



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-BIM

24 FEB 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Information Management Policy 25-06, Computer Software Piracy

1. REFERENCES.

- a. Executive Order (13103), Computer Software Piracy, 30 September 1998.
- b. Title 17 of the United States Code (U.S.C.) 117, 504, 506, Copyright Law.
- c. Title 18 U.S.C. 2319, Crimes and Criminal Procedure.
- d. The DOD Dir 5500.7-R, Joint Ethics Regulation, thru Change 4, 6 August 1998.
- e. The AR 25-1, Army Information Management, 31 May 2002.
- f. The AR 25-30, The Army Publishing Program, 15 July 2002.
- g. The AR 380-19, Information Systems Security, 27 February 1998.
- h. Message HQDA, R141315Z Dec 98, subject: Computer Software Piracy.
- i. The FSH Regulation 690-26, Conduct and Discipline, 5 March 1997.

2. PURPOSE. This policy assigns responsibilities, and provides guidance relating to the use and potential misuse of commercial computer software on the installation and satellite sub-installations.

3. SCOPE. This policy applies to all military personnel, Department of the Army civilians, and contractor personnel who have assignment or attachment at, or who work in support of, organizations while using computer software to process Government work.

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4. POLICY.

a. Commanders, directors, staff chiefs, and supervisors at all levels are responsible for monitoring the actions of their subordinates, and taking any appropriate action if there is a discovery of unauthorized copies of software. Report violations to the Information Technology Business Center (ITBC) Software Manager and to the next level in the chain-of-command to take appropriate action. All installation organizations that receive desktop support services from ITBC will transfer all software to ITBC. The transfer of software to ITBC should be accomplished between Directorate/Activity hand receipt holders, in accordance with established procedures. Transfer action should be accomplished as soon as eligible software is identified. ITBC will then be the sole custodian of the following items:

(1) Original media (e.g., floppy disks, CDs, DVDs, tapes, etc.) with the publishers' labels and license certificates.

(2) Original (not copies) of all software installation instruction manuals.

(3) Back-up disks, if part of the original purchase.

(4) Government documents relating to software licenses, if the acquisitions were not procured through ITBC.

b. Users will ensure that copyright violations do not occur. To ensure federal copyright law compliance, all commercial software license transfers will be done through ITBC.

c. All software used on Government computers (desktops, laptops, hand-held devices, servers, etc.) must be approved by the Director, ITBC, the Designated Approval Authority. Examples are:

(1) Software written by Government personnel.

(2) Software written for the Government by contractors.

(3) Commercial license software bought by the Government.

(4) Public domain software that requires no fee with its use (freeware).

(5) Shareware software that requires a fee and there is documentation that shows that the Government has paid the fee.