

5.2 Acquisition of Equipment

Acquisition policy has been developed to satisfy, among other requirements, the following:

- to ensure compatibility with COSICS (Canadian On-Line Secure Information and Communication System) and the existing computer inventory;
- to maintain manageable standards for user support, hardware maintenance, and support with applications development; and
- to maximize Canadian content, and adhere to Official Languages and Treasury Board requirements.

5.2.1 Functional Responsibility

Computer equipment may be procured only with the prior authority of MIS. The budget for such acquisitions is normally centralized in MIS, although in exceptional circumstances, funds from other responsibility centres may be used. In these cases, MIS authority is still required to ensure standards are maintained, and the equipment can be supported. Microcomputers and related software, and mission word processors and electronic typewriters are the responsibility of the Office Automation Section (MISX). Headquarters word processing is the responsibility of MISW.

Most commonly available micros, word processors and electronic typewriters are not Tempest-compliant and therefore shall NOT be used to process classified data. Organizations that need to process classified data should prepare a proposal for MIS, and send a copy to MIT. MIT is the departmental Tempest authority and responsible for procuring and maintaining secure equipment, although authorization and funding remains the responsibility of MIS. Copies of Tempest proposals should be provided to the EDP Security Coordinator in ISS (Security Division), so that the necessary physical protection measures can be explained and set up.

5.2.2 Accountability

Microcomputers are normally provided on long- or short-term loans for particular functions. MIS will conduct periodic inventories, and reviews of equipment use. MIS is authorized to re-allocate equipment that is under-used, or for which its initial justification no longer exists, or for which a higher departmental priority has been identified.

5.3 User and Manager Responsibilities

Many of the tasks undertaken by computer specialists on mini and mainframe systems are the responsibility of users and managers on microcomputer systems.