

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) Number 03-04
XVIII Airborne Corps and Fort Bragg Hardware/Software Standards

1. References.

a. Memorandum, AFZA-IT, FY03 Army Knowledge Management (AKM) Goal 1 Resource Execution Guidance, 2 Jan 03.

b. Joint Technical Architecture-Army (JTA-A), 8 May 00.

c. FORSCOM Technical Architecture Migration Plan Guidance (FTAMPG), Appendix B.

d. XVIII Airborne Corps and Fort Bragg MOI 02-04, Information Mission Area (IMA) Certification/Approval Procedures, TBD.

e. Memorandum, Headquarters Department of the Army (HQDA), CIO/G-6, subject: Enterprise Software Agreements, 2 Dec 02.

f. Message, HQDA, 231312Z Jun 99, subject: Designation of Army Point of Contact (POC) for Government Wide Agency Contracts (GWACs), Blanket Purchase Agreements (BPAs), Indefinite Delivery/Indefinite Quantity (ID/IQ) and Army/Department of Defense (DOD) Enterprise Agreements.

g. Message, HQDA, 192343Z Jun 03, subject: Moratorium on Microsoft Products and Product Support Services.

h. HQDA, Letter 25-02-1, subject: U.S. Army Wireless Local Area Networks (LAN) and Wireless Portable Electronic Devices (PED) Policy.

2. Purpose. The purpose of this MOI is to provide XVIII Airborne Corps and Fort Bragg with guidance on command-wide standards and products. These standards set the minimum acceptable level for new Information Technology (IT) equipment and are mandatory.¹ They are also required to maintain technical compatibility and connectivity of all units and activities.

¹ While this MOI mandates XIII Airborne Corps and Fort Bragg standards and products, it is not the authority to procure these products without full and open competition or appropriate justification for brand name only items (FAR 6.101). Acquisition of standard products from ID/IQ contracts does constitute full and open competition.

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3. Scope. The hardware and software standards and end of life support timeframes listed in this MOI are applicable only to XVIII Airborne Corps and Fort Bragg staff, major subordinate commands, and garrison staff located on Fort Bragg. The transport standard established in this MOI is applicable to all XVIII Airborne Corps units and Forts Bragg, Campbell, Drum, and Stewart.

4. General.

a. The following hardware/software standards are effective:

(1) Microsoft Office XP will be the XVIII Airborne Corps and Fort Bragg recommended standard integrated office application software. It is imperative that all units/activities with versions of Windows previous to Windows 2000 Professional upgrade or replace to this standard not later than 31 Dec 04.

(2) Microsoft Office XP file (document) format will be the common XVIII Airborne Corps and Fort Bragg transfer application standard. All documents, slides, and information transferred between units/activities, either tactically or in garrison, will conform to this XVIII Airborne Corps and Fort Bragg standard. While other software packages may be used to develop information or documents, the XVIII Airborne Corps and Fort Bragg standard must be used to transfer information or documents between commands or organizations. This standard is established to facilitate a common transfer standard across the entire XVIII Airborne Corps and Forts Bragg, Campbell, Drum, and Stewart.

b. Hardware/software upgrades and/or replacements are to occur as unit funding permits. However, units are reminded to check the end of life support milestones in paragraph 5. Units/activities are responsible for programming the necessary funding to keep their information technology current.

c. Microsoft Office software is available at no cost to units/activities under the Army Enterprise License (AEL) Agreement. Other Microsoft software is available, via the AEL agreement, to Army units/activities for minimal cost (a complete listing is available at the Army Small Computer Program (ASCP) web site listed below). This software will be provided by ITBC once the unit/activity properly registers their requirement through the Army Enterprise program. The AEL program registration and information are available at the ASCP web site: <https://ascp.monmouth.army.mil/scp/index.jsp>. Depending on the hardware being used, an upgrade in hardware may also be required to run the new Windows XP operating system. Any hardware upgrades must be funded out of unit/activity funds.

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d. All servers, workstations, personal computers, notebooks, monitors, and printers must meet the requirement of the Environmental Protection Agency's "Energy Star" Program.

e. Personal firewall software is prohibited; e.g., Shields Up, Sygate, Ready Soft, PC Viper, HotBar, etc.

f. In accordance with (IAW) references 1e and 1f, HQDA mandates that all commercially available software be procured via the Enterprise Software Agreements (ESAs), which are administered through the Army Small Computer Program (ASCP) at Fort Monmouth, New Jersey. The ESAs provide for the acquisition of commercially available software at the DOD enterprise level, thereby reducing the cost of acquiring and maintaining software products.²

g. The Information Technology Business Center (ITBC) will monitor users' requests submitted to purchase hardware/software to ensure they comply with the mandate to purchase these items through ASCP using Communication-Electronic Command (CECOM)-Certified, DOD, and other federal agencies ID/IQ contracts.

h. Activities considering use of wireless solutions; e.g., wireless Local Area Network (LAN) access points, wireless LAN adapters, wireless e-mail servers and pagers, wireless portable electronic devices (PED), palm-type pilots, and similar devices, must adhere to the Army policy on wireless solutions. This policy is available at <https://dragonnet.bragg.army.mil/18abn>.

i. Table 4-1 lists XVIII Airborne Corps and Fort Bragg recommended software standards.

(1) This table lists the current recommended software standards for operating systems, core applications, electronic mail, and resource servers consisting mostly of applications associated with office automation, electronic mail, and shared network services.

(2) The goal of these recommended standards is to provide a common suite of software used in garrison and tactical day-to-day operations.

(3) It is recognized that units or activities may not be using the latest versions of these products or may be using non-JTA-A compliant software applications; e.g., Windows for Workgroups or an

²Existing ESAs and the DoD Enterprise Software Initiative (ESI) policy are described on the ESI web site: <http://www.don-imit.nav.mil/esi/>.

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early version of Microsoft Office. These applications must be upgraded to a compliant software application not later than 31 Dec 04.

Table 4-1 XVIII AIRBORNE CORPS AND FORT BRAGG SOFTWARE STANDARDS (LATEST VERSIONS)	
OPERATING SYSTEMS	RECOMMENDED STANDARD
Network Operating System	Microsoft Windows w/Active Directory implemented
Desktop Computer	Microsoft Windows XP Professional
Portable Computer	Microsoft Windows XP Professional
Personal Digital Assistant	Microsoft CE
CORE APPLICATIONS	RECOMMENDED STANDARD
Integrated Office Suite	Microsoft Office XP Professional
Office Automation [Word Processor, Spreadsheet, Presentation Graphic, Email Client, Database Management]	Microsoft Office XP Professional (or newer approved version)
Multi Media	Windows Media Player (Bundled w/Windows XP Professional)
Document Viewer	Adobe Acrobat Reader v6.0
Web Browser	Microsoft Internet Explorer (Bundled w/Windows XP Professional) Netscape Navigator
Web Page Development	Microsoft Front Page XP (2002)
Video/Virtual Collaboration Environment ³	Microsoft Net Meeting
Video Streaming	Microsoft NetShow
Facsimile	Microsoft Personal Fax for Windows
Project Management	Microsoft Project Management 2000
Forms Management	Form Flow v2.24.1 ⁴
Zip	WinZip or WinXP (built-in utility)
Virus Protection	Symantec Corporate Edition v8.1 or McAfee Anti-Virus
Encryption	CAC/PKI

³ The video collective planning standard for tactical systems is INFOWORKSPACE (IWS).

⁴ Effective 29 Sep 00, the U.S. Army Publishing Agency (USAPA) finalized a Blanket Purchase Agreement (BPA) order with Insight Public Sector (formerly Comark Federal Systems) for an Army-wide Enterprise Forms Software Site License with JetForm Corporation. The order provides a license to use two JetForm products (either FormFlow 2.23 or FormFlow 99) at no further cost to Army-wide users. Further information on how and where to obtain the software may be obtained from the USAPA and SCP web sites. Effective 31 May 03, the Information Technology E-commerce and commercial Contracting Center (ITEC4), in conjunction with CIO/G6 and ASCP, awarded a six year Army-wide Enterprise Agreement to Softmart for Microsoft products and services.

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Table 4-1 XVIII AIRBORNE CORPS AND FORT BRAGG SOFTWARE STANDARDS - (Continued) (LATEST VERSIONS)	
CORE APPLICATIONS	RECOMMENDED STANDARD
Document Management	Microsoft Share Point Portal Server
Calendar	Microsoft Outlook
ELECTRONIC MAIL	RECOMMENDED STANDARD
E-mail Client	Microsoft Outlook or Outlook with Defense Message System (DMS)
E-mail Server	Microsoft Exchange with DMS
Remote Access	Terminal Server Access Control System (TSACS)
SERVER SOFTWARE	RECOMMENDED STANDARD
Change and Configuration Management Software	Microsoft Systems Management Server
Database Software	Microsoft SQL or Oracle
Internet Proxy Software	Microsoft Proxy
Internet Publishing, Management and Search Software	Microsoft Site Server
Certificate Software	Microsoft Certificate Server
Index Software	Microsoft Index Server
Work Flow Software	Remedy Action Request System

j. Table 4-2 states the minimum XVIII Airborne Corps and Fort Bragg standards for desktop (personal computers), end user workstations, and notebooks.

(1) While these are minimum standards, anyone procuring new systems must consider how the equipment will be used initially, as well as in the future. Consequently, to maximize the investment, the ability to upgrade in the future must be considered when procuring new systems (i.e., can an Intel-based PC support higher-speed processors of the same class when they become available).

(2) These standards are dynamic and are continuously being revised upward as new technology is implemented, costs are reduced, and new Army and DOD IDIQ contracts are awarded. As a result, all organizations or units contemplating the procurement of IT systems and

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software must coordinate each acquisition with the ITBC regardless of the method of procurement, whether government purchase card (GPC) or purchase request. This coordination will also include preferred sources (contract vehicles) to ensure warranties are sustainable and provide the maximum coverage time.

(3) It is recognized that units' or activities' current computer systems may not meet this minimum standard or products currently being used may not be JTA-A compliant. No existing computer systems need to be immediately upgraded to be in compliance with these minimum standards. Instead, non-compliant computer systems must be migrated to compliance IAW ITBC's end of support milestones listed in paragraph 5.

Table 4-2 XVIII AIRBORNE CORPS AND FORT BRAGG MINIMUM COMPUTER CONFIGURATIONS		
ITEM	DESKTOP COMPUTER	NOTEBOOK COMPUTER
Central Processing Unit (CPU)	Pentium IV/2.4GHz	Pentium IV/2.4GHz
Cache	512KB	512KB
Bus Architecture	533MHz	PCI/ISA
RAM (Memory)	256MB RAM	256MB RAM
Hard Disk Capacity	40+GB (7200 RPM) ⁵	20GB (Removable)
Floppy Drive	3.5" 1.44MB (Internal)	N/A
CD-ROM Drive	24XDVD/CD-RW	Internal 24xCD-ROM (DVD Optional)
Expansion Slots	5	N/A
Mouse	Web Wheel Mouse	Built-in Pointing Device
Monitor	15" LCD or 17" SVGA, Color	15" Active Matrix Display (1024x768)
Video Card	16 MB SVGA or higher	16 MB SVGA or higher
Serial Port	Two	One
Parallel	One	One

⁵ Hard drives will be removeable on all secure systems.

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Table 4-2 XVIII AIRBORNE CORPS AND FORT BRAGG MINIMUM COMPUTER CONFIGURATIONS - (Continued)		
ITEM	DESKTOP COMPUTER	NOTEBOOK COMPUTER
Universal Serial Bus (USB)	Four (2.0 version) USB Interface (optional) ⁶	One
Keyboard	104-Key w/Numeric Pad	86-Key, Full Function
PC Card (PCMCIA)	One Type III or Two Type II ⁷	One Type III or Two Type II
NIC Card	10/100/1000MB Fast Ethernet	10/100/1000MB Fast Ethernet
Sound	PCI 32-Bit	32-Bit
Speakers	Stereo Speakers or Headset	Internal Stereo Speakers
Modem ⁸	56.6 KBPS Internal PCI	Internal 56.6 KBPS
Common Access Card (CAC) Reader ⁹	USB, Serial, or PCMCIA/SmartCard	USB, Serial, or PCMCIA/SmartCard
Adapter/Charger	N/A	110/220 Volts
Battery Life	N/A	3 Hours
Battery Type	N/A	Lithium
Energy Efficient	Yes - Must be Energy Star Compliant	Yes - Must be Energy Star Compliant
Warranty	3-year On-site	3-year On-site
Desktop Management Interface (DMI) Version 2.0	Supported	Supported

k. Table 4-3 shows the minimum XVIII Airborne Corps and Fort Bragg standards for network and resource servers.

(1) Server platforms are systems that provide a common repository for data and software applications, and managed selected computer devices. Server platforms can be either minicomputers or appropriately configured microcomputers that are optimized to manage a shared resource in a network environment. Because of different server types, server requirements should always be coordinated with the ITBC.

⁶ It is recommended that peripherals connecting to the standard desktop use the USB interface.

⁷ PCMCIA card readers are no longer required for desktop systems unless the system will be supporting the DMS.

⁸ Modems will not be ordered with desktop systems if they are to be connected to the Fort Bragg Metropolitan Area Network (FBMAN) or Fort Bragg Secure Metropolitan Area Network (FBSMAN). Requests for exceptions to this policy will be addressed to the ITBC, Security Section. All requests must fully justify the need of a modem in a desktop system.

⁹ Army organizations may procure CAC readers through the ASCP ET-1 contract at <https://pmscp.monmouth.army.mil>. The two vendors available are Insight Public Sector, Inc. (contract #DAA-B07-98-A-V005) and GTSI (contract #DAA-B07-98-V003).

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(2) Server standards are very dynamic and are continuously being revised upward as new technology is implemented, costs are reduced, and new Army and DOD ID/IQ contracts are awarded. As a result, all organizations or units contemplating the procurement of a resource server or shared networking server must coordinate each acquisition with the ITBC regardless of the method of procurement (ID/IQ, GSA, Open Market, etc.). This coordination will also include preferred sources (contract vehicles) to ensure warranties are sustainable and provide the maximum coverage time.

Table 4-3 MINIMUM NETWORK AND RESOURCE SERVER STANDARDS	
ITEM	STANDARD
CPU	Pentium IV 2.4GHZ
Cache	512KB
Bus Architecture	533MHz
RAM (Memory)	512MB RAM
Hard Disk Capacity	40GB
Hot Swap Disk Bays	6
SCSI Controller	One (Ultra Wide)
CD-ROM Drive	32X
PCI Slots	5
Mouse	PS-2
Monitor Screen Size	1280x1024
Monitor	15"
Video Card	64-Bit or 128-Bit
Serial Port	One
Parallel Port	One

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Table 4-3 MINIMUM NETWORK AND RESOURCE SERVER STANDARDS - (Continued)	
ITEM	STANDARD
USB Port	One
Keyboard	101-Key w/Numeric Pad
PCMCIA Slot	Yes
NIC CARD	10/100 Fast Ethernet
RAID Controller	One
RAID Levels Supported	0, 1, 5
Hot Swap Power Supplies	Yes
Energy Efficient	Yes
Warranty	3 Years, On-site

5. Product Lifecycle Replacement. The ITBC end of support milestones are listed in table 5-1. After the date listed below, ITBC will no longer support the hardware or software and it may not be connected to the FBMAN or FBSMAN.¹⁰

a. These end of support dates are provided for units and activities to make budgeting and funding decisions on updating or replacing their IT hardware and software in a programmed manner.

b End of support dates are only projections and may need to be adjusted earlier to support network configuration changes or security problems or vulnerabilities. The dates will not be extended past the listed date.

¹⁰ Not applicable to hardware/software currently loaded on the FBMAN or FBSMAN; only applies to connections after listed dates. Systems found connected to the network after the end-of-life date will be disconnected from the FBMAN/FBSMAN.

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Table 5-1 ITBC END OF SUPPORT MILESTONES	
COMPUTER PROCESSORS	END OF SUPPORT DATE
i386	No Longer Supported
i486	No Longer Supported
Pentium I	No Longer Supported
Pentium II	1 Oct 05
Pentium III	1 Oct 07
Pentium IV	1 Oct 09
OPERATING SYSTEMS	END OF SUPPORT DATE
Windows NT (3.51)	No Longer Supported
Windows 95	No Longer Supported
Windows NT (4.0)	No Longer Supported
Windows 98	No Longer Supported
Windows 2000	31 Mar 07
Windows XP Professional	31 Dec 07
Windows 2003	30 Jun 10
MS INTEGRATED OFFICE SUITES	END OF SUPPORT DATE
MS Office, Version 4.3	No Longer Supported
MS Office, Version 95	No Longer Supported
MS Office, Version 97	No Longer Supported
MS Office, Version 2000	31 Mar 07
MS Office, Version XP Professional	31 Dec 07

6. Request for exceptions to the above hardware or software standards must be submitted to ITBC, Project Management Branch, ATTN: AFZA-IT-BP.

7. This MOI supersedes all previous XVIII Airborne Corps and Fort Bragg automation standards.

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8. Point of contact is Mrs. Velma Montgomery, (910) 396-8664.

FOR THE COMMANDER:

//signed//
KARL R. HORST
COL, GS
Chief of Staff

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