

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change  
No. 1

22 February 1993

**Information Management: Management of Subdisciplines  
MANAGING AUTOMATED DATA PROCESSING (ADP) RESOURCES**

**Summary.** This change implements United States Military Entrance Processing Command (USMEPCOM) Form 25-3-2-R-E (Automation Equipment Log) for use within USMEPCOM only.

**Suggested improvements.** The proponent agency of this regulation is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEPCIM-O. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCIM-O, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

**1. USMEPCOM Reg 25-3, 10 August 1992, is changed as follows:**

**Page ii.** Add to the table of contents, chapter 2, as follows:

Automation Equipment Log	2-9	2-4
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**Page 1-1.** Add paragraph 1-4h(11) after 1-4h(10) as follows:

(11) Ensure a USMEPCOM Form 25-3-2-R-E is completed and placed on or near each USMEPCOM-owned personal computer.

**2. Remove old pages and insert new pages as indicated below:**

<b>Remove pages</b>	<b>Insert pages</b>
2-3 and 2-4 . . . . .	2-3 through 2-5
3-1 and 3-2 . . . . .	3-1 through 3-2.1

**3.** Material which has been changed is indicated by an asterisk.

**4.** File this change in front of the publication.

C1, USMEPCOM Reg 25-3

22 February 1993

(MEPCIM-0)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH  
Colonel, GS  
Chief of Staff

/signed/  
ROBERT L. MORRIS, JR.  
Acting Director, Information  
Management

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C1, USMEPCOM Reg 25-3

removing debris which accumulates inside printers, ensuring that fans are not blocked, etc.) as suggested at appendix D.

b. When components fail and local maintenance contracts do not exist, the system administrator can request assistance from HQ USMEPCOM, Information Management.

## **2-7. Validating current ADP inventory**

a. MEPS/sectors will provide electronically a quarterly ADP inventory report (RCS: MEPCIM-4) on the last day of the first month of each quarter.

b. Information Management Directorate will provide electronically the current ADP inventory at the beginning of each quarter.

(1) The file name for the ADP inventory will be in the following format:

(a) First two characters will be sectors ID (ES, CS or WS).

(b) Next three characters will be "INV".

(c) Last three characters will be the month inventory is due (JAN, APR, JUL or OCT).

(2) The structure of the ADP inventory data base is as follows:

(a) DESCRIPTN: Description of line item. Be detailed and use abbreviation provided at appendix E.

(b) MODELNO: Model number.

(c) SERIAL: Serial number.

(d) MEPS: Sector and MEPS (ES BUFFALO, CS CHICAGO, or WS OKLAHOMA CITY).

(e) AMOUNT: Dollar amount of item.

(f) INSERV: Inservice date (date ordered or received).

(g) REMARKS: Location of item within sector or MEPS (OPS, TEST, ADMIN or BAA) and the main use (Meal/lodging, testing, or word processing).

c. The property book officers will ensure that the system administrator signs hand receipts for software products (diskettes and manuals). System administrator may issue further hand receipts for manuals to primary users of the software or the individual responsible for the ADP hardware on which it resides. The customer registration card that accompanies software, must be completed by indicating the appropriate USMEPCOM activity as the registrant, with the title "Property Book Officer" in the owner's name block, when returned to the vendor.

**2-8. Excess computer equipment**

Identify excess ADP resources in accordance with USMEPCOM Reg 700-3.

**\*2-9. Automation Equipment Log**

USMEPCOM Form 25-3-2-R-E (Automation Equipment Log) will be kept on or near each USMEPCOM-owned personal computer. Filling in the information on this form is self-explanatory. The system administrator is the only person authorized to perform maintenance or apply upgrades to equipment, and should initial each item entered under block 4. Maintenance/upgrade performed on equipment. This form is used to track the history of equipment, additions to equipment, and software that is legally authorized for use on the equipment. If additional space is required data can be typed on plain bond paper. USMEPCOM Form 25-3-2-R-E may be reproduced or electronically generated on 8 1/2 by 11-inch bond paper. A copy of the form is at the end of this publication and will be used for local reproduction. For a sample of a completed USMEPCOM 25-3-2-R-E see figure 2-1.

### AUTOMATION EQUIPMENT LOG

(For use of this form see USMEPCOM Reg 25-3)

**INSTRUCTIONS:** Use bond paper or reverse for continuing. Keep on or near equipment described below. This log will be kept for the life of the equipment. Destroy after equipment is turned in as excess to a property disposal office.

1. MAKE/MODEL/SERIAL NUMBER OF PERSONAL COMPUTER: ZENITH, Z248 (723AC1472)

DATE ACQUIRED: 6 JUNE 1989      DATE INSTALLED: 15 JUNE 1989

2. PERIPHERAL EQUIPMENT:

Make/Model (e.g., printer, mouse, systemizer, etc.)	Serial Number
MONITOR, Z-1380	746-94170660
MOUSE, MICROSOFT	134027
PRINTER, DOT MATRIX, ALPS-P200G	8A64361444

3. AUTHORIZED SOFTWARE (e.g., supported by approved IMENS, site license application provided by Information Management).

WordPerfect, Meals & Lodging, ICR, Medical System, etc.	IMENS Number and Date, Authorization Letter Date, Etc.
MIS - DOS 5.0	IMENS 92-101, 14 Jan 92
WORDPERFECT, V5.1	IMENS 92-006, 11 Nov 91
HARVARD GRAPHICS, V2.1	IMENS 91-127, 17 Jul 91
VIRUSCAN	IMENS

4. MAINTENANCE/UPGRADE PERFORMED ON EQUIPMENT:

Date	Maintenance/Upgrade Performed/Applied	Initials
10 Aug 91	MOTHERBOARD UPGRADE 246 to 286	cc
10 Aug 91	UPGRADE MEMORY 640K to 2MB	cc

USMEPCOM Form 25-3-2-R-E, 1 Mar 93

Figure 2-1. Sample of a completed USMEPCOM Form 25-3-2-R-E

**Chapter 3**  
**Policies for using ADP Resources**

**3-1. Computer software sources**

System managers will consider the following priorities in meeting USMEPCOM's requirements for professional quality computer software:

a. Computer software supported by the Information Management Directorate. See paragraph 3-2 below.

b. Government-owned software which Information Management Directorate has tested and validated (this does not include shareware).

c. Shareware which Information Management Directorate has tested and validated.

d. Commercially available software from existing requirements contracts.

e. Other commercially available software.

f. Development of custom computer software.

**\*3-2. Command standard software**

a. Following is a list of commercial software that is authorized for USMEPCOM personal computers. Information Management will provide general user assistance for the following products:

- (1) MS-DOS (commandwide purchase).
- (2) WordPerfect (commandwide purchase).
- (3) Procomm (commandwide purchase).
- (4) ViruScan (commandwide purchase).
- (5) dBase (individual justification).
- (6) Lotus 1-2-3 (individual justification).
- (7) Harvard Graphics.
- (8) PCTools.
- (9) Scantools (Scantron software).

(10) Other IMENS APPROVED software.

b. Command-developed software authorized for use on USMEPCOM personal computers:

- (1) Informal Cost Record (ICR).
- (2) Automated Shipping Orders (ASO) (3rd quarter 1993).
- (3) Shipper System (3rd quarter 1993).
- (4) Meals & Lodging (M&L).
- (5) Medical Data Base (MedDB).
- (6) Applicant Testing System (ATS).
- (7) Student Testing System (STS).

c. Software developed by other service agencies:

- (1) Simmpc for Army Standard Information Management System (ASIMS) by EDS Corporation.

### **3-3. Central software clearinghouse**

Information Management Directorate maintains a list of Command standard software applications used throughout USMEPCOM. USMEPCOM personnel who develop useful software applications should send them, with associated documentation, to the Director, Information Management for review. If an application functions as described, they will forward it to the appropriate headquarters proponent. After the headquarters proponent determines that the application conforms to regulations and satisfies a recognized need, the headquarters proponent will declare the application a Command standard and distribute it.

### **3-4. Software policies**

a. Microcomputers will use MS-DOS as their operating system. System managers must obtain waivers from the Director, Information Management to use other operating systems.

b. Users will not copy Government-owned software for personal use.

c. System managers will not permit development of software applications that duplicate planned or existing functional capabilities.

d. Privately-owned hardware and software will not be used within USMEPCOM. Only Government-owned and approved software will reside on USMEPCOM computer systems.

e. Public domain software (i.e., software of unknown origin, often obtained from public or commercial bulletin boards) may contain viruses, worms, Trojan horses, etc. Users, who believe public domain software will benefit their mission, must submit an IMENS through appropriate channels to request it (appendix C).

f. Shareware is copyright-protected software which is freely distributed because the owner revoked sole distribution rights. Users who desire shareware must submit an IMENS through appropriate channels to request it (appendix C).

g. Users, supervisors, and commanders must ensure that installation and operation of software never violates conditions of software licenses. Violation of software copyrights could result in fines from \$25,000 to \$250,000 and jail terms from 1 to 5 years (Copyright Act of 1980, 17 USC 506). Purchase multiple copies of software packages if not purchasing site licenses.

### **3-5. Training**

Before using USMEPCOM ADP hardware, personnel will receive introductory training to ensure that users can properly and safely operate their system, and prevent inadvertent damage or loss of data. The system administrator will provide this introductory training through established training courses (in-house or locally procured) or through one-on-one instruction. Recommended sources of training include:

a. Government. Check curricula of local, Federal and State