

5.0 MANAGEMENT TECHNIQUES

5.1 MANAGEMENT REPORTING

The Office of Manned Space Flight and its Centers have applied classical management techniques and, where necessary, developed new ones for the management of computer resources. These techniques include methods for the acquisition, control, utilization, and sharing of computer resources. In order to administer the computer resources and meet overall objectives, management review and reporting systems have been established at all levels of management throughout NASA Headquarters and its field installations.

"Management Procedures for Automatic Data Processing Equipment," NHB 2410.1, issued by OTDA, establishes the policies and procedures for use throughout NASA for the management of computer resources. This document defines the responsibilities of the Deputy Administrator, the Associate Administrator for Tracking and Data Acquisition, the Headquarters Institutional Directors, and the directors of the field installations. It also promulgates requirements for the Annual ADP Planning Document and the ADP Equipment Acquisition Plan, as well as establishing guidelines for the selection, acquisition, and utilization of category-A equipment.

The three major reporting systems currently in existence for controlling computer resources are the ADP Annual Planning Document, Bureau of the Budget (BOB) Circular A-55 Reports, and the Program Operating Plans (POP).

The most comprehensive of the computer reporting systems is the Annual ADP Planning Document. This document covers all known equipment actions for the current and budget years, identifies all costs associated with the equipment, and includes complete justification for its use and need. It provides the actual utilization for the past year and estimates for the current and budget years. It shows funding requirements for all 3 years and includes a section for long-range plans.

The BOB Circular A-55 submission is an annual report required by BOB. This report is also updated with quarterly summaries. This document, which is prepared at the Centers, shows the status of each computer for the past, current, budget, and budget-plus-one years. This status shows cost range, whether the computer is purchased or leased, and the actual or estimated (for future years) average number of hours in service. In addition, it supplies planning data in the areas of