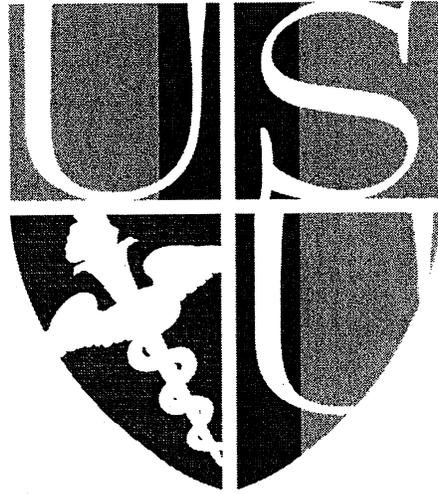


**USUHS  
INSTRUCTION**





## Uniformed Services University Of the Health Sciences

### SUBJECT: Procurement of Desktop and Laptop Computing Systems

#### Instruction 7900

JAN 16 2009

(UIS)

#### ABSTRACT

This Instruction establishes policies, assigns responsibilities, and provides procedures related to the acquisition of desktop and laptop systems at the Uniformed Services University of the Health Sciences.

**A. Reissuance and Purpose.** This Instruction replaces USUHS Instruction 7900, dated August 28, 2002, and establishes policies and procedures for Information Technology (IT) equipment acquisition.

**B. References.** See Enclosure 1.

**C. Applicability.** This Instruction applies to the purchase of all faculty, staff, student and contractor desktop and laptop computing systems regardless of funding source.

**D. Policy.** The following paragraphs provide University policy on specific topics.

#### 1. One System Per User.

a. Billeted faculty, staff, and contractors, who are assigned to the campus, AFRRI, or its official extensions are provided a computer system to perform daily routine office automation tasks. Due to the escalating cost of maintaining systems, information security requirements and in recognition of an increasingly mobile work force, the USUHS will provide, from a single vendor, either one desktop or one laptop computer with docking station to personnel based on individual mission needs. Multiple systems purchased with O&M funds, simply to accommodate travel or tele-work, is not authorized.

b. Approval for the provision of a laptop for mobile workers is the responsibility of the immediate supervising Dean, Department Chair, Vice President or Assistant Vice President. The desktop versus laptop decision should be based on the person's requirement to perform work outside of the office, beyond normal working hours, through approved telecommuting plans or to meet frequent travel needs. A standard memorandum will be submitted to the UIS Help Desk in conjunction with scheduled computer replacements or upon appointment of a new position for those with a laptop requirement.

c. Allocation of laptops will occur based on the USUHS computer replacement program which replaces a desktop every four years and a laptop system on a three-year cycle. If funding is not sufficient to procure the number of requested laptops during a refresh period, the user may be provided a desktop and the laptop request filled in the next refresh or as additional funds become available.

d. A small number of laptops will be maintained by UIS and made available for temporary "sign-out" for personnel with only occasional mobile computing needs. Sign-outs are on a first come, first served

basis. Temporary laptop requests can be made via a standard help desk ticket submission.

## 2. Grant Funded Systems.

a. This policy does not preclude the acquisition of additional computing systems to support grant funded research and/or systems required for scientific equipment and server operation; however, in an effort to maintain uniformity, the USU single vendor desktop and/or laptop must be considered prior to purchase of different IT equipment.

b. In cases where the single vendor desktop or laptop meets all of the grant minimum IT requirements, a single vendor system will be procured. Other systems are authorized for procurement when minimum IT requirements cannot be met.

c. Scientific IT equipment, server, and non-single vendor desktop/laptop acquisitions will be reviewed by the Automated Information Systems Advisory Committee (AISAC) before procurement. The AISAC approval form can be found in Enclosure 2. Failure to obtain prior approval may result in return or reassignment of the equipment.

d. This policy also applies to HJF procured desktops and laptops unless the system will not be placed on the USUHS .mil or .edu networks.

3. Information Security.

a. Desktops and laptops, regardless of source of procurement, are University information systems and whether connected to the USU network or operated outside that network, must be in compliance with federal, DoD, and TMA security

requirements. Laptops, based on their mobile nature, are subject to specific security scans to ensure compliance with regulations. Laptop users are required to log on to the USU network at least once a week to ensure that proper security and maintenance patches are applied to the system.

**E. Effective Date.** This Instruction is effective immediately.



Charles L. Rice, M.D.  
President

**REFERENCES**

- (a) USUHS Instruction 7900, dated August 28, 2002 (hereby cancelled)
- (b) U.S. Executive Office of the President, Office of Management and Budget (OMB) Bulletin No. A-130, "Management of Federal Information Resources." Appendix III, "Security of Federal Automated Information Resources," February 1996
- (c) DoD Directive 5200.1, "DoD Information Security Program," December 13, 1996
- (d) BUMED Field Information Security Policy Manual, Version 1.04, May 2001
- (e) USUHS Instruction 5201, "Information Security Program," April 7, 1995
- (f) USUHS Instruction 5202.2, "Electronic Information and Communication Policies," January 2, 2001
- (g) Final FAR Rule for Implementing Section 508 of the Rehab Act Electronic and Information Technology Accessibility for Persons with Disabilities, April 25, 2001
- (h) DoD Directive 5500.7-R "Joint Ethics Regulation," August 1993

**AUTOMATED INFORMATION SYSTEMS ADVISORY COMMITTEE (AISAC)  
INFORMATION TECHNOLOGY APPROVAL FORM**

**NAME** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**REQUEST IS FOR:** \_\_\_\_\_

**Item Requested:** \_\_\_\_\_

- Non-single vendor (non-leased) Desktop**       **Server**
- Non-single vendor (non-leased) Laptop**     **Tablet**
- Special Software**
- Other** \_\_\_\_\_

**Cost (Include purchase, installation and Maintenance):** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Use:** \_\_\_\_\_

**For UIS Operation**                       **For local Operation**

**Network Requirements:** \_\_\_\_\_

**Security Systems:** \_\_\_\_\_

**Systems Administrator:** \_\_\_\_\_

**AISAC Recommendation:** \_\_\_\_\_