

Summary Documentation Standards

for the

SFA Technology Handbook

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Technology Handbook Documentation Standards (Preliminary)

“Details Document” The Federal Systems Integration and Management Center (FEDSIM) Writers Guide Revision 2, May 1994 is the basis for these project specific standards. Any aspects not explicitly covered by this document should be derived from the FEDSIM guide.

“Editorial Board”

The “Editorial Board” for this document consists of the SFA CIO, Deputy CIO, COTRs, and other Task Managers responsible for the format and content of the individual “Component Documents”. It is felt that if this limited number of people agree on the desired “look-and-feel” of the documents, the composite handbook will be consistent in layout, easier to use, easier to update, etc. without needlessly reformatting after delivery.

SFA CIO Steve Hawald

SFA Deputy CIO Wayne Wright

Document Formats

As required, documents should be delivered as MS-Word (98), MS-Excel (98), MS-Powerpoint (98). Using any other formats (COTS or proprietary) should be cleared with the “Component-Documents COTR” and the editorial board prior to delivery (as early in the creation process as possible)

Organization Of This Document

This set of standards is subject to review and update at any time by the above named editorial board. The version in effect at the time of “tasking” should be considered the standards for delivery unless contractor/employee is otherwise notified and changes are acknowledged/accepted in writing.

Section 1 Front Matter Format

Section 2 Basic Document Layout

Section 3 Section Numbering

Section 4 Page Numbering

Section 5 Margins

Section 6 Headers and Footers

Section 7 Font(s)

Section 8 Colors

Section 9 Diagrams & Graphics

Responsibility (COTR) Matrix

Component Document COTRs – Names, Phone Numbers, e-mail Addresses

Section 1 Front Matter Format

1.1 Title Page

Exhibits 1-1 and 1-2 illustrate the title page format. Center the following on the title page paper:

- Document title
- SFA task order
- Release date
- Prepared Under Office of Student Financial Assistance Task Order by: (and name of preparing SFA division or contractor company)
- Prepared for: (Name and address of client agency)

Type the following disclaimer at the top of the title page for drafts and working papers:

“This draft (or working paper) is not an official SFA report. The views or conclusions expressed have not been through the complete review process and may be expanded, modified, or withdrawn at any time.”

The window cutout on preprinted document covers permits display of the document title. In Exhibits 1-1 and 1-2, note the 3-inch top margin above the document title.

For one- or two-line titles, vary the location of the title so as to best display the title in the window. Include the SFA task order and the release date showing through the window if there is sufficient space. Although not required, the type of document (e.g., report, technical product) also may be included on the title page.

1.2 Foreword

Locate the foreword on a facing page immediately following the title page. Center the heading Foreword in all capital letters. Allow two blank lines of space between the heading and the first line of text. Exhibit 1-3 illustrates the foreword page format.

1.3 Executive Summary

Locate the first page of the executive summary on a facing page immediately following the foreword page. Center the heading Executive Summary in all capital letters. Allow two blank lines of space between the heading and the first line of text. Prepare the executive summary in narrative form without subsections.

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**TITLE
OF
DOCUMENT**

Release Date (Month and Year, e.g., **June 1994**)

SFA Task order (e.g., 94025ARE-02)

Prepared by:

FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER
Name of Preparing SFA Division

Prepared for:

NAME OF CUSTOMER AGENCY
Street or P.O. Address of Customer Agency
City, State, and Zip Code

TITLE PAGE FORMAT -- DRAFT (OR WORKING PAPER)

Exhibit 1-1

Technology Handbook Documentation Standards (Preliminary)

**TITLE
OF
DOCUMENT**

Release Date (Month and Year, e.g., **June 1994**)

SFA Task order (e.g., 94025ARE-02)

Prepared by:

FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER
Name of Preparing SFA Division

Prepared for:

NAME OF CUSTOMER AGENCY
Street or P.O. Address of Customer Agency
City, State, and Zip Code

(LOGO)

Federal Systems Integration
and Management Center

5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041

TITLE PAGE FORMAT -- FINAL VERSION OF DOCUMENT

Exhibit 1-2

FOREWORD

The Federal Systems Integration and Management Center (SFA) would like to thank those involved in the development of this document.

**John Poe
Mary Roe
Tom Toe**

Dick Doe
Director
Name of Preparing SFA Division
703-756-XXXX
(Include phone number at option of
division director)

FOREWORD PAGE FORMAT

Exhibit 1-3

Technology Handbook Documentation Standards (Preliminary)

1.4 Table of Contents

Locate the first page of the table of contents on a facing page immediately following the executive summary. Center the heading Table of Contents in all capital letters. When the table of contents covers more than one page, repeat the heading at the top of the next page(s) with Cont'd in parentheses. Allow two blank lines of space between the heading and the first line of text.

Exhibit 1-4 and the table of contents for this guide illustrate the table of contents format. Do not include in the table of contents any further subsection level than the fourth level.

1.5 List of Exhibits

Place the list of exhibits on a separate facing page after the table of contents. Center the heading List of Exhibits in all capital letters. Allow two blank lines of space between the heading and the first line of text. Include the same type of information as the table of contents. Exhibit 1-5 illustrates a list of exhibits.

1.6 List of Acronyms

Place the list of acronyms on a separate facing page after the list of exhibits. Center the heading List of Acronyms in all capital letters. Allow two blank lines of space between the heading and the first line of text. List acronyms alphabetically on the left, with acronym meanings on the right. Exhibit 1-6 illustrates a list of acronyms.

1.7 Heading and Subheading Format for Document Body Sections

Type the section title heading in all capital letters centered at the top of the page on a facing page. Enter two lines of space between the section title and the first line of text.

Subdivide major sections into logically grouped information. Type subsection headings in initial capital letters. Type prepositions, conjunctions, and articles in lower case. Avoid long subsection headings. Do not use stand-alone subsections. Move to the next subsection level only if there will be two or more headings at that level.

TABLE OF CONTENTS

	Page
1. INTRODUCTION	
1. Background	1-1
1.2 Project Overview	1-2
1.3 Objectives.....	1-3
1.4 Organization of Document	1-3
2. STUDY ENVIRONMENT	
2.1 Organizational Environment	2-1
2.1.1 DOS Organizational Mission and Structure	2-1
2.1.2 FADPC Organizational Mission and Structure.....	2-3
2.1.2.1 Systems Programming Branch.....	2-3
2.1.2.2 Operations Branch	2-3
2.1.2.3 Facilities Management Branch	2-3
2.2 FADPC Technical Environment.....	2-6
2.2.1 FADPC Hardware Architecture.....	2-6
2.2.1.1 Black System Hardware Architecture.....	2-6
2.2.1.2 Red System Hardware Architecture.....	2-6
2.2.1.3 Orange System Hardware Architecture	2-7
2.2.1.4 Charcoal System Hardware Architecture.....	2-7
2.2.1.5 Wang System Hardware Architecture	2-7
2.2.2 FADPC Communications Architecture	2-8
2.2.3 FADPC Software Architecture	2-8
2.2.3.1 FADPC System-level Software Architecture	2-8
2.2.3.2 FADPC Application Software Architecture	2-10
3. ASSUMPTIONS AND CONSTRAINTS	
3.1 Assumptions	3-1
3.2 Constraints	3-1

TABLE OF CONTENTS FORMAT

Exhibit 1-4

TABLE OF CONTENTS (Cont'd)

	Page
4. METHODOLOGY	
4.1 Reviewed Financial Procedures and Systems.....	1-1
4.2 Analyzed Existing Rate-setting Structures	1-1
4.3 Analyzed Rate-setting Issues.....	1-2
4.4 Analyzed Rate-setting Software	1-2
4.5 Analyzed Usage Reporting (Billing) Software.....	1-2
4.6 Documented Results.....	1-3
5. ANALYSIS AND FINDINGS	
5.1 Financial Procedures and Systems	5-1
5.1.1 FADPC Budget Development Procedures and Systems.....	5-1
5.1.2 FADPC Financial Procedures and Systems.....	5-2
5.1.3 Financial Issues	5-2
5.2 Rate-setting Structures	5-2
5.3 Rate-setting Issues.....	5-3
5.3.1 Resource-based Versus Product-based Service Units.....	5-3
5.3.2 Priority Services	5-4
5.3.3 Peak and Off-peak Services.....	5-4
5.3.4 Prorated Services.....	5-4
5.3.5 Labor Services.....	5-5
5.4 Rate-Setting Software.....	5-6
5.5 Usage Reporting Software.....	5-8
5.5.1 Overview of Analysis.....	5-8
5.5.2 Package Overview	5-8
5.5.2.1 MICS	5-8
5.5.2.2 PMA/Chargeback	5-9
5.5.2.3 KOMAND.....	5-9
5.5.2.4 CIMS	5-10
5.5.3 Summary of Findings	5-11

x

TABLE OF CONTENTS FORMAT

Exhibit 1-4 (Cont'd)

LIST OF EXHIBITS

EXHIBIT	Page
2-1 DOS Organizational Structure	2-2
2-2 Organizational Structure of the Bureau of Administration and Information Management	2-4
2-3 FADPC Organizational Structure.....	2-5
2-4 FADPC Communications Architecture.....	2-6
5-1 Raw Scores	5-10
5-2 Weighted Scores	5-11
6-1 Proposed Work Areas	6-7
A-1 Services Category	A-4
A-2 Rates Category	A-6
A-3 Reports Category.....	A-9
A-4 Accounting and Cost Categories	A-12
A-5 Miscellaneous Category	A-14
A-6 Raw Scores.....	A-19
A-7 Weighted Scores	A-20

LIST OF EXHIBITS FORMAT

Exhibit 1-5

LIST OF ACRONYMS

ADS	Automated Document System
AVLOS	Automated Visa Lookout System
BDAM	Basic Direct Access Method
BPA	Blanket Purchasing Agreement
CAPPS	Consolidated American Payroll Processing System
CC	Communications Center
CCI	CICS Charging Interface
CFMS	Central Financial Management System
CICS	Customer Information Control System
CIMS	Computer Installation Management System
CLASS	Consular Lookout and Support System
DAMS	Direct Access Measurement System
DAS	Data Acquisition System
DASD	Direct Access Storage Device(s)
DBI	DB2 Charging Interface
DBMS	Database Management System
DIS	Data Inquiry System
DO	Domestic Operations
DOS	Department of State
DS	Digital Systems
FADPC	Foreign Affairs Data Processing Center
FAIS	Foreign Affairs Information System
FAM	Foreign Affairs Manual
FINMAN	Financial Management System
FO	Foreign Operations
FOIA	Freedom of Information Act

xiii

LIST OF ACRONYMS FORMAT

Exhibit 1-6

LIST OF ACRONYMS (Cont'd)

IAA	Inter-Agency Affairs
ICI	IMS/VS Charging Interface
IDCI	IDMS Charging Interface
IDMS	Integrated Data Management System
IM	Information Management
IMS	Information Management System
IS	Information Services
ISPF	Interactive System Productivity Facility
ITF	Information Technology Facility
JARS	Job Accounting and Reporting System
JES	Job Entry Subsystem
MICS	MVS Integrated Control System
MVS/XA	Multiple Virtual Storage/Extended Architecture
OCC	Object Classification Code
OMB	Office of Management and Budget
OSCAR	Overseas Case Activity Reporting System
PA	Personnel Annuitant
PD	Planning and Development
PERFS	Personnel for Side System
PMA	Performance Management Activity
RAMC	Regional Administrative Management Center
RM	Resource Management
RMF	Resource Management Facility
SADI	Secretariat's Automated Document Inventory
SAS	Statistical Analysis System
SMF	System Management Facility
SMP	System Modification Program

xiv

LIST OF ACRONYMS FORMAT

Exhibit 1-6 (Cont'd)

Section 2 Basic Document Layout

Table of Contents, Index(es) Glossaries, Appendixes, and “sections” will begin on odd numbered pages to enable two-sided printing of hardcopies.

Dynamic segments (source code listings, Personnel Lists, Phone Lists, etc which are subject to frequent updates, should be stored as separate files, and referred –to whenever possible to minimize/localize updates of imbedded tables,

Line Spacing

Drafts may be double or single spaced (as directed by the project manager). Single space final versions. Allow two blank lines of space after section headings. Allow one blank line of space before and after subsection headings. Allow one blank line of space between paragraphs. Do not carry over to the next page the last line of a paragraph (widow). Carry over at least two lines. Also, do not leave one line of a paragraph at the bottom of a page (orphan). Carry it over to the next page. Do not divide a three-sentence paragraph or subsection. Carry over the whole paragraph or subsection.

Section 3 Section Numbering

Major sections begin on odd numbered pages to enable two-sided printing.

Sections numbered 1.
 1.1.
 1.1.2
 etc.

Section 4 Page Numbering

Center page numbers within the page footers. When possible set up the format to allow at least two lines of space before the page number.

Number the front matter with lowercase Roman numerals. All material placed in front of the document body sections is considered the front matter. Consecutively number the document body sections with Arabic numerals within each section, e.g., 1-1, 1-2, 1-3, etc. Consecutively number the reference matter sections with Arabic numerals within each section, and use the first three consonants of the reference matter heading as the front part of the unique number (e.g., a Glossary would be numbered Gls-1, Gls-2, Gls-3; a Notes reference matter section would be numbered Nts-1, Nts-2, Nts-3). (See 4.18, Appendix Format, for instructions for page numbering appendices.) For documents to be reproduced double-sided (i.e., over 40 pages), begin each front matter section, document body section, and reference matter section on a facing (odd-numbered) page.

Section 5 Margins

“standard Portrait” margins

Top	1”
Bottom	1” (May be adjusted when necessary)
Left	1”
Right	1”
Header	½” from top
Footer	½ “ from bottom

“standard Landscape margins”

Top	1”
Bottom	1” (May be adjusted when necessary)
Left	1”
Right	1”
Header	½” from top
Footer	½ “ from bottom

Section 6 Headers and Footers

Headers

Footers

Contains;

Filename

right justified
bold
8 point font

Page Number

centered
10 point font

Date/Time Stamp (versioning)

Date – two spaces – Time
left justified
bold
8 point font

Section 7 Font(s)

The preferred fonts for FEDSIM documents are those from the proportionally-spaced Times Roman family. For documents prepared with Microsoft Word for Windows or WordPerfect for Windows, use Times New Roman. For documents prepared with WordPerfect for DOS, use CG Times. The point value for normal text is 12-point, illustrated by this sentence. Point values for headings are:

- **FIRST (SECTION) LEVEL.** The font at left is Times New Roman 14-point bold. Use this font for top of page headings for front matter sections, document body sections, and reference matter sections (including exhibits when a heading is placed at the top of an exhibit). Place two spaces or 0.1 inches between the section number and the section title.
- **Second (and Subsequent) Levels.** The font at left is Times New Roman 12-point bold. Use this font, typed in initial capital letters, for subsection headings under the section heading. Place two spaces or 0.1 inches between the subsection number and the subsection heading.

Section 8 Colors

Section 9 Diagrams & Graphics