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## TOWER Software holds its first Knowledge Management Seminar



On March 17<sup>th</sup> 2006 TOWER Software held its first semi-annual Knowledge Management Seminar for Defense. The seminar is part of TOWER Software's efforts to promote best practices in Knowledge Management and to bring DoD agencies and industry together to discuss Knowledge Management technologies and legal compliance issues.

Over 10 different DoD agencies participated in the conference including:

- Joint Staff
- Army Material Command
- Marine Corps Historical Society
- Naval Criminal Investigative Service
- DoD Task Force on Sexual Assaults in the Military
- DoD Inspector General
- Navy Inspector General
- Deployment Health Support Directorate
- Navy Research Lab
- USS Dwight D. Eisenhower
- Office of Secretary of Defense
- Defense Advanced Research Projects Agency

Keynote speaker Larry Lippolis provided a new perspective on Knowledge Management with his presentation on the legal considerations in knowledge management and Tim O'Connell from EDS provided a blue print for successful enterprise knowledge management implementations. Additionally, Floyd Groce from the DoD Enterprise Software Initiative gave an overview of DoD's Enterprise Software initiative program.

Attendees were able to discuss existing challenges and issues related to knowledge management and records management.

The presentations will be available on the TOWER Software Website at [www.towersoft.com/na](http://www.towersoft.com/na) or by contacting TOWER Software at [info@towersoft.com](mailto:info@towersoft.com)

The next TOWER DoD seminar will be held in August in Washington DC. Look for more details in next months news letter.

## Did you know OMB Circular A-130 requires integrating Records Management into IT Systems?



Circular No. A-130 establishes policy for the management of Federal information resources as required by the Paperwork Reduction Act of 1980, as amended by the Paperwork Reduction Act of 1995, and 44 U.S.C. Chapter 35.

### **Background:**

The Paperwork Reduction Act establishes a broad mandate for agencies to perform their information resources management activities in an efficient, effective, and economical manner. To assist agencies in an integrated approach to information resources management, the Act requires that the Director of OMB develop and implement uniform and consistent information resources management policies; oversee the development and promote the use of information management principles, standards, and guidelines; evaluate agency information resources management practices in order to determine their adequacy and efficiency; and determine compliance of such practices with the policies, principles, standards, and guidelines promulgated by the Director.

### **Applicability and Scope:**

The policies in this Circular apply to the information activities of all agencies of the executive branch of the Federal government.

Information classified for national security purposes should also be handled in accordance with the appropriate national security directives. National security emergency preparedness activities should be conducted in accordance with Executive Order No. 12472.

The term "agency" means any executive department, *military department*, government corporation, government controlled corporation, or other establishment in the executive branch of the Federal government, or any independent regulatory agency.

### **Information Management Policy**

- Information Management Planning. Agencies shall plan in an integrated manner for managing information throughout its life cycle. Agencies shall:
  1. Consider, at each stage of the information life cycle, the effects of decisions and actions on other stages of the life cycle, particularly those concerning information dissemination;
  2. Consider the effects of their actions on members of the public and ensure consultation with the public as appropriate;
  3. Consider the effects of their actions on State and local governments and ensure consultation with those governments as appropriate;
  4. Seek to satisfy new information needs through interagency or intergovernmental sharing of information, or through commercial sources, where appropriate, before creating or collecting new information;
  5. Integrate planning for information systems with plans for resource allocation and use, including budgeting, acquisition, and use of information technology;

6. Train personnel in skills appropriate to management of information;
7. Protect government information commensurate with the risk and magnitude of harm that could result from the loss, misuse, or unauthorized access to or modification of such information;
8. Use voluntary standards and Federal Information Processing Standards where appropriate or required;
9. Consider the effects of their actions on the privacy rights of individuals, and ensure that appropriate legal and technical safeguards are implemented;
10. Record, preserve, and make accessible sufficient information to ensure the management and accountability of agency programs, and to protect the legal and financial rights of the Federal Government;
11. ***Incorporate records management and archival functions into the design, development, and implementation of information systems;***

- Provide for public access to records where required or appropriate.
- Information Collection. Agencies shall collect or create only that information necessary for the proper performance of agency functions and which has practical utility.
- Electronic Information Collection. Agencies shall use electronic collection techniques where such techniques reduce burden on the public, increase efficiency of government programs, reduce costs to the government and the public, and/or provide better service to the public. Conditions favorable to electronic collection include:
  1. The information collection seeks a large volume of data and/or reaches a large proportion of the public;
  2. The information collection recurs frequently;
  3. The structure, format, and/or definition of the information sought by the information collection does not change significantly over several years;
  4. The agency routinely converts the information collected to electronic format;
  5. A substantial number of the affected public are known to have ready access to the necessary information technology and to maintain the information in electronic form;
  6. Conversion to electronic reporting, if mandatory, will not impose substantial costs or other adverse effects on the public, especially State and local governments and small business entities.
- ***Records Management.*** Agencies shall:
  1. Ensure that records management programs provide adequate and proper documentation of agency activities;
  2. Ensure the ability to access records regardless of form or medium;
  3. In a timely fashion, establish, and obtain the approval of the Archivist of the United States for, retention schedules for Federal records; and
  4. Provide training and guidance as appropriate to all agency officials and employees and contractors regarding their Federal records management responsibilities.

The complete version of OMB Circular A-130 can be found at <http://www.whitehouse.gov/omb/circulars/a130/a130.html>

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## TOWER Software rolls out new Web Content Management Capability

TOWER Software has continued its expansion into the global Enterprise Content Management (ECM) market, with the acquisition of Web Content Management (WCM) technologies from Rapid Web Solutions. This next generation technology developed on Microsoft's .NET platform, provides TOWER Software with WCM that will shorten web site development times, facilitate the addition of content on web sites and provide a high return on investment for a low cost of ownership.

WCM allows organizations to manage their web sites with the same process discipline, accountability and rigor they apply to the management of all their vital corporate information. WCM is a powerful and proven technology and an integral and seamless module of TRIM Context 6, TOWER Software's Enterprise Content Management (ECM) solution. WCM delivers low risk rapid web site deployment - from initial development through to content updating - resulting in a high return on investment and a low cost of ownership.

WCM provides an easy to use and easy to administer means of managing web sites from creation of content through to approval processes to publication. Through a standard browser based interface, content authors are provided with an approachable and uncomplicated means of publishing information while webmasters are provided with all the necessary controls to ensure consistency of site presentation. WCM ensures successful web site implementation projects for any organization.

### **Speedy site creation**

- Pre-built templates and parameter driven configuration fast track site builds
- Fast maintenance and enhancement achieved through use of configurable templates for site look & feel, navigation and workflow
- Automated process for applying site changes, fast maintenance and rollout

### **Distributed content creation and publication by business users**

- Distributed content authoring by non-technical business users eliminates traditional webmaster bottlenecks and reduces content update costs
- Generates strong ownership from business users who can control both content authoring and dynamic updating of site menus
- More frequent, timely and relevant content updates can be achieved as a result of increased business ownership

### **Central management for consistent standards**

- Central maintenance of content structures and design ensures site consistency and reusability
- Preserve corporate style and branding through a controlled corporate graphics library for re-use by content authors

### **Manages online forms**

- Site communication management options can efficiently manage inbound and outbound communications including online forms and

outbound email notifications

- User-friendly configurable online forms, built in control and workflow routing
- Automatic notification and escalation ensures timely responses

For more information on TRIM Context WCM please go to

[http://www.towersoft.com/na/solutions/t\\_wcm.htm#](http://www.towersoft.com/na/solutions/t_wcm.htm#)

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## Upcoming Events

**April 18<sup>th</sup> -20<sup>th</sup> - Microsoft Department of the Navy, Defense Agencies and Combatant Commands Symposium.** This Microsoft Symposium will be held at Microsoft head quarters in Redmond Washington from April 18<sup>th</sup> to April 20<sup>th</sup>. We hope to see you there! For more information please visit:  
<https://www.meetingsolutionsinc.com/MSGov/ListMeetings.aspx?cid=faa5a3f7-a687-49d9-a237-1bd66a73d563>

**May 1<sup>st</sup> – 3<sup>rd</sup> – AFCEA Technology Showcase DISA Customer Partner Conference**

DISA - the Defense Information Systems Agency - and AFCEA have come together for a conference that facilitates a continuing interface with DISA customers and strategic partners by allowing attendees to benefit from the perspective of DOD and Industry speakers, as well as information sessions that provide a forum for questions, concerns and problem resolution.

<http://www.disa.mil/conference/techshowcase.html>

**May 16<sup>th</sup> – 18<sup>th</sup>, 2006 – AIIM Expo**

AIIM Expo is the leading industry event for Enterprise Content & Document Management (ECM), which encompasses the technologies and strategies used to capture, manage, share, and store documents and digital content. For more information go to:

[http://www.aiimexpo.com/aiimexpo2006/v42/index.cvn?id=10000&p\\_navID=26](http://www.aiimexpo.com/aiimexpo2006/v42/index.cvn?id=10000&p_navID=26)

**May 16<sup>th</sup> -18<sup>th</sup>, 2006 – DoD Joint Knowledge Management Conference**  
(KM) TEAM INVITES UNIFIED COMMANDS, COMPONENT COMMANDS, INTERAGENCY AND INTERNATIONAL PARTNERS TO SHARE KM EXPERIENCES, DISCUSS THE LATEST DEVELOPMENTS, AND EXCHANGE TECHNIQUES, TACTICS AND PROCEDURES FOR ENSURING KM ACHIEVES REAL OPERATIONAL RESULTS FOR THEIR ORGANIZATION. THIS CONFERENCE IS NOT JUST FOR PERSONNEL WITH KM IN THEIR TITLE, REPRESENTATIVES FROM THROUGHOUT EACH ORGANIZATION ARE INVITED WITH PARTICULAR EMPHASIS ON PLANS AND OPERATIONS.

For more information go to:

<HTTPS://PORTAL.CIE.EUCOM.SMIL.MIL/C1/JTKM06/DEFAULT.ASPX>