



HEALTH AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301-1200

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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

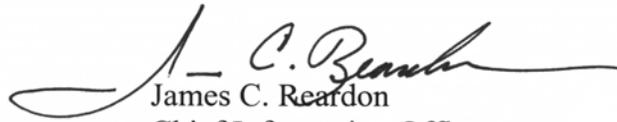
This memorandum supersedes Military Health System (MHS) Office Automation Guidance dated April 11, 2003. All acquisitions for new and/or upgraded Office Automation software using Defense Health Program funds must utilize component products listed in Attachment 1, MHS Office Automation Standards. This guidance was developed by the Tri-Service Technical Integration Working Group and coordinated and approved by the MHS Enterprise Architecture Board. 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, 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 Software and Outlook 2003 clients. When upgrading email software, the MHS recommends upgrading email

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.



James C. Reardon
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Military Health System

Attachment:
As stated

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

FUNCTION	SOFTWARE
REQUIRED for all newly procured or upgraded DESKTOPS (if OA is utilized)	
Virus Scanner	McAfee, Norton, and Trend Micro AntiVirus software applications are currently licensed for use by the DoD. DISA Website: www.cert.mil Army Website: https://www.acert.1stiocmd.army.mil/Antivirus Navy Website: https://infosec.navy.mil/ Air Force Website: https://afcertmil.lackland.af.mil/ 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	Microsoft PowerPoint 2003
Graphics Relational Database	Microsoft Access 2003
PDF Reader	Adobe Acrobat Reader version 6.0
Email:	MS Outlook 2003
Web Browser	Microsoft Internet Explorer version 6.0 at Service specified locations.
REQUIRED - if capability is needed	
Web Publishing	HTML 3.2, 4.0, and 4.01 specifications
Form Design	Adobe Form Designer 5.0
Medical Business Graphics	CorelDRAW™ 11
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 6.0

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