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THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

Aug 25 1997

MEMORANDUM MILITARY HEALTH SERVICES SYSTEM INFORMATION MANAGEMENT/
FOR: INFORMATION TECHNOLOGY EXECUTIVE AGENTS

SUBJECT: Policy for Military Health Services System Office Automation

This memorandum establishes Office of the Assistant Secretary of Defense (Health Affairs) (OASD (HA)) policy related to Military Health Services System (MHSS) Office Automation. This policy defines, designates responsible agents for funding and execution, and sets the standards for Office Automation. All new Office Automation procurements using Defense Health Program funds must comply with this policy. Existing Office Automation environments which can implement a portion of the policy (i.e. conversion from Windows 3.1 to NT) should implement that portion of the policy as soon as possible and plan for migration to accomplish the remaining requirements.

Office Automation is a core group of functionalities consisting of word processing, spreadsheet, presentation, office data base, electronic forms, calendar/scheduler, electronic mail, web browser, virus scanner, backup utility, and operating system used to support day to day office operations. These generic software tools are used for general office functions not specific to any Business Area. Other software such as collaborative groupware, file transfer, terminal emulation, etc., may be considered in the future as core component software.

Office Automation is an extension of business tools available at the desktop to improve the flow of work and information. This extension relies upon a portion of shared resources such as networks, servers, end user devices, peripherals, and other utility applications to improve communication, automate business processes, speed the flow of information, create a collaborative environment, and eliminate barriers (such as distance and time) to the access of information necessary to the business process. Office Automation tools are those not specific to only one particular Business Area or are not an integral part of a Business Area application.

Funding for Office Automation will remain the responsibility of the Services. For those resources that are shared by Office Automation and the Business Areas, funding will be the responsibility of both the Services and the Business Areas based on the proportion of use of these shared resources. Utilization data from MHSS capacity planning and configuration management efforts will provide the statistical breakdown that will apportion costs between the Services and Business Areas.

The Services will be responsible for the implementation and operation of Office Automation

functionality. The Tri-Service Infrastructure Management Program Office (TIMPO) will be responsible for developing and implementing a Capacity Planning Model that will be used as the basis for apportioning costs of shared resources to the Services and Business Areas. TIMPO is further responsible for implementing infrastructure to support Office Automation.

The Office Automation standards for the MHSS are: Windows NT operating system; Microsoft (MS) Office 97, including MS Word, MS Excel, MS PowerPoint, and MS Exchange; Corel Draw for medical business graphics; Visio Technical for technical graphics; Netscape Communicator web browser; Microsoft Schedule+; Netscape Gold for web publishing; Microsoft Outlook 97; and JetForm. The Tri-Service Office Automation Working Group will determine the standards of other functionalities not contained in MS Office 97. Such standards will be issued as a modification to this policy memorandum. Waivers to permit deviation from this policy will be considered on a case-by-case basis.

Should you require additional information, my point of contact for this policy directive is Ms. Clarissa Reberkenny, Defense Medical Information Management, who may be reached at (703) 681-8823 or by electronic mail at creberke@ha.osd.mil.



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