



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

May 3, 2007

INSPECTOR GENERAL INSTRUCTION 7935.1

USER DEVELOPED SOFTWARE MANAGEMENT PROGRAM

FOREWORD

This Instruction establishes the User Developed Software Management Program for the Department of Defense Office of Inspector General. Policies and responsibilities are defined for the use, creation, and maintenance of software developed by Users.

This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General for
Administration and Management

2 Appendices – a/s

A. Purpose. This Instruction establishes the User Developed Software Management Program for the Department of Defense Office of Inspector General (DoD OIG).

B. Applicability. This Instruction applies to the Offices of Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components.

C. References. See Appendix A.

D. Definitions. See Appendix B.

E. Cancellation. This Instruction supersedes IGDINST 7935.1, *End-User Developed Software Management Program*, dated November 6, 1990.

F. Policy

1. According to reference (a), government owned equipment generally should not be used for personal projects and must never be used for personal gain.

2. The effective use of 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. User developed software shall not compromise the accuracy, security, or integrity of For Official Use Only (FOUO) information or the privacy of individuals.

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

5. If the software meets the definition of a system of record, a proper systems notice must be published in the Federal Register, according to references (b) and (d).

G. Responsibilities

1. **Component Heads** shall establish procedures to:

a. Inventory all user developed software.

b. Report such software to the ISD for development of a 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 users develop and use software in accordance with references (b) through (h).

d. Ensure that a component point of contact is available to supply documentation and to support and maintain the software.

2. **User Developers** shall:

a. Develop software within established laws, procedures, and guidelines, including but not limited to public laws and the OIG, the General Services Administration, the Department of Defense and the Office of Management and Budget publications.

b. Develop and maintain documentation in accordance with reference (c).

c. Coordinate the proposed software with the Freedom of Information Act Requestor Service Center/Privacy Act Office prior to use to determine if the software is included in one of the OIG Systems of Record in accordance with the Privacy Act and meets the definition of a system of record.

d. Coordinate the proposed software with the ISD, in accordance with reference (c).

e. Obtain approval of the Designated Approving Authority (DAA) before introducing user developed software (with the exception of simple programs and macros) to any OIG computer or network.

3. **The Information Systems Directorate** shall supply information to assist with the use of standard software and to comply with reference (c) if the software contains sensitive information.

4. **The Freedom of Information Act Requestor Service Center/Privacy Act Office** shall assist and advise the user to ensure compliance with reference (b), if the software meets the definition of a system of record.

**APPENDIX A
REFERENCES**

- a. IGDINST 7920.5, *Small Computer Use*, May 3, 2007
- b. DoD 5400.11-R, *Department of Defense Privacy Program*, August 1983
- c. IGDM 5200.1, *Information Security Program Manual*, June 3, 2003
- d. Privacy Act, 5 U.S.C. 552a, as amended
- e. Freedom of Information Act, 5 U.S.C. 552, as amended
- f. DoD 5400.7-R, *DoD Freedom of Information Act Program*, September 1998
- g. IGDINST 5400.7, *Freedom of Information Act (FOIA) Program*, May 11, 2006
- h. IGDINST 5400.11, *Privacy Act Program*, May 11, 2006

APPENDIX B DEFINITIONS

1. **Component** is a major OIG organizational element reporting directly to the Inspector General.
2. **Designated Approving Authority (DAA)** is the official, appointed by the Inspector General, who has the authority to decide on accepting the security safeguards prescribed for an information system or that official who may be responsible for issuing an accreditation statement that records the decision to accept these standards. The DAA is currently the Director of Information Systems.
3. **For Official Use Only (FOUO)** is a designation that is applied to unclassified information that may be exempt from the mandatory release to the public under the Freedom of Information Act (FOIA). The FOIA specifies exemptions 2-9 may qualify information containing national security, personal privacy of individuals, trade secrets, proprietary, unauthorized access to, etc., withheld from release to the public if, by its disclosure, a foreseeable harm would occur.
4. **Macro** is a user set command within an application that executes a set of additional commands.
5. **Program** is a set of instructions that can be executed by a computer to perform specific operations.
6. **Software Maintenance** is providing needed changes to software that has already been written, tested, approved, and implemented.
7. **Software Support** includes diagnosing and resolving problems about operating and using software and software applications.
8. **System of Record** 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.
9. **User** is a person with authorized access to OIG computers, information systems, and/or information technology resources
10. **User Developed Software** is programs or applications written or developed by users that enable automated equipment to produce information based outputs; for example, tracking programs, accounting programs, forms, and drawings.