

NAVDENCENSOUTHWESTINST 5230.1D
02MID
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NAVDENCEN SOUTHWEST INSTRUCTION 5230.1D

Subj: AUTOMATED INFORMATION SYSTEMS (AIS) PROGRAM

Ref: (a) BUMEDINST 5239.1
(b) BUMEDINST 5230.5A
(c) NAVDENCENS DIEGOINST 5450.1

Encl: (1) Abbreviated Systems Decision Paper (ASDP) Format
(2) Waiver for Privately-Owned Software & Hardware with
Government Computers

1. Purpose. To promulgate policies, define objectives, set controls and assign responsibilities pertaining to the acquisition and use of automated information systems equipment in accordance with references (a) through (c).

2. Cancellation. NAVDENCENS DIEGOINST 5230.1C.

3. Definitions. The following definitions apply for the purposes of this instruction:

a. AIS Equipment. This term refers to all types of computers (i.e., microcomputers, minicomputers, laptop computers, desktop computers and low cost computer equipment) and all office equipment that have memory capability e.g., typewriters, word processors regardless of cost.

b. Abbreviated Systems Decision Paper (ASDP). Document which provides the basis for evaluation of a request for the procurement, or major up-grade of an AIS system.

c. Assistant Information Systems Security Officer (AISSO). The individual directly responsible for the operation, maintenance and security of ADP equipment at a specific clinic or work center.

d. Information Systems Executive Board (ISEB). A standing board which formulates local information resources management policy, recommends approval action for new systems and up-grades to existing systems, and establishes priorities for development of new systems and up-grades. This board shall be comprised of the following:

- (1) Executive Officer – Senior Member
- (2) Head, Management Information Department

- (3) Director, Dental Center Administration
- (4) Comptroller
- (5) Director, Clinical Services

e. Information System Security Officer. Staff member assigned by the Commanding Officer who is responsible for the maintenance of security for command AIS equipment.

f. Management Information Department. A department within the command organization that is comprised of personnel versed in the use of programs developed by or for Naval Dental Center (NDC), Southwest.

g. Off-the-Self Software. Computer programs, either generalized or specific, which are ready for use and available through commercial acquisition or software sharing. Excluded is software, which requires tailoring of the computer program code prior to use.

4. Objectives. To provide cost-effective AIS support to functional areas within the command and:

- a. Provide more rapid and useful management information.
- b. Centralize the procurement and maintenance support of AIS equipment within the command.
- c. Keep senior management personnel apprised of new AIS developments and the command's current requirements for AIS.
- d. Free administrative and clinical personnel from repetitive manual data manipulation.
- e. Increase the efficiency of dental operations.
- f. Increases productivity of professional personnel through reduced administrative requirements.

5. Responsibilities

a. The Head, Management Information Department shall administer the command AIS Program.

(1) Conduct long range planning and assessment of AIS equipment needs.

(2) Budget for and recommend expenditure of funds allocated to the command in support of the AIS Program.

- (3) Evaluate, recommend approval, and prioritize requests for AIS equipment procurement and systems upgrade.
- (4) Plan for the equitable allocation of AIS resources available in order to support the requirements of the command.
- (5) Ensure that hardware and software provided to and in use throughout the command are compatible and permits information exchange.
- (6) Ensure reporting requirements are met and that minutes of council meetings are maintained.
- (7) Ensure compliance with AIS instructions issued by higher authority.
- (8) Evaluate the need to upgrade command owned software. Minutes of the ISEB meeting will serve as the ASDP for command wide upgrades.
- (9) Serve as the command technical point of contact for programs currently in use.
- (10) Budget for, request and provide for training in ADP equipment use, maintenance and program application use.
- (11) Perform other responsibilities as directed by reference (c).

b. The Information Systems Security Officer shall:

- (1) Ensure compliance with all current AIS security guidelines.
- (2) Recommend the appointment of an Assistant ISSO to the Commanding Officer.

c. The AISSO's shall:

- (1) Manage assigned AIS's and or equipment.
- (2) Report to the Head, Management Information Department on matters concerning AIS equipment.
- (3) Ensure that personnel operating AIS equipment are adequately trained in the use, maintenance, back-up procedures and security of the equipment or system
- (4) Ensure that all AIS policies and requirements of the command are carried out.

6. AIS Program Priorities. The AIS equipment shall be in a constant state of review for most efficient and effective use. The ISEB shall evaluate current needs and make recommendations for changes to the Commanding Officer as necessary.

7. Policy. Echelon four commands have acquisition responsibility.

a. Requests for acquisition of AIS equipment and software shall be submitted utilizing format of enclosure (1). The completed ASDP shall be forwarded to:

- (1) Department Head
- (2) On-Site Project Manager
- (3) Clinic Director
- (4) Head, Management Information Department
- (5) Information System Executive Board for Review, prioritization and/or forwarding recommendation.
- (6) Senior member, Information Systems Executive Board
- (7) Commanding Officer – for approval
- (8) Comptroller – for funding

b. The ASDP shall satisfy the life cycle management requirements and provide documentation to the level of resources involved.

c. A hardware maintenance plan shall be developed prior to acquisition.

d. Hardware and software software acquired shall comply with standards and shall not violate any copyright or patent laws.

e. The use of privately owned software and hardware with government computers requires the granting of a waiver. Request for waivers (enclosure (2)) will be routed via Head, MID and approved by the Commanding Officer. Waivers will include a time expiration negotiated between the user and Head, MID. Only original software with program documentation may be waived and must be deleted upon user's detachment. ADP support will not be provided by the MID department for non-command software or hardware.

f. All requests for new reports based on current database files and system/program development, including redesign of existing applications shall be submitted in memorandum form to the ISEB via the chain of submission as listed in 7a. above.

(1) Justification. A complete statement of needs and specific objectives including impact on present and/or planned operations and the expected benefits. If the application is currently being accomplished by manual methods a statement of costs (labor and supplies) required to perform the function shall be included.

(2) Proposed hardware and software solution to meet mission goals.

(3) Predicted implementation schedule including procurement, installation, and use.

(4) Projected costs, both one time and recurring.

(5) Contact point; name and telephone number of user representative.

g. The ISEB shall review the request and make recommendations for action to the Commanding Officer.

D. D. WOOFER

Distribution:
List I, Case 1, 2

