

CHAPTER 11

AUTOMATION AND SYSTEMS DEVELOPMENT CYCLE

11-1. AUTOMATION AND SYSTEMS DEVELOPMENT CYCLE. This chapter contains the typical activities used in system development, acquisition, or any other support required to produce solutions to a user's requirements.

11-2. AUTOMATION DEVELOPMENT CYCLE. Any user that has a requirement for automation must identify the requirement and submit an Information Capability Request (CAPR) to the DOIM. The CAPRs controlled by DOIM assigned control numbers relate only to those CAPRs supporting a common user need or post related initiatives. The DOIM will process the CAPR using the following procedures:

a. Planning Phase: During this phase, a scheme will be devised to produce an acceptable solution to the user's requirement, as defined by the user.

b. DOIM responsibilities:

Controls the CAPRs by assigning a number to each CAPR.

(2) Reviews the CAPR to ensure that all pertinent information has been included.

(3) Checks the existing automated systems to prevent duplicating effort.

(4) Determines if the user identified the benefits to be derived from approval of the request.

Assesses the impact of not automating.

(6) Determines the payback to the requesting organization based on CAPR and other available information.

(7) Analyzes overall benefit to the installation payback and the potential for success.

Reviews the CAPR against the priorities of the IMP.

(9) Determines other organizations that need access to the information.

(10) Modifies or adds new information requirements to the IMP and the FSH Five Year Plan, as needed.

FSH Reg 25-1

(11) Determines if the CAPR will require Report Control Symbols (RCS) or Product Control Numbers (PCNs).

(12) The DOIM and user are jointly responsible for coordinating with the ADPSSM, Security Division, DPTMSEC, to ensure all facets of security are incorporated into the design and implementation phases.

c. Design Phase: The DOIM determines the best solution to satisfy the mission need through hardware, software, systems sharing, or initial development.

(1) The DOIM coordinates with the user and conducts a preliminary analysis to resolve areas not covered or clearly defined in the CAPR. Information from the preliminary analysis is incorporated into a Project Design Phase (PDP) which provides a concept for support of the CAPR and identifies ADPE, software, hardware, communications, security and interface requirements. The PDP provides complete project cost; i.e., hardware costs, programming effort required, and alternate courses of action.

(2) If the preliminary analysis indicates a local unique system is required, the user will submit a request to the DOIM for installation support. If system support required is not in the IMP, the CAPR will be used to update the IMP and to prepare an out-of-cycle request for approval.

(3) ADPE and software available in the DOIM Information Center will be assessed to determine the possible capability of supporting information requirements.

(4) If the system includes more than one user, a meeting will be conducted to ensure identification of the detailed requirements.

(5) The PDP and design specifications will be forwarded by the DOIM to the user for review and concurrence. Signatures will indicate the user understands and concurs with the proposal to support the requirements. If the user does not sign the PDP, the PDP will be forwarded to the IMSSC for resolution.

d. Approval: If the cost of the recommended system exceeds the local approval authority, the DOIM will forward the request to FORSCOM, or through FORSCOM to Department of the Army (DA). Approval, if required, must be obtained before the DOIM can continue with further development.

e. Approval and acquisition of ADPE must be coordinated to ensure equipment is available at the time the programming is completed.

f. The DOIM notifies requesters of the status of the IMSSC actions concerning the project.

g. Items approved for acquisition but not funded are submitted to the DOIM for inclusion in future PARR submissions and for presenting funding issues before the Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC). The DOIM will include long-range projects validated by the IMSSC in future PARR submissions.

h. The PBAC approves the PDP funding issues either in total, part, or disapproves the funding. The DOIM provides the results of the PBAC to the requesters.

i. A copy of the unfunded projects is returned to the user to pursue alternative funding strategies such as Quick Return on Investments Program (QRIP) or Value Engineering.

j. If funded by the PBAC the following actions will be taken:

(1) The DOIM will advise the user of the funding approval in writing and include a copy of the staff papers which approved the project hardware and/or software.

(2) The DOIM will forward a request to Directorate of Contracting (DOC) for procurement.

(3) The DOIM will ensure funds are transferred to the appropriate account, if required, prior to certification of funds and submission of the requisition.

k. Software Development Phase:

(1) The program analyst reviews with the user the Army Inventory of Data System (AR 18-22) to determine if available or new software must be utilized or developed.

(2) The user(s) must concur in writing that the program(s) provided meets requirements prior to implementation.

1. Acceptance Phase: The installation Directorate of Contracting processes all validated and funded projects and executes the acquisition and procurement process.

m. Software Development of Tier III Equipment.

(1) Software Design. If a functionally oriented application software has to be designed to satisfy the

FSH Reg 25-1

requirements of a specialized process or a specific use, the user will submit a CAPR, in duplicate, to DOIM for review. DOIM will:

(a) Search existing software that is cataloged to ensure that the software does not already exist.

(b) Search to see if off-the-shelf software exists that can accomplish the process.

c) Recommend existing software.

(d) If software does not exist, the application request will be given a System Identification Code (SIC) IAW TB 18-103, and a SIC by subject matter and will be cataloged as "Under Development."

(e) The original of the CAPR will be returned to the functional user with a job number similar to a CAPR number for audit trail and for the user to begin development.

(2) Upon completion of the development of the system, the developer will:

(a) Complete the system documentation with screen layouts, messages, and explanations to ensure that the system will be transportable.

(b) The CAPR will again be submitted to the DOIM with an accurate synopsis of the system, the hardware required, the operating system used, and the language used in development. This information will be used for cataloging the system.

(3) The DOIM will enter the system into the catalog in the proper section, and this catalog will be used when other Tier III users submit a Tier III System Request.

11-3. HARDWARE

a. All hardware acquired will meet the technical specifications of the installation architecture, thus ensuring all ADP systems are an integral part of the installation host computer.

b. Proposals are technically evaluated to ensure compatibility and interoperability.

c. A demonstration will be requested if there is a question as to interoperability of the system.

11-4. COMPATIBILITY AND INTERFACE. All hardware acquired must be capable of orderly, efficient, integration/interface and operation with other elements in the system and the host computer. The specifications for purchase must enumerate all the salient features required to ensure interoperability.

11-5. PROCUREMENT PHASE. The installation Directorate of Contracting processes all approved, funded projects and monitors the acquisition/procurement process. All hardware and/or software acquired will meet the technical requirements of the FSH Installation Architecture.

11-6. SITE PREPARATION

a. The DOIM advises the user activity in writing of the requirements for site preparation. The DOIM will assist the user activity when site preparation is being completed. The general factors that are considered for site preparation are:

(1) Layout of area (room) where equipment will be installed

Cabling requirements

Placement of telephone jack, if required

Furniture availability

Air conditioning availability.

Electrical power and voltage

Lighting availability.

(8) Any other information that is required for installation of the equipment in the area.

(9) The Directorate of Engineering and Housing will require at least 30 days advance notice to evaluate site, plan, estimate work, and accomplish work.

b. It is the responsibility of the user activity to allocate funds and submit the work order to prepare the site for installation of the equipment.

11-7. RELOCATION/MOVEMENT OF EQUIPMENT

a. Equipment other than Army Standard Information Management System (ASIMS). A written request must be submitted to the DOIM at least 30 days prior to the date the equipment needs to be

moved, assuming the move is simple; i.e., from one side of room to another. From one building to another, the written request should be submitted 60 days prior to necessitated move. Each of the latter requests is surveyed by the DOIM. If costs are involved in the relocation, the user will certify funds are available for the move prior to the move being accomplished.

b. ASIMS Equipment: The following are three types of authorized relocations for ASIMS equipment:

(1) Type 1 - Relocation of Terminals Without Charge: If a terminal is to be relocated and interfaces with the same controller before and after the move, or if the cluster controller and all terminals/printers are relocated and remain on the same circuit, the only requirement is for the Network Control Officer, DOIM, to notify (electronically) Regional Data Center (RDC) #3 Killeen of the details of the move via Equipment Relocation and System General System.

(2) Type 2 - Relocation of Terminals with Controller Change: If the terminals require that the interface be to a different controller after the move, then the Network Control Officer, DOIM, notifies RDC #3 Killeen of the details of the move via the Equipment Relocation and System Generation System. A relocation control number is assigned by the RDC. The user activity receives a written response giving the details of the move and the associated costs. Funds will be provided by the user activity prior to relocation of equipment. A letter is written by the Army Team at the RDC Killeen to the contractor with the relocation information and the cost. After the system generation is accomplished, the Army Team at RDC #3 signs a DD Form 250 and Department of the Army is billed and pays the amount.

(3) Type 3 - Relocation of Controller and Associated Terminals: This move is also reported electronically to the RDC by the Network Control Officer, DOIM, via the Equipment Relocation and System Generation System. The procedures in para b, above, will be followed. The user provides the necessary funds prior to the relocation of equipment and system generation.

c. Under no circumstances is equipment to be moved by the functional user.

d. The Directorate of Engineering and Housing requires 30 days notice for any assistance in relocation of dedicated electrical circuitry.

11-8. MAINTENANCE. Maintenance requirements will be included in each CAPR and shall include all costs for hardware and/or software.

11-9. INVENTORY. The property accountability for all IMA equipment is maintained by the using organization.

11-10. SOFTWARE. Executive software is installed, tailored and monitored by the DOIM. Application software will be developed, modified, and maintained by the DOIM. Off-the-shelf software will be kept standard.

11-11. INFORMATION CAPABILITY REQUEST (CAPR).

a. The CAPR is a generic work request for requesting all Information Mission Area (IMA) equipment and/or services. A CAPR may identify a new initiative for inclusion in the Information Management Plan (IMP), or may identify a specific functional requirement, in generic terms, for approval based on an initiative previously approved in the IMP. Figure 11-2 provides the instructions for completing a CAPR. The Directorate of Information Management (DOIM) will approve a CAPR that identifies a new initiative for the IMP if it meets the following criteria:

(1) The CAPR for IMA equipment and/or services is DA Form 5695-R (Figure 11-1).

(2) The CAPR describes the IMA equipment and/or service requirement in generic functional terms. Describe the functional requirement, not the technical solution.

(3) The receipt of this type of CAPR at the DOIM must be during the 1 January - 28 February time-frame of each fiscal year to ensure inclusion in the Fort Sam Houston IMP. The DOIM will approve a CAPR that identifies a specific functional requirement for approval based on a previously approved initiative in the IMP. These CAPRs must meet criteria listed in (1) and (2), above, and a funds transfer must be made from the user through the Director of Resource Management to the "P" account to cover the cost of procurement of the IMA equipment and/or service. This transaction will be complete before the approval of the CAPR.

b. The DOIM will approve a "year-end" CAPR that identifies a specific functional requirement for approval based on a previously approved initiative in the IMP if it meets the following criteria:

(1) The CAPR is in Figure 11-1 format.

FSH Reg 25-1

(2) The CAPR describes the IMA equipment and/or service requirement in generic functional terms. Describe the functional requirement, not the technical solution.

(3) The receipt of a "year-end" CAPR at the DOIM must be during March of each fiscal year.

c. All CAPR that have been approved but the procurement has not begun will become invalid as of 31 December following the end of the fiscal year.

INFORMATION SYSTEMS PROJECT DOCUMENT For use of this form, see AR 25-1 and AR 25-30, the proponent agency is ODISC4		1. FY		REQUIREMENT CONTROL SYMBOL CSGPO - 344	
		4. PROJECT NO.		2. IMMP NO.	
6. MACOM/FOA		7. TDA/UIC NO.		5. CHECK ONE <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Expansion	
10. UNIT NAME AND ADDRESS		11. IMP NO.		12. DATE REQUIRED	13. PRIORITY a. HQDA b. MACOM
14. POC NAME AND ADDRESS		15. TELEPHONE NUMBER <i>(Include Area Code or AUTOVON)</i>		16. LOCATION TO BE HOUSED	
17. TITLE OF EQUIPMENT/SYSTEM		18. AMOUNT OF FUNDS <i>(Enter figure in appropriate box(es))</i>			
19. DESCRIPTION OF EQUIPMENT/SYSTEM AND NO UNITS REQUIRED <i>(If more space is needed, attach sheet with item no. indicated)</i>		a. OMA \$	b. OPA \$	c. MCA \$	
		d. RDT&E \$	e. OTHER \$	TOTAL REQUIRED	
20. FUNCTION TO BE PERFORMED <i>(If more space is needed, attach sheet with item no. indicated)</i>					
21. INTEROPERABILITY REQUIRED <i>(If more space is needed, attach sheet with item no. indicated)</i>					
22. MISSION/PROJECT SUPPORTED <i>(If more space is needed, attach sheet with item no. indicated)</i>					

INFORMATION SYSTEMS PROJECT DOCUMENT (Continued)

23. PROJECTED UTILIZATION FACTORS (If more space is needed, attach sheet with item no. indicated)

24. IMPACT IF NOT RECEIVED/ADVANTAGES (If more space is needed, attach sheet with item no. indicated)

25. Items to be Replaced/Disposed Of

a. EQUIPMENT DESCRIPTION	b. MODEL NO	c. SERIAL NO	d. CONDI-TION	e. AUTHORITY NO

COMPLETION INSTRUCTIONS FOR INFORMATION CAPABILITY REQUEST (CAPR)

1. FY: This will be fiscal year, year, month and day the request is signed by principal staff officer or commander.
2. IMMP NO.: Leave blank.
3. IMMP TITLE: Leave blank.
4. PROJECT NO.: This number is unique to the requesting organization. An example of the first CAPR for DPCA for FY 89 would be DPCA-89-001.
5. Self explanatory.
6. MACOM/FOA: This is Forces Command for the garrison staff.
7. TDA/UIC NO.: Self explanatory.
8. ID NO.: Leave blank.
9. TYPE: Leave blank.
10. UNIT NAME AND ADDRESS: Organization designation. An example for DRM would be "Directorate of Resource Management, Fort Sam Houston, Texas."

IMP NO.: Leave blank.
12. DATE REQUIRED: This is the date the IMA service or hardware/software must be operational.

PRIORITY: Leave blank
14. POC NAME AND ADDRESS: This should be the name of the individual who is directly involved in the implementation of this requirement and where the individual is located. An example would be "John Doe, building 2263, room 100."
15. TELEPHONE NUMBER: This should be the telephone number of the individual who is directly involved in the implementation of this requirement.
16. LOCATION TO BE HOUSED: This should be where the implementation of the requirement will take place (building, floor and room).

17. TITLE OF EQUIPMENT/SYSTEM: A short description of the requirement. An example would be "Request approval of local area network to support the personal computers located in the SJA."
COMPLETION INSTRUCTIONS FOR INFORMATION CAPABILITY REQUEST (CAPR)
(CONTINUED)

18. AMOUNT OF FUNDS: Provide an estimate by category of the amount of funds needed to implement the service or system.

19. DESCRIPTION OF EQUIPMENT/SYSTEM AND NO. UNITS REQUIRED: Describe in generic terms the equipment and/or service needed to support the functional requirement. In the case of equipment, provide the number of units required.

20. FUNCTION TO BE PERFORMED: Describe what is needed to support the specific functional area and the type of service and/or equipment requested. This must be a generic functional description of the requirement, not the technical solution. An example would be "Develop a data base management system that will schedule the training ranges and other facilities located on Camp Bullis." In the case of office copiers briefly summarize the overall purpose, goal, or benefit to be achieved. Include other than monetary benefits expected from the proposed equipment. Fully explain anticipated gains in personnel time and justify the selection of the requested copier over comparable copiers of the same group.

21. INTEROPERABILITY REQUIRED: This should identify any changes to or compatibility with existing IMA equipment and/or services. In addition, this should indicate any special security considerations. Physical security device must be included, if applicable, in purchase of equipment (FSH Suppl 1 to AR 380-380).

22. MISSION/PROJECT SUPPORTED: This should be an explanation of why the requirement is needed to satisfy mission/functional requirements identified in paragraph 20. Be specific. "Because I need one" is not acceptable. In the case of office copiers provide background information identifying the problem, condition, or reasons leading to the request.

23. PROJECTED UTILIZATION FACTORS: This is applicable to office copiers only. The following information is needed at a minimum:

Specify model, manufacturer, and copier group.

Include special features or additional accessories; for example, two-sided copying, automatic document feeder, automatic duplexing, collating, and reduction capabilities.

Provide at least one alternate proposal from a different vendor considered in the selection process.

Provide the approval control number of the copier identified turn-in if the request is for a replacement copier.

Estimate of the types of material to be copied during a typical month.

COMPLETION INSTRUCTIONS FOR INFORMATION CAPABILITY REQUEST (CAPR)
(CONTINUED)

Include description of each type.

Give number of originals, by type.

Include average number of copies to be made of each original.

Indicate copy to original ratio.

Give monthly estimated volume.

Include distance from nearest copier that would satisfy existing requirement.

Give the proposed location of requested copier (building, room)

Indicate the quantity and security classification of classified material to be reproduced, if applicable.

Justify fully any foreseen increase in the amount of material to be reproduced. Give the basis for the increase such as a change in mission or function.

Include a completed DA Form 4951-R for each copier being considered.

Indicate whether the copier will be procured under flat rental, metered rental, or purchase.

Indicate if equipment qualifies for purchase under the Quick Return on the Investment Program or if it will qualify after the initial rental period.

IMPACT IF NOT RECEIVED/ADVANTAGES: Self explanatory.

25. ITEMS TO BE REPLACED/DISPOSED OF: Self explanatory.

Figure 11-2 (cont)

SAMPLE OF APPROVAL OF CAPR

AFZG-IM-R (25)

(date)

MEMORANDUM FOR (activity name, address)

SUBJECT: Approval of Information Capability request Number

1. Subject Capability Request meets the requirement of the following directives and is approved for requisition:

a. Memorandum, DA, OACSIM, 12 February 1987, subject: Standards for Army Information System Equipment.

b. Memorandum, FORSCOM, FCJ6-PRS, 25 January 1989, subject: FORSCOM Mobilization Command and Control Information Architecture.

2. The approval is based on Information Management Plan Initiative _____. The approval number for CAPR _____ is _____.

3. Contact the installation system security manager for system sensitivity designation and accreditation prior to placing the equipment into operation (Army Regulation 380-380).

4. Funds in the amount of \$ _____ are available for this acquisition.

FUND CITE:

FUNDS CERTIFYING OFFICER

5. This approval becomes invalid on 31 December ____, if the approved IMA equipment and/or service has not been procured or is not in the process of being procured.

FSH Reg 25-1

AFZG-IM

SUBJECT: Approval of Information Capability Request Number

6. Point of contact is _____

FOR THE COMMANDER:

Encl
Equip Listing

GEORGE A. FINLEY
Director of Information
Management

CF:

DOIM, ATTN: ARPMIS Coordinator
Chief, IMA Maint Br, LSD
Chief, Info Cen
ADPSSO

DPTMSEC, ATTN: Chief, Security Division

Figure 11-3 (cont)

CHAPTER 12

DATA PROCESSING CENTER

12-1. MISSION. The Data Processing Center mission is to manage the operation of the computer facilities, computer peripherals, and related machinery such as microfiche, unit recording, bursting, and decollating machines in support of HQ Fifth U.S. Army and FSH and supported tenant activities.

12-2. SERVICES PROVIDED. Job scheduling of computer runs and preparation and distribution of computer output products, such as ASIMS, Software Entry Exit System (SEES), AUTODIN, and Local Unique System Jobs.

12-3. SERVICE REQUIREMENTS. Users of services are required to provide the scheduling desk with a monthly and weekly schedule of projected jobs and submit, on a daily basis, DD Form 1591, Work Request, of required runs and associated input.

CHAPTER 13

SECURITY

13-1. COMPUTER SECURITY.

a. Customer products (data) submitted to USAISC-FSH will be provided with appropriate security protection, to include classified labels or cover sheets, as required by AR 380-5 and AR 380-380. The Scheduling Section, at extension 5615, should be notified in advance of classified or other special requirements.

b. New acquisitions of computer equipment will be reported by the user, in writing, to the ADPSSM, Security Division, DPTMSEC. All new ADPE must be accredited by the ADPSSM prior to being placed in service

c. Major changes, including relocation, to existing FSH ADPE assets will be reported by the user in writing to the ADPSSM, Security Division, DPTMSEC and the ADPSSO, DOIM. Major changes to ADPE or relocation of ADPE assets will require a reaccreditation. The ADPSSM will coordinate with the DOIM ADPSSO on a regular basis to insure that all changes and relocations have been properly recorded.

d. The Automated Data Processing System Security Manager (ADPSSM), Security Division, DPTMSEC, should be contacted for advice concerning any aspect of Automatic Data Processing (ADP) security. All ADP security violations, incidents or loss involving HQ Fifth U.S. Army and FSH personnel or assets will be reported to the ADPSSM, Security Division, DPTMSEC. Immediate telephonic notification of such violations, incidents, or loss will be made (telephone 5859/5906), followed by written notification within five working days.

13-2. COMMUNICATIONS SECURITY (COMSEC). USAISC-FSH provides organizational DS and GS maintenance for the World Wide Military Command and Control System (WWMCCS) terminals and related COMSEC equipment. COMSEC maintenance can be accessed at extension 5818. Maintenance for the Secure telephone Unit (STU III), secure voice devices, and TOE COMSEC equipment is a user responsibility.

The proponent of this regulation is the Directorate of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) the Commander, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-IM, Fort Sam Houston, TX 78234-5000

FOR THE COMMANDER:



GEORGE A. FINLEY
Director of Information
Management

GEORGE A. FINLEY
Director of Information
Management

DISTRIBUTION:

A

B

25 - AFZG-IM

25 - AFZG-IM-LSBP