periodicals index.* New York, N.Y.: H. W. Wilson Co.  
TECH REF INDEX HF5030.B87

A subject index to English language periodicals in the fields of banking, business, management, finance, insurance, accounting, public relations, and ADP management.

*CIS federal register index.* Bethesda, MD : Congressional Information Service, 1984-.  
LAW REF KF70.A2C57 (Regulations Room)

Comprehensive index to the Federal Register by subject, names, CFR section numbers and agency docket numbers.

*CIS/index to publications of the United States Congress.* Washington, D.C.: Congressional Information Service, 1970-.  
LAW REF KF49.C62

Major index to congressional publications of Congress, including hearings, public laws, reports, testimony, bills and legislative histories. Indexing contains subjects, agencies, congressional committees, subcommittees, names, popular titles, public law numbers and bill numbers.

*Code of federal regulations index.* New York, N.Y.: R.R. Bowker.  
LAW REF KF70.A34C62 (Regulations Room)

Consists of a four volume set that indexes the Code of Federal Regulations. Indexing is by titles of the CFRs, keyword, statutes and topic.

*Computer literature index.* Phoenix, AZ: Applied Computer Research, 1980-  
TECH REF INDEX QA76.Q3

A subject and author index containing bibliographic cites and abstracts of periodicals, books and reports pertaining to the computer profession. Updated quarterly.

*Computer systems publications.* [Gaithersburg, MD]: National Computer Systems Laboratory, 1990.  
TECH REF QA76.N38 1990.

Commonly known as the NIST publication list 88. Includes titles and descriptions of NCSL's special pub 500- series as well as the NISTIR's internal reports.

*Consolidated index of Army publications and blank forms.* Washington: HQ, U.S. Department of the Army.  
LAW LIBRARY REGULATIONS ROOM and the NSIAD TIC

A consolidated index of all current U.S. Army administrative publications and blank forms.

*Datapro master index.* Delran, NJ: Datapro Research Corporation.  
TECH REF INDEX QA76.D235

Identifies all reports found in the printed editions of the 45 domestic and international Datapro publications. Indexing is by subject, keyword, author, product and company names. Updates are monthly with some exceptions.

*Department of the Navy directives issuance system consolidated subject index.* Washington: U.S. Department of the Navy.  
LAW LIBRARY REGULATIONS ROOM and the NSIAD TIC.

Provides an alphabetical and numerical index to instructions issued by Washington, D.C. headquarters organizations identifying active naval instructions. An additional index includes cancelled or superseded instructions.

*DOD directives systems annual index.* Washington: Department of Defense.  
Washington Headquarters Services.  
LAW LIBRARY REGULATIONS ROOM and the NSIAD TIC.

Provides a numerical, alphabetical and subject index to DOD directives, instructions, publications and DOD issuances.

*Guide to CRS products.* Washington, D.C.: Congressional Research Service, Library of Congress.  
TECH READY REF Z1223.A1U562

A comprehensive listing of CRS products, including reports, issue briefs, info packs and audio briefs.

*Monthly catalog of United States Government publications.* Washington, D.C.: U.S. G.P.O.  
TECH REF INDEX Z1223.A18

Serves as an index to government publications. Includes indexes by subject, author, title, series/report, contract number, GPO stock number and title keywords.

Unites States. Congress. Office of Technology Assessment. *OTA publications*.  
Washington, D.C.: U.S. G.P.O.  
TECH READY REF SHELF

Publishes a list and description of OTA reports requested by Congressional members on a number of subjects. Reports covered include OTA reports, special reports, OTA technical memoranda, OTA background papers, case studies, workshop proceedings and staff papers.

United States. Federal Supply Service. *Index of federal specifications, standards and commercial item descriptions*. [WASHINGTON, D.C.]: General Services Administration, Federal Supply Services: [Supt. of Docs. U.S. G.P.O.].  
TECH REF JK1679.I54

United States. General Services Administration. Office of Information Resources Management. *ADP and telecommunications standards index*. [Washington, D.C.]: U.S. General Services Administration.  
TECH REF JK468.A8A52

A guide to ADP and telecommunications standards applicable to the acquisition and use of ADP and telecommunications equipment and services. Includes a compilation of national and international standards which should be used in satisfying requirements not covered by Federal standards.

United States. National Technical Information Service. *Government reports announcements & index*. Springfield, VA: U.S. Dept. of Commerce, National Technical Information Service. 1975-.  
TECH REF INDEX Z7916.U23

Covers hundreds of subject bibliographies with summaries of current U.S. and foreign research reports. Updated twice a month with an annual cumulation edition at the end of the year.

#### DATABASES

The selected databases listed below are relevant to information technology. GAO staff can access them through the reference staff in the Technical Library. Computer Select, a database which is in CD-ROM format, can be searched directly by GAO staff in the Technical Library.

#### ABI/INFORM

Covers a broad spectrum of information from a business and management focal point. Excellent for information on telecommunications and computers in the government and business industry. Bibliographic cites and summaries are taken from professional as well as academic and trade journals. The full-text of some articles is available. Coverage is from 1971 to the present and is updated weekly.

## AEROSPACE

Contains information on aerospace and space technology, systems and design. Includes journals, conferences, books and a number of unpublished technical reports on aerospace. Coverage is from 1962 to the present. Updates are done twice a month.

## BUYERS GUIDE TO MICRO SOFTWARE

A current database directory of largely business and professional microcomputer software and producers. Entries are selective and rated based on their reviews.

## COMPUTERS AND COMMUNICATIONS LIBRARY

A full-text database of journals and newsletters covering computers and communications, electronics and technology. Approximately 70 publications are available from 1982 to the present.

## COMPENDEX PLUS

Covers journals, selected government reports and books on engineering and technology. Coverage dates from 1970 to the present. Updated monthly.

## COMPUTER DATABASE

Indexes journals covering all aspects of computers, telecommunications, data communications as well as high tech information. The complete text is included for 70 of the journals covered. Coverage is from 1983 to the present. Updated weekly.

## COMPUTER SELECT CD/ROM

Computer Select on CD-ROM contains abstracts to more than 110 journals and the full-text of over 40 journals. Also included is information about hardware and software, computer company profiles, and a glossary of computer terminology. The computer glossary section is the electronic version of *The Computer Glossary* (TECH REF QA76.15.F73 1991) in hard copy. An online users guide assists users through the menu driven selections. It can be searched at the CD-ROM workstation in the Technical Library. Updated monthly.

## CURRENT TECHNOLOGY

Covers the field of modern technology through journals published largely in the United Kingdom. Subjects covered include aircraft, electronics, electrical engineering, military technology, space science, technical information and technical education. Coverage is from 1981 to the present. Updated monthly.

#### DLSIE (DEFENSE LOGISTICS SYSTEM INFORMATION EXCHANGE)

An online retrieval service that collects, stores, organizes and disseminates reports and studies on logistic studies, models, management information and other DOD-related management and research, planned and in process. Customized bibliographies are available upon requests.

#### DMS/FI CONTRACT AWARDS

A source of nonclassified U.S. government prime contract negotiations of \$25,000 or more that is used to analyze government spending. Federal supply classification codes are used to identify the subject breakdown, based on information supplied by the U.S. Federal Procurement Data Center. Database coverage is (DOD) FY 1981 to the present and (NON-DOD) FY 1983 to the present. Updates are done based on government release dates.

#### DMS/FI MARKET INTELLIGENCE REPORTS

This database emphasizes military equipment and government spending. Contains the full-text of all Market Intelligence Reports published by Forecast International/DMS. Additional information from other unclassified material is covered as well. Database coverage is from 1959 to the present. Updated weekly.

#### DTIC (DEFENSE TECHNICAL INFORMATION CENTER)

Contains publications that support DOD research, development, and engineering.

#### FEDERAL REGISTER ABSTRACTS

Abstracts of the Federal Register which contains all federal regulatory actions, public laws, executive orders, CFR cites, rules, notices and Presidential notations cited on a daily basis. Coverage is from 1977 to the present. Updated weekly.

#### GAO DOCUMENTS

Contains all General Accounting Office publications that have been released to the public. Publications include GAO reports, testimony, letters, CG decisions, articles published in the GAO Journal, fact sheets, memorandums, speeches, video presentations and other GAO written products. Coverage is from the 1970's to the present. Updated daily.

#### IHS INTERNATIONAL STANDARDS and SPECIFICATIONS

Includes current standards, military and federal specifications, and engineering standards. Updated monthly.

## INFORMATION SCIENCE ABSTRACTS

Contains bibliographic information and abstracts from journals, research reports, and other printed material on information science, library science, information management, information technology, online retrieval, computer science and telecommunications. Coverage is from 1966 to the present. Updated monthly.

## INSPEC

Contains information on electrical engineering, computers, information technology and physics from journals, dissertations, conferences, conference papers and proceedings, books, and serials and reports. Coverage is from 1969 to the present. Updated twice a month.

## JAPAN TECHNOLOGY

Contains information from Japanese journals on the subjects of telecommunications, robotics and control, electronics, computer technology and computing methodologies. All of the cites and abstracts are in English. Useful in terms of researching Japanese business, market trends and overall competitiveness. Additional materials indexed include governmental, corporate and university research reports. Coverage is from 1985 to the present. Updated monthly.

## MICROCOMPUTER INDEX

Contains numerous records of articles dealing with hardware and software book reviews, product announcements, buyer and vendor guides on practically every type of business. Coverage is from January 1981 to the present. Updated monthly.

## NEXIS

An online database containing the full-text of newspapers, magazines, newsletters and wire services on subjects ranging from general information to business, finance, trade, technology, people and international news. Coverage varies within files, but ranges from the early 1970's to the present. Updated almost daily.

## NTIS (NATIONAL TECHNICAL INFORMATION EXCHANGE)

A database containing bibliographic information about government reports on research, development and engineering. Subject range is extensive and all materials are unclassified. Coverage dates from 1964 to the present. Updated bi-weekly.

## PTS AEROSPACE/DEFENSE MARKETING & TECHNOLOGY

A defense related database, information from journals covering weapon systems, technology, markets military spending, military R&D, policies, emerging technologies, etc. Approximately 15% of the file displays

contract records and defense awarded contracts published in the Defense Departments news releases. Coverage dates are from 1982 to the present. Updated monthly.

#### PTS NEWSLETTER DATABASE

A full-text database of newsletters on specific industries with an international perspective. Industry information covered includes computers, electronics, R&D, telecommunications, defense and aerospace. Coverage is from January 1988 to the present. Updated weekly.

#### SCORPIO

A computerized retrieval system of the Library of Congress used by the Congressional Research Service (CRS) to collect information on issues dealing with public policy and legislative activities. Information contained in the variety of files includes CRS reports, issue briefs, information packs, journal articles concerning public policy, Congressional publications, legislation, bill status, and Congressional Record abstracts. It also includes information about public opinion polls, and selected surveys. The Library of Congress book catalog, and bibliographic citations to popular journals from Magazine Index are also available through SCORPIO.

#### SUPERTECH

Information in this database covers the area of robotics, artificial intelligence (AI), CAD/CAM, and telecommunications. Journals, conferences, symposia, university monographs, government reports, and laboratory studies are some of the sources used to produce research and application data in the fields mentioned. Updated monthly.

#### TRADE & INDUSTRY INDEX

Contains abstracts to trade, business and industry journals. The complete text of selected journals and newspapers is also included. Database coverage is from 1981 to the present. Updated monthly.

#### ORGANIZATION CHART SERVICES

*U.S. organization chart service.* La Jolla, CA: U.S. Organization Chart Service, 1965-. TECH REF JK6.U72

Structured in a loose-leaf format to accommodate revisions, fold out charts consist of military organizations including, Army, Navy, and Air Force.

*Federal organization service.* Washington, D.C.: Carroll Pub. Co., 1979-. TECH REF JK6.F46

A two-volume set of organization manuals covering the military and civilian branches of the government. Approximately 200 charts are

presented to identify departments, offices and persons in the civil government, with updates every six weeks. Military departments and offices are covered in a companion binder, identifying key individuals in 1,500 military departments and offices. Additional information is provided on military base public affairs offices and programs.

### SPECIAL SERIES PUBLICATIONS

#### FEDERAL INFORMATION PROCESSING STANDARDS (FIPS) TECH REF JK468.A8

Developed by the National Computer Systems Laboratory, the Federal Processing Information Standards, often referred to as FIPS, is a series of Federal Government standards and guidelines for recording, processing and the transfer of information. The current FIPS number is 161. An index of all FIPS publications listed by number and by subject is shelved with the FIPS publications in the reference collection.

#### NIST SPECIAL PUBLICATIONS 500- TECH QC100.U57 no.500-

Produced by the National Institute of Standards and Technology, this series contains reports and studies that improve the effectiveness of computer utilization, research and development in the area of ADP technology. A list of all current NIST Special Pub 500- titles is in a publication entitled *Computer Systems Publications: NIST Publication List 88*, which is shelved under REF QA76.N38.

### ORGANIZATIONS AND ASSOCIATIONS

#### ASSOCIATION FOR FEDERAL INFORMATION RESOURCES MANAGEMENT (AFFIRM) P.O. Box 11967 Alexandria, VA 22312

Promotes the concept and practices of IRM within the U.S. Government. Conducts research to improve the quality of federal information systems. Areas of expertise include information resources management (IRM), ADP, library and technical information, information security, paperwork management, privacy and freedom of information, records management, statistical data collection and telecommunications.

#### COMPUTER SECURITY INSTITUTE (CSI) 360 Church St. Northborough, MA 01532 Phone (508) 393-2600

A membership organization, CSI helps its members to safeguard their electronic data processing resources and acts as a computer

security clearinghouse. Their publications include *Computer Security Journal*, *Computer Security*, which is a bimonthly newsletter, books, technical reports, bibliographies and the *Computer Security Buyer's Guide*.

FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)

U.S. General Services Administration  
FEDSIM (KRCX)  
5203 Leesburg Pike, Suite 400  
Falls Church, VA 22041-3467  
Phone (703)756-4300

A federal government organization established in July 1972, to assist agencies in making efficient use of their own information resources. Operated by the General Services Administration's Information Resources Management Service (IRMS), FEDSIM has completed more than 2,000 projects. The services of FEDSIM may be obtained by any federal agency or department, civilian or military, branch of the federal government. This includes any state/local government or organization that receives federal funds.

GARTNER GROUP

56 Top Gallant Road  
Stamford, CT 06904-2212  
Phone (203) 964-0096  
(203) 324-7901 (FAX)

The Gartner Group serves clients worldwide, and publishes research reports. Additional services provided include briefings, telephone consulting services and conferences. Approximately 48 of the top 50 Fortune 500 Industrial Companies are customers of the Gartner Group.

INTERNATIONAL DATA CORP. (IDC)

5 Speen St.  
Framington, MA 01701  
Phone (508) 872-8200

IDC, a marketing research and consulting firm covering the information processing industry. Its primary function is to gather, analyze and interpret market data in the area of computers, communications and office automation. IDC maintains a data file of software and service companies as well as a file of vendors who buy minicomputers and microcomputers for resale.

MITRE CORP.

7525 Colshire Dr.  
Information Services Dept.  
McLean, VA 22102  
Phone (703) 883-6481

A federally funded contract research center that specializes in military communications, systems management command control and

intelligence systems, as well as other civil information systems. Mitre provides advisory and consulting services and prepares state of the art reviews for government sponsors on a contract basis.

**NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA)**

U.S. Department of Commerce  
14th and Constitution Ave., N.W.  
Room 4890  
Washington, D.C. 20230  
Phone (202) 377-1832

The National Telecommunication and Information Administration was established to serve as the President's principal advisor on telecommunications and information. Additional duties include developing and coordinating national policies for communications and information, and presenting the views of the executive branch on communications matters to Congress, the Federal Communications Commission (FCC), industry and the public. It also coordinates government preparations for international telecommunications conferences and advises the Department of State on international communications policy.

**PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE)**

Office of Management and Budget  
New Executive Office Building  
Room 10205  
Washington, D.C. 20503  
Phone (202) 395-6911

Established by President Reagan on March 26, 1981, the Council coordinates and implements government policies with respect to integrity and efficiency in federal programs. The Council also develops plans for government-wide activities to find and attack fraud and waste in government programs or operations. It ensures the establishment of well trained and highly-skilled auditors and investigators, develops interagency audit and investigation programs, and conducts projects to deal with problems of fraud and waste abuse. Develops standards for inspector-general-type activities.

**PRESIDENT'S COUNCIL ON MANAGEMENT IMPROVEMENT**

Office of Management and Budget  
Old Executive Office Building  
Washington, D.C. 20503  
Phone (202) 395-6903

Established by President Reagan on May 24, 1984, the Council develops and oversees the implementation of improved management and administrative systems for government-wide application. The council also provides long-range plans to promote improvements in management and administrative systems of the federal government, to work with agencies to assist in management reforms and problems. They work very closely with OMB, GSA, and OPM to ensure policy implementation and coordination.

RAND CORP.  
1700 Main Street  
Library  
Santa Monica, CA 90406  
Phone (213) 393-0411

Conducts studies on a variety of subjects, including policy analysis, communications, technology assessment, computer services, engineering technology, logistics, military manpower, military strategy, and human resources. Publishes bibliographies, accessions lists, and special subject catalogs.

YANKEE GROUP  
200 Portland Street  
Boston, MA 02114  
Phone (617) 367-1000

Conducts market research and publishes technical reports.

#### PUBLIC LAWS

Listed below are selected public laws that deal with the management of information and telecommunications.

Brooks Act, as Amended  
(P.L. 89-306, 40 U.S.C. 759)

Freedom of Information Act  
(P.L. 89-554, 5 U.S.C. 552)

Privacy Act of 1974, as Amended  
(P.L. 93-579, 5 U.S.C. 552a)

National Technology Act of 1979  
(P.L. 96-480)

Paperwork Reduction Act of 1980, as Amended  
(P.L. 96-511, 44 U.S.C. 3501 et. seq.)

Federal Managers' Financial Integrity Act of 1982  
(P.L. 97-255, 31 U.S.C. 3512)

Competition in Contracting Act of 1984  
(P.L. 98-369, 41 U.S.C. 252-254, 403, 416-419;  
40 U.S.C. 759; 10 U.S.C. 2301-2306; 31 U.S.C. 3551-3556)

Computer Fraud and Abuse Act  
(P.L. 99-474)

Electronics Communications Privacy Act  
(P.L. 99-508)

Computer Security Act of 1987  
(P.L. 100-235, 40 U.S.C. 759)

Computer Matching and Privacy Act of 1988  
(P.L. 100-503)

National Bureau of Standards Authorization Act of 1988  
(P.L. 100-519)

National Telecommunications and Information Authorization Act for FY 1988 and  
1989  
(P.L. 100-584)

Office of Federal Procurement Policy Act Amendments of 1988  
(P.L. 100-679, 41 U.S.C. 422)

Chief Financial Officers Act of 1990  
(P.L. 101-576, 31 U.S.C. 501 note)

#### OMB CIRCULARS

The following is a list of selected OMB Circulars titles that are of significant interest to persons researching the area of ADP, information technology, systems acquisitions, and information resources within the federal government. Copies of OMB Circulars may be found in the Law Library.

A-130 MANAGEMENT OF FEDERAL INFORMATION RESOURCES 12/12/85

A-130 establishes overall policy for the management of federal information resources.

A-127 FINANCIAL MANAGEMENT SYSTEMS 12/19/84

A-127 establishes policy that requires each agency to establish and maintain a single, integrated financial management system.

A-123 INTERNAL CONTROL SYSTEMS 8/04/86

A-123 establishes policy that requires agencies to establish and maintain a cost-effective system of internal controls to provide reasonable assurance that government resources are protected against fraud, waste, mismanagement or misappropriation.

A-109 MAJOR SYSTEMS ACQUISITIONS 4/05/76

Office of Federal Procurement Policy Pamphlet No. 1 (August 1976)

A-109 establishes policies intended to assure the effectiveness and efficiency of the process of acquiring major systems.

A-76 PERFORMANCE OF COMMERCIAL ACTIVITIES 8/04/83

A-76 provides that the federal government shall rely on commercially available sources to provide products and services (including ADP systems and components) if the product or service can be procured more economically from a commercial source.

A-11 PREPARATION AND SUBMISSION OF BUDGET ESTIMATES  
Issued Annually

A-11 provides detailed instructions and guidance to agencies on preparing and submitting annual budgets and associated materials including data on the acquisition, operation, and use of information technology resources.

#### DOD ISSUANCES

Listed below are Department of Defense issuances related to information systems, information resources, software development, system life cycles, and a general overall relationship of the information management. A complete listing of DOD publications may be found in the Indexes section of this publication titled, *DOD Directives System Annual Index* (DOD 5025.1-1).

2167A DEFENSE SYSTEM SOFTWARE DEVELOPMENT (Military Standard) 2/29/88

5000.1 MAJOR AND NON-MAJOR DEFENSE ACQUISITION PROGRAMS (Directive) 9/01/87

5000.29 MANAGEMENT OF COMPUTER RESOURCES IN MAJOR DEFENSE SYSTEMS (Directive) 4/26/76

7740.1 DOD INFORMATION RESOURCES MANAGEMENT PROGRAM (Directive) 6/20/83

7740.2 AUTOMATED INFORMATION SYSTEM (AIS) STRATEGIC PLANNING (Directive) 7/29/87

7920.1 LIFE CYCLE MANAGEMENT OF AUTOMATED INFORMATION SYSTEMS (Directive) 6/20/88

7920.2 MAJOR AUTOMATED INFORMATION SYSTEMS APPROVAL PROCESS (Instruction) 3/7/90

GENERAL SERVICES ADMINISTRATION PUBLICATIONS

- Acquisition of information resources: a guide for requirements analysis and analysis of alternatives.* Washington: U.S. General Services Administration, [1990].  
JK468.A8W48
- Acquisition of information resources: overview guide.* Washington: U.S. General Services Administration, [1990].  
JK468.A8A7
- Better acquisitions through education and training: the training project for the Go for 12 program.* Washington: U.S. General Services Administration, [1988].  
JK468.A8A48
- Capacity management.* Falls Church, VA: Federal Systems Integration and Management Center; For sale by the Supt. of Docs., U.S. G.P.O., [1988].  
JK468.A8C36
- Charging systems for information technology services.* Falls Church, VA.: Federal Systems Integration and Management Center; For sale by the Supt. of Docs., U.S. G.P.O. [1988].  
JK468.A8C45
- Correspondence management.* Washington: U.S. General Services Administration, [1989].  
JK468.C75C67
- "Go for 12" program.* Washington: U.S. General Services Administration, [1987].  
JK468.A8A4817
- Go for 12: final report.* Washington: U.S. General Services Administration, [1988].  
JK468.A8A4818
- Handbook for life cycle management of telecommunications systems.* Washington: U.S. General Services Administration, [1987]  
HE7775.A33
- IRM: welcome to information resources management in the federal government.* Washington: U.S. General Services Administration, 1989.  
JK468.A8I75
- Management of automated reports.* Washington: U.S. General Services Administration, [1989].  
JK468.P76S7
- Managing office information systems in the 1990's.* Washington: U.S. General Services Administration, [1989].  
JK468.A8M276

*The senior federal IRM manager: major roles as we move into the 1990's.* Washington: U.S. General Services Administration, [1989].  
JK468.P34R6

*Trail Boss: an acquisition management concept.* Washington: U.S. General Services Administration, [1989]  
JK468.A8A4824

*The Trail Boss program: getting ready for the 1990's.* Washington: U.S. General Services Administration, [1987].  
JK468.A8A4825

#### OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

*Current information technology resource requirements of the federal government: a summary analysis.* Springfield, VA: U.S. Office of Management and Budget; Reproduced by U.S. Dept. of Commerce, National Technical Information Service. Annual.  
JK468.A8M2628 1990

*Current information technology resource requirements of the federal government: fiscal year 1991.* Washington: U.S. Office of Management and Budget. Annual  
JK468.A8M263

*Federal procurement data system standard report.* Washington: U.S. Office of Management and Budget.  
JK1673.F49

*A five-year plan for meeting the automatic data processing and telecommunications needs of the federal government.* Washington: U.S. Office of Management and Budget; For sale by the Supt. of Docs., U.S. G.P.O.  
JK468.A8F58

*Major information technology systems acquisition plans of federal executive agencies.* Washington: U.S. Office of Management and Budget.  
JK468.A8M26

*Managing federal information resources.* Washington: U.S. Office of Management and Budget.  
JK468.P34A37

#### OFFICE OF TECHNOLOGY ASSESSMENT PUBLICATIONS

*Copyright & home copying: technology challenges the law.* Washington: U.S. Congress. Office of Technology Assessment; For sale by the Supt. of Docs., U.S. G.P.O. 1989.  
Z655.6.C66

*Critical connections: communication for the future.* Washington: U.S. Congress. Office of Technology Assessment: For sale by the Supt. of Docs., U.S. G.P.O. 1990.  
P92.U5C75

*Helping America compete: the role of federal scientific & technical information.* Washington: U.S. Congress. Office of Technology Assessment: For sale by the Supt. of Docs., U.S. G.P.O. 1990.  
Z674.4.H445

*High performance computing & networking for science.* Washington: U.S. Congress. Office of Technology Assessment: For sale by the Supt. of Docs., U.S. G.P.O. 1989.  
QA76.5.H53

*Informing the nation: federal information dissemination in an electronic age.* Washington: U.S. Congress. Office of Technology Assessment: For sale by the Supt. of Docs., U.S. G.P.O. 1988.  
Z674.4.I63

NOTE: The complete list of OTA publications can be found in *OTA Publications*, which is kept at the reference desk in the Technical Library.