

U.S. Department of Energy
Washington, D.C.



0009117

ORDER

DOE 1360.6

5-30-86

SUBJECT: AUTOMATIC DATA PROCESSING EQUIPMENT/DATA SYSTEMS

1. PURPOSE. To establish responsibilities, policies, and guidelines for reporting selected automated data processing equipment (ADPE) inventories within the Department of Energy (DOE).
2. SCOPE. This Order applies to all DOE Elements and cost-reimbursement type contractors performing work for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
3. REFERENCES.
 - a. DOE 1360.1A, ACQUISITION AND MANAGEMENT OF COMPUTING RESOURCES, of 5-30-86, which establishes Departmental policies and procedures for the acquisition and management of ADPE related resources.
 - b. Title 41 Code of Federal Regulations (CFR) 201-26, Federal Information Resources Management Regulation (FIRMR), of 7-1-85, which lists reporting and submission requirements for the Automatic Data Processing Equipment Data System (ADPE/DS).
 - c. "ADP Equipment Data System Reference Manual," of 10-1-84, which establishes procedures for processing data into the ADP Equipment Data System.
 - d. Federal Information Processing Standards (FIPS PUB) 3-1, "Recorded Magnetic Tape for Information Interchange," of 7-1-79, which specifies the recorded characteristics of 9-track, one-half inch wide magnetic computer tape, and the data format for implementing American National Standard Code for Information Interchange (ASCII) at the recording density of 300 characters per inch (CPI) on a magnetic tape input.
 - e. FIPS PUB 95, "Code for the Identification of Federal and Federally Assisted Organizations," of 12-1-82, which provides a four-character data element identifier for each Federal organization so that data interchange among executive departments and independent agencies and for Federal data interchange with the non-Federal sector including industry, State, local, and other governments, and the public at large.
 - f. FIPS PUB 5-1, "States and Outlying Areas of the United States," of 6-15-70, which provides names, abbreviations, and codes for representing the 50 states, the District of Columbia, and the outlying areas of the United States.

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- g. FIPS PUB 10-3, "Countries, Dependencies, and Areas of Special Sovereignty, and Their Principal Administrative Divisions," of 6-15-74, which sets forth a list of basic geographical - political entities and a code structure that identifies each entity.

4. DEFINITIONS.

- a. ADP Equipment Data System is the DOE version of the system administered by the General Services Administration (GSA). It maintains an inventory of ADP systems costing in excess of \$50,000.
- b. ADP Equipment Reporting Unit Number is a four-character code used to identify the automatic data processing unit within the subagency. The full address of the ADP unit and the telephone number for the contact person at the ADP unit are accessed using this number.
- c. Agency-Subagency Code is a four-character code as specified by FIPS PUB 95, which identifies the agency and subagency organizational components.
- d. Automated Data Processing Equipment includes:
- (1) Mainframe, mini-, micro-, digital, analog, and hybrid computers;
 - (2) Auxiliary or accessorial equipment, such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, computer input/output microfilm, and other data acquisition devices), and computer performance evaluation equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately;
 - (3) Punched card accounting machines that can be used independently or in conjunction with computers;
 - (4) Devices used to control and transfer data or instructions to and from a central processing unit (CPU), including data transmission terminals, batch terminals, display terminals, modems, sensors, multiplexors, and concentrators;
 - (5) Storage devices that are designed to be cable connected for use on-line in which data can be inserted, retained, and retrieved for later use;
 - (6) General purpose mini- or microcomputers used as control mechanisms where computer technology is essential in controlling, monitoring, measuring, and directing processes, devices, instruments, or other equipment; and

(7) Equipment used in office automation applications that is designed to be controlled by a general purpose data processing language primarily applied through the internal execution of a series of instructions, not limited to specific key stroke functions, and designed for a variety of applications.

e. Manufacturer/System Designation is a 10-character code where the first 3 characters identify the manufacturer and the next 7 characters identify the system designation as established by the manufacturer.

5. POLICIES.

- a. With the assistance of all Departmental Elements, DOE shall maintain an accurate and complete inventory of ADP equipment.
- b. Current information concerning changes, deletions, and additions to the ADP equipment inventory shall be submitted no less frequently than quarterly to Headquarters for processing.
- c. Departmental Elements shall periodically assess the accuracy and completeness of their respective data and allocate appropriate staff and computer resources for collecting, processing, and forwarding ADP equipment data to Headquarters.

6. RESPONSIBILITIES.

- a. The Director of ADP Management (MA-24) shall:
 - (1) Collect and verify the accuracy of reports submitted by Departmental Elements;
 - (2) Furnish necessary data on an accurate and timely basis to comply with GSA reporting requirements;
 - (3) Serve as the contact point for GSA and Departmental Elements to carry out the reporting procedures contained in this Order;
 - (4) Recommend appropriate changes, additions, or deletions to the ADPE/DS; and
 - (5) Periodically assess and certify to GSA the accuracy and completeness of the Departmental ADPE/DS data.
- b. Heads of Field Elements, the Administrator, Energy Information Administration (EI-1) (for the Headquarters Energy Information Computing

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Center), and the Director of Computer Services and Telecommunications Management (MA-25) (for the Headquarters Administrative Computing Center) shall:

- (1) Establish internal procedures for collecting their data reflected in ADPE/DS and ascertaining and maintaining its integrity;
- (2) Appoint a point of contact to serve as the focal point for interaction with the Office of ADP Management;
- (3) Periodically assess and certify the accuracy and completeness of their data in the ADPE/DS; and
- (4) Ensure timely reporting of inventory data to ADPE/DS.

7. GENERAL REPORTING REQUIREMENTS.

a. ADP Equipment Exempt from ADPE/DS Reporting.

- (1) Punched card machines, modems, and terminals;
- (2) Analog computer systems even though a part of a hybrid system (the digital equipment system portion of the hybrid computer system is not exempt);
- (3) ADP equipment systems that are both integral to a weapon or space system and built or modified to special Government design;
- (4) Wholly Government-owned ADP equipment systems when the aggregate purchase price does not exceed \$50,000;
- (5) Systems that are partially Government-owned and partially leased, when the total purchase price of the Government-owned components does not exceed \$50,000, and the total lease charges for the leased components do not exceed \$1,667 per month; and
- (6) Leased systems when the monthly lease charges for the total ADP configuration does not exceed \$1,667.

b. Regular Reporting of inventory data shall be submitted no less frequently than on a quarterly basis. ADPE/DS data shall be forwarded to:

Office of ADP Management
MA-24, GTN
Washington, DC 20545

c. Special Reporting may be required. However, submission will not be more than once per year.

- d. Due Dates. Data shall be submitted to the Office of ADP Management within 20 days after the end of each fiscal year quarter.

8. REPORTING INSTRUCTIONS.

a. Data Submission.

- (1) Data Files. Both formatted error correction screens and data input screens are provided for use by the Field Organizations on an as-approved basis. Each submitting organization is required to have an assigned user ID from the Office of Computer Services and Telecommunications Management and a compatible display unit.
 - (2) Secure Automated Communications Network (SACNET) Tape Inputs. FIPS PUB 3-1 (9 Track, 1600, 6250 bytes per inch (BPI), Extended Binary-Coded Decimal Interchange Code (EBCDIC) or ASCII, or 7 track 800 BPI binary coded decimal (BCD), odd parity, block of 1400 bytes) applies. All tape reels shall have an external label identifying the contents as ADPE/DS input data along with the date, name, and mailing address of the office to which the reel is to be returned. In addition, an internally unlabeled tape should be used, with a logical record length of 40 characters and a blocking factor of 1400 bytes (35 records per block).
 - (3) Reporting Schedules. Optionally, reports shall be submitted on the ADPE/DS reporting schedules. All reporting schedules received prior to the end of the quarter will be processed in that quarter. Any data received after the end of the quarter may be held to the end of the next quarter for processing.
 - (4) Punched Cards will not be accepted.
- b. Detailed Procedures for effecting any or all of the above acceptable data submission processes are contained in the manual referenced on page 1, paragraph 3c.
- c. Negative Reports. Reporting organizations shall be contacted periodically to verify a negative reporting status when there have been no reportable actions during a quarter.

9. TABLES.

- a. Agency Code. The two-digit code "89" has been designated by GSA as the DOE code.

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b. Subagency Codes.

<u>Reporting Organization</u>	<u>Code</u>
Energy, Department of	8900
Office of the Secretary	8901
Office of the General Counsel	8903
Office of Inspector General	8904
Assistant Secretary, Management and Administration	8905
Office of Scientific and Technical Information	895L
Assistant Secretary for Congressional, Intergovernmental, and Public Affairs	8907
Assistant Secretary for International Affairs and Energy Emergencies	8909
Office of Minority Economic Impact	8911
Board of Contract Appeals	8912
Office of Hearings and Appeals	8913
Office of Policy, Planning, and Analysis	8914
Office of Small and Disadvantaged Business Utilization	8918
Assistant Secretary, Conservation and Renewable Energy	8922
Assistant Secretary for Defense Programs	8925
Assistant Secretary for Fossil Energy	8944
Assistant Secretary for Nuclear Energy	8948
Assistant Secretary for Environment, Safety, and Health	8940
Economic Regulatory Administration	8930
Energy Information Administration	8933
Office of Civilian Radioactive Waste Management	8938
Office of Energy Research	8936
<u>Power Administrations:</u>	
Alaska	895S
Bonneville	895B
Southeastern	895P
Southwestern	895M
Western Area	895R
<u>Operations Offices:</u>	
Albuquerque	895A
Chicago	895C
Idaho	895D
Nevada	895E
Oak Ridge	895F
Richland	895H
San Francisco	895J
Savannah River	895N
<u>Other Field Offices:</u>	
Bartlesville Project Office	895T
Morgantown Energy Technology Center	895U

Naval Petroleum and Oil Shale Reserves in Colorado, Utah, and Wyoming	895V
Naval Petroleum Reserves in California	895W
Pittsburgh Energy Technology Center	895X
Pittsburgh Naval Reactors Office	895G
Schenectady Naval Reactors Office	895K
Economic Regulatory Administration Field Offices	895Y

c. Transaction Codes.

(1) System Record:

<u>Action Type</u>	<u>Code</u>
Delete	0
Add	1
Change	2

(2) Component Record:

<u>Action Type</u>	<u>Code</u>
Delete	3
Add	4
Change	5

- d. Unit Number Assignment. Each organization shall assign unit numbers within the following limits to each suborganization. Duplicate numbers shall not be used.

<u>Reporting Office</u>	<u>Assigned ADP-UNIT BLOCK</u>
Albuquerque Operations Office	0001-0499
Chicago Operations Office	0500-0799
	1000-1299
Idaho Operations Office	0800-0849
	0851-0899
Nevada Operations Office	0900-0999
Oak Ridge Operations Office	1300-1499
Pittsburgh Naval Reactors Office	1500-1599
Richland Operations Office	1600-1699
San Francisco Operations Office	1700-1799
Savannah River Operations Office	1800-1899
Schenectady Naval Reactors Office	1900-1999
Bonneville Power Administration	2000-2099
Southwestern Power Administration	2100-2149
Southeastern Power Administration	2150-2199
Western Area Power Administration	2200-2299

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Naval Petroleum Reserves-California	2300-2324
Naval Petroleum Oil Shale Reserves Colorado, Utah, and Wyoming	2325-2349
Morgantown Energy Technology Center	2350-2374
Pittsburgh Energy Technology Center	2375-2399
Assistant Secretary, Management and Administration	9951-9979
Office of Scientific and Technical Information	9000-9001
Energy Information Administration	9980

- e. ADPE/DS Manufacturer/System Codes. A compilation of ADPE/DS manufacturers and system designation shall be issued periodically as changes to the "ADPE/DS System Reference Manual." For manufacturers not listed, follow instructions contained in the manual. To expedite maintenance of the ADPE/DS Manufacturer Code Table, offices should provide to MA-24 the complete manufacturers name, address, phone number, point of contact, and system/machine designation for equipment not contained in the table. Requests for copies of the manual should be sent to MA-24.

- f. Acceptable Component Class Codes.

<u>Central Processors, Storage, and Related Equipment</u>	<u>Class Code</u>
Central processor	01
Magnetic tape unit	02
Magnetic core unit	03
Magnetic drum unit	04
Magnetic disk unit	05
Other storage devices (e.g., magnetic strip, card, chip)	06
Multipurpose control	07
Mass storage device	08
Card reader and/or punch	20
Paper tape reader and/or punch	21
Optical character recognition unit	22
Magnetic data recording unit	23
Magnetic ink character recognition unit	24
Data converter (e.g., analog to digital, digital to analog)	25
Media converter (e.g., card to tape, tape to card)	26
Plotter	27
Printer	28
Image handling unit	29
Display unit	30
Operator console and inquiry system	31
Control for multiple input/output channels; multiplexor and channel selector	32
Other system input/output and related controls	33

g. Ownership Code

<u>Ownership</u>	<u>Code</u>
Agency owned	1
Straight lease	2
Lease with option to purchase	3
Special lease plans (e.g., lease to ownership plan, lease with title transfer plan, installment purchase plan, or alternate payment plan)	4
GSA ADP fund leased	5

10. UNIT IDENTIFICATION SCHEDULE.

- a. Purpose. The unit identification schedule is to provide for clear identification of each new ADP unit. A standard format is provided for this schedule in the "ADPE/DS System Reference Manual" on page 3-62.
- b. ADP Unit Data Description.
- (1) Agency Code is a two-character alphabetic designation used to identify each Federal agency. The DOE code is "89."
 - (2) Reporting Organization Code is a two-character code to identify the intermediate agency level having management responsibility over the reporting ADP Unit. The code to be used shall be the code in the table on page 6, paragraph 9b.
 - (3) ADP Unit Number is a four-character code assigned from the table on pages 7 and 8, paragraph 9d. Each DOE ADP unit which submits ADPE/DS data is uniquely identified by one of the codes in this table.
 - (4) City is the name of the city where the ADP unit is located.
 - (5) ZIP Code is the code of the address and city where the ADP unit is located.
 - (6) State/Country Abbreviation is the two-digit State or country abbreviation standardized by the National Bureau of Standards in the Federal Information Processing Standards. The code is used to identify the State or country in which the reporting ADP unit is located. (FIPS PUBS 5-1 and 10-3.)
 - (7) ADP Unit Name is the clear text name of the organization that performs the ADP functions.
 - (8) Transaction Preparation Date is the date that the transaction is prepared for processing.

- (9) Deactivation. To deactivate a unit, provide a copy of the schedule with "deactivate" written or stamped across the top and provide the date of deactivation.
- (10) Street address or box number.
- (11) Name of contact person. This information is optional.
- (12) Commercial telephone number. This information is optional.

11. ADPE/DS STRUCTURE. The ADPE/DS will be composed of the following data elements. Detailed formatting instructions may be found in the "ADPE/DS System Reference Manual" pages A-2 through A-8.

a. System Record Data Description.

- (1) Agency and subagency code (four-character code) as specified on pages 5 and 6, paragraphs 9a and 9b;
- (2) Agency ADP Unit Code (four-character code) used to identify the ADP unit within the subagency as specified on pages 7 and 8, paragraph 9d;
- (3) System identification (two-character code assigned for each installed ADPE system at an ADP unit), manufacturer's code (three-character code assigned to each manufacturer), and the system designation number so established by the manufacturer (seven-character code);
- (4) Acquisition date (four-character code) showing year and month of original acquisition in the Federal inventory;
- (5) Fiscal year of expiration of planned system life (two-character code);
- (6) Fiscal year of next planned major replacement, upgrade, or augmentation (two-character code) with associated year of expiration of extended system life (if any) (two-character code).

b. Component Record Data Description

- (1) Agency ADP Unit Code - Repeat of 11a(2), above;
- (2) Component class (two-character code) represented by each system;
- (3) Component designation by manufacturer/type/model (11-character code);
- (4) Component ownership code (one-character code) as described on page 9,, paragraph 9g;

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- (5) Quantity of components in each ownership code (three-digit number);
- (6) Component cost in reported system: most recent purchase price in hundreds of dollars (six digits) and/or most recent monthly rental price in hundreds of dollars (four digits); and
- (7) Utilization percentage (two-digit number) average only for each ADP fund leased central processor unit.

BY ORDER OF THE SECRETARY OF ENERGY:



HARRY L. PEEBLES
Director of Administration