

GLOSSARY

1. Access to Information - Refers to the function of providing to members of the public, upon request, the Government information to which they are entitled under law.
2. Automated Data Processing (ADP) - Data processing performed by computer systems and by means of one or more devices that: (1) use common storage for all or part of a program, and for all or part of the data necessary for execution of the program, (2) execute user-written or user-designated programs, (3) perform user-designated symbol manipulation, such as arithmetic operations, logic operations, or character-string manipulations, and (4) execute programs that can modify themselves during their execution.
3. Automation Requirement - An initiator's stated need or request for the implementation of processes by automatic means; the conversion of a procedure, a process, or requirement to automatic operation. An automation requirement can be either an ADP or OIS system or a combination of both.
4. Dissemination of Information - Refers to the function of distributing Government information to the public, whether through printed documents, or electronic or other media. "Dissemination of information" does not include interagency use of information, interagency sharing of information, or responding to requests for "access to information."
5. Electronic Equipment Accessibility - The application/configuration of electronic equipment in a manner that accommodates the functional limitations of individuals with disabilities so as to promote productivity and provide access to work-related and/or public information resources.
 - a. As used herein, "Handicapped individuals or individuals with disabilities" means individuals with an impairment(s) that can benefit from electronic office equipment.
 - b. "Special peripheral" is defined in Section 508 of Public Law 99-506 as "a special needs aid that provides access to electronic equipment that is

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otherwise inaccessible to a handicapped individual."

6. Full Costs - All significant expenses incurred in the operation of an information technology facility (e.g., personnel, equipment, software, supplies, contracted services, space occupancy, inter-agency services, and intragency services).
7. General Management Computer - A digital computer that is used for any purpose other than as a part of a process control system, space system, mobile system, or a system meeting one of the exclusions identified in the Department of Defense Authorization Act of 1982.
8. Government Information - This is information created, collected, processed, transmitted, disseminated, used, stored, or disposed of by the Federal Government.
9. Information - Any communication or reception of knowledge such as facts, data, or opinions, including numerical, graphic, or narrative forms, whether oral or maintained in any medium, including computerized data bases, paper, microform, or magnetic tape.
10. Information Resources Management (IRM) - The planning, budgeting, organizing, directing, training, promoting, controlling, and management activities associated with the burden, collection, creation, use, and dissemination of information by agencies, and includes the management of information and related resources such as Federal information processing resources.
11. Information System - The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual.
12. Information Technology - The hardware and software used in connection with Government information, regardless of the technology involved, whether computers, telecommunications, micrographic, or others. Automated data processing and telecommunications activities related to certain critical national security missions are excluded.

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13. Information Technology Facility - An organizationally

defined set of personnel, hardware, software and physical facilities, a primary function of which is the operation of information technology.

14. Initiator - The office or element within a sponsoring organization that identifies an automation requirement and initiates the request for service.
15. Major Information System - An information system that requires special continuing management attention because of its importance to an agency mission; its high development, operating or maintenance costs; or its significant impact on the administration of agency programs, finances, property, or other resources.
16. Micrographic - Techniques associated with the production, handling, and use of microforms.
17. Office Information Systems (OIS) - Systems which use one or more of the following technologies: basic word processing, advanced word processing, hybrid word/data processing, and microcomputer.
18. Primary Organization Head (POH) - A manager who is responsible for a major organization of the Department and who reports directly to the Secretary.
19. Reporting "Burden" - The total time, effort, or financial resources required to respond to a collection of information, including that to read or hear instructions; to develop, modify, construct, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like necessary to obtain the information; to organize the information into the requested format; to review its accuracy and the appropriateness of its manner of presentation; and to maintain, disclose, or report the information.
20. Significant Information Technology Initiative - An agency project that is likely to result in substantial investments to install, automate or modify a major information system. The term "significant information technology initiative," includes investments in hardware, software, and telecommunications. It also includes actions that are part of the planning stage, e.g., feasibility studies of automation alternatives,

technology evaluations that may result in a new major information system or substantial modification to an existing major information system.

21. Strategic Planning - A process of defining agency missions and identifying agency goals, objectives and activities over a specific period of time. With respect to information systems and technology, strategic planning means specifying the application of information technology and other information resources to support identified missions and objectives.
22. Sponsor - The HUD organizational element where the functions of management and control of a particular system reside. The sponsoring organization is responsible for system planning and budgetary support and is accountable for the timeliness and quality of data in the system.
23. System Manager - The designated person from the Headquarters sponsoring organization who is most knowledgeable about the detailed functions and data quality requirements of a particular ADP or OIS system.
24. User - An organizational or programmatic entity that receives service from an information technology facility. A user may be either internal or external to the organization responsible for the facility, but normally does not report either to the manager or director of the facility or to the same immediate supervisor. The user may or may not be the sponsor or initiator of the required data or automated or office information system.