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THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

**August 12 1999**

**MEMORANDUM FOR:** SURGEON GENERAL OF THE ARMY  
SURGEON GENERAL OF THE NAVY  
SURGEON GENERAL OF THE AIR FORCE

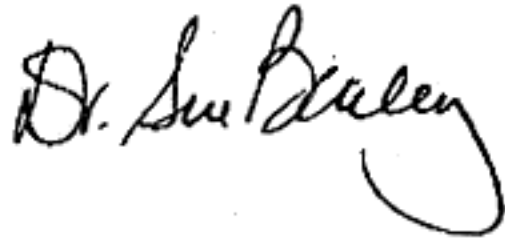
**SUBJECT:** Policy for Military Health System Office Automation

This memorandum supersedes Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)) policy 97-064, Policy for Military Health Services System Office Automation. All new and upgrades to Office Automation software using Defense Health Program funds must comply with the approved list of products identified on the Military Health System (MHS) Office Automation Standards [web site](#). This policy will facilitate office automation commonality across the MHS to achieve economies of scale, increase interoperability, reduce complexity, and simplify the management of information systems.

Office Automation is an extension of business tools available at the desktop to improve the flow of work and information. Office Automation tools include word processing, spreadsheet, presentation, office database, electronic forms, calendar/scheduler, electronic mail, web browser, virus scanner, and backup utility. These generic software tools are used for general office functions not specific to any Business Area. Other software such as collaborative groupware, file transfer, terminal emulation, etc., may be considered in the future as core component software.

Where a strong business case may justify a waiver, the Request for Waiver to MHS Office Automation Policy, attachment 1, must be completed. The form should be sent to the appropriate Service Chief Operations Officer.

My point of contact for this policy is Ms. Clarissa Reberkenny, Director, Technology Management, Integration and Standards. Ms. Reberkenny may be reached at (703) 681-8823 or by electronic mail at Clarissa.Reberkenny@tma.osd.mil.

A handwritten signature in black ink, reading "Dr. Sue Bailey". The signature is written in a cursive style with a large, looping "B" at the end.

Dr. Sue Bailey

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Last update: 08/23/1999