

CHAPTER 5. IMPLEMENTATION OF OFFICE INFORMATION SYSTEMS

- 5-1. RECEIPT OF EQUIPMENT. When equipment ordered by IPS is received, the manager responsible for it (usually the Division Director or the Field Office Manager), must ensure that an IPS Equipment/Software Receipt, HUD-22003, listing all of the applicable serial numbers (see figure 5-1) and specifying the equipment location (i.e., room number) is filled out so that IPS can provide this information to the Department's maintenance contractors. The manager must send a copy of the completed form to the Director, Office Information Systems Staff, Room 4174, 451 7th Street, S.W., Washington, D.C., 20410.

Whenever a manager responsible for OIS leaves the organization, another responsible manager must be designated. The change must be annotated on the applicable Equipment/Software Receipts. The annotated receipt must be sent to OISS after a copy has been made for the user's office and one for the Administrative Officer. See the Personal Property Management Handbook, 2235.7 Revision 1, for information pertaining to individual liability with regard to custody receipts.

The specific procedures to follow in carrying out this policy are detailed in the paragraphs below.

- a. FOR ITEMS SENT FROM THE OFFICE INFORMATION SYSTEMS STAFF (OISS), IPS:
- (1) OISS prepares Equipment/Software Receipt, HUD-22003, with all available information for items to be sent. (Some boxes will not be opened by OISS, so the receiving organization will have to identify the serial numbers of items.)
 - (2) The responsible manager verifies that all listed items were received and that any serial numbers not already entered on HUD-22003 are recorded.
 - (3) The manager signs the Equipment/Software Receipt, makes a copy for his/her office's records and a copy for his/her Administrative Officer, and sends the original custody receipt to the Director, Office Information Systems Staff, as indicated above.
- b. FOR ITEMS SENT DIRECTLY FROM VENDORS TO THE USERS:
- (1) Locate the packing slip sent with the items. Using the packing slip and the equipment order, determine if everything was received and record serial numbers.
 - (2) Notify OISS by telephone of any missing items.
 - (3) For all items received, prepare an Equipment/Software Receipt, HUD-22003, attach a copy

of the annotated packing

5-1

10/86

{Figure 5-1 excluded}

slip, make a copy for his/her office's records and one for his/her Administrative Officer, and send the original receipt with attachment to OISS.

c. FOR ITEMS SENT FROM OTHER HUD OFFICES:

- (1) The sending office makes a copy of their Equipment/Software Receipt for items to be sent and annotates any exceptions. The name, phone number, room number and location, and organization code of the receiving manager should be noted on the old receipt with the shipped items and a copy sent to OISS.
- (2) The receiving manager verifies that all items were received and if not, notifies OISS by telephone.
- (3) The receiving manager ensures a new Equipment/Software Receipt is prepared, signs it, makes a copy for his/her office's file and a copy for his/her Administrative Officer, and sends the original to OISS.

d. FOR ITEMS PURCHASED BY A CONTRACTOR OR RECIPIENT THAT WILL REVERT TO HUD OWNERSHIP:

The Government Technical Representative (GTR) of the contract is responsible for preparing an IPS Equipment Software Receipt, indicating on it the expected date of availability of the equipment and/or software, and sending the receipt to OISS with one copy to the contracting officer and a copy to the Administrative Officer of the organization that will be receiving the equipment.

5-2. SOFTWARE REGISTRATION. In order for the Department to receive the software support to which it is entitled, the registration card furnished with each software package must be filled out by the receiving organization and mailed to the vendor. The registration card should be completed using the title of the management official responsible for the equipment and software, with a room number included in the registration address. After the card has been received by the vendor, the Department will be entitled to technical assistance and discounted or free software updates.

5-3. TRAINING. Each word processor and microcomputer comes with self instructional material such as: tutorials, operating guides, and users manuals. The training officer in each organization should be contacted for information regarding further training on the equipment and software used in that

organization.

- 5-4. INSTALLATION, MAINTENANCE AND SUPPLIES. It is the responsibility of each organization to install its own equipment, initiate maintenance procedures and order supplies. The procedures pertaining to

5-3

10/86

installation, maintenance and supplies change often enough and there are enough exceptions that it is not feasible to include them in this handbook. Refer to the OISS memorandum titled "Information about your microcomputer." This memorandum is sent to each user when the equipment is ordered, and updates are periodically sent to all users. If assistance is needed, contact the Office Technology Coordinator for your organization who will in turn contact OISS if necessary.

- 5-5. REASSIGNMENT RESTRICTIONS. Approvals for acquisition of OIS equipment are given for specific applications/functions within an organization. Approvals are given because the applications/functions have cost savings, productivity or other management benefits. Unless an organization can demonstrate how circumstances have changed or applications have been found to be infeasible, offices are held accountable for the equipment being used for its intended purpose. Before OIS equipment can be reassigned to another application/function, the organization for which the equipment was approved must request and receive technical approval from IPS. These requests must include justification for the new application/function as described in Chapter 4 and must explain why the equipment is no longer needed for the old application/function.

5-4

10/86

2400.13 CHG-1

- 5-6. Management levels responsible for monitoring microcomputer software use. It is the responsibility of each Branch Chief, Office Manager, supervisor, or designee to monitor, to the extent feasible, employee's use of standalone microcomputer software. Microcomputer software that is on the Local Area Networks (LAN) is the responsibility of the LAN Administrator's supervisor, who at Headquarters is the Branch Chief of IPS' Local Area Network Branch, at the Regional Offices is the Management Information Division Director (MID) or the Management Systems Division Director (MSD), and at the Field Offices is the Office Manager. The above cited individuals should advise their staff of the licensing requirements and the consequences of making unauthorized copies of software. The LAN Administrator must also ensure that the authorized number of users on LANs is in accordance with the licensing agreement.

The ADP Security Staff will provide the guidance and assistance in detecting unauthorized copies of standalone microcomputer software.

- 5-7. Software monitoring. Metering software, which limits the number of users according to the software package licensing agreement, is installed on each LAN by the LAN Administrator to ensure full compliance.
- 5-8. Software licensing. The Teleprocessing Software Branch will provide each Headquarters program office, MID/MSD, and Field Office Manager with a copy of the license agreement from each standard software package. The responsible organization will ensure that the license agreement is made available to all users of the software package.