

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 137

November 13, 1987

SUBJECT: Administrative Series
Part 376 Automated Data Processing (ADP)
Chapter 1 ADP Policies and Responsibilities

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes general policies and responsibilities for the management of the Minerals Management Service (MMS) ADP program.


Director

FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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Information Analysis Branch
Information Resources Management Division
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Part 376 Automated Data Processing (ADP)

Administrative Series

ADP Policies and

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1. Purpose. This chapter establishes general policies and responsibilities for the management of the Minerals Management Service (MMS) ADP program.
2. Objectives. To serve as a policy reference and guide to all MMS employees involved in ADP activities by providing an overview of the MMS ADP program, providing reference to MMS policy on specific ADP elements, and identifying those persons/groups within MMS which have ADP responsibilities.
3. Authority.
 - A. Departmental Manual, 306 DM 1, ADP Responsibilities, Policies, and Definitions.
 - B. Departmental Manual, 306 DM 2, ADP Management Plans.
 - C. Departmental Manual, 306 DM 3, ADP Software/System Project Management.
 - D. Departmental Manual, 375 DM 19, Information Resources Security Program.
4. Reference.
 - A. MMS Manual (MMSM) 306.7, ADP Security; MMSM 306.7-H-2, Guideline for Preparing a Continuity of Operations Plan; and MMSM 306.7-H-3, Preparing a Physical ADP Security Plan.
 - B. MMSM 110.3, Information Resources Management Division Organization.
5. Policies. The following statements are the general policies governing the development and utilization of automated data processing in the MMS. Specific policies relating to ADP activities are contained in separate manual chapters devoted to these subjects. The general MMS ADP policies are:
 - A. ADP capability will be developed and utilized in the MMS in accordance with developed and approved ADP management plans.
 - B. Specific security procedures will be adopted by each ADP installation, in compliance with MMSM 306.7, to protect sensitive or privileged information pertaining to individual, industry, or governmental entities.

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C. Economic analyses will be conducted whenever ADP investments are planned and ADP acquisition or development projects are implemented. They will also be used as an evaluation tool in assessing the cost effectiveness of existing information resources assets and operations.

D. Only that information necessary to implement an officially approved or legislated departmental program will be gathered. Data bases and ADP records will contain only that information necessary to accomplish legitimate, official MMS programs. Records will be maintained and disposed in accordance with the approved MMS records disposition schedule.

E. ADP equipment and ADP systems will be used wherever they can result in more effective or economical operations.

F. Excess property will be considered as the first source of supply of ADP equipment. The objective is to obtain the maximum effective and economical utilization of property already owned or leased by the Federal Government.

G. MMS ADP resources will be shared with other Federal Government Agencies when such sharing will not be significantly detrimental to the effective accomplishment of MMS ADP applications.

H. Intra- and inter-Bureau joint usage of ADP equipment, software, and ADP services is encouraged in order to achieve greater economies, better utilization, and improved management control.

I. Information on ADP programs, techniques, or procedures will be exchanged with other organizations within the Department as well as with other Federal Government Departments or Agencies.

J. Close liaison with representatives of the data processing industry, participation with users' groups, and attendance at technical conferences and seminars is encouraged to maintain familiarity with the state of the art.

K. Departmental policies and procedures relating to ADP activities and elements will be adhered to.

6. Responsibilities.

A. The Director is responsible for:

(1) Providing leadership and coordination of ADP activities in the MMS, and for implementing Federal Government and Department ADP policies, programs, and procedures.

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(2) Approving or recommending to appropriate departmental levels, all requests for the initiation of new development or enhancements of major application systems.

(3) Establishing a method to achieve the necessary MMS management participation in the ADP planning process.

(4) Designating a single Bureau ADP Manager to be responsible and accountable for the Servicewide ADP program and its progress in relation to Department and MMS objectives.

B. The Associate/Assistant Directors, Chiefs of the Offices of Congressional and Legislative Affairs and Minerals Management Information, Service Equal Opportunity Manager, Regional Directors, and Administrative Service Center Managers are responsible for:

(1) Ensuring that MMS ADP policies are implemented and standards are met within their program areas.

(2) Establishing an organized program to carry out ADP activities.

(3) Executing proper planning of ADP activities to ensure compatibility with Department and MMS goals and objectives.

C. The Associate/Assistant Directors are also responsible for designating an ADP Manager to serve as a single point of contact for the Bureau ADP Manager and naming other organization representatives as necessary to carry out program ADP activities.

D. The Assistant Director for Administration has primary responsibility to the Director for guidance and management of MMS ADP policy, procedures, and programs.

E. The Bureau ADP Manager's responsibilities are listed below. These responsibilities are carried out by the Chief, Information Resources Management Division.

(1) Establishing Bureau procedures for developing, reviewing, and modifying/updating an ADP management plan.

(2) Developing ADP policy and procedures.

(3) Assuring effective management of all MMS ADP resources and adherence to appropriate Federal and departmental standards in development and implementation of ADP systems and applications.

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(4) Reviewing, as appropriate, requests for approval to acquire ADP equipment, software, and ADP services to ensure that they are in conformance with the MMS ADP management plan and represent the most appropriate approach from the technical, financial, and managerial viewpoints.

(5) Establishing and carrying out a program of continual evaluation and review of ADP activity.

(6) Maintaining cognizance of the total ADP environment and continually reassessing the impact of changes in technology, legislation, and management policy on MMS missions and functions.

(7) As appropriate, obtaining assistance from or providing assistance to user organizations in designing, developing, implementing, operating, maintaining, modifying, and managing ADP software/systems in a manner responsive to identified needs.

(8) Assuring that approved ADP software/systems requirements will be periodically reassessed during a project to evaluate trade-offs among performance, schedule, and cost objectives.

(9) Negotiating and managing agreements for sharing ADP resources with other Bureaus/Offices and other Federal Government Agencies.

(10) Developing and overseeing an MMS ADP standards program.

(11) Establishing criteria which require Director's review of major projects in the initiation, preliminary analysis, or project study phases.

(12) Administering an ADP security program.

(13) Assuring proper use of excess and surplus ADP equipment as specified in the policies of the Federal and departmental policies, programs, and procedures.

(14) Developing and managing an MMS program to identify long-range ADP equipment acquisitions.

(15) Establishing and managing a program to ensure effective life cycle management of ADP information systems, including records maintenance and disposition.

F. The ADP Review Council is comprised of the Assistant and Associate Directors and the Assistant to the Director and reports

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to the MMS Director. The Chief, Information Resources Management Division, is the Executive Director. The Assistant Director for Administration is the Council Chairman. The charter of the ADP Review Council is included as an appendix to this chapter. The Council will:

- (1) Advise the Director on the conduct of ADP activities within the MMS so that current and future information systems support the goals and objectives of the MMS.
- (2) Recommend ADP policies and standards for the Director's approval.
- (3) Review the MMS ADP planning process and endorse a periodic MMS ADP Strategic Plan.
- (4) Review all ADP acquisitions and systems development requests within specified thresholds.
- (5) Review the progress of Servicewide ADP projects.
- (6) Direct special projects and studies concerning ADP activities.

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Charter
ADP Review Council

1. Purpose.

This charter defines the purpose, scope, and responsibility of the ADP Review Council.

2. Scope.

This charter applies to the entire Bureau.

3. Authority.

A. 308 DM1.4, Committee Management

B. The ADP Review Council is established under the authority of the Director in conjunction with the Under Secretary's July 3, 1985, correspondence with the Office of Management and Budget.

4. Background.

Information systems support all major mission functions of the Minerals Management Service (MMS), and a significant portion of the resources of the MMS are spent on these systems. To ensure these resources are used wisely, a mechanism is needed to coordinate Bureauwide planning for ADP activities and to monitor the progress of these activities.

5. Responsibility.

Advise the Director on the conduct of ADP activities within the MMS so that current and future information systems support the goals and objectives of the Bureau.

A. Recommend ADP policies and standards for the Director's approval.

B. Initiate the preparation of an MMS ADP plan.

C. Recommend an MMS ADP plan for the Director's approval.

D. Review all ADP acquisitions and systems development requests that exceed \$100,000.

(a) Requests from \$100,000 to \$249,999 require a written review by ADP Review Council members.

(b) Requests over \$250,000 require an oral presentation made by the requestor(s) to the Council. The Council will respond in writing.

(c) Any ADP topic that member(s) believe to be significant, regardless of dollar value, can be brought to the Council for review.

E. Review the progress of Bureauwide ADP projects.

F. Direct special projects and studies concerning ADP activities.

6. Representation.

The Council will be comprised of the Assistant and Associate Directors, and the Assistant to the Director. The Chief of the Information Resources Management Division will be the Executive Director. The Chairman will be the Assistant Director for Administration.

7. Meetings.

A. At the end of each Council meeting, the next meeting date will be determined and agreed upon by the Council. If an ADP issue arises, an additional meeting may be called.

B. Council meetings will be called by the Chairman.

C. The Executive Director will prepare a proposed agenda prior to each meeting and prepare minutes.

D. Substitutes attending Council meetings are not voting members of the Council.

8. Reporting.

The Council will report to the Director.

9. Type of Organization.

Permanent. The charter will be reviewed annually.

10. Staff.

Provided to the Chairman by the Executive Director. Council members will use their own staff when necessary.

11. Subcommittees.

The Chairman may, with the consent of the Council members, appoint ad hoc task groups to conduct special projects, reviews, and studies.

Concurred:


Director

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(Date)

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