

INSPECTOR GENERAL INSTRUCTION 7935.1

SUBJECT: End-User Developed Software Management Program, November 6, 1990

A. Purpose.

1. This instruction establishes the End-User Developed Software Management Program for the Office of the Inspector General, Department of Defense (IG, DoD).

References: See Appendix A.

B. Applicability. This instruction applies to the Office of the Inspector General, the Assistant Inspectors General and the Directors of IG Regional Offices, hereafter referred to collectively as IG Components.

C. Definitions. See Appendix B.

D. Policy.

1. In accordance with reference a, all software developed by end-users on government-owned equipment or on government time is considered government property. According to reference b, government-owned equipment generally should not be used for personal projects, and must never be used for personal gain.

2. The effective use of end-user developed software shall not depend on the continued availability of the developer, but be based on effective documentation and recordation. This will minimize redundant effort.

3. End-user developed software shall not compromise the accuracy, security or integrity of sensitive information or the privacy of individuals.

4. Absent written agreement to the contrary, end-user developed software shall not be supported or maintained by the Information Systems Directorate (ISD). The ISD will continue to support standard IG, DoD - hardware and software which may include that used in conjunction with end-user developed software.

5. Because of access-time costs and the complexity of the system, end users should not attempt to develop software for mainframe applications.

6. If the software meets the definition of a system of records, a proper systems notice must be published in the Federal Register, according to references c and g.

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.E. Responsibilities.

1. Component Heads have the responsibility to establish procedures to:
 - a. inventory all end-user developed software.
 - b- Report such software to the ISD for development of an end-user developed software reference source, specifying what the software can do and who should be contacted regarding the software.
 - c. Give high emphasis to protection of sensitive information, and ensure that end-users develop and use software in accordance with reference c, and f through j.
 - d. Ensure that developers adhere to references d and e, with emphasis on user, end-user, computer operation, and maintenance documentation.
 - e. Ensure that a component point of contact is available to supply documentation, and to support and maintain the software.
2. End-User Developers have the responsibility to:
 - a. Develop software within established laws, procedures and guidelines, including but not limited to public laws and Office of the Inspector General (OIG), General Services Administration (GSA), Department of Defense (DoD), and Office of Management and Budget (OMB) publications.
 - b. Develop and maintain documentation in accordance with references a, d and f.
 - c. Coordinate the proposed software with the FOIA/PA office prior to use to determine if the software meets the definition of a system of records.
 - d. Coordinate the proposed software with the Personnel and Security Directorate in accordance with reference f.
3. The Information Systems Directorate has the responsibility to supply information from the end-user developed software reference source.
4. The Freedom of Information Act/Privacy Act Office (FOIA/PA) has the responsibility to assist and advise the end-user to ensure compliance with reference c, if the software meets the definition of a system of records.
5. The Personnel and Security Directorate has the responsibility to assist and advise the end-user to ensure compliance with reference f if the software contains sensitive information.

F. **Effective Date and Implementation.** This instruction is effective immediately.

Nicholas T. Lutsch
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Administration and Information Management

Distribution C

APPENDIX A.

REFERENCES

- (a) DoD Instruction 5500.7, "Standards of Conduct," May 6, 1987.
- (b) IGDINST 7920.5, "Inspector General Small Computer Use," January 19, 1990
- (c) DoD 5400.1 1 -R, "Department of Defense Privacy Program', August 1983
- (d) DoD Instruction 7935.1 "DoD Automated Information Systems Documentation Standards," September 13, 1977.
- (e) DoDStandard7935A "DoDAutomatedinformationSystems(AIS) Documentation Standards," October 31, 1988.
- (f) IGDM 5200.1, "Information Security Program," August 1, 1988.
- (g) Privacy Act, 5 U.S.C. 552a, as amended.
- (h) Freedom of information Act, 5 U.S.C, 552, as amended.
- (i) DoD 5400.7-R, 'Freedom of information Act Program,"October 1990.
- (j) IGDINST 5400.7, "Inspector General Freedom of Information Act Program," September 18,1989.

APPENDIX B.

DEFINITIONS.

- (a) Component is a major organizational element reporting directly to the Inspector General.
- (b) End-User is an IG, DoD, employee who is not specially employed to develop—and implement information systems but who uses automated tools to perform work-related tasks.
- (c) End-User Developed Software are programs or applications written or developed by end-users that enable automated equipment to produce information based outputs; for example, tracking programs, accounting programs, forms, and drawings.
- (d) Sensitive Information is any information which the unauthorized access to; or loss, misuse, or modification of; could negatively impact the national security, privacy of individuals or the conduct of IG, DoD, operations.
- (e) Software Maintenance is providing needed changes to software that has already-been written, tested, approved and implemented.
- (f) Software Support includes diagnosing and resolving problems about operating and using software and software applications.
- (g) System of Records is a group of records under the control of a DoD component from which information can be retrieved by an individual's name or by some identifying number, symbol, or other identifying particular assigned to the individual.