

APPENDIX A

EXPLANATION OF TERMS

Table I

1. ADP Unit with Computers: An ADP organizational unit using an equipment configuration which includes one or more electronic digital computers. In these cases the peripheral equipment and supporting punched-card equipment are included in the unit.
2. ADP Unit with Punched-Card Equipment Only: An ADP organizational unit using an equipment configuration which does not include an electronic digital computer but consists of punched-card equipment only.
3. Number of Computers: The number of computers (central processors) installed at the end of the fiscal year.
4. Man-Years: Represents the full-time equivalent of personnel who, as their principal occupation, are involved in the data processing function, such as the ADP unit supervisor, equipment operators, system analysts, programmers, maintenance engineers, and clerks. Excluded are headquarters or staff ADP personnel who are not directly associated with a specific ADP unit.
5. Operating Costs of an ADP Unit: Costs include salaries of civilian and military personnel identified in 4 above; equipment rentals; ADP services acquired from other Government ADP units or commercial sources which supplement the work of the reporting ADP unit; and other related costs such as maintenance of owned equipment and supplies.
6. Capital Costs of an ADP Unit: Costs include ADP equipment that is purchased and site preparation.
7. ADP Contractual Services Costs: The costs of ADP services (such as machine time, programming, and key-punching), which are acquired from governmental or commercial sources by organizational components that do not have ADP units, and which are therefore not included in the operating costs of an ADP unit.

Tables II, III, and IV

1. Bureau, Office, or Command: The principal organizational component which has responsibility for the ADP unit in a department or agency.
2. Location: The Standard Metropolitan Statistical Area (as defined and published by the Bureau of the Budget) in which the computer is located. If located outside such areas, the city and state are shown; locations outside of the United States are shown by country only.
3. Use Code: The principal area of computer application as identified by the following letters:
 - A: administrative-service-type applications, such as payroll and personnel accounting.
 - P: program-type applications, such as military supply management, and social security claims administration.
 - S: scientific and engineering-type applications.
 - C: classified applications.
 - X: other applications.
4. Hours Used Per Month: Operating time, including rerun and program testing time, but excluding scheduled or unscheduled maintenance time and idle time.

NOTE: The information under the columns headed "Purchase or Lease," "Use Code," and "Hours Used Per Month" reflects the status as of June 30, 1962, except for those computers shown only in the fiscal year 1961 or fiscal year 1963 columns in which case the information is as of the date of removal or June 30, 1963, respectively.