DEPARTMENT OF THE NAVY
COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREGIINST 5230.1B
Code N61
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COMNAVRESREDCOMREG ELEVEN INSTRUCTION 5230.1B

Subj: AUTOMATIC DATA PROCESSING (ADP)/AUTOMATED INFORMATION SYSTEM (AIS) OPERATING POLICY

1. Purpose. To establish operating requirements and policy for ADP/AIS systems (both hardware and software) within REDCOM 11, and to assign responsibilities for carrying out the policy.

2. Cancellation. COMNAVRESREDCOMREGIIINST 5230.1A

3. Background. The increased use of ADP/AIS requires policy that will ensure consistency, control and accountability.

4. Scope. This instruction applies to all REDCOM 11 activities and Navy owned and/or leased ADP/AIS systems operated on Navy premises not otherwise addressed by other directives govern the operation of the RCSS/TM. Activities will use this instruction for operation of ADP/AIS systems. Only authorized hardware and software are to be used. Authorized hardware is defined as equipment procured through or approved by REDCOM 11. Authorized software is defined as those software programs used according to their copyright agreement.

5. ADP Contract Person. Each activity will appoint an ADP equipment point of contact (i.e., the AIS Security Officer (AISSO)) responsible for the following:

a. Maintaining an accurate hardware/software inventory.

b. Submitting requests for additional equipment and related supplies and maintaining the equipment in a state of operational readiness. All AIS system purchase requests will be submitted to REDCOM 11 (N4) via REDCOM 11 (N61). All requests for ADP equipment consumables (i.e., paper, ribbons, diskettes, cables, etc.) will be handled at the individual command level.

6. Timesharing of Equipment. COMNAVRESFOR views all ADP equipment purchased with Reserve funds as Reserve property, not the property of any single department, division, or office. Because of limited ADP equipment at each command, timesharing is necessary and encouraged.

7. Action. Reserve Center commanding officers are responsible for:

a. Appointing an ADP contact person.

b. Ensuring that only authorized hardware and software are used within the Reserve Center.

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