



# DATA TALK

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No. 1

## Interagency Agreement Policies and Procedures

Jim Obenschain

More and more federal, state and local government agencies will need access to EPA computer facilities as more EPA projects are computerized. The Intergovernmental Cooperation Act of 1968 (P.L. 90-577, Stat 1102) provides for such access. Chapters 4 and 6 of EPA's ADP Manual and EPA Order 1610.1A outline EPA's policies regarding access to EPA computer centers by other government agencies.

Before any non-EPA government agency can use the EPA computer centers, these steps must be followed to establish and implement an Interagency Agreement (IAG):

- The requesting agency should forward to MIDSD a proposed statement of work and a memorandum requesting an IAG, showing the appropriate management approval and commitment of funds by the user organization. If the requesting agency wishes, MIDSD will help in the preparation of this statement of work.
- If an overhead charge is applicable under EPA Order 1610.1A, Paragraph 9.b.4, this overhead rate should be incorporated into the statement of work for the proposed IAG.
- The proposed IAG will then be given to Betty Mingo at MIDSD. MIDSD will review the statement of work to ensure that it does not duplicate other projects or conflict with other plans, that it is in line with policies stated in the ADP Manual, and that it is in all respects technically sound.
- The proposed IAG will be sent to the DAA of the Office of Administration for signing. The IAG will then be returned to MIDSD. (The DAA of the Office of Administration is the only person authorized to sign IAG's for use of the EPA data centers.)
- MIDSD will next send the IAG to the IAG Office (Vince Jay) in the Contract Managements Division. The IAG Office will coordinate the IAG with the Office of Federal Activities and the Program Analysis Division and forward fully executed copies to the requesting agency, to the EPA office responsible for performing the work (MIDSD), to the Budget Operations Division, and to the appropriate EPA accounting office.
- The Budget Operations Division will increase suballowance holder 17 (Office of Administration) to the maximum amount of expected usage.
- The new customer will be given an account number for which the suballowance holder has been increased by the maximum amount of expected usage.
- For billing, a summary of charges will be sent quarterly to the Financial Management Division, unless the amount is not large enough to make billing worthwhile. If the charges are too small, they will be accumulated until the amount is large enough to bill.
- The Financial Management Division will prepare a Standard Form 1080, which is used to transfer funds from one federal agency to another. When this form is sent to the IAG user, the Financial Management Division will authorize MIDSD to spend the amount of money that has been billed.

- Assistant Administrators, Heads of Staff Offices, and Regional Administrators are authorized to execute Interagency Agreements subject to the limitations and procedures provided in Paragraph 8 of EPA Order 1610.1A.

These guidelines should be used when talking to non-EPA agencies about Interagency Agreements for use of EPA computer centers.

- All IAG requests containing detailed information about statements of work that will be with the data centers should be addressed to:

Donald W. Fulford  
Chief, Data Center  
NCC, U.S. EPA  
MD-34  
Research Triangle Park, N.C.  
27711

The proposed IAG will be reviewed before being sent to Betty Mingo at MIDSD in Washington, D.C.

- The Director of the NCC has determined that an IAG with the National Computer Center will have an overhead charge of 15 percent on computer runs only.
- For IAG information, call Bill Allen at the NCC (FTS 629-2123), or Jean Wilkinson at the WCC (FTS 755-0800).
- Any non-EPA government agency must obtain an IAG to acquire access to the EPA computer facilities. Federal agencies should contact the appropriate data center directly to obtain an IAG and access to that facility. State and local agencies must contact the Regional Administrator or the Laboratory Director.
- A new account number and user-ID/-password(s) will be established for the non-EPA user. Funds to cover computer usage for these new accounts will be added to the appropriate suballowance fund for accounting and billing.

- Monthly, each EPA office will monitor the IAG computer usage and charges for each of its non-EPA users and be responsible for any overruns created by these users. This monitoring is done so the non-EPA user can be advised when funds are almost exhausted.

## Changes in Telecommunications Support

Fred Kastner

### Elimination of 2000 bps RJE Support at NCC

Effective March 1, 1979, NCC will discontinue support of 2000 bps RJE access. In the place of 2000 bps (201-A modems), NCC will only support 4800 bps for dial-up RJE access. If you are now using a 201-A modem to access NCC at 2000 bps, you need to get a 201-B modem before March 1, 1979 to access NCC at 4800 bps. The NCC provides 4800 bps WATS lines (800-334-9761) and 4800 bps commercial lines (919-541-2094).

Questions or problems with this should be directed to Fred Kastner at the NCC (919-541-2932 or FTS 629-2932).

### Conversion to Full-Duplex 1200 bps Support

Due to the popularity, availability, and enhanced operating characteristics of 1200 bps full-duplex telecommunications access, NCC will not support 1200 bps half-duplex access after March 1, 1979. This means that the 202-type modems at NCC currently accessible via 549-8691 and FTS 629-2473 will be removed after March 1.

If you are currently dialing either of these numbers to access NCC, you need to make arrangements to replace your 1200 bps half-duplex modem or acoustic coupler (e.g., Anderson-Jacobson ADAC 1200) with a full-duplex type. Information regarding available procedures may be obtained from Fred Kastner at the NCC (919-541-2932 or FTS 629-2932).

# Life Cycle Training

Vic Cohen

The December EPA Data Talk introduced life cycle training as a new EPA training approach for NADPI. Here I want to expose EPA data processing users/management to the life cycle training model and its principles, show how it works, demonstrate its potential effectiveness in EPA, and urge its actual application for subsequent analysis.

The life cycle training model directs a variety of information systems and management training toward people with different backgrounds and capabilities. The model must be redeveloped for each new set of conditions.

This development procedure consists of six steps. The first three steps define and link the variables of audience (trainee) categories, courses (modules or mini-courses), and the phases (or events) of any given life cycle. For example, the audience categories could be project officer, contractor, user, and senior manager. The courses might be project management, security, data bases, and executive seminar. And the phases of a system life cycle could be called project initiation, feasibility study, system design, test and implementation, and maintenance and audit. These variables are used here because they are reasonably self-explanatory.

The fourth step is to determine where audiences and courses converge. For example, project officers will benefit from a course on project management. And all audiences, save senior managers, should review security considerations. (Senior Managers should have a security discussion during the Executive Seminar, but it need not comprise a separate course.)

Step five ties the audience-course linkage to a phase in the life cycle. The project officer will benefit most from a project management course taken during the feasibility study, in time to prepare for contractor management duties during system design. Likewise, project officers and contractors need a security

briefing during the feasibility phase, and users need security appreciation just prior to system acceptance.

The final step is to summarize the matrix content. These data are invaluable in designing programs of instruction, balancing attendee profiles, scheduling sessions, etc.

The matrix below portrays a five-phase system life cycle, but this can be easily expanded, as can the number of audience categories and courses. This matrix conforms to the life cycle we are now using. However, we are not limited to a system life cycle, but could overlay the matrix with a ZBB development schedule, program planning calendar, or whatever.

The life cycle training model has several advantages over traditional training approaches. The model gives structure and direction to a customized mix of training sessions that meet the specific needs of a single program office. It also guarantees the assessment of user/management

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## LIFE CYCLE TRAINING MODEL

AUDIENCE CATEGORY	COURSES PER AUD	COURSES OR SESSIONS			
		Proj Mgt	Data Base	Secur- ity	Exec Sem
Project Officer	3	FS	FS	D	
Contractor	3	FS	FS	D	
User	2		TI	MA	
Senior Manager	2				FS, MA

Audience per Course	2	3	3	1, 1
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## SYSTEM LIFE CYCLE PHASES:

PI - Project Initiation  
 FS - Feasibility Study  
 D - System Design  
 TI - Test and Implementation  
 MA - Maintenance and Audit

## NCC Highlights

Tom Rogers

✓ The overall stability at NCC continues to be excellent - almost unbelievable. For November, the NCC had only 14 failures, an all-time record. During this period, the NCC installed several system tapes as well as several hardware modifications. As of December 20, there have been only five failures for the month.

✓ In mid-December, a new disk subsystem was implemented on the floor system. This subsystem will be brought to full utilization over the next few weeks. A second system is planned for implementation during January and February.

✓ Recently, an outside computer security consulting firm reviewed the NCC. The results were generally favorable with some areas needing attention.

✓ The User Orientation Seminar has been quite successfully presented in Kansas City and Boston. It is presented monthly at RTP and Headquarters and will be presented at a user site if sufficient interest is shown.

## Network Update

Fred Kastner

Significant progress has been made in providing 1004 RJE access to NCC through the network facilities. The four test sites will undergo a test and acceptance period beginning January 2. Several sites, including New York, Seattle, and Minneapolis, are receiving priority attention to resolve repeated problems.

For 1200 bps (Bell 212 only) users in the RTP area, six Bell 212 modems have been installed at NCC for accessing either NCC (NCCMSPD) or WCC. That number is 541-2071.

## NADPI Project Management News Courses

Vic Cohen

NADPI's ADP Project Management course will be offered again this winter in RTP and Washington. This course, presented by Robert Gilbertson of Data Architects and formerly of the Harvard Business School, is a prerequisite for Applied ADP Project Management.

Applied Project Management, a new course, will commence at RTP in March and then proceed to Washington. This course is designed as a sequel to the Gilbertson course. Schedules of the project management curriculum will be distributed at a later time, probably in SIGNON.

## Nolan Study Seminar and Workshop Planned

Ed Franklin

MIDSD has scheduled a Nolan study seminar and workshop for February 9, 1979 at EPA Headquarters. The Nolan study is an assessment of the substantive content and effectiveness of EPA information systems, so this seminar and workshop should be of special interest to the EPA data processing community.

During the morning, a seminar is scheduled to present Nolan, Norton and Company's preliminary analysis, the status of this study, and some emerging issues. Workshop sessions following the seminar will allow EPA representatives to review and comment on Nolan's analysis of their organizational applications portfolio, and to relate each organization to Nolan's stage hypothesis.

For more information about the meeting and registration, contact Morris Yaguda or Ed Franklin at FTS 755-0811.

# DM&O

Development, Maintenance, and Operations Contract

Anne Parkis

EPA's use of the DM&O contract increased tremendously during the fall of 1978. Two hundred Computer Science Corporation (CSC) employees are now providing services to about 80 EPA project officers on 115 tasks. The EPA contract value now exceeds five million dollars.

To support this rapid increase in growth, CSC augmented and restructured the DM&O project organization to emphasize quality assurance and software management. CSC recently opened a new office in Ann Arbor to support the Motor Vehicle Emissions Laboratory. Other CSC offices supporting the DM&O contract are in Falls Church, Virginia and RTP. Through computer center facilities management tasks, CSC personnel also provide services on-site at laboratories in Athens, Gulf Breeze, Las Vegas, Corvallis, Grosse Ile and Narragansett, at Regional Headquarters in New York and San Francisco, and at EPA Headquarters in Washington, D.C.

The popularity of the DM&O contract results from its extensive technical scope and its short procurement cycle. Tasks-to-date cover a wide range of ADP services; however, the support is generally classified as research and analysis, system design and development, software conversion, software maintenance, documentation, or data entry/operations.

EPA Data Talk is published monthly by the National Computer Center, Management Information and Data Systems Division, for EPA personnel and contractors interested in general ADP topics.

Comments and suggestions are solicited and should be addressed to:

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Several DM&O tasks directly support EPA's emphasis on ADP standards and the sharing or exchange of data and software. Morris Yaguda from MIDSD, and Jack Sweeney and Dr. Richard Baker from Region 2 are the project officers for the common codes pilot study. This study will provide experimental data for analyzing the problems, costs, and benefits of a common naming and coding scheme for EPA information systems.

In the pilot study, an automated cross-reference file is being created for two facilities in New Jersey by extracting data, such as facility name, identification code and location, from multiple EPA data files. Records of the guidelines, control procedures, and hours spent will be maintained throughout the task. From this information, a comprehensive assessment will be made of the effort and money required to identify and maintain common data elements.

The pilot study parallels a feasibility study in progress for the Interagency Regulatory Liaison Group (IRLG), consisting of EPA and other agencies concerned with regulating chemicals. The feasibility study, scheduled for completion in the spring of 1979, requires the definition, introduction, and maintenance of standard names and codes for data elements common to information systems in all of the IRLG agencies. The experimental data provided by the DM&O pilot study will help in EPA's review and analysis of IRLG's feasibility study.

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awareness of information management and acknowledges that certain features of the project are more important than others and need repeating. In essence, the model focuses attention on the "human resource development" of the project team and on those considerations which become important at different times throughout the life of the project.

Certainly the model variables need expansion and refinement, and we need to validate and tune the approach by applying it to a program office. The life cycle training model could be a very effective training tool. But without an examination of it in practice, its use and acceptance will be minimal.

# Highlights from the WCC

Curt Lackey

✓ MIDSD is now reviewing a draft version of the WCC Policies and Procedures Handbook provided by COMNET. Selected users have been asked to comment. When complete, this document will provide a single reference source and guide for WCC operation and management.

✓ COMNET has been improving its management reporting to EPA. Suballowance holders are now receiving a Monthly Analysis Report and a comprehensive FY79 budget has been provided to MIDSD. A Computer Performance Evaluation Report has been received and will be the vehicle for pointing out system constraints. And a comprehensive equipment inventory has been received and is being reviewed.

✓ Version 3.1 of ALPHA was made available to the user community on December 6, 1978. The conversion to 3.1 proceeded smoothly with little adverse effect on the user community. Many people were in-

strumental in this effort, but special thanks should go to Lee Manning of the STORET group for assisting with ALPHA testing.

✓ The new 45-day DASD archiving policy was implemented at the end of November with noticeable results. The inconvenience to users caught by this change must be weighed against the increase in user and work space. Weighing the pros and cons has proven this new policy to be worthwhile.

The deadline for the March/April issue of EPA Data Talk is February 28, 1979. Contributions received after that date will be published at the discretion of the editor.

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