

ORDER

1370.73

Date: 9/3/91

Initiated

by: AMS-20

Subject: COMPUTER RESOURCES NUCLEUS (CORN) PROGRAM
IMPLEMENTATION

1. PURPOSE. This order generally describes the services to be furnished by the CORN contractor. The order also defines agency organizations' roles in support of program administration and management during the conversion phase, including needed transition management plans. Finally, the order furnishes a budget impact statement along with a cost estimate to implement CORN.

2. DISTRIBUTION. This order is distributed to the division level in headquarters, regions, and centers.

3. BACKGROUND. During the past several years, regions, centers, and Washington headquarters staff have devoted many hours of effort on the CORN Program. Continued agencywide support is needed, however, during succeeding critical program phases to ensure that the transition to the new general purpose host resource is successful. This order will be replaced, after contract award, by more comprehensive procedures for conducting and managing implementation and for administration of continuing operations of the new common system environment.

4. CONTRACT INFORMATION. Based on the Request for Proposals (RFP) DTFA01-91-R-04761, the contract will be a fixed-price, indefinite-quantity, indefinite-delivery contract for general purpose automatic data processing (ADP) host resource services. The contract will have a 10-year life cycle with a base term of 5 years and annual options to renew during each of the last 5 years. The following paragraphs provide a general overview of this contract.

a. Contractor Provided Facility. The contract will require that the contractor provide one or more primary facility(s) and a separate contingency capability for providing backup and recovery. If more than one facility is provided, the backup capability may be located at one of these facilities. This facility will be available for FAA use no later than 6 months after contract award. CORN back-up resources will be available for use at the same time as the first converted application system.

b. Contractor Provided Plans. FAA will order three planning documents at contract award. The requirements for each plan are described in detail in the contract; only a short synopsis and the major subject matter areas are discussed in this

order. The plans are:

(1) Site Preparation Plan.

The plan delineates the contractor's approach for planning, budgeting, designing, and maintaining the computer facility. The plan addresses such subjects as: site preparation, engineering survey, architectural and critical design features, and mechanical, electrical, and environmental support and space requirements.

(2) Facility Management Plan. The plan delineates the contractor's approach to satisfying the agency's requirements for ADP resources. Some of the major subjects include: staffing, operations, standard procedures, technical support, contingency and backup functions, and configuration management.

(3) Security Plan. The plan delineates the contractor's approach for implementing the requirements of Order 1600.54, Security of FAA Automatic Data Processing Systems and Facilities, and addresses the following areas: building security and access control, and environmental, media library, and communications security.

c. Contractor Provided Conversion. The contractor will be required to convert the application systems constituting the minimum order quantity. All other application systems identified in the contract may be optionally ordered for conversion at the FAA's election. Each application system to be converted will be represented by a separate contract line item number (CLIN) and will be ordered individually.

(1) Overall Conversion Schedule. The National Transition Program Manager (NTPM) and Local Transition Program Managers (LTPMs) will plan and coordinate an overall conversion schedule. The RFP schedule states that all conversions will be ordered within 18 months after contract award. The contractor will then have a maximum of 12 months to convert each application system.

(2) Minimum Quantity Delivery Order. The FAA will be obligated to convert a minimum quantity order of 24 application systems. Between 60 and 180 days after contract award, the FAA will provide to the contractor Conversion Work Packages for these 24 applications. (See Appendix 1 for conversion work package contents.) The contractor will be required to develop, in coordination with the appropriate LTPM and Office of Primary Responsibility (OPR), a detailed plan and schedule for each application system conversion. The LTPM, in turn, will coordinate these plans with the affected Information Systems (IS) organizations.

(3) Additional Quantity Delivery Order. Preliminary scheduling for additional quantity conversions will be prepared and distributed in a future directive and will be updated during the proposed Post-Award Implementation Planning Conference. Conversion and transition of application systems depend on the availability of FAA staff resources and Congressionally approved

funding; thus, the schedule will be updated periodically during the conversion phase reflecting these conditions.

5. CORN CONTRACT ADMINISTRATION AND MANAGEMENT. The contract will be centrally administered and managed.

a. The Logistics Service has designated ALG-360 as the office responsible for administering the contract.

b. Manager, Special Projects Office. The Manager, Special Projects Office (AMS-20) will provide overall technical administration and management of the contract. The term "SPO" is used throughout the remainder of this order to represent the Manager, Special Projects Office. The term also pertains to Special Projects Office staff members who are delegated authority to act for the SPO.

(1) The SPO will nominate a person for the CO to designate as the Contracting Officer's Technical Officer (TO).

(2) The SPO will nominate a person to be the NTPM with responsibility to integrate and plan the transition of all FAA organizations from the current environment to the CORN environment.

c. Washington headquarters, regional, and center organizations are assisting in local technical administration and management of CORN as follows:

(1) Associate Administrators and Assistant Administrators, Chief Counsel, and Office Directors reporting to an Executive Director (with one or more application systems to convert), and Regional Administrators and Center Directors have designated a person in their respective organizations to serve as LTPMs. During the conversion phase, LTPMs are responsible for planning and managing the conversion of all application systems identified in the contract including the training, documentation and operational transition to the contractor provided ADP resource. LTPMs also lead in preparing, coordinating, issuing, and executing the local transition management plans identified in paragraph 6.

(2) Regional Administrators and Center Directors have nominated a person in their respective organizations for the CO to designate formally as Technical Officer's Representatives (TORs). TORs serve during the contract life cycle as the technical advisor to the CO and TO concerning all work ordered from the contractor for the TOR's organization(s). During the conversion phase, TORs will certify contractor invoices pertaining to contract deliverables. The CO's designation letter will describe in detail the TOR's authorities and responsibilities.

d. Functional Relationships.

(1) Figure 1-1, Functional Relationships, Conversion Phase. During the conversion phase, the CO, TO, and TORs provide

for contract administration and management at the regional, center and headquarters levels. In addition, TORs are assigned, working through the IS organizations, to assist OPRs in obtaining appropriate contractor conversion support. Finally, the NTPM and LTPM functions are integral parts of these relationships and established to assist OPRs in planning, scheduling, and conducting application system conversions.

(2) Functional Relationships, Continuing Operations. During continuing operations, TORs, working through the IS organizations, provide on-site liaison between OPRs and user organizations and the CORN contractor. TORs also maintain direct liaison with the TO and CO concerning contractor performance. The IS manager and staff provide technical advice and guidance (first-line "help desk" support) to OPRs and user organizations. The NTPM and LTPM functions are not assigned during continuing operations.

 Figure 1-1
 Functional Relationships

Conversion Phase			
	SPO		
	[1]		
	CO	TO	NTPM
	[1]	[1]	[1]
		TOR	LTPM
		[12]	[22]
	ISM	OPR	

Legend:

(Number) = Number of Positions

SPO = Special Projects Office
 TO = Technical Offices
 CO = Contracting Officer
 NTPM = National Transition Program Manager
 TOR = Technical Officer's Representative
 LTPM = Local Transition Program Manager
 OPR = Office of Primary Responsibility
 ISM = Information System Manager

 Figure 1-2
 Functional Relationships
 Continuing Operations Phase

SPO
[1]

CO		TO
[1]		[1]
	TOR	
	[12]	
USER	ISM	OPR

Legend:

(Number) = Number of Positions

SPO = Special Projects Office
 TO = Technical Officer
 CO = Contracting Officer
 TOR = Technical Officer's Representative
 OPR = Office of Primary Responsibility
 ISM = Information System Manager
 USER = User Organizations

6. TRANSITION MANAGEMENT PLANS. LTPMs will prepare, coordinate, issue, and execute the following plans:

a. Human Relations Transition Plan (H RTP). Agency management is committed to minimizing any negative impact of CORN on employees, in particular on the IS staffs. At the same time, there is a need to realign IS resources to support more effectively the agency's critical functions. The H RTP is intended, therefore, to provide information to support the local IS organization's transition to the new environment. The plan should include a view of existing organizations, e.g., functional statements, position descriptions, and staff assignments. It should also identify the changes that will be necessary for the transition, along with the action items required to carry out the changes and a schedule for accomplishing these actions.

b. Training Plans. Contractor provided training will include operational training and conversion application training. LTPMs should schedule training in both of these areas and should schedule the IS technical staff as early as possible.

(1) Operational Training. The CORN contractor will furnish training for managers, user organizations, and IS staff to operate the new host resource. The contractor will also provide advanced training for the IS technical staff to support operations of the ADP resource.

(2) Conversion Application Training. The contractor will also be required to provide training for managers, user organizations, and IS technical staff vis-a-vis the converted application systems.

c. Budgetary Plan. The SPO will provide funding for the minimum quantity and optional application system conversions, contractor provided planning documents, and CORN host resource operations during the conversion phase. Regions and centers will

fund conversion of application systems not identified by name in the contract. Regions and centers should also continue current contractual funding to support operations of their facilities until CORN conversions are completed.

d. Facility Transition Plan (FTP). The FTP will provide for the transition of computer operations from the current common system host resource to the CORN environment, and for the release of current equipment and spaces. Existing resources will remain fully operational, however, until all CORN implementation activities are completed. The LTPM should include a schedule of tasks to be completed during the conversion phase and during the facility transition phase and coordinate this process with the NTPM.

7. TRANSITION PLANNING CONFERENCES. The SPO will sponsor planning conferences during the conversion phase. The first conference will be held shortly after contract award and will include: meeting the contractor's representatives, describing the contract's final provisions, presenting the ADP resource configuration, and the contractor's technical support staff and facilities; and finalizing the conversion plans and schedules. The SPO will fund travel and per diem for LTPMs and TORs to the conference.

8. BUDGET IMPACT STATEMENT. The agencywide budget impact of the activities required by this order is estimated at 53 employee-years from contract award through the completion of the conversion phase.

9. QUESTIONS. If you have questions about the CORN Program, please have your staff contact George Raub, AMS-20, on FTS 267-7431.

/s/ M. Sherwin
Michael D. Sherwin
Director of Management Systems, AMS-1

APPENDIX 1. CONVERSION WORK PACKAGE.

A complete and current set of material provided by the OPR to the contractor to support conversion of an application system. The package contains the production version of the application system's source code, its command language and utility control statements, and the existing documentation (provided for information purposes.) The package also contains data on batch runtime, performance data, and representatives of input, output and master files. If there are historical files to be converted, these will be identified. Finally, the package contains a count of the current lines of code to be considered the baseline line count. The Conversion Work Package Preparation Procedures will be provided by the SPO.

APPENDIX 2. STAFF RESOURCE CALCULATION FORMULA

For each application system to be converted, the responsible region or center should plan to provide staff support comprised of base hours plus extension (Ext) hours multiplied by the number

of lines of code (source and operations control language) divided by 1,000. To convert these support hours to employee-years divide by 1,760 hours.

$$\text{Support Hours} = \frac{\text{Base Hours} + (\text{Ext Hours} \times \text{Lines of Code})}{1,000}$$

$$\text{Employee-Years} = \frac{\text{Support Hours}}{1,760}$$

 APPLICATION SYSTEM EMPLOYEE-HOURS TABLE

Employee Hours

Conversion Activity	ADP Staff		OPR Staff	
	Base	Ext	Base	Ext
Conversion Planning	8.0	1.0	8.0	1.0
System Validation	4.0	1.0	6.0	1.0
Program/Data Preparation	4.0	0.5	4.0	0.3
Unit Testing	2.0	0.3	0.0	0.0
System Testing	4.0	0.2	0.0	0.1
Acceptance Testing/ Certification	4.0	0.5	4.0	0.5
System Documentation	2.0	0.5	6.0	0.2
Training Planning	6.0	0.0	4.0	0.1
Training Coordination/ Administration	2.0	0.1	2.0	0.1
ADP Support Training	-.-	-.-	-.-	-.-
End-user Training	-.-	-.-	-.-	-.-
Post-Transition/Cleanup	2.0	0.1	0.0	0.1
TOTAL	38.0	4.2	34.0	3.4
