

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1370.7

10-7-74

SUBJECT: SOURCE AND UTILIZATION REPORTING FOR AUTOMATIC DATA PROCESSING
RESOURCES

1. This Order establishes guidelines to be followed in reporting the sources of funds obligated for Automatic Data Processing (ADP) services and in reporting the utilization of the services by benefitting programs or users.
2. REFERENCES
 - a. Office of Management and Budget Circular A-11, Preparation and Submission of Annual Budget Estimates.
 - b. Federal Management Circular 74-2, ADP Management Information System (ADP/MIS).
3. SCOPE. The provisions of this Order apply to all Operating Administrations and Secretarial Offices who use or provide ADP services. In addition, by delegation by the National Transportation Safety Board (NTSB) under Section 5(m) of the Department of Transportation Act, this Order is applicable to the NTSB.
4. SOURCE OF FUNDS
 - a. All organizations which use or provide ADP services are required to identify the source of funds used for their operation. The identification must be specific by appropriation title and 13 digit account number specified in the Appendix to the Budget of the United States for the appropriate year. Any further breakout provided by internal management reporting systems must sum to the appropriation account total, but only appropriation totals will be reported externally.
 - b. The source of funds obligated for ADP operations will be reported on a Supplementary Financial Plan together with the normal ADP Financial Plan report required by FMC 74-2. The format for this submission is a tabular listing with columns for the appropriation title, the 13-digit identification code and the amounts, in thousands of dollars, authorized for the current year and the budget year.

DISTRIBUTION: All Operating Administrations
All Secretarial Offices
National Transportation Safety Board

OPI: Office of
Management Systems

The totals are required to match the total obligations shown on the approved ADP Financial Plan for the appropriate years; no further correlation is necessary.

5. REPORTING OF UTILIZATION

- a. All usage of ADP resources must be identified to the benefitting program, project or function. The breakout of this distribution will be on two levels. The first level, limited to 100 categories, will require OST approval. The second level breakout will also be limited to 100 categories. No approval higher than internally defined by each administration or Secretarial Office is required for establishment of these categories. They must, however, total into first level classifications, and a current list of authorized categories and codes must be provided to the Assistant Secretary for Administration (TAD-25) and to ADP operating units supporting the effort. The Assistant Secretary for Administration will arrange for publication in the ADP/MIS Reporting Procedures, Appendix G, published by GSA. The current list of codes is given in Appendix A.
 - b. The totals reported must agree with those for ADP operations reported in accordance with OMB Circular A-11 and FMC 74-2. This requires that the internal procedures used distribute 100% of the charges to a management/functional use.
6. STANDARD RATES. Each organization providing ADP support to other organizations -- either within or outside of the DOT -- will develop a list of rates charged for each type of service or support offered. Rates will be based on measurable units of work which can be verified or supported by system documentation. In general, the basis for developing the rates should be kept as simple as possible; the increased accuracy provided by sophisticated algorithms involving many parameters must be justified on the basis of real need for that level of accuracy. Copies of current rate structures will be provided to all DOT user organizations and to the Assistant Secretary for Administration (TAD-25).
7. ANALYSIS. Periodically, at the discretion of the organizations providing services, but not less often than semi-annually, the actual usage of resources in providing ADP services under each reimbursable agreement will be compared against the distribution to benefitting organizations. If they do not agree within 1%, the distribution procedures or rates will be adjusted to improve the agreement.

8. REPORTING. Utilization of resources will be reported to users quarterly by those administrations which provide services to other elements of the DOT. For the purposes of this order, reporting will be at administration level or equivalent, although additional levels may be established within administrations if needed. Reports will be prepared in the attached format, or similar machine listing, using a separate form for each organization supported. One copy will be provided to the using organization and one copy to TAD-25. Reporting of functional usage by ADP system will be accomplished in accordance with the ADP/MIS Reporting Procedures published by GSA, utilizing the "SF" card. Schedules and supplementary instructions for this report cycle will be distributed annually by the Assistant Secretary for Administration; inputs will be by punched card or transcript.

Attachments

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration

DOT 1370.7
10-7-74

Attachment 1

ADP RESOURCE UTILIZATION REPORT

Reporting Organization _____ Date _____ Period Covered _____

USER ORG'N	JOB NUMBER	SYSTEM OR PROGRAM TITLE/DESCRIPTION	USE CODE GSA LOC.		CHARGES THIS PERIOD	CHARGES TO DATE

NOTE: Sub control breaks will be by organization and use code (GSA).

DOT 1370.7
10-7-74

APPENDIX A

MANAGEMENT/FUNCTIONAL USE CODES - ADP SERVICES

These codes will be used by all ADP Operating Units to report distribution of charges to the benefitting function. They represent the Management/Functional/Use codes required by Federal Management Circular 74-2.

The first two digits represent, respectively, the administration supported and the major functional area. These are listed separately, followed by the complete current code listing.

<u>First Digit</u>	<u>Meaning</u>	<u>Second Digit</u>	<u>Meaning</u>
0	Unassigned	0	Unassigned
1	United States Coast Guard	1	Finance & Accounting
2	Federal Aviation Administration	2	Personnel
3	Federal Highway Administration	3	Logistics
4	Federal Railroad Administration	4	Administration & Management
5	Transportation Systems Center	5	RDT&E
6	National Highway Traffic Safety Administration	6	Mission Operations
7	Urban Mass Transportation Administration	7	Mission Support
8	Transportation Computer Center	8	Unassigned
9	Office of the Secretary*	9	Other, including Overhead

*Includes the Saint Lawrence Seaway and the National Transportation Safety Board

LISTING OF FUNCTIONAL/USE CODES

DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
11	USCG Finance & Accounting		
12	USCG Personnel	10	Personnel
12	USCG Personnel	30	Retired Pay
12	USCG Personnel	50	Civil Rights
13	USCG Logistics		
14	USCG Administration/ Management	10	General Admini- stration
14	USCG Administration/ Management	20	Communications
14	USCG Administration/ Management	30	Legal
14	USCG Administration/ Management	40	Inspection Services
14	USCG Administration/ Management	50	Public/Inter- national Affairs
15	USCG RDT&E		
16	USCG Mission Operations	05	Search and Rescue
16	USCG Mission Operations	15	Aids to Navigation
16	USCG Mission Operations	20	Marine Safety
16	USCG Mission Operations	21	Vessel
16	USCG Mission Operations	24	Boating

LISTING OF FUNCTIONAL/USE CODES
DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
16	USCG Mission Operations	30	Marine Protection
16	USCG Mission Operations	31	Marine Port Safety & Security
16	USCG Mission Operations	34	Marine Environmental
16	USCG Mission Operations	40	Ocean Operations
16	USCG Mission Operations	41	Ocean Stations
16	USCG Mission Operations	42	Ocean Polar
16	USCG Mission Operations	43	Marine Science
16	USCG Mission Operations	45	Enforcement
16	USCG Mission Operations	50	Military Readiness
16	USCG Mission Operations	51	Military Operations
16	USCG Mission Operations	52	Military Preparedness
16	USCG Mission Operations	60	Reserve Training
16	USCG Mission Operations	75	Bridge Administration
17	USCG Mission Support	10	Engineering
17	USCG Mission Support	20	Communications
17	USCG Mission Support	30	Intelligence & Security
19	USCG Other	10	General Support
19	USCG Other	20	All Other

LISTING OF FUNCTIONAL/USE CODES
DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
21	FAA Finance & Accounting		
22	FAA Personnel		
23	FAA Logistics		
24	FAA Administration/ Management		
25	FAA RDT&E		
26	FAA Mission Operations		
27	FAA Mission Support		
29	FAA Other		
31	FHWA Finance & Accounting		
32	FHWA Personnel		
33	FHWA Logistics		
34	FHWA Administration/ Management		
35	FHWA RDT&E		
36	FHWA Mission Operations		
37	FHWA Mission Support		
39	FHWA Other		
41	FRA Finance & Accounting		
42	FRA Personnel		

LISTING OF FUNCTIONAL/USE CODES
DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
43	FRA Logistics		
44	FRA Administration/ Management		
45	FRA RDT&E		
46	FRA Mission Operations		
47	FRA Mission Support		
49	FRA Other		
51	TSC Finance & Accounting		
52	TSC Personnel		
53	TSC Logistics		
54	TSC Administration/ Management		
55	RDT&E		
56	TSC Mission Operations		
57	TSC Mission Support		
59	TSC Other		
61	NHTSA Finance & Accounting		
62	NHTSA Personnel		
63	NHTSA Logistics		
64	NHTSA Administration/ Management		

LISTING OF FUNCTIONAL/USE CODES

DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
65	NHTSA RDT&E		
66	NHTSA Mission Operations		
67	NHTSA Mission Support		
69	NHTSA Other		
71	UMTA Finance & Accounting		
72	UMTA Personnel		
73	UMTA Logistics		
74	UMTA Administration/ Management	10	General Admini- stration
74	UMTA Administration/ Management	20	Management Information
75	UMTA RDT&E		
76	UMTA Mission Operations		
77	UMTA Mission Support		
79	UMTA Other		
81	TCC Finance & Accounting		
82	TCC Personnel		
83	TCC Logistics		
84	TCC Administration/ Management		
85	TCC RDT&E		

LISTING OF FUNCTIONAL/USE CODES
DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
86	TCC Mission Operations		
87	TCC Mission Support		
89	TCC Other		
91	OST Finance & Accounting	10	Support to OST
91	OST Finance & Accounting	20	Support to SLS
91	OST Finance & Accounting	30	Support to NTSB
92	OST Personnel	10	Support to OST
92	OST Personnel	20	Support to SLS
92	OST Personnel	30	Support to NTSB
93	OST Logistics	10	Support to OST
93	OST Logistics	20	Support to SLS
93	OST Logistics	30	Support to NTSB
94	OST Administration/ Management	10	Support to OST
94	OST Administration/ Management	15	ADP Management, OST
94	OST Administration/ Management	20	Support to SLS
94	OST Administration/ Management	30	Support to NTSB
95	OST RDT&E	10	Support to OST

LISTING OF FUNCTIONAL/USE CODES
DEPARTMENT OF TRANSPORTATION

PRIMARY CODE	PRIMARY USE	SECONDARY CODE	SECONDARY USE
95	OST RDT&E	20	Support to SLS
95	OST RDT&E	30	Support to NTSB
96	OST Mission Operations	10	Support to OST
96	OST Mission Operations	20	Support to SLS
96	OST Mission Operations	30	Support to NTSB
97	OST Mission Support	10	Support to OST
97	OST Mission Support	20	Support to SLS
97	OST Mission Support	30	Support to NTSB
99	OST Other	10	Support to OST
99	OST Other	20	Support to SLS
99	OST Other	30	Support to NTSB