



TRICARE
MANAGEMENT
ACTIVITY

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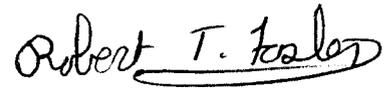
MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY
DEPUTY SURGEON GENERAL OF THE NAVY
DEPUTY SURGEON GENERAL OF THE AIR FORCE
PROGRAM EXECUTIVE OFFICER, JOINT MEDICAL
INFORMATION SYSTEMS OFFICE
CHIEF ENTERPRISE ARCHITECT, MILITARY HEALTH
SYSTEM
DIRECTOR, NETWORK OPERATIONS DIVISION,
INFORMATION MANAGEMENT,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

SUBJECT: Military Health System Office Automation Guidance

This memorandum supersedes "Military Health System Office Automation Guidance," July 21, 2006, and updates guidance for selection of Office Automation software within the Military Health System (MHS). To facilitate office automation commonality across the MHS, all acquisitions for new and/or upgraded Office Automation software using Defense Health Program funds must utilize component products listed in the Attachment, MHS Office Automation Standards. This policy/guidance is policy for all MHS centrally-managed Information Systems and networks under the authority of the MHS CIO, and it is guidance for Service specific applications. This guidance was developed, coordinated, and approved by the MHS Technical Integration Working Group and also approved by the MHS Enterprise Architecture Board.

Office Automation tools include applications such as: word processing, spreadsheet, presentation graphics, office database, calendar/scheduler, electronic forms, electronic mail, Web browser, and virus scanner. These software tools are used for general office functions. Personnel acquiring office automation or other software products should utilize MHS enterprise-wide licensing agreements when available. 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.

This guidance will be updated either annually or as required to reflect advances in technology, product availability, and market support. The point of contact for this guidance is the Technology Management, Integration and Standards Directorate, which can be reached at (703) 681-8701 or by electronic mail at tmisweb@tma.osd.mil.

A handwritten signature in black ink that reads "Robert T. Foster". The signature is written in a cursive style with a horizontal line underlining the name.

Robert T. Foster
Acting, Chief Information Officer
Military Health System

Attachment:
As stated

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

| FUNCTION | SOFTWARE |
|---|---|
| REQUIRED for all newly procured of upgraded DESKTOPS (if OA is utilized) | |
| Virus Scanner | McAfee, Norton, and Trend Micro AntiVirus software applications are currently licensed for use by the DoD. JTF-GNO Website: https://www.jtfgno.mil Army Website: https://www.acert.1stiocmd.army.mil/Antivirus/ (AKO username and password required) Navy Website: https://infosec.navy.mil/ps/?t=main/main.tag&bc=main/bc_main.html Air Force Website: https://afcertmil.lackland.af.mil/virus/vat_index.htm Site access is restricted to devices registered on a ".mil" domain and requires a CAC login. |
| Office Suite | Microsoft (MS) Office Professional 2007* |
| PDF Reader | Adobe Acrobat Reader version 8.0 |
| E-mail | MS Outlook 2007* |
| Web Browser | Microsoft Internet Explorer version 6.0** |
| REQUIRED – If Capability Is Needed | |
| Web Publishing | MS Sharepoint Designer 2007* or MS Expression Web |
| Form Design | Adobe LiveCycle Designer 8 |
| Medical Business Graphics | CorelDRAW™ Graphics Suite X3 |
| Technical Graphics | Microsoft Office Visio Professional 2007* |
| Desktop Project Scheduling | Microsoft Office Project Standard 2007* or SureTrak Project Manager 3.0 |
| Enterprise Project Scheduling | Primavera Project Planner (P3) 3.1 or Primavera V5.0 |
| DeskTop Productivity Tool | Adobe Acrobat version 8 Standard Adobe Acrobat 8 Professional <u>if also using Adobe LiveCycle Designer 8</u> |
| Requirements Management Tool | DOORS V8.1 |
| Enterprise Architecture and Modeling Tool | System Architect V10.4 |

*Note that new MS applications will run on Windows XP, Windows Server 2003 and Windows Vista, but there may be some feature and interoperability limitations.

**Centrally Managed Programs have not completed compatibility testing of IE 7.0.