

GOVERNMENT OF GUAM
OFFICE OF THE GOVERNOR
AGANA, GUAM

EXECUTIVE ORDER NO. 82-04

DATA PROCESSING CENTRALIZATION
ACQUISITION, DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

WHEREAS, the high cost of Electronics Data Processing Equipment (EDP), the long preparation period necessary to insure the complete operational planning, and the difficulty of obtaining high-caliber personnel to develop, implement, maintain and improve data processing systems, management objectives and requirements for use of EDP and advantages to be derived from such investment, must be clearly defined; and

WHEREAS, currently, Government of Guam has computer installations in six (6) organizational entities with different hardware and software configurations, and substantial amount of funds are presently being expended for the lease and operations of these equipment and are not being utilized to capacity; and

WHEREAS, in the past months, requests for still additional EDP equipment showed lack of comprehensive and adequate justification to assure that different alternatives have been exhaustively examined which include the use of existing major computer installations under the Department of Administration (DOA); and

WHEREAS, further proliferation of computer installations must be controlled and approvals be limited to bona-fide needs, where this need is adequately established through a Planned Feasibility Study; and

WHEREAS, the Federal Audit Reports have cited the need to centralize computer operations; and

WHEREAS, we are currently updating our computer capability under the Department of Administration with the objective of providing a centralized computer support service for the entire Government of Guam; and

WHEREAS, specific type of equipment installation depends on many factors that can be evaluated only after a study of the operational requirement of an organizational entity; and

WHEREAS, an installation could, under appropriate conditions, include a combination of types of equipment in order to make the best of available information and produce the desired results; and

WHEREAS, one significant example is the recent installation of a Remote Terminal at the Public Utility Agency of Guam (PUAG); using the Central Computer at the Department of Administration through a dedicated telephone line, the Remote Job Entry equipment can directly access the computer to process PUAG's transactions and retrieve periodic business and management information under PUAG's total management control; and

WHEREAS, this installation reduced the computer services costs of PUAG by \$63,000.00 annually on computer rental alone; and

WHEREAS, the Guam Memorial Hospital (GMH) is presently utilizing DOA's Central Computer saving GMH \$85,000.00 annually on computer rental alone; and

WHEREAS, the TRIMS System of the Department of Public Safety (DPS) recently converted to DOA saving \$156,000.00 on equipment rental also; and

WHEREAS, there is a need to consolidate all these resources together for their optimum utilization and economy.

NOW, THEREFORE, I, PAUL M. CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby direct all Directors, Administrators, and/or Agency Heads, having Electronic Data Processing (EDP) capability to submit within Forty-five (45) days from date of this Executive Order, impact statements with regard to centralizing their EDP operations within the Department of Administration. The Department of Administration shall coordinate these assessments and initiate action for development of an orderly conversion and implementation plan for the centralization.

Effective immediately, future requirements for EDP services will require full documentation of data processing needs, data gathering techniques and procedures of current operations, analysis of operation and suitable alternatives, input requirements, processing specifications, output requirements, controls, budgetary and cost impact statements.

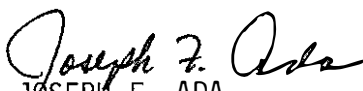
Directors and Agency Heads are enjoined from initiating procurement actions for EDP equipment and services without prior review by my staff and my approval.

Signed and promulgated at Agana, Guam this 22nd day of February, 1982.



PAUL M. CALVO
Governor of Guam

COUNTERSIGNED:



JOSEPH F. ADA
Lieutenant Governor