

(8) assessing the need for, and the potential impact of ADP standardization and research activities, based on a more comprehensive picture of current and projected ADP operations;

(9) providing comprehensive and timely data to facilitate internal management decisions; and

(10) establishing and maintaining a perpetual inventory data bank for electronic data processing equipment at the General Services Administration for Government-wide use and at agency level for data appropriate for internal use.

3. *Scope.*—This Circular is applicable to certain organizations and equipment as follows:

(a) *Organizations.*—Inputs to the ADP Management Information System are required from all Federal agencies having organizations or ADP units which—

(1) use or plan to use ADP equipment;

(2) acquire or plan to acquire ADP services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programming; training; and studies or advice on equipment acquisition, selection and use) from Government or other sources;

(3) have organizational components which perform ADP functions such as coordinating ADP programs and activities; developing, programming, and implementing systems; reviewing, recommending, or selecting ADP equipment; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units;

(4) have Government contractors, including educational institutions and other not-for-profit contractors or organizations, who operate ADP equipment in the performance of work under cost reimbursement-type contracts or subcontracts when—

(a) equipment is leased and the total cost of leasing is to be reimbursed under one or more cost reimbursement-type contracts; or

(b) equipment is purchased by the contractor for the account of the Government or title will pass to the Government; or

(c) the equipment is furnished to the contractor by the Government;

or

(d) the equipment is installed in Government-owned, contractor-operated facilities.

(b) *Contractor cognizance.*—Information required on ADP equipment owned or leased by a contractor will be reported by the agency having primary contract administration cognizance or, in the absence of an assignment of primary cognizance, by the agency having the preponderance of business with the contractor in terms of dollar value of contract sales.

(c) *Automatic Data Processing equipment (ADPE).*—This includes general purpose electronic data processing equipment (EDPE) and punch card accounting machines (PCAM or EAM) irrespective of use, application, or source of funding and includes ADPE built to Government specifications. These are defined as follows:

(1) *EDPE.*—A machine or groups of interconnected machines consisting of input, arithmetic, storage, output and control devices which use electronic circuitry, operate on discrete data, and perform computations and logical operations automatically by means of internally stored or externally controlled programmed instructions. All peripheral or off-line data processing equipment in support of EDPE, except PCAM as defined below, is included in the electronic data processing equipment category.

(2) *PCAM.*—Machines and equipment primarily electro-mechanical in operation using punched cards as input-output media to record, verify, sort, list, tabulate, select, collate, merge, interpret, and total data.

4. *Coverage.*—The ADP Management Information System requires recurring inputs on ADPE Inventory, EDPE Utilization, Summary ADP Manpower and Cost, and EDPE Acquisition History from all Federal agencies which meet the criteria specified in this Circular but recognizes that electronic data processing equipment operates under a wide variety of environmental conditions and that valid reasons exist to establish management classifications for certain categories of computers. These categories do not limit the implementation or management of Government-wide programs concerning the improved management of data processing. These classifications provide partial or full reporting exemptions as follows: