



HEALTH AFFAIRS

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE**

WASHINGTON, DC 20301-1200

**DEC 05 2005**

MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY  
DEPUTY SURGEON GENERAL OF THE NAVY  
DEPUTY SURGEON GENERAL OF THE AIR FORCE  
PROGRAM EXECUTIVE OFFICER MILITARY HEALTH  
SYSTEM JOINT MEDICAL INFORMATION SYSTEMS  
OFFICE  
DIRECTOR NETWORK OPERATIONS DIVISION  
INFORMATION MANAGEMENT, TECHNOLOGY &  
REENGINEERING  
CHIEF ENTERPRISE ARCHITECT, MILITARY HEALTH  
SYSTEMS

SUBJECT: Military Health System Office Automation Guidance

This memorandum supersedes Military Health System (MHS) Office Automation Guidance dated June 15, 2004. All acquisitions for new and/or upgraded Office Automation software using Defense Health Program funds must utilize component products listed in attachment, MHS Office Automation Standards. This guidance was developed, coordinated and approved by the MHS Technical Integration Working Group. In addition, this guidance will facilitate office automation commonality across the MHS to achieve economies of scale, increase interoperability, reduce training and complexity, and simplify the management of information systems.

Office Automation is an extension of business tools available at the desktop to support the flow of work and information. Office Automation tools include applications such as, word processing, spreadsheet, presentation graphics, office database, electronic forms, calendar/scheduler, electronic mail, Web browser, and virus scanner. These software tools are used for general office functions not specific to any MHS Program. Other software, such as collaborative groupware, file transfer, terminal emulation, etc., may be considered in the future as MHS core component software. Personnel acquiring office automation or other software products should utilize MHS Enterprise-wide licensing agreements when available.

Sites upgrading to MS Outlook 2003 clients should be aware of potential interoperability conflicts between Microsoft Exchange Server 2000 Software and Outlook 2003 clients. When upgrading E-mail software, the MHS recommends upgrading E-mail client and server to Outlook 2003 at the same time to ensure interoperability.

Also, a strong business case may justify using products that are not listed in the attachment. Justifications should be done on a case by case basis and should clearly articulate the shortcoming of the standard office automation product in meeting the business requirement.

Point of contact for this guidance is the Office of Technology Management, Integration and Standards at (703) 681-6779 or by electronic mail at [tmisweb@tma.osd.mil](mailto:tmisweb@tma.osd.mil).

A handwritten signature in black ink, appearing to read 'C. Hendricks', written in a cursive style.

Carl E. Hendricks  
Chief Information Officer  
Military Health System

Attachment:  
As stated

**Military Health Systems (MHS) Office Automation (OA) Standards**

FUNCTION	SOFTWARE
<b>REQUIRED for all newly procured or upgraded DESKTOPS (if OA is utilized)</b>	
Virus Scanner	McAfee, Norton, and Trend Micro AntiVirus software applications are currently licensed for use by the DoD. DISA Website: <a href="http://www.cert.mil">www.cert.mil</a> Army Website: <a href="https://www.acert.belvoir.army.mil/virusmain.htm">https://www.acert.belvoir.army.mil/virusmain.htm</a> Navy Website: <a href="https://infosec.navy.mil/">https://infosec.navy.mil/</a> Air Force Website: <a href="https://afcertmil.lackland.af.mil/virus">https://afcertmil.lackland.af.mil/virus</a> Site access is restricted to devices registered on a ".mil" domain
Office Suite*	Microsoft (MS) Office Professional 2003
Word Processor	Microsoft Word 2003
Spreadsheet	Microsoft Excel 2003
Presentation Graphics	Microsoft PowerPoint 2003
Relational Database	Microsoft Access 2003
PDF Reader	Adobe Acrobat Reader version 7.0
E-mail:	MS Outlook 2003
Web Browser	Microsoft Internet Explorer version 6.0 at Service specified locations.
<b>REQUIRED - if capability is needed</b>	
Web Publishing	HTML 3.2, 4.0, and 4.01 specifications
Form Design	Adobe LiveCycle Designer 6.0
Medical Business Graphics	CorelDRAW™ Graphics Suite 12
Technical Graphics	Microsoft Office Visio Professional 2003
Desktop Project Scheduling	Microsoft Office Project Standard 2003 or SureTrak Project Manager 3.0
Enterprise Project Scheduling	Primavera Project Planner (P3) 3.0
DeskTop Productivity Tool	Adobe Acrobat version 7.0

\* Transition to MS Office 2003 is not required by MHS. Service requirements may mandate use of Office 2003.