



DEPARTMENT OF THE ARMY  
 U.S. ARMY MEDICAL COMMAND  
 HEALTH CARE ACQUISITION ACTIVITY  
 FORT SAM HOUSTON, TEXAS 78234-8000



REPLY TO  
 ATTENTION OF

MCAA (715)

26 JUN 1996

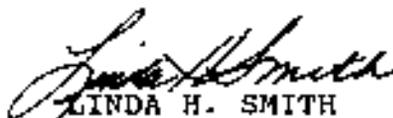
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Health Care Acquisition Activity (HCAA) World Wide Web  
 HOMEPAGE

1. Over the past six months, U.S. Army Medical Command (MEDCOM) HCAA conducted a test with two of the contracting offices placing their synopses on the HCAA HOMEPAGE. The demonstrated success now opens this initiative to all the MEDCOM contracting offices. Enclosed Policy Letter 96-03 outlines the process. Each contracting office should also place a notice in the Commerce Business Daily (CBD) stating that future synopses will not only be advertised in the CBD but also at URL:  
<http://www.medcom.amedd.army.mil/medcom/mcaa>.

2. Our point of contact is Mrs. Pauline F. Kuntz, U.S. Army Medical Command Health Care Acquisition Activity, at DSN 471-9243, email address:  
[pauline\\_kuntz@smtpplink.medcom.amedd.army.mil](mailto:pauline_kuntz@smtpplink.medcom.amedd.army.mil).

Encl

  
 LINDA H. SMITH  
 Deputy Director

DISTRIBUTION:

CHIEF, CONTRACTING CENTER, MEDCOM HEALTH CARE ACQUISITION  
 ACTIVITY:

- CENTRAL CONTRACTING OFFICE, ATTN: MCAA-C
- PACIFIC CONTRACTING CENTER, ATTN: MCAA-PC
- SOUTHEAST CONTRACTING CENTER, ATTN: MCAA-SE
- SOUTHWEST CONTRACTING CENTER, ATTN: MCAA-SW
- NORTHWEST CONTRACTING CENTER, ATTN: MCAA-NW
- DIRECTOR OF CONTRACTING, FITZSIMONS ARMY MEDICAL CENTER,  
 ATTN: MCHG-DC
- DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER,  
 ATTN: MCHL-ZC
- DIRECTOR OF CONTRACTING, FORT SAM HOUSTON, ATTN: MCGA-DOC



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REPLY TO  
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1. References:

- a. MEDCOM HCSSA LAN Handbook.
- b. MEDCOM HCSSA World Wide Web Server Instructions.
- c. NETSCAPE Documentation.
- d. MICROGRAFIC Documentation.
- e. PTX UNIX Documentation.
- f. PROGRESS Documentation.
- g. SAACONS.

2. The purpose of this policy letter is to guide the HCAA contracting offices in the use of the HCAA World Wide Web HOMEPAGE. It outlines the design and content of the HOMEPAGE, and defines the role of the HCAA Central Automation Office (CAO) Webmaster, the HCAA contracting offices, and the electronic working environment. This is the only authorized HOMEPAGE for use by the U.S. Army Medical Command (MEDCOM) HCAA contracting offices. Requests for changes will be addressed to a member of the World Wide Web HOMEPAGE FORUM: Pauline Kuntz, DSN 471-9059; Roland Pena, DSN 471-9095; or Fred Moreno, DSN 471-9317. Email addresses:  
firstname\_lastname@smtplink.medcom.amedd.army.mil.

3. The HCAA HOMEPAGE Design and Content:

a. The HCAA HOMEPAGE front page will contain the HCAA logo and the links to synopses, sources sought, news, procurement policy, MEDCOM customer information, and the staff directory. The expectations are that the HCAA contracting offices will provide the information for publication under synopses, sources sought, and the MEDCOM customer information. The HCAA will provide the information for publication under news, procurement policy, and the staff directory. Individuals sending data to the

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WEBMASTER for publication are responsible for submitting a "ready for publication" document, i.e., title, content, grammar, spelling, and dates.

b. The synopses, sources sought, and MEDCOM customer information will be divided into five categories:

- (1) Computer Supplies & Services (Compss).
- (2) Construction (Const).
- (3) Medical/Dental/Veterinary Services (MDVSER).
- (4) Medical/Dental/Veterinary Supplies and Equipment (MDVSE).
- (5) Office Supplies/Equipment/Furniture (OFFSEF).

4. Role of the HCAA Central Automation Office (CAO):

The CAO's role is to provide hardware, software, executable scripts, templates, transaction backups, and a WEBMASTER. Some of the specific technical responsibilities are:

- a. Understand the system architecture.
- b. Maintain the HOMEPAGE daily.
- c. Manage control of the HCAA HOMEPAGE.
- d. Provide on-line communication with public users.
- e. Modify the HOMEPAGE dynamically.
- f. Perform routine backups of files for audit.
- g. Maintain security.
- h. Write and maintain executable scripts to move data from the SAACONS database and UNIX WordPerfect to the HOMEPAGE and troubleshoot problems.
- i. Monitor HOMEPAGE use and performance.
- j. Act as the focal point for questions/concerns.

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**5. Role of the HCAA contracting offices:**

a. The HCAA contracting offices will provide information for publication on the HOMEPAGE. The information will be classified as follows:

- (1) Synopses.
- (2) Sources Sought.
- (3) MEDCOM Customer Information.

b. The classifications of synopses, sources sought, and MEDCOM Customer Information will be further divided into:

- (1) Computer Supplies & Services.
- (2) Construction.
- (3) Medical/Dental/Veterinary Services.
- (4) Medical/Dental/Veterinary Supplies and Equipment.
- (5) Office Supplies/Equipment/Furniture.

c. Synopses and sources sought information will be created by the contract specialists using a MACRO in PTX UNIX WordPerfect. The contract specialist is responsible for submitting a correct synopsis, i.e., title, content, grammar, spelling, dates, and saving the file with the standard name convention. A sample template and a description of the name convention follows:

TITLE:  
SOLICITATION:  
CONTACT:(name, hssa, mtf, street, city, state, zip, phone, FAX)  
ISSUE DATE:  
CLOSING DATE:  
DESCRIPTION:(not to exceed 60 lines of 80 characters each)  
COMMENTS:

A file name convention example: 09605201.dpk - where 09 is the contracting office activity code, 6052 is the Julian date, 01 is

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the sequence number for that Julian date, and dpk is the standard extension with "d" as the first character and the next two characters representing the creator's initials.

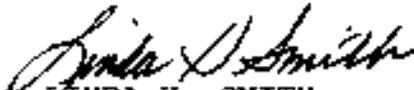
6. Role of the WEBMASTER:

The WEBMASTER is responsible for maintaining the HOMEPAGE on a daily basis. Duties include but are not limited to:

- a. Edit and test all public information in the HCAA directory before placing on the public HOMEPAGE.
- b. Place information on the HOMEPAGE within 24 hours after receipt excluding weekends and official holidays.
- c. Build templates.
- d. Serve as the point of contact.

7. Backup:

Maintaining historical files for reference and a backup of the HOMEPAGE is essential.

  
LINDA H. SMITH  
Deputy Director

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