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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADP-4 Transmittal Number: 513 Date: 1/31/89

Subject: Standardization of Microcomputer Software

Approval: | Title: Deputy Director

1. Purpose.

This directive provides policy and procedural guidance for all of the Office of Surface Mining Reclamation and Enforcement (OSMRE) activities concerning the acquisition, utilization, and support of commercially available, off-the-shelf microcomputer software. This directive specifically designates a list of core software that will make it possible to standardize information within OSMRE, assure intra-agency exchange of information, and provide an adequate level of technical support and timely, coordinated upgrades of this software. The designation of core software serves as an integral part of OSMRE's configuration management and quality assurance process.

2. Definitions.

a. Core Software - Microcomputer software that will be considered the standard software to be used in the following application categories: word processing, spreadsheets, database management, communications, and any additional categories specified in Appendix A. The core designation includes both the name and the version (release) of the software - different versions (releases) of software of the same name will not be designated as core software.

b. Microcomputer - Any IBM-PC compatible computer running on a PC-DOS, MS-DOS, or a SPERRY-DOS operating system.

c. Non-core software - Any microcomputer software that is not included on the list of OSMRE core software (Appendix A).

d. Technical Support - Any assistance in the use of microcomputer software which relates to installation, training, or applications development.

e. Configuration management and quality assurance - The methodology for identifying and controlling key components of a data processing activity. Key components include hardware, software, documentation, and data.

3. Policy/Procedures.

a. Responsibilities.

(1) The Deputy Director, Administration and Finance, has overall programmatic responsibility for the information systems management area.

(2) The Assistant Director, Information Systems Management (ISM), has responsibility for the development and implementation of policy, procedures, and activities associated with information systems management. The Assistant Director, ISM, is further responsible for determining the software that will constitute OSMRE core software (Appendix A), and for periodic review of new technology to ensure that this software is the most effective available to satisfy OSMRE's needs. This includes designating the version of core software to be used; whether to purchase manufacturers' technical support services and warranties; and establishing procedures to purchase or upgrade existing core software, or to obtain new core software.

(3) The Assistant Director, ISM, will form an advisory group consisting of representatives from both Headquarters and Field Offices to consider updating core software, as listed in Appendix A. This advisory group will update core software based on advances in technology that have occurred since the last update of the Standardization of Microcomputers Software directive.

(4) The ISM Software Inventory Coordinator, is responsible for establishing and maintaining an OSMRE inventory of all agency software to include, at a minimum, the software product name, version (release), location of user, and whether the software is protected by license or copyright.

(5) Activity Supervisors are responsible for submitting written evaluations to the ISM Software Inventory Coordinator of non-core software being used in their installation within 90 days of receipt. Activity Supervisors are considered for purposes of this directive to be Assistant Directors, Field Office Directors, and Division Chiefs.

(6) The user that purchase any software products, core or non-core, is responsible for complying with all license agreements, copyright provisions, and manufacturers' registration requirements. The user must also maintain all original diskettes, manuals, and other materials contained in the original package.

b. Policy.

(1) OSMRE and its employees will adhere strictly to the license agreements and copyright provisions of all microcomputer software.

(2) Each OSMRE microcomputer will be provided with the core software required to perform its designated functions.

(3) OSMRE will fully support all core software with applications assistance, technical training, and product maintenance.

(4) OSMRE recognizes the special requirements for software operating on a local area network (LAN) and, whenever possible, will obtain LAN versions of core software.

c. Procedures.

(1) Obtaining a copy of core software listed in Appendix A.

(a) Request a copy of the software from the ISM Software Inventory Coordinator.

(b) If the software is not available from inventory or other OSMRE sources, the ISM Software Inventory Coordinator will recommend the most effective and efficient means to satisfy the requestors' requirements.

(2) Obtaining a copy or upgrade of non-core software.

(a) The software is procured through the requesting office's procurement agent or contracting officer. The requestor prepares a requisition in accordance with established OSMRE procurement procedures and authorities. Any non-core software in excess of $250.00 must be approved by Headquarters before purchase.

(b) The Software Inventory Report, Appendix B, should be prepared by the requestor and forward to the Software Inventory Coordinator when the procured software is received.

(c) Non-core software cannot be used as a substitute for core software.

(3) Requesting changes, updates, or additions to the OSMRE core software in Appendix A.

(a) Send a letter with the request to the Assistant Director, ISM, along with a brief explanation of the request.

(4) Testing newly released versions of core software.

(a) Newly released versions of core software must not be used until Headquarters has approved an OSMRE-wide upgrade. If newly released versions of core software is purchased for test purposes before and OSMRE-wide approval, files should not be transmitted intra-agency until the updated version has been approved for agency-wide use.

4. Reporting Requirements.

As spelled out in this directive.

5. References.

None

6. Effect on Other Documents.

None

7. Effective Date.

Immediately upon approval.

8. Contact.

Chief, Division of Systems Development and Implementation, Information Systems Management, 1951 Constitution Avenue, N. W., Mail Stop 8220 L Street, N. W., Washington, D. C. 20240

APPENDIX A

Office of Surface Mining Reclamation and Enforcement

Microcomputer Core Software

1. Operating System

PC-DOS, version 3.3

MS-DOS, version 3.3

SPERRY-DOS, version 3.1

2. Word Processing

WordPerfect, version 5.0

3. Spread Sheet

Lotus 1-2-3, version 2.01

4. Database Management

dBase III +, version 1.1

FoxBase +, version 2.0

5. Telecommunications

Crosstalk XVI, version 3.61A

APPENDIX B

Office of Surface Mining Reclamation and Enforcement

Software Inventory Report

Requisition No:	**Requisition Date:**
Purchaser: **Phone No:** **Office/Division/Branch:**	**Address:**
Product Name:	
Version or Release No:	
Description:	
Category (spreadsheet, database, utility, etc.):	
Manufacturer (Lotus Corporation, Ashton–Tate, etc.):	
Registration or Manufacturer Serial No:	
Vendor (GTSI, Egghead Discount Software, etc.):	
Purchase Price:	
Distributed to: **Phone No:** **Office/Division/Branch:**	**Address:**
Comments:	