

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6609.12 – ADP Technical Approval Handbook
Zero Code**

Amendment: 6609.12-1991-1

Effective date: September 03, 1991

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change:

Superseded Document(s): Entire Handbook issued August 1986; Title Page; 00—1 thru 23

Digest: Following is an explanation of the changes throughout the directive by section.

This amendment is a reissuance of FSH 6609.12 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This amendment makes no substantive changes to the text. The only changes made are those necessary to meet new format requirements or to correct spelling, punctuation, or unit names.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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This handbook provides guidelines for preparing technical approval requests for automated data processing (ADP) services, hardware, software, and maintenance. This handbook deals with the technical approval documentation requirements for all ADP acquisitions.

01 – Authority

Federal policies and procedures governing the management of ADP are contained in the Federal Information Resources Management Regulations (FSH 6309.33, FIRMR). These regulations describe acquisition procedures in detail.

Departmental Regulation 3130-1, Technical Approval for IRM Products and Services, provides additional rules on ADP facilities acquisition.

02 - Objectives

1. To obtain technical approval for ADP products or services.
2. To determine the scope of the effort necessary to justify proposed acquisitions.

03 – Policy

The Forest Service shall grant technical approval for requested facilities only if the request is accompanied by supporting documentation described in this handbook.

See FSM 6615 for a description of technical authorization policy and delegation for automated data processing and data communications. Requirements for special telephone equipment and services are in FSM 6240. See FSM 6620 for a description of the broader systems management process.

04 – Responsibility

Line officers are responsible for the preparation of documentation supporting the acquisition of automated systems developed and operated within their areas. The Director of the Washington Office, Computer Sciences and Telecommunications Staff shall review requests that require General Services Administration (GSA), Department of Agriculture, or Washington Office technical approval to determine whether such requests have the required documentation as well as adequate justification.

05 - Definitions

1. Acquisition Cost. Total expected recurring and non-recurring costs for an automated information system or component of one brought into the Government inventory or made available by any form of contract for Government or a contractor operation over the system's life. This includes facility modification and other costs associated with acquisition related contracts.

2. Automated Data Processing Equipment. General purpose, commercially available, automatic data processing components and the hardware systems created from them, commonly referred to as ADPE, regardless of size, use, capacity, price or method of acquisition. Three categories have been established:

- a. Computers. Programmable electronic digital, analog, and hybrid computing devices and related components, such as high-speed memory and bulk magnetic storage units. The category includes user programmable (intelligent) input/output terminals but excludes hand-held electronic calculators and nonprogrammable desk top calculators.
- b. Accessory Equipment. Devices that extend or support computer systems. The category includes nonprogrammable or fixed program (dumb) input/output terminals, printers, plotters, tape cleaners and testers, optical mark or character recognition equipment, and source data automation recording equipment, such as digital scales and other data acquisition devices.
- c. Word Processing Equipment. Devices used for manipulation of textual material through the use of a keyboard capable of controlled storage, retrieval, and automated typing.

3. Automated Data Processing Services. Computation or manipulation of data by computers in support of administrative, financial, communicative, scientific, and other similar data processing applications. This term includes teleprocessing (including remote batch) and local batch processing.

4. Automated Data Processing Supplies. "Consumable" items designed specifically for use with automated data processing equipment, such as continuous forms, page reader and optical character reader forms, printer ribbons, magnetic tape, disk packs, paper tape, and cards.

5. Automated Data Processing Support Services. Services, except maintenance services, that are adjunct and essential to automated data processing activities but that do not involve the actual computation or manipulation of data by a computer. This term includes source data entry, computer output micro-filming, conversion, training, studies, facilities management, systems analysis and design, programming, equipment operation, and computer performance evaluation.

6. Automated Data Processing Equipment Maintenance. The examination, testing, diagnosis, repair, or parts replacement function done to reduce the probability of equipment malfunction or outage (preventive maintenance) or to restore equipment to proper operating status (remedial maintenance) or the modification of equipment to improve quality or extend performance (field engineering change).

7. Augmentation. The purchase or lease of equipment components to extend or otherwise upgrade previously acquired automated data processing equipment. Replacement of a Central Processing Unit with a higher capacity or otherwise improved model is not considered to be augmentation.

8. Bundled. When software products or services and/or equipment maintenance services are included with equipment and not priced separately.

9. Critical Information. Information which, if lost for more than 2 days, would significantly reduce the services provided to the public or diminish certain functions is critical.

10. Data Communications. Service and equipment for electronically transmitting data between terminals and computers or between computers via any communications facility. This includes Federal or commercial line service, value-added network service, and line conditioning.

11. Life Cycle Cost. Total of the direct, indirect, recurring, non-recurring, and other related costs in the design, development, production, operation, maintenance, and support of a system over its system life. Life cycle cost includes acquisition cost and agency or contractor personnel time and benefit expenses for operating the information system, plus costs for supplies.

12. Office Automation. The use of ADP or related equipment services and software in an office environment for:

- (a) Communications (electronic or voice mail, facsimile, local area networks).
- (b) Word, text information, and document processing and storage.
- (c) Personal assistance and task management to optimize office productivity.

13. Renewal. Extension of the lease of automated data processing equipment or the purchase of equipment previously acquired on a leased basis.

14. Sensitive Information. Information which is for official use only is sensitive information. It is information that, if disclosed or obtained by others, could result in theft, fraud, legal liability or embarrassment to the Forest Service.

15. Software. Computer programs, procedures, rules, or routines specifically designed to make use of and extend the capabilities of automated data processing equipment. Software includes operating systems, assemblers, compilers, interpreters, data base management systems, utility programs, sort-merge programs, maintenance-diagnostic programs, and applications programs. The term encompasses operating systems software, independent subroutines, related groups of routines, sets or systems of programs, software documentation, firmware, and computer data bases whether Government-owned or commercially available. Commercially available software is software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. This includes software furnished as part of the automated data processing system but at a separate price.

16. System Life. The planned duration for which the agency uses a hardware or software system or service. System life may not be the total useful life of these items but rather the time span during which its usage is most advantageous to the agency. The agency determines this time span. It begins with acceptance of the item and ends with its release.

06 – References

There are several additional sources of information that may be useful in preparing technical approval documentation, particularly justifications:

1. Office of Management and Budget (OMB) Circular A-71, Security of Federal Automated Information Systems.
2. OMB Circular A-76, Policies for Acquiring Commercial or Industrial Type Products and Services Needed by the Government.
3. OMB Circular A-108, Responsibilities for the Maintenance of Records about Individuals by Federal Agencies (Privacy Act).
4. OMB Circular A-109, Major System Acquisition.
5. OMB Circular A-120, Guidelines for the Use of Consulting Services.
6. Department Regulation (DR) 3111-1, Departmental Long-Range Planning.
7. DR 3120-1, Departmental Information Processing Standards.
8. DR 3130-1, Technical Approval for IRM Products and Services.
9. DR 3130-2, Microcomputer Policy.
10. DR 3200-1, Services at Departmental Computer Centers.
11. DR 3220-2, Common-use Software.
12. DR 3300-1, Telecommunications.
13. DR 5000-2, Contracting for Consulting Services.
14. DR 5000-4, Legal Review of Certain Procurement Actions.
15. DR 5020-2, Security and Privacy Act Requirements for ADP and WP Acquisitions.
16. DR 5034-2, Agency Procurement Requests for Delegations for Procurement Authority for ADP.

17. FSH 6309.33, Federal Information Resources Management Regulation (FIRMR).
18. FSH 6609.54, Automated Systems Documentation Handbook.
19. FIPS PUB 38, Guidelines for Documentation of Computer Programs and Automated Data Systems.
20. FIPS PUB 64, Guidelines for Documentation of Computer Programs and Automated Data Systems for the Initiation Phase.