

DEPARTMENT OF THE ARMY
Academy of Health Sciences, United States Army
Fort Sam Houston, Texas 78234-6100

Memorandum
No. 25-2

15 January 1991

Information Management
USE OF COMPUTER SOFTWARE

1. PURPOSE. To establish policy for the acquisition and use of computer software by Academy of Health Sciences, U.S. Army, (AHS) personnel.

REFERENCES

- a. AR 380-19, Information Systems Security, 1 Aug 90.
- b. HSC Circular 25-1, IMA Modernization Plan, 1 Oct 90.

3. SCOPE. Provisions of this memorandum refer to all software acquired for use on government owned computer systems.

4. APPLICABILITY. This memorandum applies to all Academy personnel who utilize automation resources at Fort Sam Houston and Camp Bullis, Texas.

5. GENERAL. The government acquires copyrighted software from vendors under contract. The government is obligated, under the Restricted Rights provisions of these contracts, to refrain from making or using copies without consent of the vendor/developer. Overall management of personal computers and related commercial software is the responsibility of the Information Management Division (IMD). The IMD must ensure requirements for commercial software are planned, evaluated, and acquired in a cost effective manner. The IMD must also ensure that controls are adequate for safeguarding government-owned commercial software, and ensure that the Army's Internal Control Program, as it relates to the acquisition and use of commercial software, is adequately implemented.

6 EXPLANATION OF TERMS

a. Bulletin Board System. A host computer system which encourages or allows software and information exchange through the use of dial-in (MODEM) access for remote users.

b. Backup Copy. A duplicate copy of an original piece of software which is created for archive or protection purposes only. A backup copy is protected by copyright law, when applicable.

*Supersedes AHS Memo 25-2, 4 Jan 90

c. Copyright. As defined by the United States Copyright Office, copyright is that protection afforded the author of an original work (writing composition, etc.) against use by another without permission. Copyright is automatically afforded all works at the time of creation; formal registration is not a requirement in the United States.

d. Commercial Software. Copyrighted software that is acquired through normal procurement channels from a commercial source. Commercial software may be referred to as proprietary software.

e. Piracy. Piracy is the intentional and unauthorized duplication of copyrighted software.

f. Public Domain. Public domain software is placed into the public sector by authors who have released all rights, including copyrights, to the software.

g. Restricted Rights. Limited rights granted the government when acquiring copyrighted software. Normally, a single copy of the software may be made for backup protection only.

h. Shareware. Shareware is software which is released or offered to the public at no cost to allow the user to "try before buy." Authors generally stipulate that a fee must be paid if the software is used for an extended period of time.

i. Software. Within the context of this memorandum, software is a sequence of instructions which specifies actions required by a computer system to accomplish meaningful work. Software is synonymous with computer program.

7. POLICY. Commercial software will be employed in accordance with restricted rights of use permitted by the software vendor. Start-up messages will appear on PCs, warning each user that commercial software packages are protected by copyright law. Users are cautioned NOT to copy commercial software without authorization. Appropriate disciplinary action, which may include Uniform Code of Military Justice (UCMJ) action, suspension, or removal from the Federal Service, may be taken against any employee who exposes the government to liability through unauthorized reproduction and use of software.

a. Commercial Software: To be acceptable for use here at the Academy, the files of any commercial software purchased must be compatible with one of the programs listed below:

- (1) Operating Environment - MS/DOS or Windows 3.0
- (2) Word Processing - WordPerfect, MS Word, Enable or MultiMate
- (3) Electronic Spreadsheet - Lotus 1-2-3, Quattro Pro MS Excel
- (4) Database Management - Enable dBase Paradox
- (5) Presentation Graphics - Harvard Graphics, Videoshow, or Signmaster.

- (6) Desktop Publishing - Ventura Publisher Pagemaker
- 7 Communications - Procomm or Enable
- (8) Utilities such as PC Tools, Norton Commander Norton Utilities or Fullback

b. Backup Copies of Commercial Software: Backup copies for safekeeping purposes, including Contingency of Operations Plan (COOP) requirements, are permitted provided that continued possession of the program is lawful. Making multiple copies of commercial software for the purpose of installing single copy software on multiple machines is prohibited. In the event the software is returned to the vendor, all backup copies must be destroyed or returned with the original.

c. Games Software. Software which is game oriented is not permitted on government owned computer systems with the following exceptions:

When the software is integral to a commercial package and cannot be removed

(2) When the software is used in an academic environment to promote the use of computer systems.

d. Shareware. AHS personnel who routinely use shareware will comply with the provisions of the author's copyright notice. Continued use will be approved only when the government pays any required fee.

e. Public Domain. The use of public domain software is authorized provided the software has been approved for use by the AHS Information Support Section (ISS). The ISS maintains and provides to all computer users a selected assortment of public domain software for use on AHS computers. Users should contact the Computer Help-Desk of IMD for additional information. If public domain software is desired but currently not on the approved list, a copy of the software may be submitted to the ISS for possible addition to the approved list.

f. Privately Owned Software Privately owned software will not be used on government computers.

g. Evaluation Copies. Evaluation copies of commercial software are permitted for limited test purposes only under the direct supervision of Information Support Section.

h. Redistribution of Software. Excess software will be transferred to the Information Support Section. Information Support Section will redistribute excess software in accordance with Capability Requirements and AHS standardization policies. User requirements will be kept in a file which will be maintained by IMD Capability Requirements Area.

i. Distribution of Diskettes. When software is installed onto computers, the 'distribution' diskettes are removed from the documentation and retained by ISS. The copy loaded onto the computer is then considered to be the backup copy. The user may, if desired, make an additional full system backup. However, the additional backup is for disaster recovery on the primary machine only and may not be loaded onto a second or subsequent machine. The ISS maintains a record of the software serial number loaded onto a particular machine. The ISS is also responsible for the purchase and installation of any upgrades to existing standard software.

j. Storage of Software. Commercial software must be adequately guarded against loss or theft. Protect software (tape, disk, diskette or cassette) by locking it in a desk, file cabinet, safe or other adequate location.

k. Identification and Verification of Commercial Software. Users will identify Commercial software in Risk Assessment. Risk Assessment (see AR 380-19) will be updated as required. All government-owned software will be labeled as government-owned property. Information System Security Officers (ISSOs) will periodically inspect contents of hard disks to detect undocumented/unapproved software. Inspections will be unannounced.

l. Training and other support will be provided by the IMD, AHS, for software packages listed in para 7a above. The extent of training support provided will be based on the needs of elements within the AHS. Support for other packages will be the responsibility of the division purchasing them.

8. EFFECTIVE DATE. This memorandum is effective upon date of publication. After publication, a transitional grace period will be observed. During the grace period, all software which does not adhere to this memorandum will be removed from AHS computers.

FOR THE COMMANDANT

OFFICIAL:

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DISTRIBUTION:

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