

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

USMEPCOM Regulation  
No. 25-3

10 August 1992

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

**Summary.** This regulation contains guidance for acquiring, managing, and using the Command's office automation resources.

**Applicability.** This regulation applies to all elements of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM).

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Interim changes.** Interim changes to this regulation are not official unless authenticated by the Director, Information Management, HQ USMEPCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCIM, 2500 Green Bay Road, North Chicago, IL 60064-3094.

**Internal management control systems.** This regulation is subject to the requirements of Army Regulation (AR). It contains internal management control provisions. Appendix B contains the checklist for conducting internal management control reviews.

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\*This regulation supersedes USMEPCOM Reg 25-3, 29 March 1989 and Policy Memorandum 4-91-600, 30 December 1991. RCS: MEPCIM-3 is superseded by this regulation.

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**Chapter 1**  
**General**

**1-1. Purpose**

This regulation contains guidance for acquiring, managing, and using the Command's ADP resources for office automation. Use of ADP resources is encouraged for applications which improve productivity, mission performance, and management capability.

**1-2. References**

Required and related references, and required and prescribed forms are at appendix A.

**1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

**1-4. Responsibilities**

a. The Commander, Personnel Information Systems Command (PERSINSCOM), delegated acquisition authority to the Commander, USMEPCOM for approved data processing initiatives not subject to the Major Automated Information System Review Committee (MAISRC) or the Personnel Systems Review Committee (PSRC). PERSINSCOM letters (ASNI-PP, 7 March 1988, subject: Approval Authority for Information Mission Area (IMA) Support Requirements and ASNI-PP, 30 March 1988, subject: Approval Authority for Noncompetitive (Sole Source) Acquisitions and Lease of IMA Equipment) define this delegation of authority.

b. The Director, Information Management.

(1) Develops and implements information management policy and plans. Exercises acquisition authority for the Commander, USMEPCOM. Manages ADP resource acquisition. Ensures requests and technical solutions for ADP resources adhere to the Command architecture. Develops technical solutions for ADP requirements. Approves ADP resources for installation commandwide. Aggregates requirements for ADP resources to conduct bulk procurement when appropriate.

(2) Ensures that commandwide initiatives address ADP resource sharing, telecommunications, and mobilization support requirements

(3) Submits commandwide ADP resource requirements to Resource Management for insertion in resource acquisition cycles.

(4) Ensures the acquisition, deployment, and implementation of ADP resources meet USMEPCOM security requirements. This includes risk analyses and accreditation reviews as required by AR 380-19.

(5) Helps users solve problems with Command-provided hardware and software.

(6) Requisitions and facilitates commandwide ADP maintenance.

(7) Maintains inventory of all hardware and software used within the Command. Directs realignment of ADP resources within USMEPCOM in coordination with Resource Management Directorate, Logistics Division.

c. Inspector General teams examine automation applications at the Military Entrance Processing Stations (MEPS) and report any observed noncompliance with the provisions of this regulation to the Director, Information Management.

d. The Director, Resource Management.

(1) Incorporates funding into the Command budget for ADP acquisition, installation, training and maintenance based on requirements provided by Information Management during the budget process.

(2) Prescribes procedures for acquiring ADP resources.

e. The Director, Facilities coordinates facility planning and site modifications for ADP installations. Provides and funds the environment to support ADP requirements.

f. Headquarters directors and chiefs of special staff sections, sector commanders, and MEPS commanders serve as system managers but may delegate as required.

(1) Apply security requirements outlined in AR 380-19, paragraph 2-13; USMEPCOM Suppl 1 to AR 380-19, and all applicable directives to their ADP resources.

(2) Ensure adherence to provisions of AR 340-21.

(3) Ensure physical security and accountability of all ADP equipment and associated computer program products in accordance with AR 190-13 and AR 190-51.

(4) Submit consolidated ADP resource requirements including replacement requirements, to the Director, Information Management for inclusion in the Command budget. As paragraph 2-5a explains, the actual acquisition of ADP resources follows the approval of the corresponding IMENS. If an IMENS is approved for ADP resources which were not identified as requirements during the normal budget cycle, these IMENS will be processed as unfinanced requirements and the corresponding ADP resources will only be purchased as funds become available.

(5) validate requests for all ADP resources, other than supplies, with the functional proponent, before submitting them to the Director, Information Management on USMEPCOM Form 25-3-1-R, Information Mission Element Needs Statement (IMENS). Document requirements for all data processing resources with an IMENS. MEPS will submit requests to Director, Information Management, HQ USMEPCOM.

(6) Ensure ADP resources are efficiently utilized before acquiring additional resources.

(7) Implement internal management controls to ensure efficient and effective support of their functional area.

(8) Assess, develop, and supervise ADP training for subordinates.

(9) Ensure sufficient supply of ADP consumables are on-hand, based on paragraph 2-2, USMEPCOM Reg 700-3.

(10) Ensure only authorized software resides on Command automated data processing systems.

(11) Appoint a system administrator, in writing, to manage day-to-day use of USMEPCOM ADP systems.

g. In addition to paragraph 1-4f, sector and MEPS commanders:

(1) Ensure proper preparation of sites for installation of ADP equipment.

(2) Monitor ADP maintenance at their MEPS and assist end users with problems they encounter with USMEPCOM-provided hardware and software.

(3) Provide consolidated ADP resource inventory to Director, Information Management.

(4) Resolve day-to-day system performance and maintenance problems. Place calls to customer engineers or higher level functional proponents when unable to resolve issues locally.

(5) Serve as the point of contact for relocation of ADP resources within their sector or MEPS.

(6) Coordinate with HQ USMEPCOM for telecommunications or systems problems, acquisition, and implementation of new systems.

h. System administrators.

(1) Act as the focal point for all matters concerning ADP systems located at the site and install ADP hardware and software.

(2) Prepare and maintain a file of approved Information Mission Elements Need Statements (IMENS) for all acquired equipment and software.

(3) In coordination with the property book officer, maintain a current inventory of ADP resources (sectors and MEPS only).

(4) Provide introductory training for local ADP users and acquaint them with ADP hardware operation and care.

(5) Apply any Information Management Directorate directed changes to operating systems or applications software.

(6) Assist users with equipment and application difficulties and refer those they cannot resolve to appropriate headquarters personnel. Refer functional problems (e.g., questions on data, reports, and functional uses of ADP applications) to the appropriate HQ USMEPCOM functional proponent.

(7) Keep master software diskettes in a secure library and separated from the ADP hardware. Users will keep copies of the master diskettes with their hardware as determined by the system administrator (sectors and MEPS only). Information Management will be the repository for all master diskettes and system administrators will retain a copy of each master diskette (HQ USMEPCOM only).

(8) Maintain a library and inventory of ADP hardware and software manuals.

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(9) Ensure proper cleaning of equipment and schedule both preventive and ad hoc maintenance per USMEPCOM Reg 700-3.

(10) Complete applicable portions of the internal management control review checklist annually and forward them to the Director, Information Management, HQ USMEPCOM.

## **Chapter 2**

### **ADP Systems Life Cycle Management**

#### **2-1. Requirement identification**

Planning for ADP resources at all levels concentrates primarily on identifying future requirements, justifying them, and funding them. The IMENS process provides controls and accountability for managing and acquiring resources, to include like item replacement. System managers will submit each request using USMEPCOM Form 25-3-1-R IAW instructions found at appendix C. It must contain sufficient justification to ensure that the need for automating a function justifies the proposed expenditure of resources. Describe the requirement in terms of the functional need it will satisfy, not the specific equipment or products to meet the requirement. System managers may, of course, recommend solutions in terms of specific equipment or products, but only after describing the functional need without tying it to a particular automated solution.

#### **2-2. Command operating budget requirements**

Each system manager documents future requirements and submits them through the appropriate channels to the Director, Information Management for review, analysis, and consolidation into the command budget. This process provides the framework for identifying and managing functional requirements for budgeting in the current and future fiscal years.

#### **2-3. Sharing ADP resources**

Wherever possible, system managers will satisfy requirements with existing ADP resources. The Director, Information Management maintains a central record of the description, quantity, application, and location of all ADP resources to facilitate sharing.

#### **2-4. Acquiring ADP hardware**

Department of Defense requirements contracts will satisfy requirements for ADP hardware when practical. However, it is the contracting officer's decision what source of supply best meets the Government's needs. The activity may recommend a source but the contracting officer is not obligated to buy from that source. The system manager will submit USMEPCOM Form 25-3-1-R to the Director, Information Management, through appropriate channels, prior to submitting a requisition to their supporting contracting office, to justify, validate, and provide an audit trail for the requirement. The Director, Information Management may approve requests or recommend disapproval. Disapproved requests will be returned to the originator within 30 calendar days.

**2-5. Acquiring ADP software**

a. Sector commanders may recommend approval of software. The system manager must still submit USMEPCOM Form 25-3-1-R to the Director, Information Management, through appropriate channels, prior to submitting a requisition to their supporting contracting office, to justify, validate, and provide an audit trail for the requirement. The Director, Information Management may approve requests or recommend disapproval. Disapproved requests will be returned to the originator within 30 calendar days.,

b. If local funds are not available, the system manager can submit USMEPCOM Form 25-3-1-R to the Director, Information Management, through appropriate channels, for requirement approval and compete for existing funds.

c. If no software exists (within USMEPCOM or commercially) to satisfy a functional need, system managers will submit USMEPCOM Form 25-3-1-R to the Director, Operations, through appropriate channels, for requirement approval as outlined in USMEPCOM Reg 25-1. All requests for applications software development must clearly state the functional need (i.e., what the application must do, and how it should perform). Personnel from the Information Management Directorate will specify technical solutions.

d. System managers requesting design and development of applications software will work with the HQ USMEPCOM proponent to develop complete requirement specifications. Information Management Directorate computer systems analysts will review each request with the proponent before programming begins. They will conduct additional reviews at appropriate development milestones. The proponent will act as the sole point of contact for any functional area guidance. Completion of the project occurs when the proponent agrees, in writing, that the developed computer program product meets the written specifications, and accepts it during the "final" review.

e. System managers may submit USMEPCOM Form 25-3-1-R to the Director, Operations, through appropriate channels, to request modifications to applications developed by Information Management Directorate computer programmers. However, they will only make modifications when the request is on the priority list as outlined in USMEPCOM Reg 25-1.

**2-6. Maintenance considerations**

a. System administrators will promote preventive maintenance practices for microcomputers (e.g., keeping equipment dust-free,

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 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.

**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.

**3-2. Supported computer software**

Information Management Directorate supports the following computer software, helping users resolve difficulties and providing general user assistance:

- a. WordPerfect
- b. dBase
- c. Lotus 1-2-3
- d. Harvard Graphics
- e. ProComm

Use existing copies of Enable until replaced, but do not acquire more copies.

**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 head-

Quarters 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 never violates conditions of software licensees. 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

Government agencies that offer training courses. The Office of Personnel Management, General Services Administration, and military installations offer a wide variety of training packages in many major municipalities at reasonable prices.

b. Local community colleges and universities.

c. Commercial sources. Only consider this source if the two sources listed above cannot satisfy requirements, since commercial training is frequently more expensive.

If none of the sources listed above are available, contact the Director, Information Management for assistance.

### **3-6. ADP resources operating environment**

Users of ADP resources have the responsibility to safeguard this equipment. Do not allow smoking in rooms housing ADP hardware. Keep food and drinks approximately one yard away from ADP hardware and data storage media.

### **3-7. Backup and recovery**

Since ADP resources are critical to mission accomplishment, system users will, at least weekly, prepare backup media for use in the event of a system failure. Properly label and store backup media. Labels will identify the system involved, date produced, and information contained on the backup media. Retain at least the last three backup versions before reusing backup media for another backup version. Store one of the backup versions, separately from the others, in a secure location.

### **3-8. Storing software**

Store all original product diskettes in a central, secure area. This will ensure protection of these products from inadvertent damage or theft. Central storage also accommodates convenient inventory and quick reinstallation, if machine failure occurs.

### **3-9. Security and Privacy Act considerations**

Refer to AR 380-19 and AR 340-21.

a. Using ADP resources outside the designated work area, other than Government-owned portable lap top microcomputers, is discouraged. In those rare instances requiring removal of ADP hardware, system manager approval must be obtained and hand receipts issued.

b. Internal management controls. Through the use of USMEPCOM Cir 20-5 and the internal management control review checklist at appendix B, system managers will establish internal management control procedures to ensure:

(1) Efficient and effective management of USMEPCOM ADP resources includes:

(a) Protection for both hardware and software against theft, damage, and unauthorized use.

(b) Proper management of both primary and backup storage media.

(c) Control of access to sensitive information.

(d) Accountability.

(2) Adherence to applicable regulations and policies.

(3) Use of USMEPCOM ADP resources only for official and authorized Government business.

(4) Exclusion of classified information from USMEPCOM microcomputer resources.

System administrators must complete applicable portions of the internal management control review checklist annually and forward them to the Director, Information Management, HQ USMEPCOM.

c. Each time a MEPS computer configuration changes, the MEPS commander submits an updated accreditation package to sector headquarters for approval. The accreditation process addresses risk analysis, risk assessment, and risk management of MEPS automation equipment.

d. System administrators must review accreditation packages annually to ensure they conform to AR 380-19 and USMEPCOM Suppl 1 to AR 380-19.

e. USMEPCOM automated data processing systems will not contain classified information.

### **3-10. Privately-owned computer equipment**

Use of privately-owned computer equipment to support USMEPCOM missions is prohibited. Privately-owned computer equipment will not be used to access USMEPCOM data bases or the Joint Computer Center (JCC) host computer, except as authorized by the Director, Information Management. All requests for access to the JCC host computer will be coordinated through the JCC's Information Systems Security Manager, before the access is granted.

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**3-11. Computer games**

The only games authorized on USMEPCOM microcomputers are those which came as an integral part of a Government-procured software package. System managers will ensure all other games are removed.

**Chapter 4****Electronic Message systems****4-1. Concept of operations**

USMEPCOM's electronic message systems (bulletin boards or electronic mail) allow electronic transfer of information, including files and messages, between headquarters, sector headquarters, and MEPS. Electronic message systems also provide rapid delivery of updates to microcomputer applications and user-developed applications throughout the Command. Users will not transmit classified information over electronic message systems.

a. Electronic message systems expedite the flow of information throughout the Command. This information includes data files, reports, person-to-person messages, application updates, etc. Electronic message systems also avoid playing "telephone tag."

b. Electronic message systems provide another means of routing information (an alternative to written correspondence) through the appropriate chain of command. For example, if a MEPS would properly route a letter to headquarters through their sector headquarters, it should route the electronic message through their sector headquarters. These message systems should not be used to establish policy or request data.

**4-2. Electronic message systems responsibilities**

USMEPCOM Memo 25-1 and the PROCOMM and OPUS User's Guide further explain implementation specific responsibilities, policies, and procedures for electronic message systems. This section prescribes generic functional responsibilities common to any electronic message system.

a. Director, Information Management.

(1) Serves as system manager for all electronic message systems.

(2) Resolves policy issues.

(3) Generates memoranda for procurement documentation to be accomplished which provides required equipment, software, and services.

(4) Appoints a USMEPCOM system operator for each electronic message system.

b. USMEPCOM system operators.

(1) Administer a particular electronic message system.

- (2) Install the system at HQ USMEPCOM and sector headquarters.
- (3) Manage the system's resources.
- (4) Train users and sector system operators.
- (5) Ensure reliable operation of the system, including maintenance.

c. Headquarters directors and chiefs of special staff sections, sector commanders, and MEPS commanders.

- (1) Ensure the system administrator serves as the system operator for each electronic message system.

- (2) Notify the Director, Information Management of any equipment or application deficiencies.

- (3) Review messages each day and respond appropriately.

d. Sector system operators.

- (1) The sector system administrator will serve as the sector system operator and administer the electronic message system with the assistance of the HQ USMEPCOM system operator.

- (2) Operate and manage the system within the sector.

- (3) Requisition supplies and services for the system at sector headquarters.

- (4) Review messages each day and respond appropriately.

e. MEPS system administrators.

- (1) Assist their sector electronic message system operator in installing the system at the MEPS.

- (2) Operate and manage the system according to published guidance.

- (3) Requisition supplies and services for systems at the MEPS.

- (4) Review messages each day and respond appropriately.

#### **4-3. Policies**

This section prescribes policies common to any electronic message system other than MEPCNET.

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a. Users will not transmit classified information over any electronic message system.

b. Use electronic message systems only for official business. Do not transmit personal messages. Do not use electronic message systems to establish policy or request data.

c. Electronic message system users will not transmit micro-computer applications without prior approval of the Director, Information Management.

d. System operators will frequently monitor available disk space and direct purging of unneeded messages and files from the disk before it is exhausted.

**4-4. Problem resolution**

Sector and MEPS personnel perform preventive maintenance. System administrators at MEPS and system operators at sectors and HQ USMEPCOM attempt to resolve problems with electronic message systems. Users should report problems with an electronic message system to the appropriate level for assistance.

**4-5. Security and Privacy Act issues**

See USMEPCOM Suppl 1 to AR 380-19. Only use electronic message systems for official business. Do not transmit classified information.

(MEPCIM)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH  
Colonel, GS  
Chief of Staff

/signed/  
WILLIAM J. CHANTELAU  
Colonel, GS  
Director, Information Management

DISTRIBUTION:

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**Appendix A  
References**

**Section I  
Required Publications**

**AR 190-13**

The Army Physical Security Program. Cited in paragraph 1-4f(3).

**AR 190-51**

Security of Army Property at Unit and Installation Level. Cited in paragraph 1-4f(3).

**AR 340-21**

The Army Privacy Program. Cited in paragraph 1-4f(2) and 3-9.

**AR 380-19**

Automation Security. Cited in chapters 1, 3, and 4.

**USMEPCOM Cir 20-5**

USMEPCOM Inspection Checklist - MEPS Information Management Directorate. Cited in paragraph 3-9b.

**USMEPCOM Memo 25-1**

USMEPCOM Message Network Procedures. Cited in paragraph 4-1b.

**USMEPCOM Reg 25-1**

Command Information Steering Committee and Information Users Group. Cited in paragraph 2-5.

**USMEPCOM Reg 190-2**

USMEPCOM Consolidated Physical Security Program. Cited in paragraph 1-4f(3).

**USMEPCOM Reg 700-3**

Material Management and Supply Operations. Cited in paragraphs 1-4i(9), 1-4f(9) and 2-8.

**Section II  
Related Publications**

**AR 11-2**

Internal Control Systems

**AR 25-1**

The Army Information Management Program

**FIPS Pub 41**

Federal Information Processing Standards Publication - Computer Security Guidelines for Implementing the Privacy Act of 1974

**Section III**

**Required Forms**

**DA Form 2028**

Recommended Changes to Publications and Blank Forms. Cited in the "Suggested improvements" paragraph.

**DD Form 250**

Material Inspection and Receiving Report. Cited at appendix C.

**Section IV**

**Prescribed Form**

**USMEPCOM Form 25-3-1-R**

Information Mission Elements Need Statement (IMENS). Prescribed in chapter 2.

**Appendix B  
Internal Management Control Review Checklist**

TASK: Information Management

SUBTASK: Automated Systems Life Cycle Management

THIS CHECKLIST: Management of Command Microcomputers

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: The staff functional principal will designate the specific managers responsible for using this checklist. The annually updated Management Control Plan shows the responsible principal and the mandatory schedule for using this checklist.

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**EVENT CYCLE 1:** Concept development and need justification

**Step:** Identify functional needs best met by microcomputer applications.

**Risk:** Less than optimal mission accomplishment or wasted microcomputer resources.

**Control Objective:** Identify applications which will effectively utilize microcomputer capability and capacity.

**Control Technique:** Requesters, system administrators, and system managers strictly observe the IMENS process.

**Test Questions:**

a. Do commanders and supervisors evaluate the advantages and disadvantages of automating manual functions?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

b. Do requesters clearly state the functional needs they want automated?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

c. Do sector personnel coordinate on MEPS IMENS requests?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_  
**Remarks:**<sup>1</sup>

d. Do system managers forward future requirements through proper channels for inclusion in the command budget?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_  
**Remarks:**<sup>1</sup>

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**EVENT CYCLE 2:** Acquisition and implementation

**Step:** Economically field best microcomputer solution to meet approved functional need.

**Risk:** Less than optimal mission accomplishment or wasted microcomputer resources.

**Control Objective:** Acquire and install microcomputers appropriate for the approved functional need.

**Control Technique:** Proponents, approving officials, HQ USMEPCOM Information Management and Resource Management personnel strictly observe the IMENS process.

**Test Questions:**

a. Do requesters submit properly completed IMENS through appropriate channels to request all additional resources?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_  
**Remarks:**<sup>1</sup>

b. Do proponents and approving officials validate the functional needs and anticipated benefits to ensure they merit purchase of microcomputer equipment or computer program products? For example, could existing equipment or products meet the need or do existing manual processes more economically fulfill mission needs?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_  
**Remarks:**<sup>1</sup>

c. Do system managers observe Command priorities in recommending software?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

d. Does the system manager maintain copies of IMENS?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

e. Do system administrators notify Director, Information Management of nomenclature and serial numbers when installing hardware and software?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

f. Does the system administrator register software?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

g. Are systems accredited in accordance with AR 380-19 and USMEPCOM Suppl 1 to AR 380-19?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

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**EVENT CYCLE 3:** Use and maintenance

**Step:** Monitor use and maintenance.

**Risk:** Less than optimal mission accomplishment or wasted microcomputer resources.

**Control Objective:** Most efficient use of microcomputer resources to meet the Command mission.

**Control Technique:** Users, managers, and commanders at all levels exercise good management practices to ensure effective use and proper maintenance of ADP resources under their control.

**Test Questions:**

a. Do system administrators promote preventive maintenance practices (periodic cleaning, no smoking, responsible eating and drinking)?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

b. Do system administrators contact Information Management personnel to resolve maintenance needs not satisfied by local maintenance contracts?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

c. Do Information Management personnel assist MEPS and sector personnel with maintenance and product use issues?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

d. Does the supply officer ensure that primary users of hardware and software sign hand receipts at sectors and MEPS?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

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e. Are adequate controls in place to protect hardware and software against theft, damage, and unauthorized use?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

f. Has the system manager reviewed security requirements for microcomputers in AR 380-19 and USMEPCOM Suppl 1 to AR 380-19 during the past year?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

g. Has the system manager informally briefed all microcomputer users on ADP security requirements during the past year?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

h. Have monthly checks been conducted to ensure that microcomputer resources have not been used to process classified information?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

i. Has the system manager informed all microcomputer users of the restriction on copying Government-owned computer program products for personal use?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

j. Has the system manager developed a preventive maintenance schedule for all microcomputer equipment?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

k. Has preventive maintenance been accomplished for microcomputer equipment according to the schedule established by the system manager?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

l. Are locally developed computer applications documented with the computer program clearinghouse prior to implementation?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

m. Do system administrators ensure new microcomputer users get adequate training?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

n. Do users produce duplicate copies of critical data at appropriate intervals?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Remarks:**<sup>1</sup>

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<sup>1</sup>When responding NO to questions, provide cross-reference to location of corrective action plans. When responding N/A to questions, explain rationale.

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I attest that these internal controls provide reasonable assurance that Army resources are adequately safeguarded. I am satisfied that if they are fully operational, internal management controls for this subtask throughout USMEPCOM are adequate.

\_\_\_\_\_  
Director, Information Management  
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed internal management control review checklist. The controls prescribed in this checklist are in place and operational for my organization. I have described any weaknesses and schedules to correct them in the attached plan.

\_\_\_\_\_ (signature)  
OPERATING MANAGER

**Appendix C**

**Information Mission Elements Need Statement (IMENS)**

**C-1. Purpose**

This appendix explains the process for acquiring ADP resources to meet requirements.

**C-2. Completing USMEPCOM Form 25-3-1-R (IMENS)**

The IMENS provides the vehicle for individuals to submit requests for ADP resources to meet ADP requirements. Often these requests fall outside the approved command budget and thus have no funds identified to meet these unfunded requirements. Requesters submit IMENS to ensure that the stated requirements are valid, comply with the Command architecture, and conform to Department of Defense, DA, and USMEPCOM policy. Requesters must complete USMEPCOM Form 25-3-1-R for all hardware and software requirements, regardless of cost or urgency. Procurement actions will not start until the appropriate authority approves the IMENS. USMEPCOM Form 25-3-1-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy of the form is at the end of this publication and will be used for local reproduction.

a. The requester must complete section 1.

(1) Item 2 is used when requests originate at a MEPS. Enter the appropriate sector office symbol.

(2) Item 3 is the requester's office symbol.

(3) Item 4 is a short description of the request.

(4) Item 5 is the date that the individual signed item 9.

(5) Item 6 describes the requirements in functional terms --not a list of hardware and software desired. For example, write "We have a requirement for a personal computer to supply direct administrative support to the Commander. This includes typing correspondence sent out of the MEPS, reporting monthly MEPS accessions, preparing briefings, and producing internal policies and procedures unique to this MEPS."

(6) Item 7 describes the benefits the requesting organization will derive when its requirements are satisfied. Describe this in terms of money saved, man-hours saved, or easier means of accomplishing the mission. Also state the impact on the organization if the IMENS remains unfunded and how this will affect the overall mission.

(7) Item 8 contains the full name, office symbol, city, and the current phone number of the individual with knowledge about this IMENS. This individual should understand the details of the request and supply further details if necessary.

(8) Item 9 contains the signature of the commander or director authorizing submission of the IMENS.

b. If a MEPS originates the IMENS, the sector proponent must complete section 2, recommend approval or disapproval, and send the IMENS to HQ USMEPCOM, Information Management.

c. After logging requests from sectors and assigning an IMENS number, Information Management Directorate will forward requests to the appropriate HQ USMEPCOM proponent. If necessary, the HQ USMEPCOM proponent will complete section 3.

d. Disapproved IMENS are returned to the requester within 30 days.

### **C-3. IMENS Funding Process**

a. During the budget preparation process Information Management Directorate (IMD) will identify to Resource Management the amount of money to be distributed to each MEPS for upcoming ADP procurements. This figure will be based on known commandwide ADP procurements for the upcoming year as well as outstanding approved IMENS submitted by the MEPS from the prior year. There will also be some money budgeted in the headquarters IMD funding, if possible, for unanticipated requirements. The monies transferred to the MEPS from IMD will be "fenced" for ADP procurements only.

b. For commandwide procurements IMD will prepare the IMENS and distribute procurement authorization to the MEPS. For MEPS specific procurements, an IMENS will be submitted by the MEPS to IMD.

c. IMENS received from the MEPS will be evaluated against the baseline currently established, which is based on workload.

d. If the IMENS is approved, a list of approved equipment/software, and estimated prices will be attached (see example below) to the IMENS. These will be the ONLY products the MEPS are authorized to purchase; there can be no substitutes unless Information Management Directorate agrees to the contracting substitutions. The MEPS are not authorized to procure any ADP hardware or software without the approved procurement memorandum and IMENS. A copy of the approved IMENS and equipment



**Appendix D**  
**Microcomputer Preventive Maintenance**

**D-1. Purpose**

This appendix helps the MEPS system administrator maintain microcomputers. It contains preventive maintenance procedures and tips for resolving problems affecting microcomputers and related equipment.

**D-2. system administrator's role**

The MEPS system administrator should either personally perform all microcomputer maintenance or personally guide other individuals performing microcomputer maintenance. The MEPS system administrators will address any questions or problems they cannot resolve to the sector system administrator, who in turn will seek guidance from the Microcomputer Support Division, HQ USMEPCOM, for problems not resolved at the sector level. It is better to seek advice than to guess.

**D-3. Preventive maintenance procedures**

- a. Perform routine backups.
  - b. Power off and unplug computer, monitor, and peripherals before doing any maintenance.
  - c. Use a lint free cloth and general purpose cleaner, available through supply channels, to remove all dirt and dust from printer, computer and monitor covers.
  - d. To remove dust and dirt from the screen, wipe the screen with a clean, dry, soft, lint-free cloth.
  - e. To remove fingerprints and smudges, use a soft cloth moistened with a nonabrasive detergent and water solution or an ammonia-based glass cleaner (such as Windex or Glass Plus).
- Note:** Do not apply liquid or cleaner directly on computer, keyboard or screen surfaces. Avoid getting liquid inside monitor.
- f. To clean floppy drives, use a moistened cleaning diskette, never a dry one. Instructions for cleaning always come with the cleaning diskettes.
  - g. The following procedures apply for removing dust and particles from the inside of a microcomputer. This keeps the microchips on the system boards from overheating.

- (1) Reboot computer by holding down the "CTRL," "ALT," and

"INS" keys simultaneously. At the arrow prompt on the top left-hand corner of your screen, type "SETUP" and hit the "ENTER" key. Write down the system setup displayed, or do a print screen, so you can reenter the original setup later. Reboot by holding down the "CTRL," "ALT," and "DEL" keys simultaneously. At the DOS prompt, do your SHIP command and turn off the computer, monitor, and all peripherals.

(2) Unplug all cables from the rear of the microcomputer.

(3) Remove the four side screws and the two rear screws from the CPU (see Owner's Manual). Pull the cover off toward you (toward the front of the microcomputer).

(4) Using a can of compressed air, available through supply channels, clean the inside of the CPU, checking all wires and components at the same time. Depending on your experience, to get a more thorough cleaning, you can pull out all the circuit cards, floppy disk assembly, and hard disk assembly.

(5) Replace all cards and disk-drive assemblies and replace the cover and the screws.

(6) Reconnect all cables and turn on equipment. The system should display a system setup error message. Pressing the "ESC" key will take you to the Setup Menu. Enter the correct information you wrote down during step (1). Follow the prompts at the bottom of the screen to save setup information and return to the DOS prompt.

h. Although hard drives become less reliable with extended usage, preventive measures eliminate many problems. Low level formatting of your hard drive will rejuvenate it. Remember to backup the hard drive before formatting. Formatting every 6 months should prevent display of the "sector not found" message. It indicates presence of bad sectors, possible loss of data, and overdue need for low level formatting (perhaps too late to recover data). Format hard drives on less heavily used micro-computers at least once each year. Commercial disk-utility software exists for performing a disk "tune-up." All MEPS have PCTOOLS software which you can use for hard drive maintenance.

i. Make it a habit to backup all of your data files. Each day, backup the files changed that day. Each week, backup the entire system.

#### **D-4. Problem resolution techniques**

The following tips should help the MEPS system administrator.

a. The microcomputer detects most errors during its self-

diagnostics and displays error messages on the screen. If you cannot interpret the error messages, consult the MS-DOS manual and system users manual that came with the system.

b. Always attempt to isolate the problem (i.e., whether it relates to hardware or software).

c. If you have a problem with your:

(1) Monitor

(a) Make sure the power switches for both the PC and the monitor are turned on and power cords are connected properly.

(b) Test the power outlet for voltage.

(c) Turn up the brightness and contrast knobs.

(d) Try swapping monitors if your office has more than one microcomputer. If another monitor works on your computer, and your monitor will not work on another microcomputer, you know your monitor has a problem.

(2) Keyboard

(a) Ensure proper connection of all cords.

(b) If your keyboard has a switch setting for AT and XT, make sure it is set properly.

(3) Printer

(a) Ensure the power switch is turned on and all power cords are properly connected.

(b) Ensure the printer contains paper.

(c) Ensure the "on-line" switch is turned on.

(d) Double check your printer commands.

(e) If it is a dot matrix printer, make sure the cover is down and engaged.

**D-5. Additional assistance**

MEPS system administrators, experiencing problems this appendix does not address, should contact the Customer Support Division, HQ USMEPCOM, for assistance.

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**Appendix E**  
**Abbreviations to be Utilized for ADP Inventory**

**ACU**

automatic call unit

**ADU**

automatic dial unit

**COMM**

communication

**CPU SYS80**

central processing unit System 80

**DIR CON SYS80**

direct connect System 80

**DSK**

disk

**DSK DRV**

disk drive

**DSK PACK SYS80**

disk pack System 80

**I/O**

input/output

**MAN DSK SYS80**

manual diskette System 80

**OCR**

optical character reader

**OMR**

optical mark reader

**OPSCAN**

optical scanner

**PC**

personal computer

**PC WS**

personal computer work station

**PLOT**

plotter

**PRINT**

printer

**PRINT CHAR SYSSO**

printer character System 80

**PRINT DOR**

printer dot matrix

**PRINT HP**

printer Hewlett Packard

**PRINT LINE SYS80**

printer line System 80

**PRINT LJ**

printer laser jet

**SCAN scanner**

SW software

**SW APPL**

software Apple

**SW ASIMS**

software Army Standard Information Management System

**SW BU**

software backup

**SW CASE KNOW**

Software CASE knowledgware

**SW DBASE**

software data base

**SW DIAG**

software diagnostics

**SW DOS VER**

software disk operating system version

**SW EXP**

software expandable

**SW HG**

software Harvard Graphic

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**SW MS**

software Microsoft

**SW SPERRY COMP**

software Sperry compatible

**SW SPERRY TUT**

software Sperry tutorial

**SW WORDPERF**

software WordPerfect

**TAPE BU**

tape backup

**TERM**

terminal

**UPS**

uninterrupted power supply

**WS**

work station

# Information Mission Elements Need Statement (IMENS)

For use of this form, see USMEPCOM Reg 25-3

IMENS NO.:

CATEGORY:

Application Development

Hardware

Software

Other

Date Received

IMP No.

Est. Value:

Date Completed

## SECTION 1 (Originator)

1. To: MEPCIM

2. Through: \_\_\_\_\_

3. From: \_\_\_\_\_

4. SUBJECT: \_\_\_\_\_

5. Date: \_\_\_\_\_

6. Requirement(s):

7. Expected Benefits:

8. POC Name/  
Office/Phone: \_\_\_\_\_

9. Commander/Director  
Signature: \_\_\_\_\_

## SECTION 2 (Sector Proponent)

Proponent: \_\_\_\_\_

Recommendation: Approval  Disapproval

Name/Office/Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3 (HQ Proponent)

Proponent: \_\_\_\_\_

Recommendation: Approval  Disapproval

Name/Office/Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4 (HQ Information Management)

Recommendation: Approval  Disapproval

Name/Office/Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

## **Glossary**

### **Section I Abbreviations**

#### **ADP**

automated data processing

#### **AR**

Army Regulation

#### **DA**

Department of the Army

#### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

#### **IMA**

Information Mission Area

#### **IMD**

Information Management Directorate

#### **IMENS**

Information Mission Elements Need Statement

#### **JCC**

Joint Computer Center

#### **MEPS**

Military Entrance Processing Station

#### **PERINSCOM**

Personnel Information Systems Command

#### **USMEPCOM**

United States Military Entrance Processing Command

### **Section II**

#### **Terms**

##### **Accreditation**

A formal declaration by the designated accreditation authority that the automated information system is approved to operate in a particular security mode using a prescribed set of safeguards. Accreditation is the official management authorization by a designated accreditation authority for operation of an automated information system in a particular security mode, using a prescribed set of safeguards based on the certification process, as well as other management considerations. The accreditation

statement affixes security responsibility with the designated accreditation authority and shows that due care has been taken for security.

**Assessable unit**

An identifiable function that is subject to a review of its susceptibility to unauthorized use, fraud, waste or abuse.

**Designated work area**

The official duty station (location) where assigned tasks and responsibilities, which are normally assigned to an individual, are conducted. The designated work area can change as a result of an appointment, assignment or detail.

**End-user computer**

Any computer configuration which is located in the functional area it services. It is operated by functional personnel and used to process automated data systems unique to that functional area.

**Microcomputer**

A small end user computer commonly classed and described as a personal computer. Microcomputers may have associated peripheral devices, such as printers, graphics plotters, additional disk drives (both hard and floppy), and telecommunication modems or interfaces.

**Microcomputer resources**

All hardware, software, peripherals and supplies used in conjunction with or in support of an end-user computer system.

**Privately-owned personal computer**

Computer equipment not owned by the U.S. Government.

**Shareware**

Copyrighted software distributed by the developer under the condition that if a user likes the software and continues to use it, he/she will pay a licensing fee to the developer. This software is not free.

**Software applications**

Specialized or tailored programs for microcomputers that provide user and situation peculiar solutions to end-user activity automation needs.

**System manager**

The first level of command or staff supervision where budget, personnel and operational responsibilities are exercised by one individual. At HQ USMEPCOM, the director or chief of a special staff section serves as the system manager. At sector

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headquarters, the commander or deputy commander serves as the system manager. At a MEPS, the MEPS commander serves as the system manager. Directors and commanders may delegate system manager authority by appointing a system manager.