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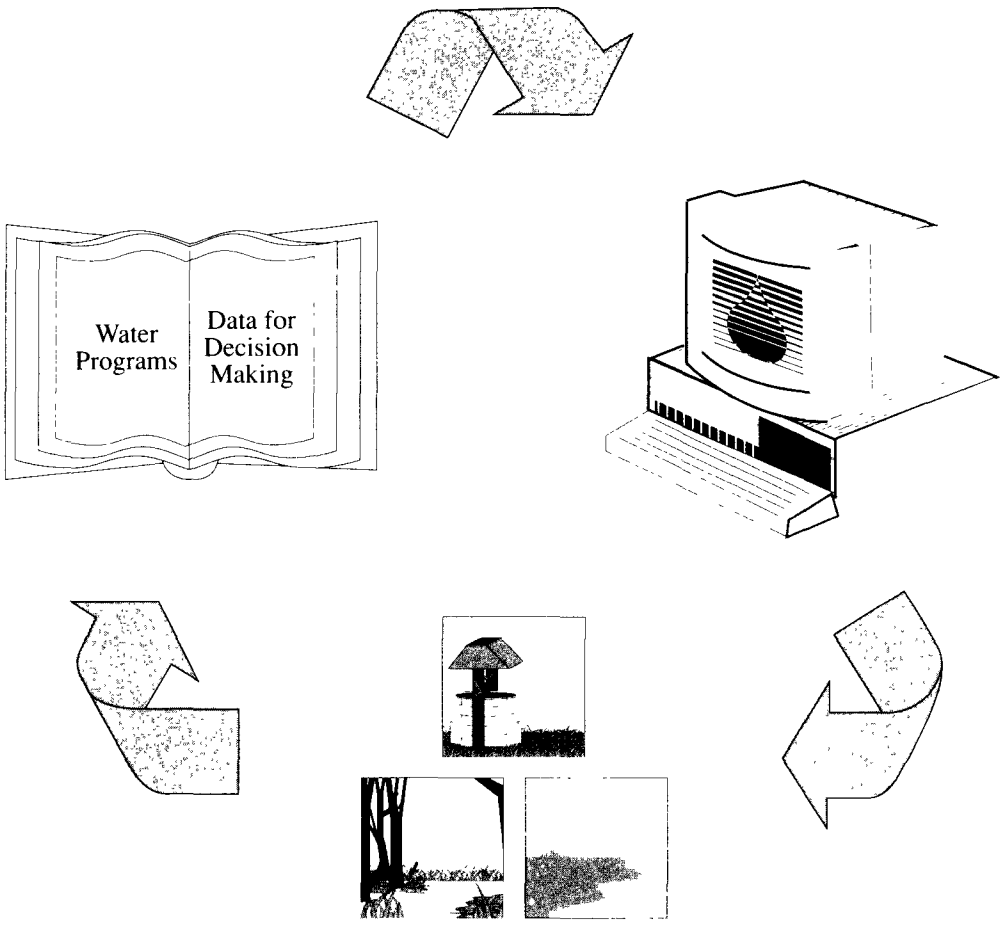
Office Of Water Administrative Systems Compendium



Information Resources Management:

Tools For Making Water Program Decisions

Acknowledgements

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I would like to thank the Administrative Systems contacts listed within the compendium who were instrumental in supplying information about the systems and reviewing the compendium.

Mary E. Blakeslee
Director
Office of Resources Management
and Administration

U.S. Environmental Protection Agency
Region 5, Library (PL-12J)
77 West Jackson Boulevard, 12th Floor
Chicago, IL 60604-3590

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Introduction

Overview

The use of office automation technology to improve staff productivity and facilitate information exchange among Water Program Offices is a key goal of the Water Program. The ability to meet this goal is improving as the number of Water staff with access to PCs increases. During Fiscal years 1989 and 1990, the number of PCs in the Water Program increased from approximately 300 to more than 600, providing virtually every OW employee with access to a PC. These workstations are potentially powerful management tools, and provide an opportunity for staff to automate many program and office management functions that are routinely done manually.

Prior to developing this compendium, the Water Program suspected that many people were not realizing the potential of their PCs for office automation tasks, and as a result, were not taking full advantage of their machines. The majority of the staff used their PCs primarily to create word processing files and spreadsheets. These are steps toward office automation; however, there is a wider range of PC-based tools that the Water Program can develop, including data base management systems, analytical models and various types of tracking systems.

In interviews conducted during development of the Office of Water Environmental and Program Information Systems Compendium, Office of Water staff indicated that many administrative systems are available throughout the Office of Water, but many staff are not aware of their availability. Subsequently, the Office of Water developed this document to assist Water Program staff in locating existing administrative systems that they can use to improve their productivity. Furthermore, the Office of Water believes that increased awareness of existing systems will result in resource savings since many existing systems can be modified to meet specialized requirements, reducing the need to develop costly customized applications.

Introduction

Purpose

A key purpose of this compendium is to provide a technical assistance tool to Water Program Managers, support staff, and PC site coordinators that increases their awareness of the types of routine office activities that can be automated and encourages increased use of automation by providing a listing of existing administrative systems in the Office of Water. Other objectives include: improved intra- and inter-office communication of office automation activities to reduce duplicative system development efforts, and more effective use of limited resources through cross-program coordination on administrative systems development. It is hoped that this document will serve as a starting point for cross-program dialogue on: additional administrative areas which might benefit from automation, joint assessments on information needed for applications in these administrative areas, and development of generic administrative systems that can be utilized across programs.

Process for Developing the Compendium

Interviews were held with approximately 100 Office of Water staff to determine the types of information systems currently used in each Division of each Water Program Office. Water staff worked closely in the development of this compendium to ensure that it accurately represents the administrative systems maintained by the Water Program. These staff provided background material and reviewed drafts of the system narratives for accuracy. Their contributions have helped significantly in ensuring that the compendium provides a clear and accurate summary of the purpose and content of each system.

How the Compendium is Organized

This compendium contains an inventory of approximately 100 administrative systems maintained by the Headquarters Water Program. The term "system" is defined as an ordered and comprehensive assemblage of information. Most, but not all, of the systems listed are automated. They have been organized into seven categories that reflect major administrative tasks carried out in the Water Program Offices. These categories are:

- Correspondence Systems
- Personnel Management Systems
- Project Management Systems
- Property and Equipment Inventory Systems

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- Publications Management Systems
- Regulation Development Systems
- Resource Tracking and Management Systems
  - -- Budget
  - -- Contracts
  - -- Resource Allocation Models
  - -- Training
  - -- Travel

A set of overview matrices serves as a tool with which users can quickly identify the types and numbers of administrative systems available in each of the seven Water Program Offices and target those systems that warrant further investigation. Each system entry contains the name of the system; the division in which it is located; whether the system is PC-based, mainframe-based, or non-automated; the type of software used; and a page reference where more detailed information can be found.

The main body of the compendium consists of a narrative section with short descriptions of each system contained in the overview matrix. Each system narrative provides the name of the system, the Program Office and Division responsible for its operation, the hardware and software used, and a point of contact. A brief description summarizes the purpose of and the type of information available from each system. The systems are arranged alphabetically under each major category within the narrative section.

This document is a companion to The Office of Water Environmental and Program Information Systems Compendium. That document contains descriptions of approximately 195 Water Program information systems in the following broad categories:

- Environmental and Program Areas
- Outreach (e.g., hotlines, clearinghouses, and bulletin boards)

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- Program and Information Management Tools (e.g., models, analytical tools, and access tools)

The Office of Water Environmental and Program Information Systems Compendium is available from the Office of Water.

OVERVIEW MATRICES
OFFICE OF WATER SYSTEMS INVENTORY
Administrative Systems

Category \ Office	Immediate Office	ODW	OGWP	OMEP	OWP	OWRS	OWEP	OMPC
Correspondence Systems	*Correspondence Tracking System* (RMAO, PC, dBASE; p.11) Correspondence Tracking System (WPO, PC, dBASE; p.11)	*Correspondence Tracking System* (CSD; Non-automated, p 9) *Correspondence Tracking System* (IO, PC; dBASE; p.10) *Correspondence Tracking System* (SPD; Non-automated; p. 10) *Correspondence Tracking System* (SPD/UICB; PC, PFS; p.10)	*Office Activities Tracking System* (OATS) (IO; PC; Lotus Agenda; p 13)	*Correspondence Tracking System* (IO; PC, dBASE, p 10)		*Correspondence Tracking System* (IO, PC; WordPerfect; p 12) *Correspondence Tracking System* (ITD; PC; WordPerfect; p.12) *Information Services Section Tracking System* (AWPD; Mainframe; TSO, p.12)	*Control Correspondence Log* (PD; PC; WordPerfect; p.9) *Correspondence Tracking System* (IO; PC; dBASE; p.11)	*Correspondence Control Tracking System* (IO; PC; dBASE; p 9)
Personnel Management Systems		*Bi-Weekly Personnel Status Report* (PDED; PC; WordPerfect; p 13) *Personnel Roster* (PDED; PC; WordPerfect, p.13)	*Personnel Tracking System* (GWMPS, PC, Lotus 1-2-3, p 14)			*Personnel Tracking System* (AED; PC; Lotus 1-2-3; p.14)	*Compressed Work Week Tracking System* (PD, PC; Lotus 1-2-3; p.13)	*Personnel Roster System* (PAD; PC; dBASE; p 14) *Personnel Status Report* (PAD; PC, dBASE, p.14)
Project Management Systems	*Office of Water Priority Workload Tracking System* (WPO, PC; dBASE/Clipper; p.15)	*Workplan Milestone Tracking System* (CSD; PC; dBASE; p.16)	*Office Activities Tracking System* (IO; PC; Lotus Agenda; p.13)	*Action Tracking System* (TSD; PC; dBASE; p.15)		*Division Activities Tracking System* (AWPD; PC; WordPerfect; p.15)	*Internal ATS Tracking System* (PD; PC; WordPerfect; p.15) *Regional Special Project Tracking System* (IO; PC; dBASE; p 16) *Work Assignment Manager Data Base* (IO; PC, dBASE; p.16)	

OVERVIEW MATRICES
OFFICE OF WATER SYSTEMS INVENTORY
Administrative Systems

Category \ Office	Immediate Office	ODW	OGWP	OMEP	OWP	OWRS	OWEP	OMPC
Property and Equipment Inventory Systems	*OW Immediate Office Hardware and Software Inventory* (RMAO, PC; dBASE, p 17)		*Property Inventory* (GWMPS, PC, Lotus 1-2-3, p.19)		*PC Inventory System* (IO; PC; Lotus 1-2-3; p 17)	*PC Inventory System* (AED; PC; Lotus 1-2-3; p.18) *PC Inventory System* (CSD; PC; Lotus 1-2-3; p 18) *PC Inventory Tracking System* (AWPD, PC, dBASE; p 18) *PC Tracking System* (ITD, PC, Lotus 1-2-3, p 18)	*PC Inventory for the Permit Division* (PD; PC; WordPerfect; p 17) *PC Inventory System* (ED; PC, dBASE IV; p.17)	*PC Tracking Inventory* (MCD; PC; dBASE, p.18)
Publications Management Systems		*Health Advisory Request Tracking System* (CSD, PC, dBASE/FoxBASE; p 20) *Mailing List for Lab Certification Bulletin* (TSD, PC, dBASE; p 20)	*Automated Mailing List* (GWMPS, PC, Avery List & Mail Plus; p 19) *Document Numbering System* (GWMPS, PC, dBASE; p 19) *Publications Distribution Tracking System* (GWMPS; PC; dBASE; p 21)			*Automated Mailing List for the Nonpoint Source Program* (AWPD; PC; dBASE; p 19) *Document Numbering System* (AED; PC, dBASE; p 20)	*Mailing List for the Pretreatment Quarterly Newsletter* (PD; PC, dBASE, p.21)	*Infrastructure Financing Publications Distribution List* (MFD, PC; dBASE, p 20) *Onsight/Oversight Mailing List* (PAD, PC; WordPerfect, p 21)
Regulation Development Systems						*Control and Receipt System for Public Comments* (AED; PC; dBASE; p.22)	*Regulation Status Tracking System* (PD, PC, Lotus 1-2-3; p 22)	

OVERVIEW MATRICES
OFFICE OF WATER SYSTEMS INVENTORY
Administrative Systems

Category \ Office	Immediate Office	ODW	OGWP	OMEP	OWP	OWRS	OWEP	OMPC
Resource Tracking and Management ⬇ **(Budget)**	*BUD 2 System* (IO; PC, dBASE, p 22) *PC&B System* (RMAO, PC, dBASE/Clipper; p.24)	*BUD 2 System* (PDED, PC; dBASE; p.22) *PC&B System* (PDED; PC; dBASE/Clipper; p 24) *Status of Funds System* (PDED; PC, Lotus 1-2-3; p 25)	*BUD 2 System* (GWMPS; PC; dBASE; p 22) *Internal Operating Budget Tracking System* (GWMPS, PC; Lotus 1-2-3; p.23) *PC&B System* (GWMPS; PC; dBASE/Clipper; p.24) *Printing Request Tracking System* (GWMPS, PC, Lotus 1-2-3; p 25)	*BUD 2 System* (PMSS, PC; dBASE; p.22) *Extramural Funds Tracking System* (PMSS; PC; dBASE/Lotus 1-2-3/ WordPerfect; p.23) *PC&B System* (PMSS, PC; dBASE/Clipper; p.24)	*BUD 2 System* (IO; PC, dBASE; p.22) *Headquarters AC&C Expenditures Tracking System* (IO; PC; Lotus 1-2-3, p.23) *PC&B System* (IO; PC; dBASE/Clipper; p.24) *Regional AC&C Expenditures Tracking System* (IO; PC; Lotus 1-2-3; p.25)	*BUD 2 System* (AED; PC, dBASE, p.22) *Internal Operating Budget Tracking System* (AED; PC; Lotus 1-2-3; p.23) *Intramural Funds Tracking System* (AWPD; PC; Lotus 1-2-3, p.24) *Intramural Funds Tracking System* (ITD; PC, dBASE; p.24) *PC&B System* (AED; PC; dBASE/Clipper; p 24)	*BUD 2 System* (IO; PC, dBASE; p.22) *PC&B System* (IO; PC, dBASE/Clipper; p.24)	*BUD 2 System* (PAD; PC; dBASE, p 22) *PC&B System* (PAD; PC; dBASE/Clipper; p.24)
(Contracts)		*Contract Expenditure Tracking Systems* (CSD; PC; Lotus 1-2-3; p.26)	*Contract Tracking System* (GWMPS; PC; Lotus 1-2-3, p.27)			*Contract Expenditure Tracking System* (AED; PC; Lotus 1-2-3, p 26) *Contract Monitoring System* (AWPD; PC; Lotus 1-2-3; p.27)	*Contract Tracking System* (ED; PC; Lotus 1-2-3; p.27) *Contract Tracking System* (IO; PC; Lotus 1-2-3; p 27) *Contract Tracking System* (PD; PC; Lotus 1-2-3; p.28) *Pretreatment Contract Tracking System* (PD; PC; Lotus 1-2-3, p 28)	*Contract Expenditure Tracking System* (PAD; PC; Lotus 1-2-3; p.26) *Corps of Engineers (COE) Tracking System* (PAD; PC, Lotus 1-2-3, p 28)

OVERVIEW MATRICES
OFFICE OF WATER SYSTEMS INVENTORY
Administrative Systems

Category \ Office	Immediate Office	ODW	OGWP	OMEP	OWP	OWRS	OWEP	OMPC
Resource Tracking and Management (Continued) **(Resource Allocation Models)**		*Public Water Systems Supervision Enforcement Workload Model* (SPD; PC; Lotus 1-2-3; p.29) *Public Water Systems Supervision Program Grant Allocation Formula* (SPD, PC, Lotus 1-2-3, p.29) *Public Water Systems Supervision Workload Model* (SPD, PC; Lotus 1-2-3, p 30) *UIC Workload Model* (SPD; PC, Lotus 1-2-3, p 30)		*Workload Model* (PMSS, PC; Lotus 1-2-3; p.31) *Workload Models* (PMSS; PC, Lotus 1-2-3; p 31)		*Workload Model for Section 106 Grants* (AED; PC, Lotus 1-2-3; p 31) *Workload Model for Water Quality Management, Water Monitoring, and Standards and Regulations FTEs* (AED, PC, Lotus 1-2-3, p 32)		*Construction Grants Outlay Model* (MCD, PC, BASIC; p 28) *ESP Regression Model 1 (Outlay Model)* (MCD, Mainframe, ESP; p 29) *Regression Model 2 (Outlay Model)* (MCD; PC, Time Series Process (TSP), p 30) *State Revolving Fund Outlay Model* (MCD, PC, BASIC, p 30) *Workload Model* (MCD, PC, Lotus 1-2-3, p 31)
(Training)		*Training Tracking System* (CSD/HEB/STB; Non-automated, p.32)					*Training Activity Tracking System* (ED, PC, dBASE IV, p 32)	
(Travel)	*Travel Tracking System* (RMAO; PC; Lotus 1-2-3, p 35)	*Travel Tracking System* (CSD; PC; Lotus 1-2-3; p 33) *Travel Tracking System* (SPD, PC, Lotus 1-2-3; p.34)	*Travel Tracking System* (GWMPS; PC, Lotus 1-2-3; p.34)		*Travel Tracking System* (IO, PC, Lotus 1-2-3; p 35)	*Travel Management System* (ITD, PC, dBASE, p.33) *Travel Tracking System* (AWPD, PC, Lotus 1-2-3; p 35)	*Travel and S&E Tracking System* (PD; PC; Lotus 1-2-3; p 33) *Travel Tracking System* (ED; PC; Lotus 1-2-3/dBASE IV; p.35)	*Travel Tracking System* (PAD, MCD, MFD; dBASE, p.34)

OW HQ Administrative Systems

Correspondence Systems:

- **Control Correspondence Log (PC, WordPerfect 4.2, OWEP/PD)**

  This system tracks controlled correspondence, particularly Congressionals. It contains the following information: who sent the correspondence, date received, staff assigned to respond, the date when the task was completed, and the date the response was sent to the Permit Division or OWEP Office Director for signature.

  Contact: Barbara Featherstone - (202) 475-9545

- **Correspondence Control Tracking System (PC, dBASE, OMPC/IO)**

  The purpose of this system is to track controlled correspondence. The following information is tracked: date received, who sent the correspondence, staff assigned to respond, date response was completed, and the date the material was sent to the Division Director, Office Director or AA for signature.

  Contacts: Carolina Hicks - (202) 382-5856 and Linda Brooks - (202) 382-5853

- **Correspondence Tracking System (Non-automated, ODW/CSD)**

  This system enables staff to track controlled correspondence, particularly Congressionals. Material assigned to Division Staff by the Division Director is also tracked. The system contains information on: the date the correspondence was received, who originated the correspondence, an identification code for each piece of correspondence received, the date a response is required, the staff assigned to respond to the correspondence, the date the response is completed and the date it is submitted to management.

  Contact: Jannell Young - (202) 382-7575

OW HQ Administrative Systems

Correspondence Systems (Continued):

- **Correspondence Tracking System (PC, dBASE, ODW/IO)**

  This system enables staff to track controlled correspondence, particularly Congressionals. It tracks information on the status of material sent to Divisions by either the Officer Director or Deputy Office Director.

  Contact: Beverly Cook - (202) 382-5508

- **Correspondence Tracking System (Non-automated, ODW/SPD)**

  The purpose of the system is to track responses to controlled correspondence received by the State Programs Division (e.g., Congressionals and other correspondence with deadlines). The system tracks the date material is received, staff assigned to respond, and the date material is signed or sent to management for signature.

  Contact: Carolyn Acklin: (202) 382-5522

- **Correspondence Tracking System (PC, PFS, ODW/SPD/UICB)**

  The purpose of this system is to track responses to controlled correspondence and other correspondence requiring responses by the UIC Branch (e.g., Congressionals). The system tracks the date the material was received, staff assigned to respond, and the date material is signed or sent to the management for signature.

  Contact: Pam Janifer - (202) 382-5530

- **Correspondence Tracking System (PC, dBASE, OMEP/IO)**

  The purpose of the system is to track responses to controlled correspondence received by OMEP, such as Congressionals and other correspondence that has deadlines. The system tracks the date the material was received, staff assigned to answer the correspondence, and the date the material is signed or sent to management for signature.

  Contact: Yvonne Turner - (202) 382-7166

OW HQ Administrative Systems

Correspondence Systems (Continued):

- **Correspondence Tracking System (PC, dBASE, OW/IO/RMAO)**

  The purpose of this system is to track controlled correspondence and to keep a record of all material distributed to RMAO staff requiring a response. The system tracks the date the material is received in the Office and the date an action was taken to address the material.

  Contact: Karen Perry - (202) 382- 5698

- **Correspondence Tracking System (PC, dBASE, OW/IO/WPO)**

  This system tracks controlled correspondence and keeps a record of all material sent to the AA and the DAA for signature. Correspondence for signature by the AA and the DAA is tracked from the date it is received until the date it is signed. Information tracked includes: the person making the inquiry, the date the inquiry was received, the staff assigned to respond, the date a response was received, and the date the response is signed and sent.

  Contact: June Price - (202) 382-5690

- **Correspondence Tracking System (PC, dBASE, OWEP/IO)**

  The purpose of this system is to track controlled correspondence, particularly Congressionals. Information maintained includes: the name of the person who sent the correspondence, date received, staff assigned to respond, date the response was complete, and the date the material was sent to the Office Director or AA for signature.

  Contact: Sharon Vanmeter - (202) 475-8488

OW HQ Administrative Systems

Correspondence Systems (Continued):

- **Correspondence Tracking System (PC, WordPerfect, OWRS/IO)**

  The purpose of this system is to track all correspondence (both controlled and non-controlled) received in the Immediate Office and to keep a record of all mail sent to the Director and Deputy Director of OWRS. Information contained in the the system includes: date received, control numbers (both OWRS assigned and others), due date, and current status.

  Contact: Georgette Brown and Shirley Harrison - (202) 382-7040

- **Correspondence Tracking System (PC, WordPerfect, OWRS/ITD)**

  The purpose of the system is to track responses to controlled correspondence, such as Congressionals, as well as other correspondence that has deadlines. The following information is tracked: the date the material was received, the person assigned to answer the correspondence, and the date the material is signed or sent to management for signature.

  Contact: Carol Swann - (202) 382-7120

- **Information Services Section (ISS) Tracking System (Mainframe, TSO, OWRS/AWPD)**

  The purpose of this system is to track the several hundred requests that ISS receives annually pertaining to water quality data systems. The system tracks the question asked, the information management system to which the question pertains, the date of the request, who responded to the question, the date of the response, and which data base was used to respond.

  Contact: Madeline Greene - (202) 382-7046

OW HQ Administrative Systems

Correspondence Systems (Continued):

- **Office Activities Tracking System (OATS) (PC, Lotus Agenda, OGWP/IO)**

  The purpose of the system is to track controlled correspondence and material distributed to the staff for the Office Director's signature. Information contained in this system includes: the date the material is received, the person originating the correspondence, the staff assigned to respond, and the date the response is sent.

  Contact: Vicki Gillespie - (202) 382-7077

Personnel Management Systems:

- **Bi-Weekly Personnel Status Report (PC, WordPerfect (being converted to dBASE), ODW/PDED)**

  The purpose of this system is to help track status of hiring new ODW employees. The system contains the status of personnel actions being processed at the Personnel Office. Once an effective date is provided by the Personnel Office, the action is dropped from the report.

  Contact: Deborah Gentry - (202) 382-2436

- **Compressed Work Week Tracking System (PC, Lotus 1-2-3, OWEP/PD)**

  This system contains information to help track the compressed work week schedule. Information maintained includes: employee's name, schedule, and any schedule changes over the course of the year.

  Contact: Frank Hall - (202) 475-9545

- **Personnel Roster (PC, WordPerfect (being converted to dBASE), ODW/PDED)**

  The purpose of this system is to track the employment status of employees in ODW. This system provides a monthly roster of current ODW employees and vacancies. The information is tracked by Divisions, Branches, and Sections.

  Contact: Deborah Gentry - (202) 382-2436

OW HQ Administrative Systems

Personnel Management Systems (Continued):

- **Personnel Roster System (PC, dBASE, OMPC/PAD)**

  This system contains the personnel records for each OMPC employee. Information on each employee includes: title, position, and employee type (e.g., permanent versus temporary). The system also tracks affirmative action, trends for hiring and attrition, and dates for within grade pay increases.

  Contact: Betty West - (202) 382-5807

- **Personnel Status Report (PC, dBASE, OMPC/PAD)**

  This system provides summary reports by date and by Division for the number of reassignments, promotions, resignations, retirements, or transfers in OMPC. The System enables OMPC to track the time required to complete particular personnel transactions.

  Contact: Betty West - (202) 382-5807

- **Personnel Tracking System (PC, Lotus 1-2-3, OGWP/GWMPS)**

  This system tracks the personnel recruitment process. The system contains information on the type and classification of the position being announced, when the recruitment package is sent to the Client Services Office of the Water Team, the closing date for the vacancy announcement, and the starting date for the applicant.

  Contact: Lynn Burger - (202) 382-7077

- **Personnel Tracking System (PC, Lotus 1-2-3, OWRS/AED)**

  This system tracks the job announcement process. The system contains information on the type and classification of the position being announced, the date the position announcement is sent to the Client Services Division, the closing date for the position, and ranking material.

  Contact: Donald Brady - (202) 382-5392

OW HQ Administrative Systems

Project Management Systems:

- **Action Tracking System (PC, dBASE, OMEP/TSD)**

  The system enables the Division Director to track action items and assignments. It contains information on when each assignment/action was initiated, the originator, completion dates, the staff lead, and other contacts necessary for the completion of the action.

  Contact: Betty Moore - (202) 475-7102

- **Division Activities Tracking System (PC, WordPerfect, OWRS/AWPD)**

  This system contains information on the status of staff assignments within the Division. The system tracks assignments made from outside the Division, who made the assignment, the topic of the assignment, to whom it was assigned, and any comments received.

  Contact: Barbara Williams - (202) 382-7040

- **Internal ATS Tracking System (PC, WordPerfect, OWEP/PD)**

  The purpose of this system is to track ongoing activities in OWEP. The system contains information on: key milestones, lead staff, and the dates the activity was completed.

  Contact: Frank Hall - (202) 475-8328

- **Office of Water Priority Workload Tracking System (PC, dBASE/Clipper, OW/IO/WPO)**

  This system tracks important Office of Water regulations, Reports to Congress, and other major documents. The system allows analysts and managers in the Water Policy Office (WPO) to oversee major Office of Water events. The system contains information for each priority (e.g., ATS or DA scoping list), regulation title, ATS number, next action, a comment field containing significant past actions, legal or judicial deadline, and Notice of Proposed Rule Making (NPRM) or final dates published in the Federal Register.

  Contact: Jack Clifford - (202) 382-5684

OW HQ Administrative Systems

Project Management Systems (Continued):

- **Regional Special Project Tracking System (PC, dBASE, OWEP/IO)**

  The purpose of this system is to track special projects submitted by Regions for funding and the amount of money being requested. In FY 1990, the system will be enhanced so that OWEP can link the funds granted to the amount requested and track the rate of spending against amount funded. OWEP intends to track the quality of the project developed against the specifications in the work plan.

  Contact: Ed Kramer - (202) 475-8494

- **Work Assignment Manager Data Base (PC, dBASE, OWEP/IO)**

  The purpose of this data base is to maintain information on the designated work assignment managers for OWEP's three support contracts. Mailing labels for mailings of invoices, monthly reports, award fee evaluation forms and other general correspondence are generated from this data base. In addition, this data base contains information on WAM training and certification.

  Contact: Ronald Coleman - (202) 475-8491

- **Workplan Milestone Tracking System (PC, dBASE, ODW/CSD)**

  The system tracks the major milestones contained in workplans for each Branch of the Criteria and Standards Division. Selected workplans are updated weekly and a report is disseminated at the ODW staff meeting. Work is underway to produce a tracking report covering all workplans. This system will be able to sort data by Branch, by due date, or by workplan number.

  Contact: Pat Minami - (202) 475-9598

OW HQ Administrative Systems

Property and Equipment Inventory Systems:

- **OW Immediate Office Hardware and Software Inventory (PC, dBASE, OW/IO/RMAO)**

  This system contains an inventory of the PCs in the Immediate Office. For each PC, it includes the type of machine, the EPA identification number, location and staff assigned, and software packages used. The same information is maintained for the Office's peripherals.

  Contact: Gloria Posey - (202) 382-3983

- **PC Inventory for the Permit Division (PC, WordPerfect, OWEP/PD)**

  The purpose of this system is to maintain a current inventory of PC equipment in the Permits Division of OWEP. The system tracks equipment by: individual to whom it is assigned, EPA identification number, type of keyboard, type of drive, monitor type, and the type of software in the system.

  Contact: Frank Hall - (202) 475-8328

- **PC Inventory System (PC, dBASE IV, OWEP/ED)**

  This system maintains an inventory of all the PC equipment in the Division. The equipment is classified by the individual to whom it is assigned, type of keyboard, type of drive, monitor type, and the type of software in the system.

  Contact: Roshell Whitley - (202) 475-8310

- **PC Inventory System (PC, Lotus 1-2-3, OWP/IO)**

  This system contains an inventory of PCs and associated hardware in OWP. For each PC, it includes the EPA identification number, the type of equipment, the location and staff assigned, and software packages used.

  Contact: Joan Warren - (202) 475-7796

OW HQ Administrative Systems

Property and Equipment Inventory Systems (Continued):

- **PC Inventory System (PC, Lotus 1-2-3, OWRS/AED)**

  The purpose of this system is to maintain a current inventory of PCs in the Division. This system contains information on: the serial numbers for PC, the location of the equipment, and to whom it is assigned.

  Contact: Donald Brady - (202) 382-5392

- **PC Inventory System (PC, Lotus 1-2-3, OWRS/CSD)**

  This system tracks the number of PCs in the Division, the serial numbers for each, the location of the equipment, and to whom it is assigned.

  Contact: Lowell Keup - (202) 475-7305

- **PC Inventory Tracking System (PC, dBASE, OWRS/AWPD)**

  The purpose of this system is to maintain the inventory of all PCs, peripherals, terminals and software in the Division. The following items are tracked: location, custodian, serial numbers, property number, manufacturer, and maintenance history.

  Contact: Cynthia Warner - (202) 382-7040

- **PC Tracking Inventory (PC, dBASE, OMPC/MCD)**

  This system contains an inventory of the type and number of PCs in the Division. For each PC, the system contains: EPA identification number, location, staff to whom it is assigned, and software packages installed.

  Contact: Jannie Latta - (202) 382-5837

- **PC Tracking System (PC, Lotus 1-2-3, OWRS/ITD)**

  The purpose of this system is to maintain an inventory of all PC equipment in the Division. The following items are tracked: location, custodian, serial numbers, and property numbers of all hardware and software.

  Contact: Eric Strassler - (202) 382-7120

OW HQ Administrative Systems

Property and Equipment Inventory Systems (Continued):

- **Property Inventory (PC, Lotus 1-2-3, OGWP/GWMPS)**

  The purpose of this system is to maintain a current inventory of furniture in OGWP. This system contains information on the number and type of furniture in OGWP, the location of specific pieces of furniture, and their serial numbers.

  Contact: Marty Gooding - (202) 382-7707

Publications Management Systems:

- **Automated Mailing List (PC, Avery List & Mail Plus, OGWP/GWMPS)**

  The purpose of this system is to facilitate the distribution of OGWP documents. This system stores names and addresses of 20 categories of persons to whom OGWP documents are sent. The system enables the user to sort and combine the lists in a variety of ways and prints them out in a variety of formats, including mailing labels.

  Contact: Jan Gallagher - (202) 382-7077

- **Automated Mailing List for the Nonpoint Source Program (PC, dBASE, OWRS/AWPD)**

  This system maintains a record of people receiving the technical bulletin "News Notes" and enables staff to generate labels for mailings. The system contains over 3,500 names and addresses.

  Contact: Hal Wise - (202) 382-7040

- **Document Numbering System (PC, dBASE, OGWP/GWMPS)**

  This system is used to assign numbers to each OGWP publication. It contains the name and EPA number for each document developed by OGWP. The system also allows OGWP to track publication requests by category of requester (e.g., EPA Headquarters or Regions, Other Federal, State, local, company, individual, International, Other). It also tracks submissions to NTIS.

  Contact: Jan Gallagher - (202) 382-7707

OW HQ Administrative Systems

Publications Management Systems (Continued):

- **Document Numbering System (PC, dBASE, OWRS/AED)**

  This system assigns numbers to OWRS publications. It contains the name and EPA number for each OWRS document.

  Contact: Beverly Randolph - (202) 382-5373

- **Health Advisory Request Tracking System (HARTS) (PC, dBASE/Foxbase, ODW/CSD)**

  The purpose of this system is to track requests for Health Advisory documents and requests to the Criteria and Standards Division for technical assistance. The system contains information on: who requests the information, topic of the request, and the guidance information sent to the requester.

  Contact: Jennifer Orme - (202) 382-7571

- **Infrastructure Financing Publications Distribution List (PC, dBASE, OMPC/MFD)**

  This list contains a constantly expanding list of names and addresses of individuals who receive the Clean Water Financing Update (formerly the SRF Update). This is a compilation of many smaller mailing lists from State and Federal governments, non-profit organizations, the academic community, and the private sector (primarily the financial and legal communities, consultants and engineers). For publications with narrower audiences (e.g., SRF program managers), the data base allows users to select only the groups they specify. A directory lists all categories of addresses (i.e., sublists) currently in the database.

  Contact: Tom Burson - (202) 475-8679

- **Mailing List for Lab Certification Bulletin (PC, dBASE, ODW/TSD)**

  The purpose of this system is to maintain a mailing list of Certified Officers and other interested persons who receive The Lab Certification Bulletin. Names and addresses of the Certified Officers reside in the system.

  Contact: Ed Glick - (513) 569-7939 or (FTS) 684-7939

OW HQ Administrative Systems

Publications Management Systems (Continued):

- **Mailing List for the Pretreatment Quarterly Newsletter (PC, dBASE, OWEP/PD)**

  The purpose of this list is to maintain a record of people receiving the quarterly pretreatment newsletter and to enable staff to easily generate mailing labels. This automated list contains the names of 1800 people who receive the newsletter.

  Contact: John Hopkins - (202) 475-9527

- **Onsight/Oversight Mailing List (PC, WordPerfect, OMPC/PAD)**

  This system contains names, addresses, and phone numbers of OMPC's operator training network. It includes Regional, State, and local staff as well as National Organization contacts. The system allows OMPC to selectively produce mailing labels for all or subsets of the names in the data base for mailing the OMPC newsletter, guidances, and other correspondence.

  Contact: John Flowers - (202) 382-5822

- **Publications Distribution Tracking System (PC, dBASE, OGWP/GWMPS)**

  This system keeps track of the number of requests received for each of the OGWP documents, the requester's name, the date of the request, the number of requests made, and when the request was filled. The system is used to help plan how many documents should be reprinted as well as areas of interest to the public.

  Contact: Jan Gallagher - (202) 382-7077

OW HQ Administrative Systems

Regulation Development Systems:

- **Control and Receipt System for Public Comments (CARPC) (PC, dBASE, OWRS/AED)**

  This system tracks responses received by OWRS on regulations for which public comment has been requested. For each regulation being tracked, the system contains a summary of comments and information on who submitted the comments. Information in the system can be accessed sequentially, by known author of comment, by known comment topic, and by any key word or string of key words designated by the Program Office. Additionally, reports can be generated summarizing all comments from a particular person and all persons who responded with the same comment.

  Contact: Chuck White - (202) 382-5411

- **Regulation Status Tracking System (PC, Lotus 1-2-3, OWEP/PD)**

  The purpose of this system is to track the progress of regulation development in OWEP. This system contains information on the development agendas for current regulation development Workgroups and the status of the regulation being developed from the initiation of the Workgroup through signature.

  Contact: Frank Hall - (202) 475-9545

Resource Tracking and Management Systems:

Budget:

- **BUD 2 System (PC, dBASE, Used by all Program Offices)**

  The purpose of this system is enable OW Program Offices to easily and electronically generate BUD 2 forms for use in the Agency budget development process. The system also allows analytical assessments to be completed. This system has been distributed to all of the OW Program Offices.

  Contacts: (OW/IO) Juanita Smith - (202) 383-6226; (ODW/PDED) Jane Ephremides - (202) 382-5513; (OGWP/GWMPS) Clare Donaher - (202) 382-5698; (PMSS) Ray Baum - (202) 475-8580; (OWP/IO) Joan Warren - (202) 475-7796; (OWRS/AED) Donald Brady - (202) 382-5392; OWEP/IO) Ed Kramer - (202) 382-5698; (OMPC/PAD) Valeria Martin - (202) 382-5835

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Budget (Continued):

- **Extramural Funds Tracking System (PC, dBASE/Lotus 1-2-3/WordPerfect, OMEP/PMSS)**

  The purpose of the system is to track extramural expenditures of each Division against its budgeted line item. The dBASE system shows a detailed expenditure, while the Lotus program and WordPerfect printout show a summary expenditure of the whole office.

  Contact: Ray Baum - (202) 475-8580

- **Headquarters AC&C Expenditures Tracking System (PC, Lotus 1-2-3, OWP/IO)**

  The purpose of this system is is track the expenditure of AC&C funds in OWP. The system contains a listing of all planned AC&C expenditures by OWP Divisions and the Immediate Office. It has a column for actual commitments and DCN number, purpose, title, and staff person. The system provides totals for each Division, the Immediate Office, and the office as a whole.

  Contact: Joan Warren - (202) 475-7796

- **Internal Operating Budget Tracking System (PC, Lotus 1-2-3, OGWP/GWMPS)**

  The purpose of this system is to enable staff to track and reconcile actual expenditures against those projected in the operating plan. This information system contains the annual approved operating plan and obligations/payments made against this plan on a monthly basis.

  Contact: Marty Gooding - (202) 382-7077

- **Internal Operating Budget Tracking System (PC, Lotus 1-2-3, OWRS/AED)**

  This system contains back-up information for the OWRS operating budget and expenditures.

  Contact: Donald Brady - (202) 382-5392

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Budget (Continued):

- **Intramural Funds Tracking System (PC, Lotus 1-2-3, OWRS/AWPD)**

  The purpose of this system is to track expenditures chronologically for all items covered under intramural funds. They can then be sorted by specific categories, by object class codes, and by document control numbers.

  Contact: Pat Wilkins - (202) 382-7040

- **Intramural Funds Tracking System (PC, dBASE, OWRS/ITD)**

  The purpose of this system is to track expenditures chronologically for all items covered under intramural funds. Expenditures can be sorted by specific categories, by branch, and by section.

  Contact: Carol Swann - (202) 382-7120

- **PC&B System (Personnel Compensation & Benefits) (PC, dBASE/Clipper, Used by all OW Program Offices)**

  The purpose of this system is to project and to track expenditures of dollars and utilization of FTEs. Each Program Office in OW has been provided with a PC&B system and maintains information within the system on their personnel and benefits expenditures. Each Program Office provides RMAO with a monthly report on their expenditures. They are able to use the system to run projection models.

  Contacts: (OW/IO) Juanita Smith - (202) 382-6226; (ODW/PDED) Susan Hancks - (202) 382-5513; (OGWP/GWMPS) Lynn Burger - (202) 382-7707; (OMEP/PMSS) Lois Canada - (202) 382-8580; (OWP/IO) Joan Warren -(202) 475-7796; (OWRS/AED) Donald Brady - (202) 382-5392; (OWEP/IO) Ed Kramer - (202) 475-8494; and (OMPC/PAD) Bernie Mason - (202) 382-5801

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Budget (Continued):

- **Printing Request Tracking System (PC, Lotus 1-2-3, OGWP/GWMPS)**

  This system is used to track printing requests in OGWP. It contains information on the number of printing requests and associated costs, and maintains a record by date of the total amount of funds remaining in this account.

  Contact: Jan Gallagher -(202) 382-7077

- **Regional AC&C Expenditures Tracking System (PC, Lotus 1-2-3, OWP/IO)**

  The purpose of this system is to track the expenditure of AC&C funds by the Regional Offices of OWP. The system provides totals for Regional AC&C expenditures held in OWP's allowance. The system does not list projects individually.

  Contact: Mary Hinton - (202) 475-7796

- **Status of Funds System (PC, Lotus 1-2-3, ODW/PDED)**

  This spreadsheet provides a monthly financial status on ODW spending. The report is broken down at the Branch and Division levels, and also includes a summary page. The report provides ODW with their current allowance, cumulative expenditures, percentage of allowances, and balances.

  Contact: Linda Burnside - (202) 382-7384

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Contracts:

- **Contract Expenditure Tracking System (PC, Lotus 1-2-3, OMPC/PAD)**

  The purpose of this system is to track the expenditure of dollars and hours for OMPC's LOE. The system contains information on the authorized amount of funds for the contract per option period, and lists this information for each individual work assignment in the contract. The amount of funds expended and the number of hours used are tracked monthly against the total dollars and hours for each work assignment.

  Contact: Karen James - (202) 382-5804

- **Contract Expenditure Tracking System (PC, Lotus 1-2-3, OWRS/AED)**

  Project Officers use this system to track work assignments by the number of dollars and hours that are assigned and spent, and by account.

  Contact: Debra Nicoll - (202) 382-5397

- **Contract Expenditure Tracking Systems (PC, Lotus 1-2-3, ODW/CSD)**

  The purpose of these systems is to track the expenditure of contract dollars in the service contract, and the expenditure of extramural funds as a whole. The Service Contract Report contains information on dollars expended by DCN and by work assignment number. The Extramural Funds Expenditure Report shows line items broken down by Division workplan number. Information available for each line item includes total dollars budgeted. Each amount budgeted is further broken down by Branch with the dollars spent and amount remaining totaled.

  Contact: Pat Minami - (202) 475-9598

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Contracts (Continued):

- **Contract Monitoring System (PC, Lotus 1-2-3, OWRS/AWPD)**

  This system tracks financial activities within work assignments and expenditures under the LOEs with the following contractors: Tetratech, Dynamac, and Woodward Clyde. The system contains information on: DCN numbers, Account numbers, amount of money originally available in each work assignment, and a monthly balance for each work assignment and the LOE as a whole.

  Contact: Paulette Ballard - (202) 382-7085

- **Contract Tracking System (PC, Lotus 1-2-3, OGWP/GWMPS)**

  This system contains information on the financial aspects of each LOE contract that OGWP manages. For each work assignment, there is information on the total dollar amount approved, the amount expended monthly, and the remaining balance for the project.

  Contact: Miriam Bomblad - (202) 382-7077

- **Contract Tracking System (PC, Lotus 1-2-3, OWEP/ED)**

  The purpose of this system is to track the funds expended under OWEP's LOE in the Enforcement Division. This system contains the following information: the name of the contractor, amount of funds in the contract, amount of funds allocated for each work assignment, name of each task assignment manager, and expenditures of funds against the total amount of funds in the contract.

  Contact: Elson Lim - (202) 475-8321

- **Contract Tracking System (PC, Lotus 1-2-3, OWEP/IO)**

  The purpose of this system is to track the status of Work Assignments under the LOE contract. Information tracked includes: dollars expended monthly on the contract against the contract total, completion date against milestones specified in the Statement of Work, and the products delivered against those specified in the Statement of Work.

  Contact: Ron Coleman - (202) 475-8491

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Contracts (Continued):

- **Contract Tracking System (PC, Lotus 1-2-3, OWEP/PD)**

  This system tracks both intramural and extramural funds and the amount of the funds committed versus uncommitted. This system contains information on: the contractor, the amount in the contract, expenditures against the total amount in the contract, and the name of the contract manager.

  Contact: Tim Dwyer - (202) 475-7056

- **Corps of Engineers (COE) Tracking System (PC, Lotus 1-2-3, OMPC/PAD)**

  The purpose of this system is to track the funds provided to the Army Corp of Engineers to perform water quality monitoring under an interagency agreement. This system tracks the funds allotted to the COE, distributed to twelve COE District Offices, and tracks against funds distributed.

  Contact: Karen James - (202) 382-5804

- **Pretreatment Contract Tracking System (PC, Lotus 1-2-3, OWEP/PD)**

  The purpose of this system is to track contractor expenditures on the pretreatment assignment. The system contains information on how many dollars and hours were expended against the total allotted for each task.

  Contact: John Hopkins - (202) 475-9525

Resource Allocation Models:

- **Construction Grants Outlay Model (PC, BASIC, OMPC/MCD)**

  The purpose of this system is to calculate multiple outlays based on obligations and outlay curves for the Construction Grants.

  Contact: Len Fitch - (202) 382-5858

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Resource Allocation Models (Continued):

- **ESP Regression Model 1 (Outlay Model) (Mainframe, ESP, OMPC/MCD)**

  The purpose of this regression-based model is to calculate how money will be paid out over a given fiscal year. Calculations are based on historical, quarterly obligations and outlays.

  Contact: Melanie LaForce - (202) 382-5828

- **Public Water Systems Supervision Enforcement Workload Model (PC, Lotus 1-2-3, ODW/SPD)**

  The purpose of the model is to distribute available FTEs among the Regions. The model computes the number of FTEs each Regions needs to operate its enforcement program for the year. The ratio of total needs to available resources is established for each Region in assigning available FTE resources. The model also estimates the number of each type of enforcement action that could be achieved with the available FTEs.

  Contact: Craig Damron - (202) 382-5556

- **Public Water Systems Supervision Program Grant Allocation Formula (PC, Lotus 1-2-3, ODW/SPD)**

  The purpose of the formula is to allocate PWSS grant dollars to the States, Territories, and Indian Lands. The formula computes the amount of grant dollars each is eligible for based upon several factors including: population, land area, and numbers of community and noncommunity systems.

  Contact: Craig Damron - (202) 382-5556

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Resource Allocation Models (Continued):

- **Public Water Systems Supervision Workload Model (PC, Lotus 1-2-3, ODW/SPD)**

  The purpose of the model is to distribute available FTEs among the Regions. Regional activities are listed, prioritized, grouped and weighed to establish total needs for the PWSS Regional Programs. The ratio of total needs to available resources is established for each Region in assigning available FTE resources.

  Contact: Craig Damron - (202) 382-5556

- **Regression Model 2 (Outlay Model) (PC, Time Series Process (TSP), OMPC/MCD)**

  The purpose of this regression-based model is to calculate how money will be paid out over a given fiscal year. Calculations are based on historical, quarterly obligations and outlays. This model will replace the mainframe-based model ESP Regression Model 1.

  Contact: Melanie LaForce - (202) 382-5828

- **State Revolving Fund (SRF) Outlay Model (PC, BASIC, OMPC/MCD)**

  The purpose of this system is to calculate multiple outlays based on obligations and outlay curves for the SRF.

  Contact: Len Fitch - (202) 382-5858

- **UIC Workload Model (PC, Lotus 1-2-3, ODW/SPD/UICB)**

  The purpose of this system is to provide program managers with a tool for making resource allocation decisions based on program priorities, resource needs, and actual performance. The model consists of two parts: 1) grant allocation for States; and 2) Regional FTE distributions.

  Contact: Jentai Yang - (202) 382-5542

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Resource Allocation Models (Continued):

- **Workload Model (PC, Lotus 1-2-3, OMEP/PMSS)**

  This system is used by Headquarters to help determine the FTE distributions for the Regions and Headquarters.

  Contact: Lois Canada - (202) 475-8580

- **Workload Model (PC, Lotus 1-2-3, OMPC/MCD)**

  The purpose of this model is to calculate FTEs for the coming year for the Regions. FTEs are calculated using a variety of factors such as: the number of projects in a Region, the number of projects in each project phase, and the size of the projects.

  Contact: Len Fitch - (202) 382-5858

- **Workload Models (PC, Lotus 1-2-3, OMEP/PMSS)**

  These automated models are used to determine the distribution of Regional Resources.

  Contact: Lois Canada - (202) 475-8580

- **Workload Model for Section 106 Grants (PC, Lotus 1-2-3, OWRS/AED)**

  The purpose of this formula is to allot Section 106 grant resources to the States, Territories, Interstate Agencies, and Indian Tribes based on the extent of their respective pollution problems. The allotment serves as a planning target as States develop annual work programs. The actual grant amount is negotiated by the Regions and States.

  Contact: Donald Brady - (202) 382-5392

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Resource Allocation Models (Continued):

- **Workload Model for Water Quality Management, Water Monitoring, and Standards and Regulations FTEs (PC, Lotus 1-2-3, OWRS/AED)**

The purpose of this model is to distribute available FTEs among the Regions. Regional activities are listed, prioritized, grouped and weighted to establish the total needs for these programs. The model is used to set priorities among activities and then to allocate available resources to the Regions.

Contact: Donald Brady - (202) 382-5392

Training:

- **Training Activity Tracking System (PC, dBASE IV, OWEP/ED)**

This system tracks training in the Division. Information in the system includes the names of persons who attended training in the current fiscal year, the type of training, the dates of training, and the amount expended on training.

Contact: Roshell Whitting - (202) 475-8310

- **Training Tracking System (Non-automated, ODW/CSD/HEB/STB)**

The system contains information on training activities within the Division, by Branch. Information tracked includes the name of person attending training, purpose of the training, dates of the training, and the cost of the training.

Contacts: (HEB) Sheila Holcomb - (202) 382-7571; (STB) Marcella Depont - (202) 382-3022; (IO) Denise Jackson - (202) 382- 7575

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Travel:

- **Travel and S&E Tracking System (PC, Lotus 1-2-3, OWEP/PD)**

  This system consists of two files: one for tracking travel expenses and one for tracking training expenditures. The travel component maintains the following information: the name of the traveler, destination, dates traveling, the DCN number, the amount approved on the TA, the amount actually expended, and a running total of the travel funds expended during the fiscal year versus the amount available. The training component contains information on: the name of the trainee, the name of the course, the dates of the course, the DCN number, the cost of the course and the amount approved on the TA, and a running total of the training funds expended during the fiscal year versus the amount available.

  Contact: Kim Ogden - (202) 475-8328

- **Travel Management System (PC, dBASE, OWRS/ITD)**

  This system contains information on the name of traveler, destination, dates of departure and return, the DCN number, the dollar amount approved on the TA, and the actual expenditure. The amount expended is tracked against the travel ceiling for the Division.

  Contact: Carol Swann - (202) 382-7120

- **Travel Tracking System (PC, Lotus 1-2-3, ODW/CSD)**

  This system contains information on travel in the Division, by Branch. Information tracked includes: the name and destination of the traveler, the amount of money approved on the TA, the amount of money claimed on the voucher, and a running total against the travel ceiling.

  Contact: Pat Minami - (202) 475-9598

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Travel (Continued):

- **Travel Tracking System (PC, Lotus 1-2-3, ODW/SPD)**

  The system tracks expenditures for both Branches within SPD. Information in the system includes: name and destination of the traveler, the amount of money approved on the TA, amount of funds actually expended on the voucher, and expenditures against the Division's travel ceiling. The UIC Branch maintains a separate accounting of their expenditures.

  Contacts: (IO) Murlene Lash - (202) 382-5522 and (UIC) Pam Janifer - (202) 382-5530

- **Travel Tracking System (PC, Lotus 1-2-3, OGWP/GWMPS)**

  The purpose of this system is to track OGWP travel expenditures. The system contains information on: the name and destination of traveler, the DCN number, the dollar amount authorized for the trip, and the actual expenditure. The amount expended is tracked against the travel ceiling.

  Contact: Marty Gooding - (202) 382-7077

- **Travel Tracking System (PC, dBASE, OMPC/All Divisions)**

  The purpose of this system is to track OMPC travel on a monthly basis. Information in the system includes: the traveler's name and destination, the dates traveled, the DCN number, the dollar amount approved on the TA, the amount actually expended, and the running balance against the travel ceiling. This system is distributed to each branch in the Division. The Branch Chiefs provide the Division Directors with a monthly travel status report.

  Contacts: (MFD) Valerie Barnes - (202) 382-7260; (MCD) Jannie Latta - (202) 382-5837; and (PAD) Carolina Hicks - (202) 382-5856

OW HQ Administrative Systems

Resource Tracking and Management Systems:

Travel (Continued):

- **Travel Tracking System (PC, Lotus 1-2-3, OW/IO/RMAO)**

  This system tracks travel activity within RMAO. It contains information on: the traveler's name, destination, dates of travel, amount of funds approved on the TA, and actual expenditures by the traveler.

  Contact: Gloria Posey - (202) 382-5698

- **Travel Tracking System (PC, Lotus 1-2-3/dBASE IV, OWEP/ED)**

  The purpose of this system is to track the expenditure of travel funds in the Enforcement Division of OWEP. This system contains: the name and destination of the person traveling, the DCN number, and an estimate and actual dollar amount expended on the trip. The system also tracks expenditures to date against the Division's travel ceiling in a given year.

  Contact: Beryl Roman - (202) 475-8310

- **Travel Tracking System (PC, Lotus 1-2-3, OWP/IO)**

  The system contains information on Office-wide travel. Information tracked includes: the traveler's name and destination, the amount of money approved on the TA, the amount actually expended on the voucher, and a running total against the travel ceiling.

  Contact: Joan Warren - (202) 475-7796

- **Travel Tracking System (PC, Lotus 1-2-3, OWRS/AWPD)**

  This system tracks the name and destination of the traveler, DCN number, the dollar amount approved for the TA, and the actual amount expended. The system also tracks expenditures to date against the travel ceiling in a given fiscal year.

  Contact: Pat Wilkins - (202) 382-7040

Acronyms

AA	Assistant Administrator
AAA	Associate Assistant Administrator
AC&C	Abatement Control and Compliance
ADP	Automated Data Processing
AED	Analysis and Evaluation Division (OWRS/OW)
ATS	Action Tracking System
AWPD	Assessment and Watershed Protection Division (OWRS/OW)
BASIC	Beginner's All-Purpose Symbolic Instructed Code
BUD-2	Budget Form 2
COE	U.S. Army Corps of Engineers
CSD	Criteria and Standards Division (both in ODW and OWRS/OW)
DA	Deputy Administrator
DAA	Deputy Assistant Administrator
DCN	Document Control Number
ED	Enforcement Division (OWEP/OW)
EPA	U.S. Environmental Protection Agency
FTE	Full Time Equivalent (workyear)
FY	Fiscal Year
GWMPS	Ground Water Management and Policy Staff (OGWP/OW)
HARTS	Health Advisory Request Tracking System
HEB	Health Effects Branch(CSD/ODW/OW)
IO	Immediate Office (OW)
IRM	Information Resources Management
ISS	Information Service Selection
ITD	Industrial Technology Division (OWRS/OW)
LOE	Level of Effort
MCD	Municipal Construction Division OMPC/OW)
MFD	Municipal Facilities Division (OMPC/OW)
NCC	National Computer Center
NPRM	Notice of Preliminary Rule Making
NTIS	National Technical Information Service

Acronyms

OATS	Office Activities Training System
ODW	Office of Drinking Water
OGWP	Office of Ground-Water Protection
OIRM	Office of Information Resources Management
OMEP	Office of Marine and Estuarine Protection
OMPC	Office of Municipal Pollution Control
OW	Office of Water
OWEP	Office of Water Enforcement and Permits
OWP	Office of Wetlands Protection
OWRS	Office of Water Resources and Standards
PAD	Planning and Analysis Division (OMPC/OW)
PC	Personal Computer
PC&B	Personnel Compensation and Benefits
PD	Permit Division (OWEP/OW)
PDED	Program Development and Evaluation Division (ODW/OW)
PMSS	Policy and Management Support Staff (OMEP/OW)
PWSS	Public Water Systems Supervision (SPD/ODW/OW)
RMAO	Resources Management and Administration Office (IO/OW)
S&E	Salaries and Expenses
SPD	State Programs Division (ODW/OW)
SRF	State Revolving Fund
STB	Science and Technology Branch (CDS/ODW/OW)
TA	Travel Authorization
TSD	Technical Support Division (both in ODW and OMEP/OW)
TSO	Time Sharing Option
TSP	Time Series Process
TVA	Tennessee Valley Authority
UIC	Underground Injection Control
UICB	Underground Injection Control Branch (SPD/ODW/OW)
WIC	Washington Information Center
WPO	Water Policy Office (IO/OW)

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