



HEALTH AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

January 25, 2002

MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY
DEPUTY SURGEON GENERAL OF THE NAVY
DEPUTY SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Military Health System Office Automation Guidance

This memorandum supersedes "Military Health System (MHS) Office Automation Guidance" dated September 7, 2000. 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 Guidance. This guidance was developed by the Tri-Service Technical Integration Working Group and coordinated and approved by the MHS Information Management Program Review 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 word processing, spreadsheet, presentation, office database, electronic forms, calendar/scheduler, electronic mail, Web browser, virus scanner, and backup utility. 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.

Waivers to any part of this guidance will be evaluated on a case by case basis and shall be forwarded in accordance with a Request for Waiver to MHS Office Automation Guidance (Attachment 2).

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

//signed//

Chief Information Officer

Attachments:
As stated

Military Health System (MHS) Office Automation (OA) Guidance

FUNCTION	SOFTWARE
REQUIRED for all newly procured or upgraded DESKTOPS (if OA is utilized)	
Virus Scanner	McAfee and Norton AntiVirus software applications are currently licensed for use by the DoD. DISA Web site: www.cert.mil Navy Web site: www.infosec.navy.mil Note: These sites can ONLY be accessed by registered military domain computers.
Office Suite*	Microsoft (MS) Office 2000: (Professional)
Word Processor	Microsoft Word 2000
Spreadsheet	Microsoft Excel 2000
Presentation Graphics	Microsoft PowerPoint 2000
Relational Database	Microsoft Access 2000
PDF Reader	Adobe Acrobat Reader version 5.0
E-mail:	MS Outlook 2000
Web Browser	Netscape Communicator version 4.78 http://netscape.intdec.com/disa/ (or) Microsoft Internet Explorer version 5.5 http://www.microsoft.com/windows/ie/downloads/recommended/ie55sp2/default.asp
REQUIRED - if capability is needed	
Web Publishing	HTML 3.2, 4.0, and 4.01 specifications
Form Design	JetForm Design™ version 5.3.2
Medical Business Graphics	CorelDRAW™ 10
Technical Graphics	Microsoft Visio Professional 2000
Desktop Project Scheduling	Microsoft Project 2000 or SureTrak Project Manager 3.0
Enterprise Project Scheduling	Primavera Project Planner (P3) 3.0
DeskTop Productivity Tool	Adobe Acrobat version 5.0

* MHS does not have a requirement to move to Office XP.
However, some service requirements may mandate Office XP.

Request for Waiver to Military Health System (MHS) Office Automation Guidance

Date of request: _____
Organization: _____
Address: _____
POC: _____
Telephone: _____
E-mail: _____

Nature of Waiver Requested

Include the specific MHS Office Automation standard(s) to which you are requesting a waiver.

Justification

Include the justification for the waiver and consequences if denied. Also include statement of planned migration toward the MHS standard and timeline for achieving compliance to the standard. Include the scope of the waiver in terms of approximate number of units affected. Please limit this section to one page or less.

Signature of Requestor Date: _____

Technology Management, Integration and Standards (TMI&S) Response

This section is to be completed by TMI&S and will provide a recommendation to the Service Medical Chief Information Officer (CIO) for approval/disapproval of the waiver with the associated justification. It may also include conditions and terms to be agreed to by the requestor (i.e., next major version release of this system must be ported to compliant architecture.)

Director, TMI&S Date: _____

Medical Service CIO

Comments (Optional):

Approval / Disapproval Expiration if applicable _____

Signature of Service CIO Date: _____