

DEPARTMENT OF THE ARMY
 Portland District, Corps of Engineers
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CENPP-IM
 Regulation
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Information Management
 MICROCOMPUTER RESOURCE MANAGEMENT

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*This regulation supersedes NPPR 25-1-1, 7 December 1990.

SECTION I
INTRODUCTION

1. PURPOSE. To establish policy and procedures for managing the District's Microcomputer resources.

2. APPLICABILITY. This regulation is applicable to all elements of the Portland District.

3. REFERENCES.

a. Required Publications.

- * (1) IMO Service Guide, Oct. 1992. Cited Section II, para 6b and para 25.
- (2) AR 380-19 (Information Systems Security). Cited in Section III, para 13d.
- (3) ER 700-1-1 (USACE Supply Policies and Procedures). Cited in Section III, para 13e and para 21a.
- * (4) AR 380-5 (DA Information Security Program). Cited in Section III, para 21d.
- * (5) PUBLIC LAW, 100-235, 100th Congress, Statute 1724. Cited in Section III, para 17a.
- * (6) HQ DA LTR 25-90-1, 16 Jul 1990. Cited Section III, para 17a.
- * (7) FIRMR (Federal Information Resource Management Regulation). Cited in Section III, para 25a.

b. Related Publications.

- (1) AR 25-1 (The Army Information Management Program).
- (2) AR 25-5 (Information Management for the Sustaining Base).
- (3) ER 735-5 (Policies and Procedures for Property Accountability).
- (4) TB 18-100 (Army Automation Life Cycle Management).
- * (5) Privacy Act of 1974.

4. RESPONSIBILITIES. The Information Management Office (IMO) is responsible *for assisting users of automation in technical and administrative matters related to the IMA (Information Mission Area). The IMO has primary responsibility for review and approval of request, purchase, installation, repair and maintenance of all hardware and supported software products. It is also the source for information about the District's automation and microcomputer policies and programs. IMO is responsible and has authority for the development of microcomputer applications that update or create information that is used by more than one Division or Office.

5. GENERAL POLICY.

* a. MS-DOS is the operating system standard for microcomputers.

b. Limited exceptions to this policy will be permitted under the following circumstances:

(1) The application requirement cannot be reasonably met by the MS-DOS operating equipment. (It is incumbent upon the requestor to provide evidence that this is the situation.)

* (2) The proposed application is limited in scope. This normally means the application is limited to a single work group such as a unit or branch; and, that the application is limited to a specific type of problem such as a specific class of engineering studies or a particular type of application if you need to prepare compound documents.

* (3) There are no communications requirements beyond those involving the specific work group and application for which the equipment is being requested. The District has established communications standards for MS-DOS operating equipment, MacIntosh and Unix particularly for Local Area Networks (LAN). Non-MS-DOS operating equipment that can communicate with MS-DOS machines can likely be included in the District's networking plans, but each case will have to be considered individually.

c. A request that meets all of the conditions in paragraph 5b will be considered for approval by the Information Management Office (IMO). If non-MS-DOS operating equipment is approved and acquired by IMO, it may not be possible to provide normal support due to resources constraint. For example, the user will be responsible for selecting and installing the necessary and appropriate software. Hardware maintenance and repair of non-MS-DOS operating equipment will be performed exclusively via maintenance contracts since IMO will have neither the parts nor the expertise to provide in-house support. When problems occur, lack of in-house support often means longer problem resolution and/or repair time and greater cost.

SECTION II

INFORMATION MANAGEMENT OFFICE RESPONSIBILITIES

6. USER ASSISTANCE.

a. Listed are some of the IMO assistance services provided to users in microcomputer management:

- (1) Consult on application design and implementation.
- (2) Answer questions about hardware and software operation.
- (3) Coordinate repair and maintenance of hardware products.
- (4) Recommend computer configurations to meet specific needs.

* (5) Assist users in the selection, acquisition, and installation of hardware and supported software products.

(6) Provide computer-related training in coordination with Human Resources Training Branch (CENPP-PO-T).

- (7) Explain IMO policies, procedures and standards.
- (8) Assist users in developing proposals for new applications.
- (9) Consider suggestions for service improvements.

(10) Refer to knowledgeable users outside of IMO for problem solving, as appropriate.

(11) Coordinate meetings of IM Coordinators and provide product demonstrations.

b. The IMO will, upon request, design and/or implement applications in conjunction with or for users. Users are referred to the IMO Service Guide for detailed information on procedures to request services from IMO.

* 7. HARDWARE.

a. Purchase and Distribution. FIP (Federal Information Processing) resource requisitions (including microcomputer hardware and supported software) are reviewed and processed through the IMO. FIP items for field offices are shipped directly to the field/project office, with the exception of Dredge Operations, Plant Projects Office, and Willamette Falls Locks. The office submitting the requisitions will receive the items from the IMO after delivery from the Logistics Warehouse and tracking procedures are completed. The requisition number identifies where the items are to be delivered by the IMO. When a product is delivered to the IMO from the Logistics Warehouse, IMO personnel will inspect the product and make certain that the product and quantity listed on the purchase order is actually being delivered. IMO will sign and date the purchase order accepting the shipment. The individual receiving the product must ensure that the correct product is being received.

b. Installation. A microcomputer system is normally made up of multiple components (e.g., CPU, monitor, keyboard, mouse, printer, etc.). Each of these components may be purchased and received separately by the IMO when ordering for upgrading an existing system. After components are received, the IMO will notify the purchaser and install them in the user's area. Items to be ordered that require installation within the CPU will be coordinated in advance with the IMO Hardware Facility to insure equipment compatibility. Registration cards will be mailed in by the end-receiving office to insure that they will be authorized to receive warranty service and technical assistance if required.

c. All ADP products, software, and hardware must be registered with the manufacturer by sending in the product registration cards. Do not register with individual names. Use the ***US Army Corps of Engineers, Portland District.***

d. The District Logistics Management Office (LMO) is responsible for maintaining a complete inventory of all accountable property. Upon the receipt of hardware components considered accountable property, the LMO will issue a temporary property receipt form (ENG Form 4866), through the IMO, to the requesting office's hand receipt holder for signature. The ENG Form 4866 is issued directly from LMO to IMO when the equipment is for the District, Willamette Falls, Lock, Dredge Operations, and/or Plant Project Office. IMO ensures the appropriate hand receipt holder (or designee) signs the form and returns it to IMO. IMO maintains a copy of the signed ENG Form 4866 and forwards ENG Form 4866 to LMO within three working days. Most ADP hardware, such as CPUs, monitors, keyboards, printers, etc., are considered to be accountable property. The LMO does not maintain records on software. Software accountability will be the user's responsibility and IM is required to maintain a current inventory of software to meet FIRMR (Federal Information Resource Management Review) requirements.

*

8. SOFTWARE.

a. Purchase and Distribution. The same procedures as for the Hardware apply here. Please refer to paragraph 7a.

b. Installation. After the product has been received, the IMO will, at the user's request, install the product on the user's microcomputer. All warranty papers or license agreements should be immediately completed by the end-receiving office and sent to the company to register ***US Army Corps of Engineers, Portland District*** as the owner.

c. Master Copies. Organization chiefs, or their designates, are responsible for maintaining the software documentation and the master copy of the software purchased by their organization.

d. Maintenance. When new versions, enhancements, and/or releases are * recommended for implementation, the IMO sends out an announcement to all IM Coordinators. The users will prepare IMP submissions for the Information Management Plan.

9. HARDWARE AND SOFTWARE PROBLEMS.

a. When a supported hardware or software component fails to perform correctly, users are to report the problem to their assigned IM Coordinator. If the IM Coordinator is unable to resolve the problem, he/she will report it to the IMO Customer Assistance Center. An IMO employee will be assigned and will attempt to determine the cause and severity of the problem. If unable to correct the problem, the IMO will call a vendor for service or repair.

b. After a problem has been reported, the IMO is responsible for its resolution. If the IMO refers a problem to a vendor for repair, the IMO will track the vendor's actions to resolve the problem and report any changes in the problem's status. The IMO maintains property records of all items removed from government facilities for repair and maintains maintenance service records for all equipment.

* c. IMO will ensure property is not removed from an area for repair without notifying the appropriate hand receipt holder. The hand receipt holder is responsible for preparing an ENG Form 4900 and maintaining a record in their property file. IMO will also maintain a copy of the ENG Form 4900. IMO will not remove the property prior to receiving an ENG FORM 4900. At this point, IMO is responsible for properly safeguarding and protecting the property. If IMO determines the items must be removed from the government facility for repair, an ENG Form 4900 will be used and a record file copy maintained.

*

* 10. IMO SUPPORTED PRODUCTS.

a. The Customer Assistance Center maintains a list of supported hardware and software items for which IMO in-house or contract personnel provide support. Users will select from the IMO supported products list whenever possible. If the business requirements can not be met by any supported product, users may request non-supported products by submitting an NPD Form 715 (Purchase Requisition) through the IM Coordinator to the Division or to a separate office chief and then to the Chief of IMO. This in no way removes the requirement for planning for the resource acquisition. (When the supply of the NPD 715 requisition form is exhausted, the form will be replaced by the DA Form 3953.)

b. A product may be added to or removed from the list of supported products at any time by the Chief, IMO. If removed, the same support level of the product will continue for a minimum of one year following removal from the list.

c. AR 380-19 prohibits acquiring "free" software products, such as those from bulletin boards or other outside sources. Although such products may not have copyrights and may be reproduced legally without limitation, they run the risk of introducing a virus to a corporate computer system. In addition there would be a proliferation of unsupported software, which would be in opposition to maintaining a consistent user base of compatible software within the District.

11. CUSTOMER ASSISTANCE.

a. The Customer Assistance Center is the initial point of contact regarding IMO services, computer applications, computer-related training, equipment consulting, software installation or assistance, and microcomputer and peripheral equipment installation or repair. It is also the initial point of contact for all IM Coordinators.

b. Customer Assistance maintains a library of microcomputer software, reference manuals, and computer magazines for its own use. A variety of off-the-shelf computer software is available for short term loan for the purpose of evaluation for business solutions. Computer training software is available as an alternative method of training.

c. Customer Assistance maintains the Electronic Lab. This District resource provides a location where employees can go to receive one-on-one computer assistance, find specialized hardware or software to meet short term or occasional business requirements, and for temporary use of equipment while waiting for hardware repairs. This resource is also available for demos, meetings, or small group training that requires use of a computer or other electronic equipment.

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- * d. Customer Assistance maintains equipment in the Learning Resource Center (LRC). This is a permanent computer training facility containing eight student PCs, one instructor PC, and an HP Laserjet printer. All equipment is connected to the District's network. To reserve this District resource, contact the Human Resource Office, Training and Development Branch. *

12. LIBRARY.

a. The District Technical Library purchases books and magazines covering microcomputers. These materials are available for loan through the Technical Library.

b. The Technical Library also has CD-ROM (information that is stored on compact discs). "Computer Select" is one CD-ROM data base available to users seeking information on computer-related products and topics. "Computer Select" is updated monthly and contains full text coverage of major computer industry journals. The database has hardware and software product profiles, company profiles, reviews, analyses, buyer's guides, and a glossary of computer and telecommunications terms.

SECTION III

USER RESPONSIBILITIES

13. MICROCOMPUTER MANAGEMENT.

a. Training. The user division/office is responsible for managing and controlling the use of microcomputers. The first priority is the application of the computer for Corps data processing needs. The computer may be used for training purposes, but such training must be directly related to the employee's job and it must directly support Corps' information processing needs.

b. Personal Use. Government computers will only be used for official government business. Personal use of government computers is strictly forbidden. No games or illegal software will be installed or used on government computers.

c. Machine Usage. Physical access will be limited to those persons who are authorized by division and/or staff-level management to use the machines.

d. Privately owned Equipment. (Reference AR 380-19) Use of privately owned equipment on Government premises is prohibited. The Government will not be liable whatsoever for loss, damage or destruction of privately owned equipment. The information processed by these computers becomes the property of the government.

* e. Equipment Movement. ER 700-1-1 states that equipment shall not be removed from Portland District property without authorization from the hand receipt holder. Equipment shall not be loaned outside Portland District without prior approval by the Property Book Officer (PBO). Some equipment may be available for check-out from the IMO Visual Information Branch. The employee may check with the Visual Information Branch for the availability of portable computers with standard software installed. If additional software is needed, the Customer Assistance Center may be contacted for the availability of software from its software library. *

14. IM COORDINATOR.

a. Each Division and staff-level office will nominate one or more point(s) of contact (Coordinator[s]) who can represent the users of their assigned areas in IMO-related meetings or activities. The Coordinator is expected to be aware of all planned microcomputer applications in the Division, Branch, or Section and is to keep other users in the Division, Branch, or Section informed about IMO activities. The IMO maintains a list of Coordinators. The IMO will contact the Coordinator whenever general information is needed, or to inform the Division, Branch, or Section about

important new information (e.g. policy changes, new procedures, software products, etc.).

b. The primary responsibilities of IM Coordinators are (1) to understand the microcomputer policies and procedures and (2) to assist management in implementing them within the Division, Branch, or Section. The Coordinator may request assistance from the IMO in carrying out these responsibilities.

c. The Coordinator will also assist users with microcomputer problems, and act as a liaison between the users and the IMO.

d. The Coordinator(s) will assist in preparing a long-range automation plan for his/her organization; assist users preparing requests for equipment, software, or services; and track where the requested equipment, software, or service is in the procurement process.

e. The IM Coordinator(s) will insure that an inventory of software and hardware is maintained for each microcomputer work station in the Division, Branch or Section for which they are responsible. This inventory will contain the type and bar code numbers of the CPU, a list of the names and serial numbers of each software product installed, and the directory name in which each software product is located on the microcomputer if it is a non-standard installation.

15. PRODUCT SELECTION.

a. Hardware and Software. Users are responsible for identifying work requirements and justification of need. The IMO and IM Coordinators, with the approval of division and staff-level office chiefs, are responsible for recommending the hardware and software products for their microcomputer applications.

b. Approval.

* (1) IM assures that requested items are in the Information Management Plan (IMP) and have been validated by HQ and included in the approved budget. In addition, the IMO reviews and approves all requisitions of new product acquisitions for technical adequacy and integration before the Contracting Division will place an order. *

(2) Products will be requested from among District standard products whenever possible. If none of these products performs the required functions, other products may be selected. When justifying product selection, users must explain carefully and thoroughly the reasons for selecting non-supported products and obtain approval from the designated representative from IMO.

* (3) NPD Form 715 (Purchase Requisition) will be used for all acquisitions. Copies of approved requisitions will be retained in the IMO for all FIP resources. (When the supply of the NPD Form 715 Purchase Requisition is exhausted, the form will be replaced by the DA Form 3953.)

(4) In addition to new acquisitions, all FIP property acquired from other government sources must be reported to the IMO for inventory and maintenance purposes and to make sure it has been identified in the IMP.

16. ACQUIRING MICROCOMPUTER HARDWARE AND SOFTWARE.

a. Acquisition. The requesting office must identify and propose its major automation applications to the IMO to incorporate into the Information Management Plan (IMP). This is done during the annual IMO budgeting and planning cycle prior to the desired time of the implementation of the major automation application. If the automation proposals are accepted into the IMP, they will be assigned Initiative Tracking Numbers. The acquisition process will be initiated by the user office by completing an NPD Form 715 (Purchase Requisition) with fully documented justification. Include the RS (Resource Statement) category, District Initiative, and the IMP tracking number. Requisitions totaling over \$5,000 require a benefit/cost analysis in addition to a narrative justification. Users may seek guidance from IMO on how to prepare NPD Form 715 and the required justifications. (When the supply of the NPD Form 715 is exhausted, it will be replaced by the DA Form 3953.) IMO will review the requisitions, make copies for its records, and forward them through the Logistics Management Office (LMO) to Contracting Division for acquisition. Items or systems not in the IMP may still be requested subject to approval from HQUSACE, and available funds, on a case-by-case basis.

b. Delivery. The equipment is delivered by the vendor to the District Warehouse. Logistics Management personnel in the District Warehouse will deliver the items to the IMO office, which will process and deliver to the office that initiated the requisition. Not all FIP is reviewed and processed through IMO and the LMO Warehouse. FIP for field offices is shipped directly to field/project offices, except for Dredge Operations, Plant Project Office, and Willamette Falls Locks.

17. RESTRICTIONS ON PROGRAM DEVELOPMENT

a. Commercial, off-the-shelf software will be used as much as possible in order to attain the maximum possible productivity benefits. Development of major programs using conventional procedural languages (FORTRAN, COBOL, ASSEMBLY, etc.) is prohibited per PUBLIC LAW, which Congress recently passed mandating the use of ADA for all AIS (Automation Information Systems). (See also HQDA LTR 25-90-1, 16 JUL 1990.) Exceptions are allowed when found to be cost effective and/or operational effective over the life cycle for the AIS, provided appropriate waivers are filled out and signed. If application development is necessary, and where important functions cannot be performed using *

* purchased software, the ADA language is required unless a waiver is granted (except for small utilities requiring not more than 80 hours time). *

* b. Microcomputer projects that require any conventional programming, regardless of who does it, must be examined very closely by supervisors in terms of cost effectiveness and technical merit. Life Cycle Management * Information System documentation is required before the start of any major project. Major projects must be approved in advance by the Division Chief.

18. SOFTWARE.

a. Application Design and Development.

(1) The approach for application development described in this regulation is much different from the familiar approaches used for conventional data processing systems.

(2) Generally, users will use off the shelf software such as word processors, spreadsheets, data base management systems, query languages, etc rather than using procedural languages such as FORTRAN, COBOL, BASIC, etc. The potential productivity advantages are twofold; users often do the work themselves and eliminate the middleman; and they avoid the programming details of the conventional approach. With high-level tools, users often do not have as much control of the details (e.g. the appearance and presentation of data or reports). It is important to understand the impact of the advantages and disadvantages before proceeding with the development of a microcomputer application.

(3) The IMO assists users in the technical aspects of building microcomputer applications.

* b. Contract Software. Currently, there is a moratorium on third-party software development. If, with the help of IMO, third-party software development is the only solution available to meet the user's needs, the IMO will assist the user in obtaining and filling out the necessary waiver. Any contract projects must be identified during the IMO budgeting and planning cycle (usually during the October through January time-frame). *

c. Documentation. According to Department of Defense (DOD) standards, any application authorized for development, whether by users, IMO or through contract, must be accompanied by complete documentation (users manual, program documentation, etc.). Any developed application that is used by more than one office should be reported to IMO for inclusion in the software inventory catalog.

19. MAINTAINING DATA INTEGRITY.

a. It is essential for microcomputer users to maintain high quality data bases. The procedures described in paragraph 21, for data backup, provide a method for users to recover from catastrophic problems and errors in data. However, there are other potential sources for errors in computer systems, and users are responsible for implementing controls to assure that such errors do not impair the quality of Corps data.

b. Microcomputers often need access to data on the Corps mainframe. It is possible to send data in both directions between the mainframe and the microcomputer. Sending data from mainframe to microcomputer is called "downloading" and the reverse is called "uploading."

(1) Downloading. Downloading is permitted in cases where it is technically feasible and is consistent with generally accepted design principles. Users should note that any updates to the data base after the time of the downloading operation will not be reflected in the data which was downloaded. Users and the Coordinators are responsible for evaluating the effects of downloading on their applications and deciding whether downloading is appropriate.

(2) Uploading. Uploading is not permitted directly into corporate data bases. In some instances, procedures may be developed to upload files and later load them into corporate data bases. However, data created on a microcomputer may be sent to the mainframe and placed in the user's private data files or to any input file for later use in a system process. This data is used at the user's own risk. It is the user's responsibility to insure data accuracy. This procedure insures the integrity of Corps data bases and provides the Corps with appropriate audit trails.

(3) Data Entry. When initial data entry is performed using a microcomputer, users will develop data edits or implement other control procedures to insure that data quality is maintained at a level consistent with similar applications developed to operate on the mainframe.

c. Users should contact the IMO for further information or design assistance in data base access.

20. DATA ADMINISTRATION.

a. The Corps actively manages its information resources. Because much of the Corps' data is stored in computer data bases, much attention has been given recently to data administration and strategic data base planning. Microcomputer applications may need access to data bases at other Corps locations. Users, in coordination with the IMO, are responsible for determining how their microcomputer applications will fit in the Corps' environment and how the applications relate to the strategic data base plan.

b. The strategic data base plan is an important part of the Corps' long range plans. Its purpose is to provide a stable foundation for data management and a well-defined framework for application development. The data required for the operation of the Corps is viewed as an information resource. The data must be organized to satisfy the Corps' information requirements in a manner that provides stability of data structures, minimum redundance, and efficient processing. The framework of data storage and access, known as data architecture, should be determined by the requirements of the Corps, not by the nature of any particular data base management system or individual application system. Data base management and application systems should be viewed as mechanisms for the storage, manipulation and delivery of data to aid in accomplishing the objectives of the Corps.

c. The IMO provides user consulting services in all facets of data administration and data planning.

21. SECURITY.

a. Responsibilities.

* (1) The user is responsible for security of three valuable resources in the microcomputer system: the FIP property, the software, and the information kept on its storage devices. The machine must be protected from theft, damage, destruction, misuse, and tampering. The information (or data) and applications must be protected from unauthorized or accidental modification, destruction, access or disclosure.

* (2) Users are responsible for providing reasonable physical security controls to prevent theft, damage, destruction, misuse, or tampering. In the event of loss, damage or destruction of any of the classes or property listed, appropriate action must be taken to obtain relief from property responsibility and accountability (ER 700-1-1, Chapter 3). Contact the PBO at ext. 2460 for assistance.

* (3) Data is usually stored on a microcomputer on a hard disk and/or diskettes. Diskettes are removable and should be stored in a locked drawer or cabinet when not in use. The hard disk is part of the microcomputer and is not easy to remove. If the hard disk contains any sensitive information, the user must develop specific procedures (such as setting up a password to access the machine) to insure that physical access to the microcomputer is limited to authorized personnel. The IMO Customer Assistance Center is available to assist in setting up password access to computers. Sensitive information, such as information regarding personnel data, is not to be processed or stored on any microcomputer unless an accreditation has been completed and is in force for that machine. Reasonable controls are to be in place restricting access to sensitive information.

* (4) The office of Personnel Management directs that access to any data extracted from Personnel data base access must be coordinated through the Chief, Human Resource Office. Personnel data is covered under the Privacy Act of 1974. Access is on a need-to-know basis.

(5) When viruses are detected, the ISSO (Information Security Systems Officer) or Customer Assistance Center needs to be notified immediately. A memo is to be presented to the ISSO explaining the events that took place when the virus was discovered and the steps taken to prevent the infection from reoccurring. The ISSO has 72 hours in which to notify NPD-IM-R and NPP-SA-S. (See AR 380-19 and District Policy concerning viruses, which is available for viewing on a network cc:Mail bulletin board.) *

b. Data Backup.

* (1) The procedures described above do not prevent accidental erasure or destruction of data. Application software installed from original diskettes do not require being backed up. Users are responsible for making backup copies of all important data from diskettes and hard disks on their microcomputer. All LAN stored data is backed up routinely. The diskettes created in the backup operation should be stored in a locked drawer or cabinet in a different room from the microcomputer. Do not back up your data to the LAN. It is recommended for very important or critical data to have backup copies stored at a remote site separate from the District office. The IMO is available to assist users in developing backup procedures.

* (2) In the event of machine failure or other accidental destruction of data, users must restore their data from backup diskettes. If backups are not valid, users must recreate the lost data. Users should maintain at least one valid backup copy of all permanent data at all times. Use the same version of DOS to back up and restore your data.

c. Copyrights. Users are responsible for observing all copyrights and license agreements for the products that they use. Users who are unsure about the copyrights on specific software products should contact the IMO. If software is copied for personal use, such copying will be viewed as theft of government property.

* d. Classified Information. Computers used to process classified information must be in compliance with AR 380-5 (DA Information Security Program) or any other governing regulation. IMO must be informed in writing of any use of computers for classified information.

22. SUPPLIES. Consumable supplies such as diskettes, surge protectors, and printer paper may be obtained from the Logistics Management Office. Printer ribbons and laser printer toner cartridges are available in the Logistics Management supply room. Unusual items may not be available without a request

prior to actual need. Contact the LMO Customer Assistance, ext. 6413, for assistance with supply needs.

23. TRAINING. The Information Management Office, in conjunction with the Human Resources Office, Training and Development Branch (NPP-PO-T), facilitates microcomputer-related training for the District. Identified computer-related training requirements are satisfied through use of contracted courses; local public training vendors; and facilitated in-house workshops. Descriptions and objectives of proposed training courses are published by the IMO annually. Managers should schedule courses for employees who need them. Computer-related training courses should be programmed on the Individual Development Plan (IDP) and budgeted for in the annual training plan of the individual's office. In addition to formal courses offered through NPP-PO-T, alternative methods of training available to meet job requirements include video and computer-based training (available for check-out in IMO Customer Assistance Center); locally scheduled courses; and evening and weekend college courses. Area colleges offer courses from introduction levels through advanced topics. Private industry also has various specialized courses available. Contact IMO Customer Assistance Center for information on computer training sources.

24. SURPLUS HARDWARE AND SOFTWARE PRODUCTS. When an organization's equipment is to be replaced or becomes obsolete, proper procedures are required for hardware disposal as defined by the LMO's regulations. Initially, the organization should try to have the equipment reassigned within its own organization. Consult the Property Book Officer, ext. 2460, for surplusng any property. An ENG Form 4900 is to be completed and submitted through the IMO to the PBO.

25. ACQUISITION OF FIP RESOURCES.

a. FIP acquisitions within the Information Mission area (IMA) disciplines are subject to Federal Information Resource Management Regulation (FIRMR). IMA disciplines are Reproduction Management, Printing Operations, Visual Information, IMA Management (Planning), Library, Records Management, Telecommunications and Automated Data Processing (ADP). The FIRMR is a GSA (Government Services Administration) regulation which identifies what FIP is and how any federal entity may acquire related items and services. The FIRMR also determines the procedures and documentation required to obtain FIP resources. The FIRMR is most frequently used by IMO and Contracting, however it is available on the Local Area Network (LAN) for District-wide viewing access.

b. All FIP acquisitions require review and approval from the Information Management Office (IMO). The chief, IMO has Delegated Procurement Authority (DPA) granted by HQNPD. Delegated procurement authority determines resource ceilings to which the District may acquire FIP resources. DPA is special and restrictive authority, delegated to COE IMOs. Should the District fail to meet

* requirements in managing FIP resources, DPA may be withdrawn in whole or part and may affect all acquisition authority.

c. Prior to the acquisition of FIP items or services, your request must first be identified in the IMA Mod Plan (Information Management Modernization Plan), also known as the Information Management Plan (IMP). The IMA Mod Plan is normally prepared 3-8 months prior to the fiscal year in which funds are made available. The District IMA Mod Plan is funded through various revolving and project fund accounts. A large portion of the IMA Mod Plan is charged to IMO, CADD, and PRIP, and sold to project accounts. Operating budgets reflecting direct charges for District FIP resources will be determined by the Information Management Working Group (IMWG). An approved list of District FIP items will be made available prior to the beginning of each fiscal year. (See the IMO Service Guide, October 1992, pages 4 and 5, for more information.) *

FOR THE COMMANDER:



RICHARD E. DADISMAN
Major, EN
Deputy Commander

DISTRIBUTION:
All Supervisors