

CHAPTER 2. STANDARDIZATION OF OIS EQUIPMENT AND SOFTWARE

2-1. POLICY STATEMENT The Department will standardize the OIS hardware and software use throughout HUD as much as feasible.

2-2. MICROCOMPUTER AND WORD PROCESSING STANDARDIZATION.

a. EQUIPMENT:

- o Standard microcomputer and peripheral equipment are provided to all Departmental users.
- o All organizations with large scale new word processing requests will be provided with standard word processing equipment.
- o Exceptions to use of the equipment provided for all Departmental users will be granted only in very special situations.
- o Word processing equipment will be used for word processing only unless IPS approves an exception. Exceptions will be considered on a case-by-case basis. (See Appendix 1, Section 5 for further information.)

b. SOFTWARE:

- o Headquarters supports one of each type of the following software packages: operating system, spreadsheet, data base management, editor, and word processing.
- o Acquisition of non-Headquarters supported software to be used for these same functions requires technical approval from IPS.