

OHIO MILITARY RESERVE



115.00

Standing Operating Procedure

STANDARDS FOR PERSONAL COMPUTER APPLICATIONS

Headquarters, Ohio Military Reserve
Assistant Chief of Staff
Information and Communications (G6)
Building 869
Rickenbacker ANG Base, Ohio 43217

01 September 1999

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR SOP 115.00, Standards for Personal Computer Applications, 01 Sep 99

Paragraph	Change
para 6g	Correction - Standard side margins of memorandums will be 1", changed from 1.25 " in the previous publication.

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OHMR-G6

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MEMORANDUM FOR See Distribution

SUBJECT: Standards for Personal Computer Applications SOP 115.00

1. REFERENCE

None

2. GENERAL

This SOP describes the standards that are recommended for all personal computer applications designed to operate with records constructed within or maintained by the Ohio Military Reserve.

3. PURPOSE

The purpose of this SOP is to provide for the efficient collection, exchange and use of electronic data within the Corps. While the SOP does not preclude the use of other computer applications, use of those described herein as primary applications is strongly encouraged. The programs suggested are those that are commonly preloaded in personal computers and therefore represent the widest availability, utility and improbability at the lowest cost.

4. SCOPE

This SOP applies to all personnel assigned, attached to, or under the control of the OHMR and all electronic data used by, prepared by, or prepared for the use of the OHMR.

5. RESPONSIBILITY

It is the responsibility of all commanders and staff officers to insure that the guidelines described herein are followed.

6. EXECUTION

a. The basic environment for computer operations within the OHMR is Microsoft Windows. Windows 3.0 or 3.11 is acceptable however migration to Windows 95 is recommended at the earliest possible date.

b. The standard application for word processing, data base or spreadsheet functions is Microsoft Works 3.0 for Windows or later revisions. MS-DOS 6.0 or later is required. Microsoft Word 6.0 or later may be used for specific applications when those capabilities are required. However, it should not be the application of choice as it generally must be purchased separate.

c. Should the end user require significant relational database capabilities, the application of choice will be Microsoft Access 2.0 or later.

d. Games will not be installed on any computers that are state property or under the control of units. Games that come as a part of standard working software applications will be deleted once the application is installed.

e. The standard type font to be used for all documents is Arial.

f. The standard font size for most uses is 10 point.

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SUBJECT: Standards for Personal Computers SOP 115.00

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g. The standard margin setup for word processing will be 1" margin at the top and bottom; 1" margin at the left and right sides for memorandums. Other documents will be set as appropriate.

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