SS by AR 25-1
(05/31/2002)

Army Regulation 25–1

Information Management

The Army Information Resources Management Program

Headquarters
Department of the Army
Washington, DC
25 March 1997

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-1
The Army Information Resources Management Program

This revision--

- Supersedes AR 25-8, AR 25-9, AR 105-64, AR 340-9, DA Pam 25-1, DA Pam 25-8, DA Pam 25-69, DA Pam 25-96, TB 18-102.

- Rescinds DA Form 360, DA Form 3218, DA Form 4077, DA Form 4116, DA Form 4150-R, DA Form 4165, DA Form 4408, DA Form 4516-R, DA Form 4751-R, DA Form 5632-R; DD Form 1194, DD Form 2054, OF Form 65, SF Form 277.

- Prescribes DA Form 3938 (Local Service Request).

- Replaces DA Form 5444-R with DA Form 5695-R.

- Replaces DA Forms 3315 and 3317 with DD Form 2537.

- Replaces DD Forms 1995-1 and 1995-2 with DD Form 1995.

- Implements DODD 5040.2, Visual Information; DODD 5040.3, Joint Visual Information Services; DODI 5040.4, Joint Combat (COMCAM) Operations; DODD 8000.1, Defense IM Program; DODD 8320.1, DOD Data Administration; and DODD 5330.3, Defense Printing Service; DODD 3405.1, Computer Programming Language Policy.

- Implements General Order 7, Unit Redesignation/Reassignment of the United States Army Information Systems Command, 1 September 96.

- Deletes references to the Brooks Act and the Federal Information Resources Management Regulation.

- Rescinds requirement control symbols (RCS): CSGPO-373, CSIM-22, and ISC-54.

- Realigns the responsibilities for Information Resources Management. Includes Changes of titles of Data Administration Program and Enterprise Strategy Control Structure, functional proponents for data standards and models; designates records manager responsibilities for visual information production for DCSPER, DCSLOG, CPA, and TJAG. (para 1-5)

- Defines The Army Information Resources Management Concept. Includes Army Enterprise Strategy, data pattern traffic, guidance for conducting Information Mission Area Management reviews, and requirements for contingency planning. Deletes DOD Automation Equipment Redistribution Program. (Chap 2)

- Deletes reference to Army Information Architecture (AIA). Realigns The Army Information Resources Management Program and implements planning guidance based on C4I Architecture, Force XXI, and requirements of the future information mission area. (Chap 3)

- Defines the Organization of The Army Information Resources Management. Establishes HQIM as DCSIM for HQDA as a MACOM. Includes U.S. PFO responsibilities in support of the National Guard. Designates USASC as the Army focal point for managing and administering DOD Automation Resources Management System. (Chap 4)

- Updates Automation Specific Policies. Adds libraries as a discipline; changes information management plans to modernization plans; adds guidance on methodology, continuity of operations plans, business case analysis, using Ada language for new development and modifications, accountability of proprietary software, software reuse, commercial-off-the shelf computer resources, and privately owned software. Includes changes to specific policies: training, viruses, games, maintenance and repair, reutilization, waiver guidance, system organizational and implementation plans. (Chap 5)

- Updates Telecommunications Policy. Changes include policies for unofficial/ personal toll calls, direct dial access to Government networks from key personnel quarters, individuals listed in directories (signed Policy Act statement), effective telephone usage (includes cellular telephones), spectrum management program, Army Signal Operating Instructions, cable television, and video teleconference. (Chap 6)

- Includes complete new guidance on current policy concerning visual information products and services. (Chap 7)

- Defines current Records Management Policy. Policies changed include official duties for records management, office symbols, National Archives and Records Administration, facsimile transmission, microform, optical disk systems, disposition instruction, e-mail, and electronic records. (Chap 8)

- Provides updated guidance on the publications and printing policy. Changes include polices on language in publications, guidance on field printing, duplicating, and self-service copying, reporting requirements for periodicals and non-recurring publications, and requirement control symbols. Eliminates requirement for approval by Office of Management and Budget. Changes the authenticating official. Provides new electronic forms policy. Revises policy on acquiring printing through the Defense Printing Service. (Chap 9)

- Eliminates the Army Library Committee. Replaces and streamlines Army Library Program policy and guidance. (Chap 10)

- Adds Management Control Evaluation Checklists. (App B)

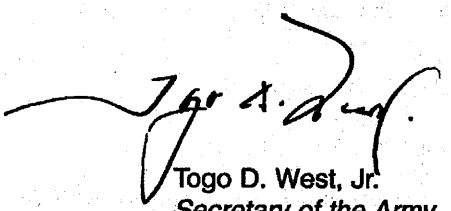
Headquarters
Department of the Army
Washington, DC
25 March 1997

*Army Regulation 25–1

Effective 25 April 1997

Information Management

The Army Information Resources Management Program



Togo D. West, Jr.
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation on the management of the Information Mission Area (IMA) has been revised. It prescribes policies and responsibilities for the management of information and information systems in accordance with the IMA concept throughout the Army. It is a consolidation of several regulations which addressed information resources management in the sustaining base, strategic, and the theater/tactical environments. It implements numerous public laws, the most significant of which are PL 104–13, the Paperwork Reduction Act of 1995, General Order 7, General Order 10, and directives of higher authorities such as DOD Directive (DODD) 7740.1. This regulation also prescribes information management policies, guidance, and responsibilities in support of the Army Command and Control System (ACCS) Program and describes the ACCS as it relates to the IMA. Federal and DOD policies and procedures that pertain to specific elements of this program have not been changed and changes to them that are subsequent to the publication of this regulation take precedence. Other HQDA regulations and guidance which address specific areas encompassed by the IMA but are not addressed by this regulation will remain in effect until specifically superseded or rescinded.

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR). This regulation does not apply directly to information systems acquired under the National Foreign Intelligence Program or for operational support of intelligence and electronic warfare systems.

Proponent and exception authority. The proponent of this regulation is the Director of Information Systems for Command, Control, Communications, and Computers (DISC4). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2 and contains checklists for conducting management control reviews at Appendix B.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA (SAIS–IDP), WASH DC 20310–0107.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (SAIS–IDP), WASH DC 20310–0107.

Committee Continuance Approval. The DA Committee Management Officer concurs in the establishment of the Army Visual Information Steering Committee.

Distribution. Distribution of this publication has been made in accordance with initial distribution number (IDN) 092035, intended for command levels B, C, and D for Active Army, Army National Guard, and U. S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, *page 1*
Purpose • 1–1, *page 1*
References • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Information mission area (IMA) overview • 1–4, *page 1*
Responsibilities • 1–5, *page 1*

Chapter 2
The Army Information Resources Management Concept, *page 8*
Purpose of the Army Information Resources Program (AIRMP) • 2–1, *page 8*
General policy guidance. • 2–2, *page 8*
General information resources management responsibilities • 2–3, *page 9*
Administrative publications • 2–4, *page 9*
An information system • 2–5, *page 10*
Accountability and control • 2–6, *page 10*
Information transmission economy • 2–7, *page 10*
Electronic generation of forms • 2–8, *page 10*
Nonappropriated fund procured information systems and components • 2–9, *page 10*
IMA Management Reviews • 2–10, *page 10*
Contingency Planning • 2–11, *page 10*

Chapter 3
Army Information Resources Management Program, *page 11*
Development and execution • 3–1, *page 11*

This regulation supersedes AR 25–1, 18 November 1988; AR 25–8, 1 November 1990; AR 25–9, 25 September 1989; AR 105–64, 31 January 1985; AR 340–9, 12 August 1985; DA Pam 25–1, 20 August 1991; DA Pam 25–8, 1 November 1990; DA Pam 25–69, 1 June 1992; DA Pam 25–96, 18 March 1991; and TB 18–102, 1 March 1983. It rescinds DA Form 360, August 1962; DA Form 3218, February 1967; DA Form 4077, June 1973; DA Form 4116, June 1973; DA Form 4150-R, August 1988; DA Form 4165, October 1973; DA Form 4408, August 1975; DA Form 4516-R, August 1988; DA Form 4751-R, April 1983; DA Form 5632-R, March 1987; DD Form 1194, December 1967; DD Form 2054, July 1977; OF Form 65, December 1978; SF Form 277, December 1977.

UNCLASSIFIED

C4I architecture • 3–2, *page 11*
Information mission area planning process • 3–3, *page 11*
The Army data administration program • 3–4, *page 11*
The Army Information Standards Management (AISM) Program • 3–5, *page 12*
The Army Information Systems Security Program (AISSP) • 3–6, *page 12*
Information Systems Security Program (ISSP) • 3–7, *page 12*
The Army Information Systems Threat Assessment Program (AISTAP) • 3–8, *page 13*
The Army Document Imaging Program • 3–9, *page 13*

Chapter 4
Organization for Army Information Resources Management, *page 13*
Management and execution guidance • 4–1, *page 13*
Theater/tactical environment • 4–2, *page 13*
Strategic environment • 4–3, *page 15*
Information system accountability responsibilities • 4–4, *page 15*

Chapter 5
Automation Specific Policy, *page 15*
Introduction • 5–1, *page 15*
General automation management policy • 5–2, *page 15*
Software management policy • 5–3, *page 15*
Hardware management policy • 5–4, *page 16*
Ada Policy • 5–5, *page 16*
Ada Systems Implementation and Organization Plans • 5–6, *page 17*

Chapter 6
Telecommunications Policy, *page 18*
Management concept • 6–1, *page 18*
Information transmission economy and discipline • 6–2, *page 18*
Defense Information Systems Network (DISN) • 6–3, *page 19*
Military Satellite Communications (MILSATCOM) systems • 6–4, *page 22*
JCS-controlled mobile/transportable communications assets • 6–5, *page 22*
Promulgation of Noncryptographic Allied Communications Publications (ACPs), Supplements thereto, and Joint Army-Navy-Air Force Publications (JANAPs) • 6–6, *page 23*
Military Communications-Electronics Board (MCEB) • 6–7, *page 23*
Establishment of military telecommunications agreements between the United States and Regional Defense Organizations or friendly foreign nations • 6–8, *page 23*
Rationalization of NATO and NATO member telecommunications facilities • 6–9, *page 23*
Compatibility and interoperability of tactical command, control, communications, and intelligence (C3I) systems • 6–10, *page 24*
Telephone monitoring and recording • 6–11, *page 24*
Installation telephone system operation management • 6–12, *page 25*
Installation radio system operation management • 6–13, *page 27*
Defense Metropolitan Area Telephone Systems (DMATS) • 6–14, *page 27*
Army management of electromagnetic spectrum • 6–15, *page 27*
Security of communications facilities • 6–16, *page 28*
Security of defense contractor telecommunications • 6–17, *page 28*
Telecommunications services in the National Capital Region (NCR) • 6–18, *page 28*
Electronic generation of forms • 6–19, *page 29*
Mandatory use of Military Telecommunications Standards in the MIL-STD-188 series • 6–20, *page 29*
Provision of media communications facilities • 6–21, *page 29*
Telecommunications services and facilities leases • 6–22, *page 29*
Nontactical telecommunications facilities standard operating procedures • 6–23, *page 29*
U.S. Army Signal Operation Instruction (SOI) Program • 6–24, *page 29*
Cable television (CATV) • 6–25, *page 30*
Video teleconferencing (VTC). • 6–26, *page 31*

Chapter 7
Visual Information Policy, *page 31*
General • 7–1, *page 31*
Exclusions • 7–2, *page 31*
VI Activities • 7–3, *page 32*
Minimum capabilities required • 7–4, *page 32*
Joint VI Service (JVIS) • 7–5, *page 32*
Systems and equipment • 7–6, *page 33*
Visual Information Systems Program (VISP) • 7–7, *page 34*
VI Activity Operations • 7–8, *page 35*
Restrictions • 7–9, *page 35*
Public exhibition clearance • 7–10, *page 36*
Legal Reviews • 7–11, *page 36*
Loan to civilian organizations • 7–12, *page 36*
Public domain • 7–13, *page 36*
Product loans by government-owned, contractor operated (GOCO) VI activities • 7–14, *page 36*
Exhibition on AFRTS stations • 7–15, *page 37*
Productions • 7–16, *page 37*
VI records management • 7–17, *page 39*
Centralized records holding • 7–18, *page 40*
Test and evaluation • 7–19, *page 40*
Automated Information Management System • 7–20, *page 40*
Resources Planning, programming and budgeting • 7–21, *page 40*
Procedures • 7–22, *page 40*
Documentation Program • 7–23, *page 40*
Graphic arts • 7–24, *page 41*
Electronic Imaging • 7–25, *page 41*
Still photography • 7–26, *page 42*
Conferencing • 7–27, *page 42*
Cable television (CATV) • 7–28, *page 43*
Defense Automated Visual Information System (DAVIS) • 7–29, *page 43*
Required management reports and forms • 7–30, *page 43*

Chapter 8
Records Management Policy, *page 45*
Management concept • 8–1, *page 45*
Objectives • 8–2, *page 46*
Major subprograms • 8–3, *page 46*
General policies • 8–4, *page 48*
Record media • 8–5, *page 48*
Electronic records management • 8–6, *page 49*

Chapter 9
Publications and Printing Policy, *page 49*
Management concept • 9–1, *page 49*
Major subprograms of AIPPP • 9–2, *page 50*
Statutory restrictions for publications • 9–3, *page 50*
Official publications • 9–4, *page 50*
Periodicals and nonrecurring publications • 9–5, *page 52*
Blank forms • 9–6, *page 52*
Statutory requirements for printing • 9–7, *page 54*
Requisitioning printing • 9–8, *page 54*
Distribution of publications • 9–9, *page 54*

Chapter 10
Army Library Program, *page 55*
Management Concept • 10–1, *page 55*
Library management organization • 10–2, *page 55*
Directives • 10–3, *page 56*
Personnel and facilities • 10–4, *page 56*

Contents—Continued

Collections and Services • 10–5, *page 56*
Army library sponsorship • 10–6, *page 57*

Appendixes

A. References, *page 58*

B. Management Control Evaluation Checklist, *page 62*

Glossary

Index

RESERVED

Chapter 1
Introduction

1–1. Purpose
This regulation establishes the Army Information Resources Management Program (AIRMP) for the Army Information Mission Area (IMA) and assigns responsibilities and prescribes policy and guidance for the execution of this program. It implements DOD Directive (DODD) 7740.1 and other related DOD directives.

1–2. References
Required and related publications and prescribed and referenced forms are listed in Appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Information mission area (IMA) overview
a. The IMA includes all resources and activities employed in the acquisition, development, collection, processing, integration, transmission, dissemination, distribution, use, retention, storage, retrieval, maintenance, access, disposal, security, and management of information. Information resources include doctrine, policy, data, equipment, and software applications and related personnel, services, facilities, and organizations. Information resources embedded in weapon systems, machines, medical instrumentation, servomechanisms, training devices, or test and evaluation systems, which do not interface or communicate outside the host tool, system, or device are excluded from the provisions of this regulation.

b. The IMA encompasses the responsibilities, activities, and programs associated with, and related to, the disciplines of telecommunications, automation, visual information, records management, publications and printing, and libraries. A more detailed discussion of these disciplines is contained in Chapters 5 through 10.

c. The IMA is applicable to Army organizations organized under Tables of Organization and Equipment (TOE) and Tables of Distribution and Allowances (TDA).

d. The IMA addresses all three of the Army's environments: theater/tactical, strategic, and sustaining base. Since a specific goal of the IMA is the elimination of all artificial barriers between information and information systems in all environments, the purpose of referencing the three environments is only to assist in focusing the discussion of the major areas of IMA interest. Most information and many information systems are located and function in more than one environment.

(1) *Theater/tactical.* This environment is generally described as an operational Army theater area of operations as defined in Joint Chiefs of Staff Publication (JCS Pub) 1–02. The types of information resources managed in this environment are those needed to direct, coordinate, and support deployable combat, combat support, and combat service support forces in their projection of combat power throughout the spectrum of conflict (peace, transition to and from conflict, and conflict).

(2) *Sustaining base.* This environment encompasses that area and information resources usually located outside of the area of operations. It encompasses the information resources and activities that have the responsibility to raise, organize, train, equip and, eventually, deploy and sustain Army and other assigned forces in the accomplishment of their missions in operational theaters—the theater/tactical environment. The sustaining base includes recruiting centers, training centers, supply depots, maintenance facilities, test facilities, laboratories, long haul communication sites, installations, and command and control facilities. The type of information resources managed in this environment covers all functional areas, less that needed to direct tactical forces in the execution of their operational missions in the theater/tactical environment.

(3) *Strategic.* This environment does not exist in a true geographic sense. It pertains specifically to the type of information resources that support decision making in national crisis actions by the National Command Authority (NCA), Secretary of Defense, Joint Chiefs of Staff (JCS) on behalf of the Secretary of Defense, and the Army on behalf of the Secretary of Defense or the JCS. The type of information used is usually concerned with large unit readiness and deployability status, ports and strategic movement capabilities, strategic intelligence, and strategic contingency plans and deployment schedules.

1–5. Responsibilities
a. The Director of Information Systems for Command, Control, Communications and Computers (DISC4). The DISC4 will— .

(1) Serve as senior official for Information Resources Management.

(2) Implement the policy and procedures mandated by—

(a) PL 81–152 (Federal Property and Administrative Services Act of 1949, as amended).

(b) PL 81–754 (Federal Records Act of 1950).

(c) PL 89–487 (Administrative Procedures Act of 1966).

(d) PL 90–620 (Public Printing and Document Act of 1968).

(e) PL 93–502 (Freedom of Information Act of 1974).

(f) PL 94–553 (Copyright Act of 1976).

(g) PL 94–575 (Federal Records Management Amendments of 1976).

(h) PL 93–579 (Privacy Act of 1974).

(i) PL 96–354 (The Regulatory Flexibility Act of 1980).

(j) PL 96–470 (Congressional Reports Elimination Act of 1980).

(k) PL 97–375 (Congressional Reports Elimination Act of 1982).

(l) PL 104–13 (Paperwork Reduction Act of 1995).

(m) PL 104–104 (Telecommunication Act of 1996).

(n) PL 104–106, Division E (Information Technology Reform Act of 1996).

(o) Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies (Continuity of Government Operations—Duplicate Emergency Files), 30 October 1969.

(p) Executive Order 12044, Improving Government Regulations, 23 March 1978.

(q) Executive Order 12291, Federal Regulation, 17 February 1981.

(r) Executive Order 12498, Regulatory Planning Process, 4 January 1985.

(s) Executive Order 12600, Predisclosure Notification Procedures for Confidential Commercial Information.

(t) Executive Order 13011, Federal Information Technology, 16 July 1996.

(3) Serve as senior Army policy official for—

(a) Automatic data processing equipment (ADPE) in the IMA.

(b) Visual information programs (OMB Cir A–130, DODD 5040.2), DODD 5040.3, DODI 5040.4, OMB Cir A–76, and 36 CFR).

1. Department of Army Visual Information (VI) Production and Distribution Program (DAVIPDP).

2. VI Systems Program (VISP).

3. VI Documentation Program (VIDOC).

4. VI Authorization Program.

(c) Telecommunications programs.

(d) JCS-controlled mobile/transportable telecommunications assets.

(e) Allied communications publications (ACP) and Joint Army-Navy-Air Force Publications (JANAP).

(f) The Electromagnetic Compatibility (EMC) Program.

(g) Compatibility and interoperability of tactical C3I systems.

(h) Test and evaluation for the Joint Tactical Communications Program.

(i) Army Library Program.

(j) Army Publications and Printing Program.

(k) Army Data Administration Program.

(l) Army Records Management Program.

(4) Provide HQDA staff supervision of the execution of the AIRMP to include policy formulation, programs, plans, goals, architectures, standards, structure, and resources.

(5) Ensure that all aspects of the AIRMP are aligned and integrated from an IMA functional, discipline, and environment perspective.

(6) Ensure integration and interoperability of information systems.

(7) Through the Enterprise Strategy Control Structure (formerly the Architecture Control Committee (ACC)), provide architectural guidance to evaluate, review, and recommend prioritization of Army and Army Assigned information requirements. Ensure requirements are identified in the Army Modernization Plan (AMP); Army Battle Command Master Plan (ABCMP); Research, Development and Acquisition Plan (RDAP); and Commander-in-Chiefs (CINC) initiative submissions are in accordance with The Army Plan (TAP), particularly from an interface, consolidation, and integration perspective.

(8) Approve the IMA modernization plan (MODPLAN).

(9) Develop and maintain the Army Information Collection required by Title 44, United States Code, Chapter 35.

(10) Support the Army Acquisition Executive (AAE), for the acquisition of automated information systems and the information system aspects of other major systems to include serving as—

(a) Co-chairman of the Army Major Automated Information Systems Review Council (MAISRC).

(b) Member of the OSD MAISRC.

(c) Member of the Army Systems Acquisition Review Council (ASARC).

(11) Assist the ASA(RDA) and the AAE in the day-to-day interface with Program Executive Officers (PEO) and Program Managers (PM) of those systems that pertain to the IMA functional area.

(12) The DISC4 is the HQDA functional and process proponent for the IMA and the management of information resources.

(13) Monitor the operations and structure of the military and civilian personnel management systems to ensure that the Army's requirements for qualified information management personnel are addressed and that career development plans, programs and objectives are established. Serve as the functional chief for designated civilian career programs and serve as the principal coordination point for designated military specialties.

(14) Establish policy to identify Department of the Army permanent records and ensure their transfer to the National Archives.

(15) Advise the Secretary of the Army concerning the destruction of records in his legal custody in an Army depository outside CONUS during a state of war between the United States and another nation or when hostile action (by a foreign power, terrorist agents or public demonstrators) seems imminent.

(16) The DISC4 is the senior authority for Army VI.

(a) The Deputy Director, Army Visual Information Management Directorate (AVIMD), serves as the Army's representative to the DOD Visual Information Steering Committee.

(b) Chairs the Army Visual Information Steering Committee (AVISC).

(c) Monitors and reviews overall visual information doctrine and training development for VI enlisted career management field (CMF) 25 and officer additional skill identifier (ASI) 5B.

(d) Validates requirements and recommends approval to DCSOPS tactical unit requests for non-developmental items (NDI)/commercial off-the-shelf (COTS) VI equipment and systems.

(e) Serves as functional proponent representative for commercial activities General Functional Code (GFC) T807 (Visual Information).

(f) Provides VI representation to NATO, Federal, Joint Service, and DOD VI production, acquisition, distribution, standards, documentation, career program management, and new technology working groups and committees.

(g) Provides oversight of the Army Joint Visual Information Service (JVIS) functions.

(17) As the HQDA staff agency proponent responsible for the information systems supporting the Army Battlefield Command System (ABCS) Program—

(a) Reviews the annual ABCS Master Plan (ABCSMP) for consistency with other key plans.

(b) Serves as the Army focal point for ABCS information system issues; receives, coordinates, and integrates these issues; and ensures the integration of systems and development efforts that cross functional and/or technical lines.

(c) Develops and promulgates information system policy concerning the ABCS Program; ensures program conformance to the approved ABCSMP; coordinates and supports the priorities within the ABCS for information system development related activities; and secures adequate resource support.

(d) Coordinates resource requirements for the Army Tactical Command and Control System (ATCCS) support activities within HQDA on behalf of the Training and Doctrine Command (TRADOC), the U.S. Army Materiel Command (AMC), other MACOMs and Army components, and the field operating agencies (FOA) of HQDA, and appropriate PEO and PMs.

(e) Facilitates adoption of approved standards for information and information system interoperability with joint, unified, combined, and other Army systems as required by user requirements.

(f) Coordinates those portions of the ABCS affecting or affected by the Global Command and Control Information System (GCCS).

(g) Ensures the interface between ABCS and Strategic and Theater/Tactical command and control systems and coordinates Army survival, recovery and reconstitution system and Continuity of Operations Plans (COOP) support requirements.

(h) Approves the annual Army Battlefield Interface Concept (ABIC).

(18) Serve as the Director, Defense Metropolitan Area Telephone System (DMATS) responsible for the management, operation, and support of DMATS.

(19) Implement applicable provisions of the U.S. Department of Commerce, National Telecommunications and Information Administration, "Manual of Regulations and Procedures for Federal Radio Frequency Management," OMB Circular No. A–11, "Preparation and Submission of Budget Estimates," the Federal Acquisition Regulation (FAR), and the DOD Federal Acquisition Regulation Supplement (DFARS), with respect to spectrum management.

(20) Serve as a voting member of the Military Communications-Electronics Board (MCEB) and participate in MCEB activities. Refer military communications-electronics matters to the MCEB for decision.

(21) Manage Army Information Systems Security (ISS) program and be the Army primary point of contact for ISS matters.

(22) Serve as the Army member of the National Security Telecommunications and Information Systems Committee.

(23) Develop and recommend acquisition policy to the ASA(-RDA).

(24) Establish policy and exercises program management for the Army publications and printing discipline, except areas defined in AR 115–11, which governs Army topography.

(25) Establish policy, procedures, and standards for control, production, issue, storage and distribution of Army publications.

(26) Serve as HQDA point of contact on policy issues with the chairman of the JCP, the Public Printer, GPO, the Director of Bureau of Engraving and Printing, and the Administrator of General Services Administration (GSA).

(27) Administer the Army Requirements Control Program (RCP).

(28) Act as the Army Software Executive official and serve as the Army focal point for all Ada program activities. The DISC4 will review all requests for exceptions or waivers and ensure they are approved by the appropriate waiver approval authority.

(29) Develop and execute policy and plans necessary to ensure successful Army-wide transition to, and implementation of, the Ada language.

(30) Ensure that essential information services in support of DA Community of Operations Plan (COOP) are available to alternates of HQDA agencies and MACOMs/ACs.

(31) Establish Army-wide procedures for managing manual and electronic records to include—

(a) Developing records retention schedules for Army manual and electronic records.

(b) Developing provisions for a clearing-house for the sharing of

electronic record-keeping information among all appropriate Army offices.

(c) Developing standardized procedures for the external and internal identification of the contents of electronic records.

(32) Maintain a central point for Army-wide archival microform testing.

(33) Execute the official mail and distribution management program for the Army. Coordinate DOD-wide mail distribution issues with the Military Postal Service Agency.

(34) Execute the Correspondence Management Program for the Army.

(35) Execute the Privacy Act Systems Notices Program for the Army.

(36) Execute the Vital Records Program for the Army.

(37) Execute assigned responsibilities for the Army Integrated Publishing and Printing Program (AIPPP).

(38) Execute the Modern Army Record Keeping System (MARKS).

(39) Execute the Army program evaluation of the total Army records management discipline, every three years.

(40) Manage the Army-wide Record Collections from selected Army operations.

b. Principal HQDA officials. Within their area of functional and process proponency, principal HQDA officials will—

(1) Establish and maintain an Army-wide information resources management program and provide policy, guidance, and direction for the implementation of the latter as input to the Army IMA MODPLAN.

(2) Serve as HQDA functional proponent for all information initiatives within assigned functional area of responsibility. As HQDA functional proponent—

(a) Provide a member to the AIMC and its supporting group to review, evaluate, and validate information initiatives submitted to HQDA in the IMA MODPLAN; review the consolidated Army information initiatives in the approved Army IMA MODPLAN.

(b) As required, participate in the Army Major Automated Information System Review Council (MAISRC) and Army Systems Acquisition Review Council (ASARC) processes.

(c) Ensure that Army functional processes accurately reflect the DOD approved processes.

(3) Serve as the functional proponent for data standards and data models developed and maintained under the DOD Data Administration Program. In this program, functional proponents within services are designated component functional data administrators (CFDAD).

(4) Designate, in writing, a records manager.

(5) Develop, maintain, and submit Ada implementation plans to the HQIM for execution.

c. The Army Acquisition Executive (AAE)—

(1) Serves as the senior Army acquisition official and principal adviser to the Secretary of the Army for all acquisition matters.

(2) Consistent with DOD policies and guidelines, establishes overall guidance for the policy and programmatic aspects of all Army acquisitions, to include weapons, support and other equipment, information systems, installation support, and supplies and services.

(3) Appoints PEOs and program managers to provide management oversight for major and other non-major acquisition programs.

(4) Designates programs to be administered by a PEO and approves requirements for systems to be program managed.

(5) Ensures the development and promulgation of acquisition and contracting policy and guidance, to include policy and procedures for Army materiel systems and life cycle management of materiel systems, and implementation of the requirements of OMB Circular A–109, DODD 5000.1, DODI 5000.2, DODD 4245.1, DODD 8120.1 and DODI 8120.2.

(6) Represents the Army on the Defense Acquisition Board (DAB).

(7) Assures compliance with the requirements of the Paperwork Reduction Act and Federal Acquisition Regulation (FAR).

(8) Establishes policy and oversight responsibility for the near and long term implications of proposed acquisition programs on the industrial base/mobilization activities.

(9) Coordinate with TRADOC and other organizations, as appropriate, to ensure interoperability and compatibility between the theater/tactical, strategic, and sustaining base systems and the appropriate portions of the C4I Architecture.

d. Administrative Assistant to the Secretary of the Army The AASA is responsible for the management of information and information systems for the internal use of HQDA. The AASA is assisted in the execution of this function by the HQDA Information Manager (HQIM). The HQIM performs the role of the Deputy Chief of Staff for Information Management (DCSIM) for HQDA, as a MACOM. The AASA will also—

(1) Ensure that HQDA staff elements accomplish their assigned internal HQDA information management responsibilities.

(2) Integrate and act as the functional and process proponent of internal HQDA information requirements common to more than one HQDA element or agency.

(3) Accomplish all the responsibilities assigned to the MACOM commanders as the surrogate commander of HQDA as a MACOM.

(4) Develop and maintain an internal HQDA information resource management program and provide policy, guidance and direction for its implementation as input to the Army Information Resources Management Program.

(5) Ensure operational information support and services are provided to HQDA by the supporting Director of Information Management (DOIM).

(6) Serve as the authenticating official for official Department of the Army policy directives.

(7) Provide a HQDA evaluation to the DISC4 of the consolidated Army IMA MODPLAN.

(8) Serve as the Information Management Officer (IMO) for the Office of the Secretary of the Army (OSA); Office of the Chief of Staff, Army, and supported activities.

(9) Supervise and operate the Defense Telecommunication Service—Washington (DTS–W).

e. The Assistant Secretary of the Army for Research, Development, and Acquisition (ASA(RDA)). The ASA(RDA) will, in addition to duties listed in *b* above—

(1) Establish and implement Army-wide and agency acquisition policies, acquisition principles, acquisition standards and acquisition guidelines.

(2) Serve as the Source Selection Authority or delegating Source Selection Authority for procurements of all ADPE and telecommunications.

(3) Approve those actions exceeding established HQDA thresholds for—

(a) Acquisition plans.

(b) Lease requests.

(c) Justification and approval for less than full and open competition.

(d) Contractor acquired ADPE.

(4) Direct and review communications, command and control, intelligence systems, target acquisition systems, and tactical ADPE requiring significant research, development, test, and evaluation (RDT&E) efforts.

(5) Execute the planning, programming, budgeting, and life cycle management necessary for the research, development, and acquisition of major weapon systems and selected tactical information systems required for strategic and tactical purposes.

(6) Serve as member of the Defense Acquisition Board (DAB) and Management General Officer Steering Panel (GOSP), and cochair the Army MAISRC.

(7) For the Army Battlefield Command System (ABCS)—

(a) Coordinate the ABCS decision coordinating papers and integrated program summaries.

(b) Approve the acquisition strategy for proposed ABCS systems.

(c) Formulate and execute the RDT&E and procurement portions of the ABCS programs and budgets.

(d) Manage the ABCS technology base.

(e) Review ABCS readiness for testing during full-scale development.

f. The Director of the Army Staff (DAS). The DAS will accomplish all the responsibilities assigned to the principal HQDA officials for the Office of the Chief of Staff of the Army (OCSA) (see *b* above).

g. Deputy Chief of Staff for Operations and Plans (DCSOPS). The DCSOPS will, in addition to duties listed in *b* above—

(1) Exercise proponency for command and control.

(2) Exercise principle Army staff responsibility for the ABCS.

(3) Ensure that Army-wide information resources management priorities are supportive of overall Army-wide priorities.

(4) Coordinate the development, management, and supervision of the ABCS.

(5) Provide a full-time command and control facility for HQDA.

(6) Determine requirement for operational information at HQDA.

(7) Establish priorities for developing and acquiring materiel and force structure in support of the AIRMP.

(8) Functionally integrate all major Army requirements.

(9) Develop and approve the DCS Future Year Plan, strategic and theater/tactical information requirements for strategic C2 programs.

(10) Approve information requirements included in the ABCSMP and the ALRP.

(11) Develop and promulgate policy concerning ABCS.

(12) Provide oversight for IMA training strategy and training, including visual information (VI) initiatives in the Army.

(13) Validate IMA materiel requirements per AR 70–1.

(14) Develop Operation and Maintenance, Army programs in support of military training.

(15) Validate or delegate the validation authority for VI production requirements in support of military training.

(16) Ensure that tactical VI combat camera documentation support is included in Army operational planning documents for contingencies, emergencies, training exercises, and other peacetime engagements.

h. Deputy Chief of staff for Intelligence (DCSINT). The DCSINT will, in addition to duties listed in *b* above—

(1) Provide policy to the DISC4 for the information management activities of the intelligence community and advise the DISC4 accordingly.

(2) Develop and implement the Army Information Systems Security Program (AISSP), to include information and automation security policy, procedures, and guidance.

(3) Provide staff supervision for counter-intelligence, Counter-SIGINT, and Counter-HUMINT activities in support of Army ISS efforts.

(4) Provide procurement and management approvals for DOD Intelligence Information Systems ADP software leases/maintenance and hardware maintenance (other than single source logistic support management), regardless of the dollar amount.

(5) Develop and implement policy for security accreditation of information systems processing intelligence data. Accredit these systems or delegate accreditation in accordance with DCID 1/16 and implementing DOD directives.

(6) Act as the HQDA Staff proponent for security review of VI productions for release to Congress, the general public, and foreign nationals.

i. Deputy Chief of Staff for Personnel (DCSPER). Validates, or delegates the validation authority for VI production requirements in support of recruiting, legal, medical, religious, safety and civilian personnel in conjunction with United States Army Recruiting Command, The Judge Advocate General, The Inspector General, The Surgeon General, The Chief of Chaplains, The United States Army Safety Center, and United States Army Personnel Command (PERSCOM).

j. Deputy Chief of Staff for Logistics (DCSLOG). Validates or delegates the validation authority for VI production requirements in support of supply, maintenance, and transportation.

k. The Chief of Public Affairs (CPA).

(1) Provides general staff supervision and approval for the release of VI products to the public to include obtaining a security review by DCSINT.

(2) Implements DOD directives concerning AFRTS and provides HQDA staff management of activities controlled by the Army and operated as AFRTS outlets.

l. The Judge Advocate General. Serves as the HQDA staff proponent for copyright infringements and as such reviews all claims involving VI productions.

m. Office of Chief of Engineers (OCE). The OCE will, in addition to duties listed in *b* above—

(1) Provide HQDA oversight of the information management activities of Real Property Management Activities.

(2) Exercise HQDA proponency for the information management architecture of Real Property Management Activities.

(3) Implement the Power Reliability Enhancement Program, as the DOD Executive Agent, to survey and analyze C3I facilities and recommend improvements to assure maximum reliability and survivability of the C3I mission.

n. Commanders of major Army commands (MACOM). For the internal information resources management responsibilities of their command, each MACOM commander will—

(1) Develop and maintain an internal headquarters and a MACOM-wide information resources management program that implements the AIRMP and provides required guidance and direction to subordinate organizations.

(2) Establish and maintain a Deputy Chief of Staff for Information Management (DCSIM) who has the responsibility to implement the command's Information Resources Management Program.

(3) Ensure that each MACOM functional proponent designates a single point of contact for IMA actions within their area of responsibility.

(4) Based on IMA planning guidance, manage implementation of the MACOM information management initiatives throughout their life cycle, including those which are for MACOM organizations who are tenants on other MACOM installations. Coordinate IMA plans, programs and initiatives with appropriate information systems security managers (ISSM) per AR 380–19.

(5) Appoint a member to Army Information Management Council (AIMC) and its supporting work groups to review, evaluate, and validate information initiatives submitted to HQDA.

(6) Execute the MACOM assigned portion of the approved initiatives contained in the Army IMA Modernization Plan taking action required to obtain supporting resources through the PPBES process.

(7) Identify MACOM information requirements for the ABCS.

(8) Plan, develop, and operate information centers within HQDA policy and procedural guidance.

(9) Ensure written contingency plans providing for effective withdrawal or destruction of records in hostile or unstable conditions are prepared by all commands to include any element in an overseas area not under the jurisdiction of a major overseas commander.

(10) Identify manual applications which have potential for automation, conduct feasibility studies, and perform cost/benefit analysis.

(11) Designate a MACOM VI manager. Staff proponency and placement is at the commander's preference.

(a) If VI is managed outside the IMA, the VI manager will ensure coordination with the DCSIM/IMO on IMA planning requirements, and provide copies of the MACOM VI strategy and the 5-Year VI Systems Acquisition Plan. MACOM VI managers will ensure compliance with Federal, DOD, and Army VI policy; prepare directives implementing VI policy and procedures; and provide management direction to VI activities, including annual on-site visits.

(b) Each MACOM VI Manager will—

1. Develop a 5-year VI Systems Acquisition Plan and submit the investment portion of the plan and annual updates to AVIMD for its development and implementation into a requirements statement under the Information Management Modernization Plan.

2. Validate, consolidate, and submit VI investment system requirements for the Visual Information Systems Program (VISP), RCS CSGPO–344.

3. Approve VI production requirements, maintain production registers, and submit requirements for the annual Department of the Army Visual Information Production and Distribution Program (DAVIPDP)

4. Annually review, validate, approve as authorized, and forward requests (DA Form 5697–R) for establishment, expansion or disestablishment of VI activities in accordance with the level of authority in Table 7–1.

5. Annually review and forward the VI Annual Report, RCS DD–PA(A) 1438 (DD Forms 2054/1 and 2).

6. Annually review VI products for obsolescence, RCS-DD-PA(A)(1115), and forward findings through channels.

7. Conduct commercial activity reviews for assigned VI functions (T–807-Visual Information) in accordance with AR 5–20.

(12) Implement DA policy for integrated logistics support of all information management systems/equipment during its life cycle.

(13) Implement DA policy regarding property accountability of information systems/equipment.

(14) Appoint, in writing, a records administrator to carry out the records management program responsibilities.

(15) Conduct command-wide evaluation of records management programs.

(16) Appoint and assign a frequency manager.

(17) Coordinate IMA plans, programs, and initiatives with the appropriate Information Systems Security Manager (ISSM).

(18) Issue data processing installation (DPI) codes as appropriate, to internal MACOM organizations which serve as information processing facilities.

(19) Develop, submit, maintain, and execute Ada policy and Ada implementation plan (see para 5–6). The implementation plan will be in three parts (systems, organizational, and lessons learned), updated on an annual basis, and submitted to the DISC4, SAIS–ADW. The systems portion will address all major systems (such as mission-critical computer resources, Standard Army Management Information System, command standard, command unique, multi-user/location), and those systems that provide input to, or receive output from, these systems. This portion will also include a schedule for transition to Ada, as appropriate. The organizational portion will address planning, training, and support available for migrating to Ada technology. The lessons learned portion will contain a description of the activity or event and the advantages and/or disadvantages of using Ada.

(20) Identify information systems and communication systems functional requirements for all Army Military Construction (MILCON) projects, to include VI systems. The Army Corps of Engineers will coordinate planning, design, and contract negotiations for all Army MILCON projects.

o. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC). The CG, TRADOC will, in addition to duties listed in *n* above—

(1) Designate, within TRADOC, a proponent responsible for IMA doctrine, organization, and training.

(2) Formulate information resources management/information management doctrine for the Army.

(3) Establish an ABCS architecture to ascertain total ABCS requirements and deficiencies, and to facilitate coordination of the ABCS portion of the C4I Architecture; authority is granted to cross all MACOM/Army Component (MACOM/AC) lines to develop, promulgate, and implement approved changes to the ABCS portion of the C4I Architecture, as reflected in the ABCSMP which is the blueprint, guide, and record of the ABCS.

(4) Provide guidance, data, and detailed assistance to MACOMs, ACs, and FOAs on the ABCS portion of the C4I Architecture; coordinate these actions with DCSOPS and DISC4; and ensure the integration of total ABCS requirements.

(5) Update the ABCS portion of the C4I Architecture annually to incorporate changes in Army requirements resulting from changes in doctrine, force structure, technology, or threat.

(6) Prepare and submit the ABCSMP not later than the end of the fourth quarter of each fiscal year to DCSOPS for HQDA staffing and approval.

(7) Act as the user representative in the interoperability requirements for ABCS equipment components; coordinate ABCS-related requirements and interoperability activities with user representatives.

(8) Develop interoperability concepts and requirements documentation that will ensure agreement between the ABCS and NATO, Quadripartite (American, British, Canadian, Australian (ABCA)), and other rationalization, standardization, and interoperability system architectural and system engineering goals.

(9) Plan, conduct, and report operational tests (OT) of other ABCS component systems to AMC, DCSOPS, and the DISC4.

(10) Conduct force development tests and experiments; participate in force development tests and evaluations conducted by others to support the development of ABCS requirements.

(11) Review ABCS materiel development actions to ensure integration with related combat developments. This includes supporting and advising DISC4 on Joint and Army documents supporting unified, specified, combined, and service component commands.

(12) Develop requirements documents that initiate IMA developmental or nondevelopmental items for approval by DISC4.

(13) In the second quarter of each fiscal year, request and process ABCSMP update data and combat development plans from USASC and INSCOM for the theater army and the Army strategic and sustaining base environment's telecommunications, data distribution, automation, and visual information requirements; integrate the data and plans into the portion of the C4I Architecture and ABCSMP, as appropriate.

(14) Prepare annual updates to the Army Battlefield Interface Concept (ABIC).

(15) Ensure that ABCS solutions include an integrated user training program, simulator, or simulations development plan, as appropriate.

(16) Exercise configuration management of the appropriate ABCS portion of the C4I Architecture.

(17) Ensure electromagnetic compatibility (EMC) is considered and included, where appropriate, in publications and formal training courses dealing with concepts, doctrine, operation and maintenance of C4/C3 countermeasures equipment, components and systems.

(18) Provide EMC impact consideration in the formulation of Army C4/C3 countermeasures concepts and doctrine.

(19) Serve as the proponent for VI training developments in support of enlisted EMF 25 and officer ASI 5B.

(20) Formulate tactical VI doctrine and develop associated MOS training materials.

(21) Develop programs for resident and nonresident VI instruction to officer, enlisted, and civilian personnel. Formulate tactical VI doctrine and develop associated MOS training materials.

p. Commanding General, U.S. Army Materiel Command (CG, AMC). The CG, AMC, will in addition to duties listed in n above—

(1) Provide functional support to the IMA PEOs and Project/Product Managers (PM) designated by the AAE.

(2) Maintain an inventory of Command, Control, and Subordinate Systems (CCS2) materiel systems.

(3) Support the PEO Command, Control and Communications Systems Office (PEO–C3S), which will include the ATCCS engineer, to serve as the technical focal point for ATCCS design and development of hardware and software, and is the principal coordinator for all ATCCS system engineering actions. The PEO–C3S Office will have the same authority as TRADOC (and its designated activity) to cross all MACOM/AC lines to develop, promulgate and implement approved technical changes to the ATCCS, as reflected in the ABCSMP.

(4) Assist in the preparation, maintenance, and promulgation of the ABCSMP, Volume II, Command and Control Mission Area Development Plan.

(5) Ensure that ABCS component systems meet all interoperability requirements of the Army Battlefield Interface Concept

(ABIC), ABCSMP, U.S. Message Text Formats, GCCS NATO, international, and other joint or combined programs.

(6) Establish and maintain configuration management of the ABCS materiel component systems based on ABCS top-level, functional and operational sub-system and interface specifications.

(7) Conduct developmental tests of ABCS component systems.

(8) Ensure that ABCS materiel development, testing, and acquisition comply with joint, NATO, and ABCA (Quadripartite) armies rationalization, standardization and interoperability agreements and Federal and international standards.

(9) Coordinate ABCS engineering efforts Army-wide, in particular with USAISEC, for the theater army, and for the strategic and sustaining base environments command, control, communications and computer (C4) systems.

(10) Prepare, maintain and promulgate to the ABCS materiel developers the ABCS development requirements and the ABCS component systems materiel integration and interoperability plan.

(11) Provide matrix support to the AAE, PEOs and DISC4.

(12) Supervise the U.S. Army Communications-Electronics Command (CECOM) in the execution of CECOM's responsibilities to—

(a) Function as the Army central selection organization for ADPE, as specified by DOD 4105.55.

(b) Acquire ADPE, systems, software or services with an estimated contract life value in excess of $20 million. CECOM has the authority to retain any procurement below the $20-million threshold or delegate any procurement above the $20-million threshold if it is deemed by the DISC4 to be in the best interest of the Army.

(c) Administer CECOM awarded contracts. CECOM may also assign contract administration to a successor contracting office, if all concerned parties agree to such a transition.

(13) Identify information systems technical requirements and associated cost estimates for all Army Military Construction (MILCON) projects. The Army Corps of Engineers will coordinate planning, design, and contract negotiations for all Army MILCON projects for which CECOM has O&M responsibility.

(14) As assigned, provide users at all levels with necessary technical support, assistance, and advice regarding information systems.

(15) Develop and acquire technical solutions for information systems for which CECOM is the assigned materiel developer.

(16) Plan, program, and conduct new equipment training for assigned systems and recommend required training to TRADOC, MEDCOM, JAG, and the Chaplain Corps, for inclusion in their Army schools program.

(17) Provide technical support and evaluation to DISC4 during Requirements Statement processing, for information systems.

(18) Act as the systems engineer technical integrator and materiel developer for assigned information systems.

(19) Request ABCS component systems combat and materiel development plans and ABCSMP update data from the appropriate PEO and provide to TRADOC during the second quarter of each fiscal year. Coordinate the ABCS design with TRADOC (and its designated activity) and coordinate system engineering with AMC (and its designated activity).

(20) Provide ABIC input to TRADOC (Combined Arms Combat Development Activity) (CACDA), as required.

(21) Perform system engineering for the combat service support battlefield functional area (BFA) of the Command, Control, and Subordinate Systems (CCS2).

(22) Develop technical specifications and acquisition requirements packages for standard (indefinite delivery/ indefinite quantity) contracts for acquisition of commonly used IMA assets, except for visual information assets.

(23) Serve as the Army focal point for matters concerning asset redistribution/sharing, excess and inventory reporting, and data processing installation (DPI) codes for IMA equipment.

q. The Commanding General, U.S. Army Forces Command (CG, FORSCOM). The CG, FORSCOM, in addition to duties performed in *n* above will supervise the U.S. Army Signal Command (USASC). The USASC will—

(1) Identify communication systems and VI system requirements and associated cost estimates for all Army MILCON projects. The Army Corps of Engineers will coordinate planning, design, and contract negotiations for all Army MILCON projects for which USASC has O&M responsibility.

(2) Provide products and associated services for assigned IMA responsibilities.

(3) As assigned, provide users at all levels with necessary technical support, assistance, and advice regarding Army communication systems.

(4) Develop and acquire technical solutions for communication systems for which USASC is the assigned materiel developer.

(5) Develop operational procedures for the IMA as assigned by the DISC4.

(6) Provide technical support and evaluation to DISC4 during Requirements Statement processing for communication systems.

(7) Plan for and provide communications services in support of the news media during field exercises, contingencies, and combat operations when commercial capabilities are not available.

(8) Provide VI products and services to OSD, OJCS, Army, and other DOD and Federal agencies as assigned, to include—

(a) Prepare the information management portion of the Research, Development and Acquisition Plan, including VI investment system requirements based on the 5-Year VI Investment System Acquisition Plan.

(b) Coordinate with TRADOC, CECOM, and other organizations, as appropriate, to ensure interoperability and compatibility between the theater/tactical, strategic, sustaining base, and joint service systems.

(c) Execute the Army Video Teleconferencing (VTC) Program.

(d) Operate and maintain the Army Joint VI Service (JVIS) activity (U.S. Army Visual Information Center (USAVIC)) (see para 7–5 for other Army JVIS functions) in support of OSD, JCS, Army and other DOD and Federal agencies. This activity will be funded separately from other VI activities. DISC4 AVIMD will be informed of any proposed changes to JVIS missions. The JVIS functions includes the Joint VI Service Distribution Activity (JVISDA) and Joint VI Service Contracting Activity (JVISCA).

(e) Provide combat camera documentation support for theater Army, and joint military operations and operations other than war, to include developing and maintaining appropriate plans.

(f) Provide a centralized ready-access library for customers requiring combat camera (COMCAM) visuals from current operations. Also see paragraph 7–23.

(g) Operate the Army's central visual information management office for VI programs to include:

1. DAVIPDP.

2. Annually review, evaluate, and recommend approval or disapproval of requests for establishment, expansion, consolidation, change of capability, or disestablishment of Army VI activities per DA Pam 25–91, Chapter 2 and Table 2–1.

3. Defense Automated VI System (DAVIS).

4. Recommend validation to AVIMD of requirements for VI equipment and systems VI Systems Program (VISP) projects.

(9) Plan, program, engineer, acquire, install, test, operate, and maintain the Army communications facilities and circuitry as part of the DSN, to include—

(a) Exercising Army review, approval and/or validation authority over requests for service.

(b) Validating requests for special access requirements to increase survivability and reliability.

(c) Forwarding validated or approved requirements to DISA for coordination and implementation.

(d) Assume direct management responsibility for coordinating, installing, testing, and accepting Army user's host and terminal Defense Data Network (DDN) access circuits per DISA-established criteria, and assuming responsibility for the DDN node site surveys per DISA-established criteria.

(10) Formulate Army military telecommunications exchange agreements between the United States and Regional Defense Organizations or Friendly Foreign Nations, and coordinate the procedural details of the agreement with the Commander of the theater of

operations concerned. Draft agreements will be forwarded to HQDA for staffing and approval.

(11) In support of the information requirements of the JCS—

(a) Maintain USASC communications assets designated as part of the Joint Communications Support Element (JCSE) in accordance with ACP 121 U.S. SUPP–1(F) Table 7–1.

(b) Provide reports on JCS-controlled USASC communications assets to the JS as required.

(c) Determine requirements for mobile/transportable communications assets to support assigned missions and functions.

(d) Develop and maintain plans in support of JS requirements.

(12) In support of North Atlantic Treaty Organization (NATO) communication requirements for projects involving interfaces between non-DSN and NATO and NATO member telecommunications systems—

(a) Participate in all negotiations concerning recognized requirements.

(b) Serve as executive agent for all memorandums of understanding, letters of agreement, or similar documents, based on the guidelines provided by JCS and DOD policy (DODD 5530.3, "International Agreements," December 6, 1979.)

(c) Provide overall U.S. management of system-to-system interfaces, unless otherwise directed by the JS.

(d) To the extent that such projects are consistent with budget appropriations and the Secretary of Defense's Consolidated Guidance, fund validated projects that support U.S., NATO, and NATO member telecommunications objectives and approved planned interfaces between non-DSN, NATO, and NATO member systems.

(e) Provide, operate, and maintain equipment, facilities, and systems (or services) required to support U.S., NATO-U.S., and NATO member communications objectives as assigned.

(f) As appropriate, assist DISA in representing U.S. interests within NATO communications forums.

(13) Execute Army leases of telecommunications services and facilities and ensure that such services or facilities conform to DOD and National Communications Systems guidance.

(14) Service unofficial telephones furnished by the Army, including those installed in public quarters and other military and civilian personnel housing.

(15) Manage the administration and operation of Army Military Affiliate Radio System (MARS) programs, including acquisition, storage, distribution, and accounting for equipment.

(16) Identify and validate unique critical communications circuit requirements considered vital to the Army and submit them to the OJS.

(17) Develop near-term and long-term communications security and survivability programs.

(18) Provide for the protection of assigned fixed-station communications facilities and the security of Army contractor telecommunications.

(19) Provide an assessment of progress in accordance with National Security Decision Directive 145, "National Policy on Telecommunications and Automated Information Systems Security," and Section IV of National Telecommunications and Information Systems Security Directive 900, "Governing Procedures of the National Telecommunications and Information Systems Security Committee."

(20) Participate in national and federal forums on information standards and make recommendations of IMA standards to DISC4.

(21) Plan, program, and fund for replacement and modernization of assigned information resources management systems/equipment.

(22) Ensure Army compliance with DISA telecommunications report procedures as published in DISA Circular 310–130–1 and DOD policy for VTC Management, Acquisition, and Standards, 26 October 1993.

r. Commanding General, U.S. Army Intelligence and Security Command (CG, INSCOM). The CG, INSCOM will, in addition to the duties performed in *n* above—

(1) Provide ABCS related combat and materiel development requirements and update data input for supporting intelligence, electronic warfare, and security operations to TRADOC, AMC, and USASC.

(2) Provide ABIC feeder input to TRADOC (CACDA), as required.

(3) Operate the U.S. Army Cryptologic Records Center, the repository for all permanent cryptologic records.

(4) Operate the U.S. Army Investigative Records Repository to support intelligence and counterintelligence activities.

s. Commanding General, U.S. Army Medical Command (CG, MEDCOM). The CG, MEDCOM will, in addition to the duties performed in *n* above—

(1) Provide ABCS related combat and materiel development plans and data supporting military medical operations to TRADOC, AMC, and USASC during the second quarter of each fiscal year.

(2) Identify and apply new, innovative technologies fulfilling medically oriented ABCS capabilities requirements and development deficiencies in a timely, cost-effective, and practical manner.

(3) Provide ABIC feeder input to TRADOC (CACDA), as required.

(4) Develop, plan and program medical continuing education training requirements.

(5) Provide medical combat camera documentation support by ensuring applicability to internal command operational plans and rapid response to wartime, contingencies, joint exercises, and natural disasters.

t. Commanding General, United States Army Corps of Engineers (CG, USACE). The CG USACE will, in addition to the duties performed in *n* above—

(1) Execute an Information Management Architecture incorporating all engineering functions that require interface between the Civil Works program, the Army Military Construction (MILCON) program/implementation and management of common assets.

(2) Coordinate the documentation of the data dictionary standards for military and Civil Works data elements.

(3) Provide guidance, data, and detailed assistance to MACOMs on the use of Computer Aided Design and Drafting hardware and software utilized in the execution of facility engineering functions.

(4) Coordinate planning, design, and contract negotiations of the technical and functional requirements of information systems and communications systems for all Army MILCON projects.

u. Commanders of the Army Components of unified and sub-unified commands. These commanders will—

(1) Develop combat and materiel development plans for ABCS elements within their command in the first quarter of each fiscal year, consistent with the ABCS portion of the C4I, system specifications, and standards; provide the plans to TRADOC, AMC, and USASC.

(2) Provide data pertaining to all ABCS functional specifications, and ABCS relevant materiel development systems and programs initiated by the MACOM/AC/FOA to TRADOC during the second quarter of each fiscal year.

(3) Coordinate with TRADOC, AMC, and USASC on matters pertaining to ABCS combat and materiel developments.

(4) Maintain points of contact with staff elements that recommend to TRADOC, AMC, USASC, INSCOM, or MEDCOM new or improved IMA related doctrine, force structure, training and materiel.

(5) Develop requirements documents, as needed, to support the respective organization's C2 plans, and forward them to TRADOC.

(6) Integrate tactical visual information (Combat Camera) requirements and activities into operational plans in accordance with Joint Operations Planning System, Volume I and IV.

(7) Manage MILSATCOM assets assigned in support of ground mobile forces.

v. Installation, State Area Command (STARC), or comparable level community commanders will—

(1) Develop and maintain an installation information resources management program that implements the AIRMP, and provide guidance and direction, as required, to subordinate organizations.

(2) Establish and maintain a Director of Information Management (DOIM) who has the responsibility to implement the organizational IRM Program.

(3) Establish and maintain an installation Information Management Support Council (IMSC).

(4) Appoint an installation Visual Information Manager. Placement of the VI manager and activities is the commander's decision.

(a) VI responsibilities include functions outlined in paragraph 1–5*n*(11) and others, as assigned by the MACOM VI manager.

(b) Provide tactical VI combat camera documentation support within VI activity capabilities and request additional support through the MACOM VI manager when local capabilities cannot meet requirements.

(c) Quarterly, critique and forward original record VI products (still photographs and motion media) through MACOM VI manager to Commander, U.S. Army Visual Information Center, 3001 Army Pentagon, Washington, DC 30210–3001, for retention in a ready-access library for DOD and HQDA uses and for pre-accessioning and forwarding to designated DOD VI records centers.

(d) Notify MACOM/FOA VI manager of any change in distribution requirements or addresses within areas of responsibility.

(5) In the National Guard, support of the United States Property and Fiscal Office (USPFO) DPI is a cooperative effort with the State Director of Information Management. The DOIM supports the USPFO for IMA functions, except for the mini computers in the USPFO that primarily support NGB unique programs.

(6) Appoint a frequency manager to coordinate, plan, program manage, and supervise frequency management responsibilities.

w. Commanders or directors of major subordinate commands (MSC), FOA, separately authorized activities, tenant, and satellite organizations will—

(1) Based on guidance of their parent organization, accomplish the same information management responsibilities as their parent organization commensurate with their mission, size, responsibilities, and location.

(a) Commanders of MSCs will designate a DCSIM who will have the same staff responsibility for the supported MSC as the DCSIM at MACOM level.

(b) FOAs and other organizations will, as a minimum, establish/appoint an information management office/officer to plan and/or supervise the execution of the organizations IRM program.

(2) Coordinate information systems requirements with the installation DOIM.

(3) Will designate a MSC VI manager. Staff proponency and placement is the commander's decision.

(a) If VI is managed outside of the IMA, the VI manager will coordinate (copy furnished) with the DCSIM on VI plans, strategies, and resourcing.

(b) VI responsibilities include functions outlined in paragraph 1–5*n* (11).

x. Functional proponents of information systems will—

(1) Request through the PPBES process and defend the information requirement and supporting resources needed for the development, deployment, operation, security, logistics support, and modification of information systems.

(2) Establish and document information requirements.

(3) Plan for functional improvements and/or replacement.

(4) Recommend approval or disapproval of the functional needs for information.

(5) Ensure, when appropriate, that proponent systems interface with ABCS.

y. Director, Armed Forces Institute of Pathology will operate and maintain the DOD Central Still and Motion Media Records Center for Medical Pathology Materials to support DOD organizations and Veterans Administration Hospitals in accordance with DOD 5154.24. In addition to the Records Center provide medical/scientific exhibit design, construction, shipment, installation and storage services for DOD components and the Department of Veteran Affairs.

z. Major U.S. Army Reserve Commands (MUSARCs) will—

(1) Accomplish the same information management responsibilities as the U.S. Army Reserve Command (USARC) commensurate with their mission, size, responsibilities, and location.

(2) Commanders of Army Reserve Commands (ARCOMs) will designate a DCSIM.

(3) Commanders of U.S. Army Reserve Divisions and Functional Commands designated as MUSARCs will appoint a Director of Information Management (DOIM).

(4) Designate, in writing, a records manager with responsibilities as defined in paragraph 8–1*g*.

Chapter 2
The Army Information Resources Management Concept

2–1. Purpose of the Army Information Resources Program (AIRMP)

a. Establishes a concept for the operation and management of information and information resources.

b. Ensures that existing information resources are identified, information requirements are validated, and a systematic approach for satisfying these requirements is established and maintained. Each Army business function must be simplified through eliminating and/or integrating processes before the function is automated. This requirement applies to both new and existing information systems, equipment, and activities, whether manual or automated. The identification and validation of process improvements will be based on approved DOD and Army activity models documenting functional processes and associated data models. Proposed and existing business methods must be subject routinely to cost benefit analyses. For existing business methods, cost benefit analyses will be conducted as needed. For proposed business methods, cost benefit analyses will be conducted to validate and prove the proposed business method(s) prior to full implementation. Cost analyses will include benchmarking against the best public and private sector business methods.

c. Applies to the management of all IMA disciplines in all environments under all conditions for the Total Army.

2–2. General policy guidance.

a. Authority. The provisions of this regulation will be adhered to, except in those cases where higher authority directs otherwise. In instances of conflicting policy, HQDA (SAIS-IDP) will be contacted for guidance and resolution.

b. Proponency. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) is the HQDA functional and process proponent for the IMA and the management of information resources.

c. Objectives. The Army Enterprise Strategy is the single, unified vision for the C4I community. It—

(1) Serves as the enabler for Land Force Dominance, as defined by the five objectives of the Army Modernization Plan:

(a) Project and Sustain.

(b) Protect the Force.

(c) Win the Information War.

(d) Conduct Precision Strikes.

(e) Dominate Maneuver Battle.

(2) Integrates both current Army doctrine and modernization plans for the evolution of information systems, the Enterprise Strategy is what the Army must do to "Win the Information War."

(3) Focuses on the information needs of the entire Army. The Enterprise Strategy consists of two documents, the Vision and the Implementation Plan (IP).

(a) The Vision contains ten principles that ensure the Warfighter will have information superiority over any opponent:

1. Focus on the Warfighter.

2. Ensure Joint Interoperability.

3. Capitalize on Space Based Assets.

4. Digitize the Battlefield.

5. Modernize Power Projection Platforms.
6. Optimize the Information Technology Environment.
7. Implement Multi-Level Security.
8. Acquire Integrated Systems Using Commercial Technology.
9. Ensure Spectrum Supremacy.
10. Exploit Modeling and Simulation.

(b) During implementation, these principles and the Enterprise Strategy will be integrated throughout other Army doctrine and plans.

(4) The Enterprise IP provides an assessment of existing C4I systems, and a migration plan blueprint to help shape our C4I investment strategy. Also included are specific tasks for reshaping the Army's C4I systems and a requirement for the development and maintenance of the Army's C4I technical information, system engineering and operational architectures. The Enterprise IP and its specific tasks will be updated periodically so it continues to provide the focus for the C4I systems modernization process.

(5) For the purpose of the Enterprise, C4I modernization refers to those command, control, communications, computers, and intelligence systems that meet, or are being developed to meet, valid functional information and communications requirements for both Command and Control (C2) and Combat Service Support (CSS). Enterprise addresses these requirements from an all-inclusive tactical, strategic, and sustaining base tactical perspective. The IP provides the Army C4I community with a disciplined process consistent with the Army MODPLAN, implements the Horizontal Technology Integration initiative, and directly supports the efforts of the Army Digitization Office. The Enterprise Strategy Control Structure (formerly the Architecture Control Committee) monitors implementation of the IP tasks. The Implementation Plan is a "living document", and will be periodically updated and revised as appropriate. For further information on the Enterprise Strategy and the IP, please contact DISC4, ATTN SAIS-ADM, 107 Army Pentagon, Washington, DC 20310-0107.

d. Information as a Resource. Information is a resource that must be managed as any other resource. Except where restricted for reasons of national security, privacy, sensitivity, or proprietary rights, information will be a shared resource made available to all those who need it to accomplish their mission and functions. Information and the data from which information is derived is broadly categorized as public domain and nonpublic domain.

(1) *Public domain data or information.* This is Government-owned data or information that is not personally identifiable, classified, or otherwise subject to a Freedom of Information Act (FOIA) or Privacy Act exemption or otherwise considered to be sensitive under AR 380-19. It is either routinely made available to the public or provided upon public request with or without charge. It may be freely shared among Army users without restriction.

(2) *Non-public data or information.* This information is either personally identifiable and subject to the Privacy Act, classified according to the National Security Act, subject to a FOIA exemption, or sensitive. Unclassified FOIA exempt information or data is nonpublic and designated "For Official Use Only." Nonpublic information or data may be shared for official purposes within the Army subject to any stipulated access and release restrictions.

(3) *Army Data.* An Army IMA goal is the development of Army data that is maintained by the responsible functional proponents and readily accessible to whomever in the Army requires it. It promotes economic use of resources by eliminating duplication, improving synchronization, and by reducing software development costs. It provides the developers standard Army data to use, relieving them from the requirement of having to create data for their particular application.

(4) *Management of information.* Information will be managed through centralized control and decentralized execution. Approved DOD wide methods, approaches, models, tools, data, information technology and information services will be used.

e. Purpose of information management. Information that is recorded, regardless of the medium on which it is recorded, will be managed in accordance with Army records management policies and procedures. Information management activities provide for the systematic management of all recorded information so commanders and managers have the information they need to make decisions and recommendations, the Army's official business is documented and its historical record is preserved, and the rights and interests of the Army and the individual are protected.

2–3. General information resources management responsibilities

a. Information resources management is a command responsibility. Commanders and directors at all levels will ensure that information resources are managed in accordance with policies contained in this regulation. They will appoint an information manager for their organization and develop an information resources management program appropriate to their mission and size of their organization and the availability of external information resources management support.

b. It is the responsibility of the commander or functional proponent to identify and validate the information requirements needed to accomplish the assigned mission. It is the responsibility of the information manager and/or information system materiel developer to determine the most cost-effective technical solution to fulfill the validated information requirement, unless mission essentiality is the overriding consideration and dictates the adoption of an alternative approach. In this case, full justification is required by the commander or functional proponent of the information requirement.

c. An organization's information requirements must relate to and support an organizational process as identified in the information model developed from the results of the organization's information requirements study or comparable mission analysis.

d. Except when required to be redelegated by higher authority, the responsibility to manage and execute all IMA disciplines rests with the information manager. The information manager, however, must retain the capability to focus on their responsibilities from an individual IMA discipline perspective, as required, to accommodate single IMA discipline requirements imposed from sources external to the Army. For example, the requirement to designate a MACOM Visual Information Manager, as directed by DODD 5040.2, does not relieve the information manager or the staff from fulfilling their responsibilities for visual information in IMA planning, resource management, logistics, and operations. The assignment of specific position designations where they are not required by this regulation may be accomplished at the discretion of the local commander.

e. Since the Army fights under joint, unified, specified, or combined command authority, the information requirements and information resources management responsibilities and expertise of OSD and OJCS agencies and activities and joint, unified, specified, and combined commands will be recognized and fully considered by the Army in all information resources management activities.

f. The management functions of formulating, planning, supervising, and resourcing the program, identifying and validating requirements, setting priorities, and overseeing program execution will not be contracted out to commercial sources. Operating information service and support elements such as telecommunications centers, data/information processing facilities, visual information support centers, records holding areas, field printing plants, and other similar type activities are subject to the Commercial Activities Program. They will not, however, be consolidated with non-IMA elements for submission in the Commercial Activities Proposed Action Summary.

2–4. Administrative publications

Administration is the activity required to accomplish a function or task related to a function. Administrative publications, such as regulations and pamphlets, provide the guidance in the form of policies and procedures that are required to properly accomplish these functions and tasks.

a. The functional or activity proponent has the responsibility to ensure that policies and procedures are developed in the appropriate administrative publications in their area of interest and to determine to whom they are to be distributed. It is also the functional or

activity proponent's responsibility to ensure that these policies and procedures are effective, promote efficiency, and minimize the administrative burden on those who must execute them, especially at the unit level.

b. The information manager has the responsibility to execute the administrative publications program. This responsibility includes providing appropriate format guidance on how policies and procedures should be reflected in administrative publications and forms; ensuring that they are properly staffed and authenticated; identifying unnecessary redundancies, inconsistencies, and/or contradictions between proponents and ensuring that they are resolved; promulgating them in the appropriate media; and administrating the Requirements Control Program for reports and the Forms Management Program.

2–5. An information system

a. In the context of the IMA, an information system is an organized assembly of resources and procedures designed to provide information needs to execute or accomplish a specific task or function. A system may be manual or automated. It must use an infrastructure which is transparent to the system, and the presentation to the user and the system must be friendly and consistent. It consists of components (such as, hardware, software, firmware, products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, display, or dispose data or information. This is consistent with the definition of a system as defined in JCS Pub 1 and encompasses the definition of an automated information system (AIS) as defined in DODD 8121.1.

b. The purpose of an information system is to support a function or functions. The functions supported may be any one or several of the functions and processes (for example: supply, personnel, command and control, intelligence, readiness, decision support, and maintenance).

c. An information system may include features of one or more of the six IMA disciplines. Most modern automated information systems will be multidisciplinary and include, as a minimum, the capability to process, transmit, present/display, dispose and print information and electronically manipulate data.

2–6. Accountability and control

a. All IMA resources will be accounted for per appropriate accountability regulations (AR 37-1, AR 71-13, AR 37-103, AR 710-2, AR 735-5, and AR 735-17). The responsibility for property book accountability and control rests with the user.

b. Standard equipment authorized in CTA 50-909 and listed in SB 700-20, applicable TOE, TDA, or other appropriate authorization documentation, may be requisitioned within authorized allowances without submission through the RS process.

2–7. Information transmission economy

Originators of record communications will use the most cost-effective means of transmission. This determination is made from an analysis of the perishability, classification, urgency, and transmission means available.

a. The originator is responsible for ensuring the current DSN Plain Language Address (PLA) to include office symbols is correct. The originator has the additional responsibility for assigning precedence, classification, and disposition instructions.

b. Army operated telecommunication centers stopped processing Data pattern (80 column, variable length, and continuous binary formats) traffic after 30 September 1994.

c. DD Form 173 (Joint Messageform) will not be accepted over-the-counter at Army telecommunications centers operating an AUTODIN terminal capable of accepting disks or electronic input.

(1) Users will prepare classified and unclassified messages using appropriate message preparation tools supported by the AUTODIN terminals. Organizational electronic mail (E-mail) will be prepared for transmission in accordance with Defense Message System (DMS) guidance.

(2) Disks must have the appropriate classification labels affixed per AR 380-19 and DA Pamphlet 380-1.

(3) DOIMs, through their Information Centers (IC), will provide TCC customers with appropriate software and user training.

(4) Received/Terminated Messages: TCCs will deliver unclassified AUTODIN messages to organizations via—

(a) AUTODIN terminals with a DDN interface (such as, the AUTODIN Mail Server (AMS)), to organizational mailboxes residing on Army Standard Electronic Mail Hosts (ASEMH). ASEMHs may be configured to automatically forward messages to other approved mail systems.

(b) Disks.

(c) Hardcopy, if neither DDN connectivity nor disk capability is available (such as Standard Remote Terminal (SRT) installations).

(d) Classified messages will be provided by the TCC to organizations via disk. Hardcopy will be provided over the counter at installations not having disk capability.

d. Graphic information may be transmitted via facsimile or over a data network having a compatible binary file transfer protocol required for error free transmission.

e. With the exception of facsimile, Defense Switched Network (DSN) will not normally be used for the transmission of data traffic if other systems are available and cost effective.

f. Electronic mail (E-mail) may be used for unclassified organizational messages and information transfer in lieu of the telephone, U.S. Postal Service, facsimile, or the common user message service provided by the telecommunications center.

2–8. Electronic generation of forms

Forms will be electronically generated to the maximum extent possible. Electronic generation of a form includes both the form and the information filled in at the same time. Electronically generated forms will be made an integral part of all system development designs which require the use of forms. See paragraph 9-6*d* for additional information.

2–9. Nonappropriated fund procured information systems and components

Information systems and components procured with nonappropriated funds are encouraged, but not required, to be acquired and managed in accordance with the policies set forth in this regulation.

2–10. IMA Management Reviews

Management reviews should be conducted periodically for all facilities that process information, such as data processing activities and telecommunications centers. These reviews should focus on efficient and economical use of the facilities. Management reviews should evaluate if appropriate support is being provided by such facilities to their customers. Review teams should ensure contingency planning documents are developed, complete, current, and tested. This will ensure continued functioning in hostile environments, emergencies, or natural disasters. Management review teams should be comprised of subject matter experts in such functional areas as automation, communications, personnel, records management, security and logistics. The team may consist of one or several individuals, dependent on the facility being reviewed. DCSIMs, DOIMs and IMOs are responsible to ensure management reviews of facilities are conducted.

2–11. Contingency Planning

Realistic risk management and contingency planning requires developing plans that are complete, current and tested. This will reduce the consequences of hostile actions, emergencies, or natural disasters and enable continuing operations to meet mission requirements. Contingency planning minimizes loss of data and information. The Duplicate Emergency Files Program (DEFP), part of the Vital Records Program, ensures that information required by a headquarters is available for essential operations in a national emergency and to implement reconstitution of the Army once the emergency situation has stabilized. All IMA discipline requirements are to be considered in contingency planning documents. The degree of detail

in the planning effort depends on the criticality of the mission. All manual and automated records required must be identified and maintained in the headquarters duplicate emergency files location. Deployment to alternate sites and use of back-up records and materials to be stored there should be covered. Requirements for mobilization, back-up operations, recovery and destruction procedures are to be included.

Chapter 3
Army Information Resources Management Program

3–1. Development and execution

The DISC4 has the HQDA staff responsibility for the development and execution of the AIRMP. MACOM commanders and Assistant Secretaries of the Army and HQDA staff agency heads have the responsibility for the development and execution of their information resources management programs in support of the AIRMP. They have full authority and flexibility to execute the approved program within constraints of Army policies, standards, procedures, directives, and authorities granted to them as commanders or functional/process proponents.

3–2. C4I architecture

The 21st Century Army will emphasize knowledge-based operations, including information warfare capabilities. This information-age Force XXI must, and will, be organized around efficient management of the massive volume of prompt, reliable, and secure battlefield information. The information infrastructure is a critical component of the Army's operations; it will become vital with the increasing emphasis on Joint and Combined operations. In keeping with this philosophy, the C4I Architecture will establish responsibilities within the Army for the creation, maintenance, and enforcement of the Army's technical system and operational architectures. The Army's systems, units, and formations are envisioned as being seamless; transparently connected, exploiting technology, to share a common picture of the battle space. Doctrinal, organizational, tactical, and materiel flexibility and agility are salient characteristics of an information age Army. The existence of seamless, transparent, and interoperable information infrastructure is a necessary condition for the information age Army. The C4I architecture enables the efficient definition, acquisition and operational deployment of the required information infrastructure across all environments. There are three Army C4I Architectures, the Operational Architecture, the Systems Architecture, and the Technical Architecture. They are defined as follows:

a. Operational architecture. An operational architecture is a description (often graphical), which defines the required connectivity of force elements and the types of information and the frequency of its exchange over each path. It specifies, at a high level, what the information systems are required to do and where these functions are to be performed.

b. Systems architecture. A systems architecture is a description, including graphics, of the physical connectivity of an information system, which may include the identification of all nodes (such as radio, switches, and terminals) and their physical deployment, and the specification of bandwidth required on each circuit.

c. Technical architecture. A technical architecture is a minimal set of rules governing the arrangement, interaction, and interdependence of the parts or elements that together may be used to form an information system. Its purpose is to ensure that a conformant system satisfies a specified set of requirements. The technical architecture is compared to a building code. That is, it does not tell you what to build, nor how to build; but rather, it delineates the standards that will have to be met to pass inspection and receive an occupancy permit.

3–3. Information mission area planning process

a. The IMA planning process supports DOD and Army goals and develops an integrated, cohesive approach to Information Resource Management. It assures integration and interoperability of information services. The IMA planning process is an integral part of the DOD and the Army Planning, Programming, Budgeting, and Execution System (PPBES). The IMA planning process is integrated with all other Army planning processes. The most important DOD and Army guidance documents for IMA planners are the Defense Planning Guidance (DPG), Army Long-Range Planning Guidance (ALRPG), and The Army Plan (TAP). These documents represent the overall direction of DOD and the Army, respectively.

(1) The DPG contains planning and programming guidance, including resource guidance, to the Services to conduct force planning and to develop their programs.

(2) The ALRPG outlines the senior leadership's vision of the future Army and guides translation of this vision into HQDA functional proponent and MACOM long-range plans.

(3) TAP, published as Volume I of the Army Guidance, provides Army leadership policy and resource guidance in support of the Army's mission. TAP states Army priorities within expected resource levels and introduces mid-range objectives for the POM development and prioritization process.

b. The IMA Planning Guidance identifies Army planning goals, objectives, and priorities for the planning period. This guidance is the basis for determining requirements and developing modernization plans to support Army IMA priorities. Organizations required to submit Requirement Statements and IMA Modernization Plans are listed in DA Pamphlet 25–2.

(1) The Requirement Statement Development phase of the planning process consists of requirements determination, documentation, and validation as constrained by IMA Planning Guidance resource targets. Each MACOM and HQDA functional proponent prepares and submits requirement statements to HQDA for validation and integration as directed by DISC4.

(2) An IMA MODPLAN is the link between the planning and programming phases of the PPBES. It describes a time-phased prioritized strategy for implementing organizational IMA goals and objectives over a planning period to support Army force readiness. DISC4 integrates separate HQDA functional proponent and MACOM IMA MODPLAN into the Army IMA MODPLAN. The DISC4 uses the Army IMA MODPLAN in coordination with the Army Budget Office to develop Program Budget Guidance (PBG) and the Assistant Secretary of the Army for Research, Development and Acquisition (SARDA) and Deputy Chief of Staff for Plans and Operations (DCSOPS) to develop Long-Range Planning Guidance. Approved IMA MODPLAN do not in themselves program resources. They form the basis for the Management Decision Packages (MDEP) which programs resources. Refer to DA Pamphlet 25–2 for detailed information on acquiring resources.

3–4. The Army data administration program

a. The Army Data Administration Program establishes the necessary framework for identifying, organizing, and managing Army data to support the development and implementation of information systems which are interoperable within and among the tactical, strategic and sustaining base environments. The Army Data Administration Program implements the information standards portion of the Army technical Architecture and is a component of the Department of Defense Data Administration Program.

b. The Army Program focuses on managing information requirements from data modeling down to the data element level of detail. It requires the active involvement of both functional experts and materiel developers. The program assists the Army in understanding what the information requirements are, where official Army data is maintained, and who uses the data. The program includes the activities of strategic data planning, data element standardization, data security, and database development and maintenance.

c. The goals of the Army program are to facilitate internal, joint, and combined interoperability through the standardization and use of common data, to improve data quality and accuracy, and to minimize the cost of data production and data maintenance according to DOD regulatory authority.

d. The DISC4 is the Component Data Administrator (CDAD) for the U.S. Army and will—

(1) Comply with DOD data administration program requirements.

(2) Represent Army interests to DOD data administration organizations.

(3) Establish component functional data administrators (CFDAD) and their functional areas of responsibilities.

(4) Publish and maintain an Army Data Administration Strategic Plan (DASP) based on the DOD Data Administration Strategic Plan.

(5) Publish periodically Data Administration Strategic Plan guidance for Program Executive Officers and CFDAD.

(6) Publish and maintain an Army Data Administration Action Plan based on the DOD Data Administration Action Plan.

(7) Develop and maintain an Army Data Architecture.

(8) Facilitate the interaction between Army CFDAD and materiel developers and the DOD Data Administrator, the data administration technical staff, other CDADS, and Functional Data Administrators (FDAD).

(9) Coordinate data administration support services with the DOD Data administrator.

(10) Coordinate review of system data models and data standards for automation system review process milestones with the DOD Data Administrator and CFDAD.

(11) Adjudicate conflicts between Army organizations in data administration issues.

(12) Provide detailed guidance on system data administration documentation requirements for system acquisition review council evaluations. System acquisition review councils include MAISRC (both OSD and Army), Army System Acquisition Review Council (ASARC), Defense Acquisition Board (DAB), and other acquisition review councils and boards.

e. Each CFDAD will—

(1) Identify subject matter experts for major subject areas within the CFDAD functional area.

(2) Directly coordinate with DOD FDAD as necessary to support FDAD data modeling and data standardization initiatives.

(3) Assist materiel developers in data modeling and data standardization.

(4) Develop and maintain a Component Functional Data Administration Strategic Plan based on the Army Data Administration Strategic Plan.

(5) Develop and maintain a Component Functional Data Administration Action Plan based on the Army plan.

(6) Review Rapid Data Standardization Program Proposal Packages.

(7) Review system data models and data elements in support of system acquisition review councils and boards.

f. Program Executive Officers will—

(1) Ensure materiel developers comply with Army and DOD requirements.

(2) Develop and maintain a Program Data Administration Strategic Plan based on the Army Data Administration Strategic Plan.

(3) Develop and maintain a Program Data Administration Action Plan based on the Army Data Administration Action Plan.

g. Each materiel developer will—

(1) Develop and maintain a fully attributed data model of the information system under development. Maximize the reuse of components from the DOD Data Model.

(2) Use standard data elements. Maximize the reuse of existing DOD standard data elements.

(3) Develop data elements where no standard exists, and register these in the Defense Data Repository System.

(4) Submit data administration system documentation to the Army CDAD for review, at least sixty days prior to system acquisition review council decision meetings:

(a) Milestone 1—System data administration plan.

(b) Milestone 2—Entity-relationship system data model, system data administration plan.

(c) Milestone 3—Fully-attributed system data model with extent of model reuse identified, status, and extent of integration of system data model into the DOD data model, list of standard data elements used and candidate data elements submitted for standardization, system data administration plan.

3–5. The Army Information Standards Management (AISM) Program

a. The AISM Program provides the means to identify, develop, manage, and implement standards that provide interoperability for the IMA. The Army goals are to implement emerging international, national, federal, and military standards that provide an Open Systems Environment (OSE). See also AR 70–1 for implementation guidance.

b. The migration to an OSE is a stated goal of DOD as well as the Army. The DOD Technical Architecture Framework for Information Management (TAFIM) provides technical architectural guidance for use in developing DOD/Army information systems. The open systems objectives include—

(1) Improved productivity.

(2) Improved developmental efficiency.

(3) Improved portability and scalability.

(4) Improved interoperability.

(5) Promotion of vendor independence.

(6) Reduced life cycle cost.

(7) Improved security.

c. IMA assets approved for acquisition which comply with technical architecture and standards consist of the following:

(1) Information Technology as defined in the Information Technology Management Reform Act of 1996.

(2) Printing, binding and related equipment as defined in the Government Printing and Binding Regulations.

(3) Visual information equipment, resources, and services as defined in DOD Directive 5040.2.

(4) Library automation equipment.

(5) Records management equipment (such as mailroom equipment or storage and retrieval systems).

3–6. The Army Information Systems Security Program (AISSP)

The AISSP is established to consolidate and focus Army efforts in securing classified and unclassified sensitive information processed, transmitted, and stored in electronic form in Army telecommunications and automated information systems. The AISSP addresses all life cycle phases of telecommunications and automation, and was established in response to unique problems in securing information handled by these systems. The DISC4 is the AISSP manager. Under the AISSP, the functional areas of communications security (COMSEC), computer security (COMPUSEC), and the control of compromising emanations (TEMPEST) are incorporated into a single Information Systems Security (ISS) discipline. AR 380–19 establishes a clearly defined structure of ISS personnel to assist commanders and managers throughout all levels of the Army to implement the AISSP.

3–7. Information Systems Security Program (ISSP)

The ISSP is a component of the Command, Control, Computers, and Communications (C4) Program. The Director of the National Security Agency (NSA), as the National Manager for Telecommunications and Information Systems Security, is responsible for annually reviewing and assessing the Federal government's information systems security budgets and making appropriate recommendations. The program is the vehicle for identifying Army information security resources/requirements to DISC4 (SAIS–C4C) and for reporting resource justification to the National Manager and Congress. It includes the Army COMSEC, COMPUSEC, and or TEMPEST resources and associated manpower/money. Army MACOMs/PEOs should take the appropriate steps to make available, when required, Army ISS resources (COMSEC, COMPUSEC, TEMPEST), for reporting to OSD and Congress.

3–8. The Army Information Systems Threat Assessment Program (AISTAP)

The AISTAP is designed to capture the most effective and useful components of the Army threat support architecture to force combat and materiel development to benefit threat assessment to emerging information systems. The goal of AISTAP is to provide, via a consistent intelligence threat baseline, opportunity for system planners to evaluate future threats at each milestone decision point. The proponent for development of threat assessments for the Army is the Office of the Deputy Chief of Staff for Intelligence. These assessments are to be developed by the Army intelligence community and address threats anticipated to face emerging information systems most vulnerable to threat intervention (design and development, fabrication and production, acquisition and procurement, testing and evaluation, shipment and delivery, operations, maintenance, and obsolescence and removal).

3–9. The Army Document Imaging Program

a. The objective of this program is to standardize and significantly reduce the costs and time required to implement Army document-based information systems. The program derives its authority from subparts of 36 CFR, Parts 1220 and 1230 of the Records Administration series. Document imaging is the term applied to the specialty of converting paper based documents and/or automated information systems to optical disk, CD-ROM (compact disk-read only memory), microfilm, or other non-paper, miniaturized or digitized media.

b. It includes, and sometimes combines, the technologies of micrographics, image resolution, compression algorithms, scan rates, and certain recordkeeping concerns such as legal evidence requirements for non-paper records, permanence or archivability of the different media, as well as workflow improvements. For offices handling large volumes of paper, this technology is the primary solution to reducing resources and improving mission accomplishments. Application of the document imaging technologies, integrated with existing computer operations and appropriate software, can reduce dependency on paper, save space, lower operating costs, capture subtle detail, provide faster retrieval, and improve information processing and record-keeping tasks in Army organizations. Managers and users are encouraged to apply document imaging to promote better use of their information resources. System developers should consider these technologies in the development of all information systems. For more information about these requirements, where to obtain assistance, and other features of this program, read Chapter 8 of this regulation, and AR 25–400–2, Chapters 3 and 4.

Chapter 4
Organization for Army Information Resources Management

4–1. Management and execution guidance

Information resources management is a command responsibility. The commander is assisted in the management and execution of this function by staff and subordinate commanders. Through policies, planning guidance, and approved Requirements Statements (RS) initiatives, DISC4 provides Army commanders and managers with general HQDA staff direction for managing information resources and directing new efforts in all environments of the IMA. TRADOC provides appropriate information resources management direction and guidance as doctrine which focuses on the theater/tactical environment.

4–2. Theater/tactical environment

Due to the mission of the organizations in this environment, the format, flow, and distribution of information are established through doctrinally based standardized battlefield operating procedures. The focus of information management in this environment is to support the C2 function. The commanders and functional users play a far greater role in the management of information and the operation of information systems and equipment than their counterparts play in the other IMA environments. The extent of the direct involvement by signal units is impacted by the operational responsibilities of the functional users and the integration of the IMA discipline/function into their functional areas. The detailed description of how information resources management is organized and executed in this environment is contained in the appropriate TOE and doctrinal literature. These services and support are less oriented to telecommunications and support of the C2 function than they are in the theater/tactical environment. It is not unusual to have a sustaining base organization performing these functions in the geographic area and in support of a deployed, theater/tactical unit.

a. Major command (MACOM). Every MACOM will have an information manager as a principal staff officer. Unless the organization of the staff requires otherwise, the MACOM staff officer responsible for information management is designated the Deputy Chief of Staff for Information Management (DCSIM). These responsibilities include the development and maintenance of the MACOM's Information Resources Management Program (IRMP) and the direct management and supervision of the information management staff activities in all six IMA disciplines and related programs and activities. In administering the MACOM's IRMP, the DCSIM develops and maintains the MACOM's information architecture. The DCSIM also ensures that the information requirements of the MACOM and its subordinate elements are validated, coordinated, integrated, and submitted in the IMA Mod Plan to HQDA for review and approval. For internal HQDA information management, HQDA is considered a MACOM with the Administrative Assistant to the Secretary of the Army as the surrogate MACOM Commander. The AASA is assisted in the execution of this function by the HQIM. The HQIM performs the role of the DCSIM for HQDA as a MACOM.

b. Installation. The installation information manager is designated the DOIM. There will only be one DOIM at an installation. Where no post, camp, or station type installation configuration exists, the predominant MACOM will establish one or more areas or regions to proximate installations for the purposes of providing sustaining base information management support. In the National Guard, the State Area Command is equivalent to an installation. These responsibilities are contained in AR 5–3 and include the development and maintenance of the installation IRMP, the direct management and supervision of the information management staff, operational activities in all six IMA disciplines, and related programs and activities except where they have been exempted by HQDA.

(1) In administering the installation's IRMP, the DOIM will develop and maintain the installation's architecture. The DOIM will also ensure that the information requirements of the installation are validated, the information requirements of the installation and its tenants are coordinated and integrated, and the information requirements of the installation are submitted through the appropriate MACOM channels to the parent MACOM for review and approval. Ensure that these priorities are established in accordance with the Army's priorities.

(2) DOIM offices will provide information services support to Army activities located in their designated geographical area. The support provided includes provisions of mobilization planning assistance for information services to designated State Operated Mobilization Stations. Upon mobilization, DOIM offices will provide information services support to Federalized State Area Commands (STARCs) located within their geographical area of responsibility.

(3) From an IMA perspective, the DOIM is responsible for—

(a) Telecommunications. This includes management of the installation telecommunications center and of leased commercial and Army telecommunications systems (except in the National Capitol Region where this function is performed by the Defense Telecommunications Service—Washington). Facilities may include voice, video, and computer communications lines, local area networks, PBX systems, interfaces to DOD networks, and facsimile systems.

The functions may include: secure handling of record traffic for transmission, delivery, relay, interchange, or transfer; ensuring that all personnel assigned to duty in communications centers, terminals, and relay/switches involved in on-line crypto-operation possess a security clearance comparable to the highest classification of the material to which they have access and a formal authorization, when required, for access to Special Category message traffic and are briefed in accordance with applicable DOD directives when NATO classified traffic is to be handled; ensuring that communications centers, terminals, and relay/switches must meet established physical security standards comparable to the classification of traffic authorized to be passed over the on-line secured communications network and/or the cryptosystem employed.

(b) Automation. This includes management of assigned data/information processing facilities and associated computers, software, peripherals, and associated services and support; document imagery technology (micrographics, including computer output microform and optical digital document imagery), and optical character recognition systems; and electronic mail systems and other means of transmitting information through local networks and telecommunications. In the National Guard, The United States Property and Fiscal Office (USPFO) will man and operate a Data Processing Facility (DPF) to perform statutory accountability functions. The STARC DOIM will provide sustaining base information management services and support for the State, to include the USPFO.

(c) Visual information. Visual information services includes management of assigned VI activities. Supervision of photographic, motion picture, television, audio, compact disk technology, graphic art, VI library, VI instruction, VI consulting, presentation, and maintenance are installation support services. Other VI services, as directed or agreed to, may include VI production, and TV broadcasting; cable television and video teleconferencing; and other special services. Staff proponency and placement of VI activities is at the Commander's preference.

(d) Records management. This includes management of the life cycle of information itself, encompassing records creation, maintenance and use, and disposition. As an integral part of information management, this includes files, correspondence, official mail and distribution, declassification, vital records, duplicate emergency files, reports control, office symbols; support and use of military general purpose dictionaries and brevity codes; and the implementation within the Army of the Privacy and Freedom of Information Acts.

(e) Publishing and printing. This includes management of the installation's publications and forms management programs; distribution systems, and all facilities, services, and systems for printing and duplicating/copying; design, production, and procurement of printed materials, form letters, and blank forms; and installation print plant facilities. This includes the responsibility for office copier management.

(f) Library management. Management of library services includes resources and facilities that support the organizational mission by identifying, selecting, acquiring, organizing, controlling, retrieving, and disseminating information and library resources and services.

(g) Other services. This includes data element dictionaries; use of associated information standards; and management of programs related to, or subordinate to, the areas noted above governing the general content, control, and format of information management.

(h) Frequency management. Management and annual review of the installation's frequency management resources includes processing, coordinating and review of the installation's frequency management resources, to include processing, coordinating and review of frequency assignments and requests for all tenant units, periodic review and modification of instructions and procedures consistent with AR 5–12.

(4) Collectively, the installation DOIMs are in the best position to determine the most effective and efficient means of fulfilling almost all sustaining base information requirements, regardless of technology, function, special program, ownership, or IMA discipline. Their installation oriented input to anticipated and actual technical resolution of host and tenant information requirements is critical and will be included in all information planning documentation.

(5) The DCSIM/DOIM/IMO organization assists users in obtaining and using information resources. The following is the process of satisfying a need.

(a) DA Form 5695–R (Information Management Requirement/Project Document) (RCS: CSIM–46), is a life cycle management document used to identify, document, and justify requirements for IM equipment and systems above the current fiscal year OMA threshold (currently $100,000). The Information Management Requirement/Project Document should be used throughout the user's MACOM chain of command and HQDA to justify requirements, and initiate funding requests or appropriate reprogramming actions. It may also be used MACOM-wide with non-appropriated funds.

(b) In the absence of discipline specific guidance elsewhere in this regulation, any authorized form which identifies the requirement, cost, justification, and is used to initiate the commitment of funds, may be used to obtain IM equipment/systems and supplies costing under the OMA/OPA threshold (currently $100,000). (For example: DA Form 3953 (Purchase Request and Commitment) or DA Form 5695–R.) Such requirements may be satisfied by using the existing information resources of the IM organization.

(c) The DCSIM/DOIM/IMO organization will assist the user to ensure that all necessary information is provided so that the IM organization can determine whether the need can be immediately satisfied within existing information resources. If the need cannot be satisfied at the installation level, the IM organization will initiate action through its chain of command. Credit card guidance is found in Army FAR Supplement, Subpart 13.90, Government Credit Cards.

(d) DA Form 3938 (Local Service Request) may be used to identify, document, and justify requirements for IM services, unless alternate forms/procedures are required by a specific IM discipline and are described in this regulation.

(6) The DOIM will evaluate whether installation information resources can provide services to host and tenant users and, with the requester, determine how best to support requirements consistent with the information architecture and the available information resources. Information requirements are validated by the user or requester's parent command. If information resources are not available on site, the requester can submit the requirement as routine input; alternately, the requester can expedite the availability of service by identifying funding for the requirement from local resources, or by identifying a trade-off with other information support or services currently being received.

(7) The DOIM will ensure that optimum use is made of available information resources to preclude duplication of effort. As staff manager of installation information services and resources, and through interaction with other information managers, DOIMs, and the MACOM DCSIM, the DOIM has access to many services and technologies to satisfy information service requests.

c. Major Subordinate Commands (MSC). MSCs will establish a DCSIM or equivalent with the same staff responsibilities as a MACOM DCSIM. The MSC DCSIM's primary responsibility is to develop and maintain the organization's IRMP. The MSC DCSIM will submit annual inputs to the parent command's IMA Modernization Plan in accordance with guidance from its higher headquarters.

d. Other. Tenant and satellite organizations, separately authorized activities, regional support activities, field operating activities, and major staff entities, which are not directly supported by a DOIM or DCSIM, will designate an information management officer/office (IMO). The IMO's primary responsibility is to develop and maintain the organization's IRMP. This may be a part-time function for an individual in a small organization. An IMO does not have operational responsibilities but has the same staff responsibilities as a DOIM/DCSIM and is responsible to coordinate and supervise operational support provided by the local DOIM. Tenant activities on installations provide their organization's information requirements to

their parent MACOM and furnish a copy of their input to the installation DOIM. The DOIM will identify the tenant requirements to be satisfied by sharing installation resources and the impact on the installation resources and architecture.

4–3. Strategic environment

In this environment, the support and services focus on communications and the support of the C2 function and are primarily in support of the ABCS and National Command Authority.

4–4. Information system accountability responsibilities

USASC is designated the Army's focal point for managing and administering the DOD Automation Resources Management System (ARMS) Program for the Department of the Army. Each MACOM will appoint an ARMS focal point who will ensure the necessary information is reported to the Defense Automation Resources Information Center (DARIC) in accordance with reporting instructions provided by USASC. At the end of each fiscal year, MACOMs must provide written certification to USASC of the accuracy and completeness of their inventory data. HQDA is required by OSD to certify the reported inventory data for use in reports to GSA, OMB, and Congress. HQDA and OSD use this data in supporting Army and DOD programming and budget requirements.

Chapter 5
Automation Specific Policy

5–1. Introduction

This chapter expands on specific automation topics that need more detailed explanation than was addressed in the overall IMA guidance of Chapters 1 through 4. It applies to all three environments and supports all six disciplines. Automation is primarily responsible for the activity of processing information and supports the activities of integration, access, storage, use, retrieval, dissemination, management, and disposition of information.

5–2. General automation management policy

a. Functional information requirements. Functional information requirements will be developed only in response to specific mission needs. The development of sustaining base requirements will be effectively controlled through the use of approved modernization plans, will contain approved documentation plans, and will be regularly evaluated at formal milestone decision reviews. Documentation plans will be prepared according to current HQDA guidance. Theater/tactical and strategic requirements will be identified and developed by TRADOC through the combat-based requirements system. This process analyzes deficiencies and identifies a standardized solution to battlefield requirements through the ABCSMP. All theater/tactical requirements including interim solutions must be approved by TRADOC. See AR 25–3 for additional guidance.

b. Automated information systems (AIS). The AIS will receive functional guidance, direction, and requirement validation from the functional proponent. AIS will be developed and managed according to current life cycle guidance and standards. AIS shall be developed and enhanced according to DOD-wide methodology and timelines which minimize cost and accelerate fielding. AIS will use centrally managed infrastructures which will remain transparent to supported AIS.

c. AIS planning. Planning for AIS will fully consider the Army goals of standardization, compatibility, and interoperability and will incorporate the elements of those functions into system design and acquisition. Paragraph 6–10 provides additional guidance concerning the compatibility and interoperability of tactical command, control, communications, and intelligence systems.

d. AIS architecture. All HQDA/MACOM functional proponent top-down driven AIS must comply with the Army Technical Architecture and will address interface requirements with the installation architecture unless specifically exempted. Tactical systems that operate on installations and impact or interface with sustaining base systems will be coordinated with the installation DOIM.

e. Continuity of Operations Plan (COOP). It is essential that the Army mission and processes continue to function, even in the event of a disaster. COOP assures that consideration is given to keeping the Army functioning. All AIS, both hardware and software assets, will have COOP fully considered during requirements definition, and engineered during the design, development, and maintenance activities. The COOP will be periodically tested as described in the plan itself.

f. Army Acquisition Authority.

(1) The ASA(RDA) is responsible for the management of all acquisition functions. This includes the approval of Army acquisition plans, strategies, and procedures.

(2) Current policy provides acquisition authority to MACOMS and HQDA activities for acquisitions within the thresholds. This authority may be further delegated by the specific MACOM or HQDA activity. Requirements will not be fragmented so as to circumvent the thresholds. (See AR 25–3.)

(3) These acquisition approvals do not eliminate the need to submit an agency procurement request for procurement authority, or a justification and approval for less than full and open competition, to the appropriate individual or organization as necessary. The acquisition approval does not eliminate the need for RS approval and functional requirement approval.

5–3. Software management policy

a. Acquisition. The most cost-effective method for obtaining (acquiring/developing) application software will be used. A lease/purchase analysis should be performed on all acquisitions to determine the most economical way to acquire proprietary software licenses. Alternate pricing methods should be solicited and evaluated unless they are waived in accordance with the Army Federal Acquisition Regulation Supplement 70.307(c). Acquire existing software, when available, before developing new software. Existing software is nondevelopmental item (NDI) software (such as, commercially available off-the-shelf proprietary software, Government-owned software, or reusable Ada code modules).

b. Development/maintenance. Ada is the programming language for automation technology resources used in automated information systems, intelligence systems, tactical systems, and weapon systems that have information resources such as computers as part of, or embedded in, the host system. The use of off-the-shelf software and advanced software technology implemented in other than Ada language for which no modification or Government maintenance is required will be considered as a cost-effective alternative. Application development tools such as application development system compilers that are issued for certain STAMIS may be used for software development but only in accordance with instructions from the STAMIS functional proponent.

c. Proprietary software—site licenses and protection. The requirement for acquiring/using proprietary software for PC usage will be based on functional requirements. The functional manager will consolidate all like requirements in their area and submit them to the DCSIM, DOIM, or IMO who will review and consolidate requirements from the installation prior to determining the technical solution. If the requirement appears to be command-wide, the DOIM will forward the requirement to the DCSIM for MACOM consolidation. If the requirement appears to be Army-wide then the MACOM DCSIM will forward the requirement to HQ CECOM for consolidation. Many manufacturers provide site or local area network licenses. These licenses are much more economical for the Army than procuring multiple copies of the same software, one at a time. These licenses also reduce the potential for unauthorized use of the software. Proprietary software must be protected by the user/accountable individual from unauthorized use, abuse, or duplication. Accountability of proprietary software is explained in AR 710–2. For additional rights authorized by the copyright owner, suitable accountability procedures must be established before implementing the additional rights. Under no circumstances will these additional

rights be implemented to include non-Government computers or equipment without prior approval from DA. Unless authorized by the copyright owner, the Army may copy proprietary software only for limited purposes (such as an archival copy) under the provisions of Section 117, Title 17 United States Code (17 USC 117).

d. Software sharing. CECOM manages the Army Software Sharing Program. Shared software will be centrally maintained and updated. Software developed by the Army or a contractor for Army use will be made available to other Army users to satisfy similar requirements. Reusable software assets, whether government owned or COTS, consistent with mission needs and cost-benefit analysis can decrease development time, lower risks and improve quality.

e. Software Release.

(1) NDI/proprietary software will not be copied or duplicated unless permitted by the terms of the contract.

(2) Standard Army Management Information Systems (STAMIS) and Command Standard Systems. Standard automated systems (for example, those that are centrally designed and maintained, multisite and multiuser systems) will not be changed or duplicated without the approval of the functional proponent. Similarly, standard hardware and software configurations will not be changed or duplicated without the approval of the appropriate configuration management authority. Source code for these systems will not be provided to system users. This is required to preserve the integrity of the system. Needed changes or modifications will be submitted to the system/software developer or functional proponent for functional changes as an engineering change proposal for consideration of inclusion into the system.

f. Commercial off-the-shelf (COTS) computer resources. COTS computer resources consist of computer hardware and software items, which have not been modified, except as intended by the vendor, from a vendor's commercial version. The design configuration of COTS computer hardware and software is controlled by commercial markets and independent contractor and vendor actions rather than by the Army. When a system includes COTS computer resources, the following applies:

(1) The acquirer will ensure COTS deliverables are included in the Logistics Plan for the system. The Logistics Plan must address contract and organic support for COTS throughout the system life cycle.

(2) Commercial documentation of COTS computer resources must be sufficient for life cycle operation and support, but need not be rewritten to conform with DA Pamphlet 25–4, Information Systems Technical Documentation.

(3) Before COTS computer resources are acquired, it must be determined if a vendor's upgrades will adversely impact operational capability that would require the Government, instead of the vendor, to provide maintenance support.

(4) Competitive commercial practices will be used to the maximum extent possible when supporting COTS resources. For COTS resources in systems with a life cycle of greater than five years, recompetition of logistic support contracts/escrow should be considered.

(5) If a contract logistics support approach for COTS resources is established, it will be placed in the Integrated Logistic Support Plan (ILSP).

(6) Disks and documentation for commercial software should be marked "Property of the U.S. Government." Removable (or portable) software should be properly protected and appropriately stored. The ordering activity is responsible for ensuring registering of the licensed software, and maintaining records on registration and warranty cards. The DCSIM/DOIM/IMO may assume the responsibility by mutual agreement with the ordering activity. All users should have access to information in licensed software by electronic bulletin boards or other means of information dissemination such as newsletters.

(7) If COTS products are to be utilized for integrating into an Army information system, security requirements, if applicable, must be researched.

g. Privately Owned Software. Privately owned software is commercial, copyrighted software purchased with personal funds, and owned by other than the Government. Use of privately owned software on Government equipment is to be approved by the DCSIM/DOIM/IMO.

h. Training. DCSIM/DOIM/IMOs training programs for use of commercial software, when performed by in-house trainers, should provide for recognition of successful completion of a program of instruction, whether by train-the-trainer concept, tutorials or videos, through awarding of certifications or other recognition considered appropriate. A sampling of users who have received such training should be conducted in the first three months following initial training to enable evaluation of training effectiveness.

i. Viruses. All software should be checked for viruses, using the latest version of virus-checking software, before it is loaded into a system. The latest virus software should be provided by the DCSIM/DOIM/IMO.

j. Games. Use of games on Army computers is only authorized to the extent such use complies with applicable provisions of the Joint Ethics Regulation (DODD 5500.7R). Games may be used on Army computers only for instruction (such as, to teach mouse usage) or demonstration (such as, to show capabilities of a particular system for processing or to display speed).

5–4. Hardware management policy

a. Employee owned computers and Government-owned personal computers (PC) for off-site processing. Employee and Government-owned PCs and other related Government or employee owned resources may be authorized for use by Army personnel to process Army related work off the Government work site. The use of employee owned PCs and software to process Government related work at the work site is discouraged. However, the commander or agency head, as appropriate, may approve or disapprove the use of employee owned PCs to perform work at the work site, after technical review and approval by the installation DOIM. Government related work processed on an employee or Government-owned PC, regardless of the ownership of the PC, is the property of the U.S. Government. The Army is responsible for the maintenance and repair of Army ADPE used by Army employees off-site. Equipment requiring preventative or remedial maintenance will be returned to the Army installation from which it was issued for performance of all maintenance.

b. Electronic typewriters with memory. Electronic typewriters with memory, but without a monitor, disc drive, programmability and so forth, and listed under Federal Supply Classification (FSC) 7430 are excluded from the IMA. This is based on the general purpose capability of ADPE instead of the single purpose of electronic typewriters. Consequently, electronic typewriters listed under FSC 7430 will be funded, acquired, and supported as office machine equipment instead of automation equipment. However, if they are upgraded to be general purpose ADPE they will be supported as IMA equipment.

c. ADPE security. ADPE security will be performed according to AR 380–19 and AR 380–19–1.

d. Reutilization program. Whenever possible, Army ADPE will be reutilized within the Army. CECOM manages the ARMS excess reporting system for the Army. Excess equipment and software should be reported per AR 710–2 and DA Pamphlet 25–1–1. Software upgrade residue that the vendor has not provided authorization for donation will be destroyed. Dispose of the software packages identified per AR 380–19 and local procedures.

5–5. Ada Policy

a. The Ada programming language is the single, common, high order computer programming language for all computer resources used in the Army, unless another language is mandated by a higher level directive. Ada must be used unless a waiver is granted. Approvals to use "other technologies" or another approved standard high order language (HOL), as defined in DODD 3405.1, will be granted only when the use of the other technology or language is estimated/calculated to be more cost-effective or more operationally

effective over the application life cycle. Programming language other than Ada that were authorized and are being used in full-scale development of these systems may continue to be used through deployment and for software maintenance. In those specific instances where Army systems must interface with non-DOD agencies, such as the Central Intelligence Agency and Federal Bureau of Investigation, Ada is preferred but not required. Existing software need not be rewritten in Ada solely for the purpose of converting to Ada. All systems, however, will transition to Ada when the next hardware/software upgrade requires modification of more than one-third of the existing code over the system life cycle, unless a waiver is obtained. A business case analysis should be conducted by the Project/Product Manager to determine the most cost effective and efficient developing and supporting alternative (for example, contractor, in-house, or combination of both) to develop and/or maintain the requirements. The business case analysis will be coordinated with the supporting activity, CECOM, and approved by the PEO or MACOM (if there is no designated PEO).

b. PEOs will maintain an Ada implementation plan for those systems under their purview and ensure that assigned program/project/product managers implement Ada in accordance with Army policy. PEOs will ensure software designers/developers are fully trained in the use of the Ada language, technology, and software engineering processes, with particular emphasis on developing components that are tested, validated, and documented for inclusion in reuse libraries. PEOs will develop procedures and guidelines that address good software engineering principles that address software reuse, portability, and management controls.

c. All requests for exceptions to use another approved HOL will be fully documented. The requests will address technical feasibility and life-cycle cost analysis or cite the applicable higher level directive.

d. When software components for Army systems are being acquired and/or developed, good software engineering principles will be exercised to facilitate the use of Ada. The approach to acquiring and/or developing software components will be based on an analysis of life-cycle costs and operational efficiency. Major considerations should be—

(1) The use or modification of existing Ada software. In those instances where existing software requires modification to ensure the total system meets requirements, a waiver is required if more than one-third of the source code is being changed and the changes are not written in Ada.

(2) The use of off-the-shelf software and advanced software technology, implemented in other than Ada, for which no modification or Government maintenance is required. Advanced software technology includes software tools, life-cycle support environments, nonprocedural languages, and modern database management systems (DBMS) that provide improvements in productivity, usability, maintainability, and portability. A waiver is not required for non-developmental item software application packages and advanced software technology that are not modified by or for DOD.

(3) Fourth generation languages (4GL) will not replace the requirement for the use of Ada. Use of 4GLs/advanced software technology is permitted in the following:

(a) Structured query language (SQL) can be used for relational databases as the interface between programs and the supporting DBMS.

(b) Non SQL compliant 4GLs may be used without the requirement for Ada waiver to develop prototypes during the requirements definition phase and for short term adhoc applications (less than 3 years useful life). In no case will a non-Ada prototype be fielded during system implementation phase nor will an adhoc application exceed the time limitation without an approved Ada waiver. All requests for Ada waivers will be submitted to DISC4, ATTN: SAIS–ADW, Washington, DC 20310–0107.

(4) The impact on certain critical processes that currently cannot be performed efficiently in an HOL due to timing and/or sizing constraints. These functions, requiring very fast or tightly controlled computer processing, are more appropriately written at the machine level (for example, micro-code/Assembly language). In such instances, a waiver is required for all new development or modification of more than one-third of a functional component of DOD software for an application.

(5) Projects must use a validated Ada compiler, as defined by the Ada Joint Program Office Ada Compiler Validation Procedures, at the start of formal testing. Providing no changes are made to the compiler, it may be used for the balance of the project's life cycle, even though its associated validation certificate may have expired. If the compiler is altered, then a validation is necessary.

(6) If system requirements cannot be satisfied by use of Ada, waiver approval is required from HQDA (SAIS–ADW) or the appropriate waiver approval authority to—

(a) Develop Army software in another computer language.

(b) Acquire off-the-shelf software, implemented in other than Ada, which requires Government maintenance or modification.

(c) Implement a system/subsystem in a 4GL.

(d) Develop an Army system, with severe time and/or size constraints, in which the programming language is non-Ada source code.

(e) In all instances, however, it must have been demonstrated that the software strategy is more cost-effective or more operationally effective over the system life and include a statement of maintainability from the responsible software maintainer.

(f) A waiver must be obtained to develop any non-Ada software.

(g) Justification must address the following issues.

1. The waiver request will provide adequate technical description to address limitations, documentation, portability, maintainability, and usability of the proposed software language or package.

2. The waiver request will provide complete life-cycle economic rationale for both Ada and the requested language. For tactical systems, intelligence systems, and embedded weapon systems, the waiver request must also include a risk analysis that addresses technical-performance and schedule impact.

3. A waiver request for all new initiatives must be approved prior to Milestone I approval. Prototypes may use advanced software technology (such as 4GLs). However, sunk costs for a non-Ada prototype will not be considered justification for a waiver.

4. An existing system undergoing modification must have received a waiver.

5. The long-term costs of supporting programmers, environments, and software code for diverse languages will be closely scrutinized when waivers are considered.

6. Waivers will apply only to the specified system or subsystem identified.

(h) Waiver processing procedures are as follows.

1. When there is a PEO/PM structure in place, the waiver request will be submitted from the proponent through the PEO (and MACOM if appropriate) to HQDA (SAIS–ADW). All requests will have a statement of maintainability from the applicable life cycle Software Engineering Center, Software Development Center, or Government software engineering organization that will be responsible for maintenance of the system.

2. When there is no PEO/PM structure in place, the waiver request will be submitted through the cognizant software support center through the MACOM to the Office of the DISC4.

3. Waiver requests will be processed within 30 days of receipt or an interim response will be provided.

4. Waivers may be denied at any level. Final approval authority is as follows: Waiver requests supported at the MACOM/PEO level will be processed through the Office of the DISC4. After a review, those requests that are recommended for approval will be forwarded by the Office of the DISC4 to the appropriate waiver approval authority.

5–6. Ada Systems Implementation and Organization Plans

a. Ada Systems Implementation Plan.

(1) MACOM/installation.

(2) Point of contact name/telephone.

(3) System name and acronym.

(4) Current life cycle management phase.

(5) System fielding date.
(6) Automatic data processing hardware used.
(7) Computer operating system.
(8) Software languages used by subsystem(s) software.
(a) Name.
(b) Lines of code.
(c) Percent of system.
(9) DBMS used.
(10) DBMS interface technique.
(11) Program design language/implementation language.
(12) Project approval documentation (computer resources management plan, and acquisition plans) with status.
(13) Date waiver approved (if applicable).
(14) Ada transition dates (start and finish).
(15) Planned upgrade date(s) (for either hardware or software).
(16) Maintenance responsibility.
(17) System documentation standard used.
(18) Transition to Ada (narrative explanation).
b. Ada organizational implementation plan.
(1) Human resources.
(a) Education and training of incumbent management and technical personnel.
(b) Accession/recruitment of qualified Ada personnel.
(c) Ada support contractor.
(2) Resources include the following technical status.
(a) Ada support environment (including interface WD Standard 1838).
(b) Interface to operational environment.
1. DBMS.
2. Operating system.
3. Graphics support.
(3) Ada lessons learned.

Chapter 6
Telecommunications Policy

6–1. Management concept

a. The telecommunications discipline of the AIRMP provides the ability to gather and disseminate information through the transmission, emission, and reception of information of any nature by audio, visual, electro-optical, or electromagnetic systems.

b. Telecommunications support provides inter- and intra-communications between the various information systems found in all three environments (sustaining base, strategic, and theater/tactical). This support is provided through both common-user and dedicated networks.

6–2. Information transmission economy and discipline

a. Installation commanders will develop policies, and procedures to promote the optimum, most responsive, and cost-effective use of DOD information systems/services, and to ensure the application thereto of sound management practices in accomplishing information systems/services economy and discipline. The information systems/services economy and discipline program is a function of all MACOM commanders, heads of DA agencies, and commanders at all echelons. Command emphasis will be placed on all areas associated with the program. Continuing budget restraints, coupled with rising costs and requirements for improved information systems/services, demand maximum effort by all users of information systems/services to achieve economies and efficiencies.

b. The installation Information Management Support Council (IMSC) will, as one of its responsibilities, review and evaluate the economic and disciplined use of the installation telecommunications as part of its information resources. The IMSC will recommend elimination of services to the installation commander when review and traffic analysis indicate such action is appropriate.

c. To foster improved telecommunications economy and discipline, commanders and agency heads will—

(1) Institute procedures at all echelons to ensure that personnel are familiar with the types and purpose of available communications services and systems, emphasizing the need for their effective use. Special emphasis will be placed on economy and discipline in use of long distance communications to include the use of the Defense Information Systems Network (DISN).

(2) During reviews of all reports transmitted through telecommunications center facilities, ensure that reporting by use of telecommunications is required. Reports will be submitted by other means when time permits.

(3) Limit the number of personnel authorized to release record communications and originate high (FLASH and IMMEDIATE) precedence voice communications. The authority to release any information at FLASH precedence will be based on the purpose for which such precedence is established (ACP 121 U.S. SUPP-1). Emergency Command Precedence (ECP), FLASH and IMMEDIATE precedence will not be used to compensate for delays.

(4) Ensure messages are brief and to the point. FLASH and ECP should be less than 200 words. Amplifying messages should be assigned a lower precedence.

(5) Ensure message addressees are held to a minimum. Electrical transmission will be limited to those addressees essential to mission accomplishment. Address indicating groups (AIGs), or equivalents for special-purpose systems, will be used to the maximum extent. Readdressal of AIG-addressed messages will only occur when the addressee is not on the AIG distribution.

(6) Reduce the cost of commercial refile by ensuring record communications originators are sensitive to those unclassified message addressees which are not served by DISN and must be transmitted via commercial refile (retransmitted from the DISN over a commercial network to the addressee). Originators who are unsure of whether commercial refile is required will coordinate with the supporting telecommunications center. To minimize costs, all messages requiring commercial refile will be sent as a book message, at a precedence level of Routine, and not require confirmation of delivery. Exceptions to this policy must be justified by critical factors such as potential loss-of-life or property or significant financial impact. Requests for acknowledgments or confirmations of delivery from commercial networks will be limited to messages whose nondelivery would have a severe military, political or loss-of-life impact. If necessary, the commercial refile message should serve as initial notification with follow-up copy sent by mail.

(7) Limit the use of, DISN, or commercial telephone lines for transmission of facsimile or imagery to those for which the time sensitivity of the information does not allow for delivery by other means (such as mail).

(8) Ensure personnel with authority to approve long-distance commercial calls exercise close control over this use. Commercial long-distance calls will be used only if Government-furnished telephone circuits cannot satisfy the requirement.

d. All common-user Army information services and facilities, regardless of user, will be reviewed and revalidated annually. Dedicated information services and facilities will be reviewed biannually by the appropriate DOIM.

e. Information systems economy and discipline is subject to inquiry during audits, Inspector General inspections, and DA staff visits.

f. Collection for unofficial/personal toll calls placed on official telephones. Commanders are responsible for the recovery of toll charges, plus tax for unofficial/unauthorized personal telephone calls placed on official telephones by personnel in their charge (JER, Section 2-301, Use of Federal Government Telephone Systems, is pending revision to cover all Government electronic communications systems, including, but not limited to E-mail.) Persons identified as being responsible for making unauthorized unofficial telephone calls will be charged for the calls at the local rate, plus tax.

g. Use of DOD Telephone Systems (including calls over commercial systems paid for by the Government) is limited to the conduct of official business. No other calls may be placed (except as

identified in paragraph 6–2*g*(2)(*b*) below), even if the employee's intention is to reimburse the Government for the cost of the call.

(1) *Official Business calls.* Official business calls are defined as calls necessary in the interest of the Government (for example, calls directly related to the conduct of DOD business or calls having an indirect impact on DOD's ability to conduct its business).

(2) *Authorized personal calls.* Personal calls (such as calls to speak to spouse/minor children or to arrange for emergency repairs to residence or automobile) that must be made during the working hours over the commercial local/long distance network are authorized as necessary in the interest of the Government provided the call is consistent with the following criteria:

(a) It does not adversely affect the performance of official duties by the employee or the employee's organization.

(b) It is of reasonable duration and frequency.

(c) It could not reasonably have been made at another time (for example, from a non-Government telephone during lunch, break, and other off-duty periods).

(d) It is not used for activities related to the operation of a personal business enterprise.

(e) In the case of toll/long distance calls, is—

1. Charged to the employee's home phone number or other non-Government number (third party call).

2. Made to an 800 toll-free number.

3. Charged to the called party if a non-Government number (collect call).

4. Charged to a personal telephone credit card.

(3) *Authorized toll calls.* The following are examples of calls which are authorized to be made on DOD telephone systems even if a local toll charge is incurred if consistent with the above criteria.

(a) Emergency calls such as calls to notify family or doctor when an employee or an immediate family member is injured or seriously ill.

(b) Calls within the local commuting area (the area from which the employee regularly commutes) to advise family of a change in schedule or to make alternative transportation or child care arrangements when an employee is required to work overtime without advance notice.

h. Guidance for telephone calls while at a temporary duty location is reflected in the Joint Travel Regulations.

i. Employees should be particularly sensitive to the use of DOD telephone systems under the conditions outlined above. Whenever possible, personal calls should be made from a non-Government telephone during lunch, break or other off-duty periods. Abuse of DOD telephone systems, including the abuse of privileges listed above, may result in disciplinary action.

6–3. Defense Information Systems Network (DISN)

a. Equipment and Network. The DISN is a composite of DOD owned and leased telecommunications equipment and networks comprised of facilities, personnel and materiel under the management control and operational direction of the Defense Information Systems Agency (DISA). The DISN provides the long-haul, point-to-point, and switched network telecommunications needed to satisfy the requirements of the DOD and certain other Government agencies. The DISN consists of—

(1) Switching/relay facilities, to include associated software, of the general purpose (common user) networks.

(2) Transmission media/circuits which provide user/subscriber connection into or interconnect the switching/relay facilities of the DISN general purpose networks and those which interconnect the switching/relay facilities and/or the user/subscriber terminals in special purpose and dedicated networks which are authorized use of the DISN.

(3) Assets of the Defense Satellite Communications System, except portions which are specifically excluded from the DISN.

b. Associated message processing systems.

(1) Associated message processing systems will be used to provide narrative communications requirements unless it is determined that it cannot satisfy and will not be adapted to satisfy the validated user requirements. Exceptions may be requested based on operational, technical, or economic considerations. The policy contained herein does not apply to those systems used primarily for data processing functions and other special purpose telecommunications systems, except as necessary to allow interface with the common user digital network.

(2) Tactical digital record networks system will be extended into an area of operations as necessary to respond to validated operational requirements. Such extension may be provided by the use of tactical communications equipment at the direction of the commander of a unified or joint force command. Tactical equipment which interfaces with the DISN will conform to interface standards specified in the Military Standard (MIL-STD) 188 series and other applicable standards developed by DISA.

(3) Message processing systems and other subscriber facilities are non-facilities, with the exception of those outlined in DODD 5105.19, and those designated by the JCS. However, subscribers will be responsive to reporting requirements and traffic management instructions directed by the DISA.

(a) Automatic Message Processing Exchanges (AMPE). AMPEs are used to serve a base, post, camp, station, activity, or local area of traffic interest. Areas served may be increased or decreased to meet automated message processing requirements approved by the DISA. Geographically separated AMPEs will not be directly interconnected. Where operational requirements and/or cost effectiveness warrant, a waiver for interconnection will be requested from the JCS. AMPE software associated with providing message processing service to remote terminals that access through an AMPE must be certified by DISA.

(b) Remote terminals. Remote terminals may be used where they are operationally required and/or cost effective. Connection of a remote terminal outside a base, post, camp, station, activity, or local area of traffic interest will be coordinated with the DISA.

(c) Facsimile and imagery. Digital facsimile and imagery devices connected to the DISN are considered to be communications equipment. The MACOM/DA agency controlling the device will advise USASC concerning anticipated data requirements as a basis for communications support planning. Prior to interconnection with the DISN, DISA will be consulted to ensure that DISN interface standards are met.

(4) *Security.*

(a) Switching centers must be capable of providing the communications security required to process record traffic of any approved special category or security classification; ensuring that General Service (GENSER) and Defense Special Security Communications System (DSSCS) record traffic will be handled only over appropriate access lines; and ensuring that only traffic of the designated security level will be transmitted to or accepted from each message processing system.

(b) The switching centers and inter-switch trunks are authorized to handle all classifications and categories of U.S. and NATO record/data communications traffic and special compartmented information (SCI). The limits of security level and clearances for each message processing system will be recommended by the subscriber and validated by the appropriate Telecommunications Certifying Office.

(c) The command responsible for the operation of an automated message processing system or a data processing system which interfaces on-line with DISN is responsible for ensuring that their system provides the necessary safeguards to ensure the delivery of special category and/or classified messages to only authorized remote terminals connected thereto. Security accreditation requirements contained in AR 380-19 apply.

(d) When deemed cost effective, telecommunications centers (including Message Distribution Centers) serving DOD components in a single geographical area, to include DSSCS and GENSER facilities, will be consolidated into a single facility capable of serving all users.

c. Defense Data Network (DDN) and connection systems.

(1) *Concept.* The DDN will be used as the primary means to meet all official requirements for long-haul data communications.

The DDN will not be routinely used for data communications within an installation.

(2) Relationship to other DISN components and selected application devices, systems, and services.

(a) The DDN is the principal means to provide users of DOD data devices long haul access to the DISN.

(b) The DDN provides the backbone switching and connectivity for other DISN data services.

(c) Electronic mail (E-mail) systems and services are not part of the DDN; but will use the DDN for long-haul communications. Additionally, to use the DDN, E-mail systems and services will conform to DOD protocols and must procure the necessary DDN interfaces.

(3) *New application devices and system or services.* All new application devices and systems or services will include an interface to the DDN if long-haul data communications are required. Existing DOD data devices, systems, and services requiring long-haul communications will transition to the DDN as soon as suitable interfaces and fiscal conditions permit.

(4) *DDN Access and connection approval.*

(a) Army operational requirements will be validated by the MACOM and submitted to USASC for technical evaluation. USASC will forward recommended requests to DISA for approval. No application device will be simultaneously connected to both the DDN and any other network unless all requirements of the approved DDN security architecture are met.

(b) DDN access for individual computer systems and application devices will normally be provided at the nearest network element capable of meeting the operational requirements. Local data distribution systems such as local area networks are the preferred means for providing user application devices access to the DDN (for example, several user hosts and terminals connected to a local area network that is connected to the DDN).

(5) *Interface protocols.* Information systems with data communications requirements will use DOD/Open Systems Interface standards with the Government Open Systems Interconnect Profile. Systems not meeting minimum essential DDN interface standards will not be connected without DISA approval.

(6) *Precedence capabilities.* The DDN will support a precedence system in compliance with the National Communications Systems Precedence System. Each host accessing the DDN will have a maximum precedence capability assigned commensurate with that host's mission requirements. To help ensure DDN availability during contingency or war situations, high-bandwidth, low-delay bulk data transfers will not have a higher precedence than PRIORITY on the DDN, unless specifically approved by the JCS.

(7) *Security.* The Army systems connected to the DDN will be secured as specified in AR 380-19. All computer networks must meet minimum computer security requirements as specified in AR 380-19.

d. DSN service. DSN is the principal long distance, voice communications network. It provides long-distance direct-dialing or operator-assisted service worldwide through a system of Government-owned and leased automatic switching facilities. It is the primary system for all intra-DOD voice calling.

(1) *Restrictions on use.* DSN will be used only for official business of the U.S. Government and must be the user's first choice of long distance voice communications. If DSN cannot be used in a timely manner or if the called party does not have DSN service, other long distance calling methods may be used. DSN may not be used for calls within an installation, a metropolitan area, or the local calling area.

(2) *Facsimile.* DSN may be used to transmit facsimile traffic. Facsimile equipment may be connected directly to a DSN access line or indirectly through an acoustic device, Private Branch Exchange (PBX), or other means. The facsimile machine must be capable of automatically disconnecting from the DSN access line within one minute after facsimile transmission ends or after the circuit is preempted.

(3) *Data processing equipment.* With the exception of facsimile, DSN normally will not be used for transmission of data traffic if other systems are available and cost effective. Data processing equipment using DSN must be capable of automatically disconnecting when transmission ends or when the circuit is preempted. Requests for connection of such equipment to DSN, by any means, will be favorably considered only if the requesting location meets and maintains the network parameter grade of service objectives specified by the DISA. The Director DISA, must be advised of all such connections.

(4) *Precedence and inter-area capabilities.*

(a) A multilevel precedence preemption system and worldwide inter-area calling capability have been established within DSN for essential C2, operations, and support functions. Use of precedence capability will be as defined by the National Communications System Voice Precedence System. Use of the inter-area capability may be authorized for worldwide calling or restricted to specific geographic areas. Concurrence of affected CINCs and coordination with Commander, USASC, are required before a request to extend inter-area capability into a specific theater is approved. A request for a GLOBAL capability must be submitted through USASC for coordination with the Director, DISA and approval by the JCS.

(b) A request for FLASH and FLASH OVERRIDE precedence or for a GLOBAL calling capability must identify a trade-off of equal precedence and inter-area capability. A request for an IMMEDIATE, PRIORITY, or ROUTINE precedence or for extension of inter-area capability into a specific theater does not require a trade-off equal to the capability being requested. Two-way off-hook service with precedence or inter-area capabilities must use two DSN individual access lines and requires a trade-off for each access line. The approval authority may grant exceptions to the trade-off requirement if the Director DISA affirms that the exception will not adversely affect the network.

(5) *Policy on network access.* It is DOD policy that under no circumstances will access to DSN be granted simply as a cost-avoidance measure to substitute for available commercial service. This policy neither abrogates any existing agreements with foreign nations, nor does it preclude future agreements with foreign nations concerning access to DSN. Access May be gained as follows:

(a) Most DSN user service is provided on a class A telephone.

(b) A four-wire DSN subscriber set may be connected by a DSN access line directly to a DSN switch rather than to a PBX or communications console. It can be used to dial precedence or inter-area calls without operator intervention. Four-wire subscriber sets are limited to C2 and operations users with mission responsibilities requiring a speed of service not available through a PBX or a console. Four-wire direct access is limited to FLASH OVERRIDE, FLASH, and IMMEDIATE precedence subscribers.

(c) A portable DSN terminal is used for contingency mission support where other access is not available. They are deployed by the Army at the direction of OSD or the JCS.

(d) Extension telephone instruments on four-wire subscriber sets and communications consoles may be added, but their number must be held to the minimum consistent with C2 requirements and DSN technical criteria.

(6) *Objective technical parameters and special features.*

(a) All new Army PBXs to be connected to DSN will be technically evaluated by USASC to ensure compliance with interface criteria.

(b) Any automatic interconnections of DSN to the voice networks of non-DOD U.S. Government activities, regional defense organizations, or friendly foreign nations through Army systems will be requested through USASC to the DISC4 for approval by OSD. To meet critical emergency requirements, manual interconnections with other U.S. Government voice networks may be authorized by local commanders after notification of the network manager. The provisions of subparagraph 6-3*h*(3) apply to access by personnel of friendly foreign nations.

(c) Call detail collection equipment will provide data to enforce the disciplined use of DSN.

e. Secure Voice System.

(1) *Subsystems.* The AUTOSEVOCOM system has been replaced

by the Secure Voice System (SVS). The planned SVS are comprised of terminal, conference, and Red Switch subsystems supporting various types of secure voice users. These subsystems will be interconnected using existing and evolving and commercial voice grade communications networks. Full interoperability will be achieved wherever possible by providing automatic interfaces between equipment that cannot be made directly interoperable with each other. Some interfaces may initially be manual, pending development of technology to support cost effective automatic interfaces.

(2) *General operational capabilities.* The SVS is capable of providing quality, fast, user friendly, automatic, survivable, and interoperable secure voice service to support the C2 missions of the National Command Authorities and selected supporting elements under peacetime, crisis/pre-attack, early trans-attack, massive nuclear attack, and post-attack conditions. The SVS will also provide quality, user friendly secure voice service to satisfy general purpose missions of the DOD in peacetime and under stressed conditions, as resources permit. Non-DOD entities will be authorized to obtain SVS service in order to satisfy special defense related requirements when approved by the Assistant Secretary of Defense (C3I) in coordination with the JCS.

(3) *Configuration.* The SVS will be configured with—

(a) Secure communications terminals. Widespread common user secure voice and data capability will be provided by the Secure Telephone Unit, Type III (STU-III) family of equipment.

(b) Red switches. Expanded secure voice service with mission tailored interfaces to other networks will be provided to critical command, control and intelligence users within a single security perimeter through Red Switch telephone service. The Red Switch will function as a PBX for unencrypted secure voice traffic and will contain necessary features to satisfy C2 requirements within and between the National Military Command Center (NMCC), Alternate National Military Command Center (ANMCC) and command centers of the Unified and Specified Commanders.

(c) Secure Conferencing Project. Secure conferencing will be provided to the NMCC, ANMCC, and the command centers of Unified/Specified Commands. Many Secure Conferencing Project C2 users will also have a graphics conferencing capability.

f. Defense Information Systems Network Transition Contract (DTC)/Defense Commercial Telecommunications Network (DCTN) Replacement Network. The DCTN provides high quality, end-to-end leased commercial communications services to support DOD administrative voice, data, and video telecommunications requirements within CONUS. The DCTN presently provides switched voice service for routine DSN calls, dedicated voice service, dedicated data (to include wideband), and near full motion video teleconferencing.

g. DISN. The DISN is the principle long distance, common-user communications system. It provides for voice, video, facsimile, and data transmission and is capable of being secured by collateral programs, STU-III, and the Red Switch Program.

h. Non-DOD Use of DSN.

(1) *Nonappropriated fund (NAF) and health, morale, and welfare (HMW) activities.*

(a) DSN may be authorized to support NAF and HMW activities associated with appropriated fund command support functions. The local commander will establish procedures to ensure that the DSN service to operational users is not impaired and that authorized access is necessary to meet NAF or HMW appropriated fund command support functions. Requests for such access should be forwarded to the MACOM for approval. Approval can be granted only when other means are either physically unavailable or so limited or cost-prohibitive as to be considered unavailable.

(b) DSN may be used to place HMW calls from isolated or remote locations. CINCs may authorize such calls when compatible with operational requirements, local restrictions, and host-nation laws or agreements. Such DSN calls may be approved by the cognizant authority, usually the installation commander, when commercial service and the Military Affiliate Radio System are either physically unavailable or so limited or cost-prohibitive as to be considered unavailable. The following conditions apply to HMW use of DSN:

1. Calls may be placed only through the local installation operator or, in the absence of an installation operator, from a telephone under a commander's supervision to ensure compliance with the controls described below.

2. Calls must be placed only during normal nonduty hours at the originating location and timed to avoid the normal duty period at the terminating location.

3. Calls must be placed only at ROUTINE precedence and must not exceed 5 minutes in duration or incur any toll charges to the Government. Off-netting at the distant end is at the discretion of local commanders, who are encouraged to permit HMW calls. An off-net HMW call that would incur a toll charge may be placed if the called party agrees to accept the charges on a collect-call basis.

4. The cognizant approval authority will establish procedures to affirm that all conditions are met, that DSN service to operational users is not impaired, and that authorized calls are deemed necessary for the HMW of the individual or command.

(c) DSN use may be authorized for NAF activities on a nonreimbursable basis to conduct command management functions dealing with appropriated fund matters. Such requests will be forwarded to the installation DOIM and will be certified by the commander of the NAF activity as required for command management functions. Calls dealing with NAF business or functions other than command management must use means other than DSN.

(2) *Non-DOD U.S., State, and local government activities.*

(a) The DSN may be used on a reimbursable basis to meet selected data communications requirements of non-DOD U.S., State, and local Government activities that directly support national security, are unable to meet their requirements through other systems, or have critical national emergency needs.

(b) Requirements of non-DOD U.S., State, and local government activities will be submitted to the JCS for validation and then forwarded for OSD approval.

(3) *Foreign governments and allied organizations.*

(a) Use of the DSN by foreign governments and allied organizations must be approved as a military telecommunications agreement or a foreign military sales contract. The command/agency having the requirement will submit the request for foreign/allied use of the DSN through channels to HQDA and the JCS for approval. During emergency or contingency conditions, CINCs may authorize temporary mission-essential DDN access in their theater of responsibility. HQDA, JCS, and DSN will be notified within 24 hours of any temporary approvals or terminations.

(b) CINCs may authorize the use of DSN, at ROUTINE precedence, by personnel of friendly foreign governments and of treaty organizations for discussion of official U.S. Government business with U.S. personnel, if such use will not reduce the grade of service provided to U.S. users. Such use will be closely controlled and is authorized only if the CINC determines that other telecommunications facilities available to foreign personnel are unsatisfactory. If the DSN access required by personnel of friendly foreign governments and treaty organizations becomes routine or becomes a formal joint requirement, then the arrangement must be formalized as a foreign military lease or sale or by a military telecommunications agreement.

(c) DSN access may be approved as part of a foreign military sale arrangement. AR 12-8 provides detailed information on foreign military sales.

(d) Access to AUTOSEVOCOM is not authorized for foreign governments or organizations. AUTOSEVOCOM terminals may be used by uncleared or foreign national personnel per subparagraph 6-3*d*(5).

(e) Requests for AUTOSEVOCOM service from non-U.S. activities will be referred to the JCS. To avoid compromising the self-authenticating characteristics, the use of AUTOSEVOCOM by terminals approved for non-U.S. activities will be restricted based on the mutual needs of such activities and of the United States, decided on a case-by-case basis.

(4) *Civilian Contractor activities.*

(a) DSN access for contractor-controlled systems will be governed and approved under the procedure specified in subparagraph 6-3*h*(2). Contractual clauses requiring DSN access are not sufficient justification for connecting contractor-controlled systems to the DSN. Contractor-controlled systems may be permitted access to the DSN if they meet the following requirements:

1. The sponsoring Army activity certifies that connecting the contractor-controlled system to the DSN is essential to the sponsoring activity's mission accomplishment.

2. The contractor-controlled system's connectivity requirements cannot be met through commercial service or it is clearly uneconomical for the government to do so.

3. The sponsoring activity has technical and contractual procedures in place to detect any unauthorized connections to the contractor-controlled system and a method to ensure that the contractor-controlled system uses the DSN only to conduct official DOD tasks required by the contract.

4. Contract documents contain mandatory provisions, certified by the contracting officer, to ensure that the contractors using the DSN comply with established network operations, management, and security procedures.

5. The requirement for access is revalidated annually.

(b) Based on an approved U.S. Government contract, appropriately authorized contractor personnel may use an Army-controlled system with access to the DSN when performing contractual responsibilities.

(c) DSN may be used by U.S. civilian contractor personnel in overseas areas when performing duties normally performed by DOD civilian or military personnel. DSN access may be provided to a foreign national contractor when validated by the appropriate CINC and approved by the JCS. Only DSN calls directly related to and necessary for the accomplishment of contract duties are permitted between CONUS and overseas locations or within an overseas theater. Access to DSN will not be provided to contractors performing duties within CONUS and will not be routinely authorized in contract documents. An exception may be granted when the approving authority determines that public telephone service is unavailable or cost-prohibitive or when the contractor is performing a military C2 function. Contractor access to DSN will be obtained through the nearest DOD facility switchboard. Contract documents must contain guidance and restrictions, certified by the contracting officer, to ensure that contractor use of DSN complies with established network operations and management procedures. The Commander, USASC will be provided copies of all contractor access approvals and terminations on Army-controlled facilities.

(d) Requests for DSN service by labor unions will be handled in the same manner as those for other nongovernmental agencies, as specified in 6-3*h*(2).

(e) AUTOSEVOCOM access is authorized for U.S. civilian contractor personnel performing duties equivalent to those of DOD civilian or military personnel for calls directly related to, and necessary for, the accomplishment of specific contract duties. Contract documents must include explicit guidance and restrictions to ensure compliance with established network operational, management, and security procedures. Contractors must reimburse the Government for all such AUTOSEVOCOM costs. AUTOSEVOCOM use is not authorized for foreign national contractors.

i. Cost recovery. DSN costs will be recovered through the communications services industrial fund on the basis of services used. All DOD activities that use the DSN will develop procedures to bill for the DSN services commensurate with usage (that is, usage-sensitive billing). Non-DOD activities will be billed through the approval authority.

6–4. Military Satellite Communications (MILSATCOM) systems

a. Support policy. It is the policy of the Army to support military communications satellite systems for the—

(1) Development and continuation of a unified systems architecture.

(2) Establishment of an integrated and unified systems approach for planning, development, acquisition, operational deployment, and utilization of reliable, survivable, secure, and flexible systems.

(3) Acquisition of operational capabilities on a timely, coordinated, and economical basis to fulfill validated requirements and to meet validated threat assessments.

(4) Development of flexible operational capabilities functionally derived through interoperability and interface arrangements among these systems.

(5) Cost-effective design, development, and acquisition of equipment components.

(6) Effective system utilization by all users based on their acknowledgment, understanding, and agreement of assigned and shared responsibilities and functions.

b. MILSATCOM systems. Policy, guidance, and procedures have been established so that—

(1) All MILSATCOM systems are used to fulfill specific national security requirements and general and specific purpose requirements.

(2) All MILSATCOM systems are joint assets. A DOD component is established as the executive service or responsible agency for managing the program to acquire, implement, operate, and maintain particular systems or subsystems. The Secretary of Defense/JCS specify responsibilities and scope of authority.

(3) The executive agent for the Ground Mobile Forces Satellite Communications Program is the Chief of Staff, U.S. Army.

c. Guidelines.

(1) The executive agent or responsible agency will—

(a) Promote the efficient use of satellite communications.

(b) Provide a procedure to apportion operational satellite communications capacity to fulfill temporary requirements caused by crises or contingencies.

(c) Provide a procedure to plan for and apportion operational satellite communications capacity to satisfy demand generated by requirements.

(2) The JCS has the authority to redirect the operational MILSATCOM capability to reflect national defense needs.

(3) Unresolved differences among Service and agency users of MILSATCOM systems with respect to responsibilities and functions, validation and prioritization of user requirements, apportionment of satellite communications capacity, and control will be referred to the JCS for resolution.

(4) The JCS has operational control of Army satellites and earth terminals, except for U.S. Army ground mobile force terminals.

6–5. JCS-controlled mobile/transportable communications assets

a. JCS maintains control of mobile/transportable communications equipment and ensures it is kept in readiness to meet worldwide emergency/contingency communications for the operational and support needs of the JCS. The Army commands with requirements for JCS-controlled assets will submit requests in accordance with ACP 121 U.S. SUPP-1, paragraph 760.

b. The U.S. Commander in Chief, Central Command responsibility for the Joint Communications Support Element (JCSE) is indicated in ACP 121 U.S. SUPP-1, paragraph 757c.

c. Procedures for the deployment and recovery of JCS-controlled communications force elements will be included in the supporting plans developed by the Service or command assigned responsibility for these assets. Movement procedures will be in consonance with the readiness postures in ACP 121 U.S. SUPP-1, Table 7-1, and with subparagraph 6-5*f*(4) below.

(1) The command responsible for providing O&M support or administrative control for the equipment when it is not deployed will continue to do so when the equipment is deployed, unless otherwise directed by the JCS. In those cases where O&M responsibility is transferred between organizations upon deployment, the losing agency remains responsible only for initial 45-day spare parts support and follow-on supply support of peculiar spares for which it has life cycle management responsibility.

(2) All transportation and personnel support costs, including per

diem (less pay and allowances) incident to the deployment and recovery, will be funded by the requesting or supported command/agency.

d. Status reporting of the mobile/transportable equipment will be in accordance with the provisions of JCS Pub 6, Volume II, part 2, Chapter 1. Deployment and post deployment reports will be provided as indicated in JCS Pub 6, Volume II, part 8.

e. When the requirement no longer exists or has been satisfied by other means, the employing command is responsible for returning these assets to their home bases and notifying the JCS. Return of equipment and personnel by expeditious means is required.

f. Utilization.

(1) JCS-controlled communications assets may be requested to meet contingency-crisis communications. Approval of these requests will be subject to equipment availability and to the requirements of the JCS.

(2) Commanders should rely to the maximum extent on communications assets under their own control. Assets under the control of the JCS may be identified in plans required under Joint Operational Planning System to fill quantitative equipment shortfalls or deficiencies in theater asset capabilities, subject to approval by the JCS.

(3) The employment concept and the period of employment will be consistent with the deployment directive. Any additional employment must be authorized by the JCS. During the period of deployment, the equipment must be maintained in the state of readiness specified in ACP 121 U.S. SUPP-1, Table 7-1, for possible redeployment unless a higher state of readiness is specified by the JCS deployment directive. The integrity of equipment on, or with, associated prime movers will be preserved.

(4) Unless otherwise authorized, return transportation will be by airlift to place of origin. Mode of transportation will be arranged in such a way that the assets may be diverted and made available for redeployment in the timeframe prescribed in ACP 121 U.S. SUPP-1, Table 7-1.

g. Exercise use.

(1) In order to preserve a high state of combat readiness for these resources, planned exercise use of JCS-controlled communications assets should consider the following factors:

(a) Assigning priority to those exercises corresponding to approved operation plans that include JCS-controlled assets in the force list.

(b) Participation in a maximum of one major exercise during each quarter.

(c) Providing for a minimum of 6 weeks for recovery and preparation time between major exercises.

(2) The JCS will be made an information addressee on messages relating to exercise deployment of these assets. Upon deployment, SORTS reports will be submitted to the JCS.

(3) Nonexercise operational and support requirements of the military services, unified and specified commands, and DOD agencies for use of mobile/transportable communications equipment controlled by the JCS will take precedence over all exercise requirements.

h. Requests for the use of communications assets under the purview of this policy will be addressed to the JCS. Procedures for the information required in requests are in ACP 121 U.S. SUPP-1, paragraph 760.

6–6. Promulgation of Noncryptographic Allied Communications Publications (ACPs), Supplements thereto, and Joint Army-Navy-Air Force Publications (JANAPs)

a. The publications listed below (classified and unclassified) contain information of a technical nature and are developed to meet the operational communications requirements of friendly foreign nations, regional defense organizations, the U.S. Military Services, and other organizations that exchange communications with, use, or share in the use of communications systems. These publications are also utilized by other U.S. Government agencies and contractors to the Government that are operating as part of, or into, the DISN or other elements of the National Communications System.

(1) ACPs contain basic communications instruction, procedures, and information developed by the Combined Communications-Electronics Board for the guidance and use of allied forces.

(2) General Supplements are separate publications that relate to the basic publication and contain additional information or summaries of information. A General Supplement should be developed when the information is applicable to most holders of the basic publication.

(3) U.S. Supplements to ACPs are communications publications developed by the U.S. Military Communications-Electronics Board (MCEB), primarily for U.S. forces, promulgating additional information or summaries of information of specific interest to U.S. forces in joint or combined operations.

(4) National or Regional Defense Organization (RDO) Supplements are separate publications related to a basic publication prepared by one or more nation(s) or an RDO for purposes of promulgating additional information or summaries of particular interest to, or used by, more than one nation. They may be promulgated for guidance, information, or use by the Armed Forces of the United States and other users of U.S. military communications facilities.

(5) JANAPs are U.S. communications publications developed by the MCEB primarily for the use of U.S. forces and contain information included in ACPs or their supplements. Supplementation of JANAPs is prohibited.

b. Because of the established international and national identities of these communications publications, they will not be converted to "JCS Pub" series designations but will retain current short title designation; for example, ACP 121, JANAP 128, ACP 176 NATO SUPP-1.

c. These publications are promulgated for official use by the Armed Forces of the U.S. and other users of U.S. military communications facilities. Release is prohibited without written approval from the MCEB.

d. If operational considerations require that message corrections to these publications be issued, such messages will be authenticated and promulgated by the MCEB.

e. The foregoing applies to all periodic revisions, changes, and corrections.

6–7. Military Communications-Electronics Board (MCEB)

The MCEB considers those military communications-electronics matters referred to it by the Secretary of Defense, the JCS, and other authorities designated herein. For such matters, the MCEB will—

a. Obtain coordination among DOD components, between the DOD and other Governmental departments and agencies, and between the DOD and representatives of foreign nations.

b. Provide guidance and direction to DOD components.

c. Furnish advice and assistance, as requested.

6–8. Establishment of military telecommunications agreements between the United States and Regional Defense Organizations or friendly foreign nations

The transfer of record or voice traffic between the military telecommunications systems of the U.S. and RDO or friendly foreign nations, and the exchange of telecommunications services is authorized when such arrangements are in the national interest of the U.S. Draft arrangements will be submitted through command channels to OPS for approval by the JCS.

6–9. Rationalization of NATO and NATO member telecommunications facilities

a. Army Components will adhere to U.S.-ratified NATO standardization agreements (STANAGs) when designing or procuring telecommunications equipment. Exceptions may be requested through DISC4 when unique Army specifications are a major impediment to adoption of an otherwise cost-effective allied system.

b. Army components will carry out assigned responsibilities contained in formally consummated Memoranda of Understanding or

similar documents between the U.S. Government and U.S. Agencies, and NATO and NATO nations, to include formal U.S. commitments made in support of NATO and NATO member telecommunications plans, programs, and policy.

c. Whenever the Army requires telecommunications facilities and NATO facilities or facilities of another NATO member nation are, or can be made, available the telecommunications facilities of NATO or that nation will be used to the maximum extent feasible, provided reliable telecommunications for use can be assured and that such use is cost effective.

d. When NATO and NATO member telecommunications are nonexistent, inadequate, or not cost effective for use, the United States will provide unilateral telecommunications—those wholly owned, operated, and maintained by the U.S. Government, or U.S. commercial enterprises, or a combination thereof, to be used by the United States to provide minimum essential unilateral control of the U.S. forces, and to complement NATO and NATO member nation telecommunications.

e. Interoperability is to be achieved on a planned, step-by-step basis, and efforts toward consolidated, collocated, interconnected, interoperable systems will result in mutually supportive U.S., NATO, and NATO member systems that satisfy NATO, other NATO members, and U.S. needs.

6–10. Compatibility and interoperability of tactical command, control, communications, and intelligence (C3I) systems

a. Required interoperability. The Army will develop, acquire, and deploy tactical C3I systems and equipment that meet the essential operational needs of the United States tactical forces and are compatible and interoperable, where required, with other United States and Allied tactical and nontactical C3I systems and equipment. (The Army goal is to develop common, or at least interoperable, equipment with the Allies within NATO.) The number of buffering, translative, or similar devices necessary to achieve this required interoperability will be minimized by the acquisition of common or directly interoperable equipment and systems. The degree of necessary interoperability will be determined during the requirements validation process and will be ensured through the acquisition process, deployment, and operational life of the system or equipment. The elements addressed below are essential to the accomplishment of this policy.

b. Intelligence systems interface. In regard to intelligence systems, this section applies only to the interfaces between tactical C3 systems and intelligence systems (either tactical or nontactical) and to the interfaces between those communications systems that support intelligence systems.

c. Determination of requirement for joint or combined use. The approving authority will determine if a joint or combined use exists, or is planned, prior to initiating development, acquisition, or modification of a tactical C3I system or equipment responsive solely to the unique requirements of a single DOD Component. The approving authority will also determine if an existing or planned joint, DOD Component or Allied approach can meet the essential performance needs. A concerted effort will be made to minimize duplication of development efforts and to use joint interface standards and operational procedures where practical.

d. Basis for compatibility and interoperability.

(1) The JCS establishes the operational basis for compatibility and interoperability among DOD component tactical C3I systems or equipment employed in joint or combined operations.

(2) The basis for U.S. and Allied compatibility and interoperability of tactical C3I systems or equipment will be those agreements between the United States and individual countries or alliances as specified in rationalization, standardization, and interoperability portions of requirements documents and Allied standardization agreements.

e. Requirements review and validation.

(1) Requirements for new developments, acquisitions, or modifications of tactical C3I systems and equipment will be reviewed to allow for consolidation with like requirements. The coordination and validation review procedure will include, as a minimum, consideration of the following:

(a) Joint compatibility and interoperability among systems to be used by more than one DOD component or allied nation, or both.

(b) Cooperation within NATO for joint research, development, production and acquisition programs. Allied capabilities will be thoroughly considered before any new development efforts are begun. Such capabilities will be specifically addressed in the POM review during the annual issue cycle.

(c) Compatibility and interoperability of COMSEC.

(d) Applicable NATO and other Allied STANAGs that have been accepted for U.S. use.

(e) Compatibility and interoperability with the DISN and other nontactical C3I systems and equipment; utilization of current DOD communications standards.

(2) All operational requirements for a new or modified capability that may result in acquisition or modification of tactical C3 systems or equipment and (within the restrictions of para 6-10*b* intelligence systems, having joint use or joint interoperability requirements, or of nontactical systems that affect joint or combined interfaces with tactical systems, will be provided to the DOD components for review before submission of new start, milestone or modification documentation. Requirements for a new or modified capability for Army funded joint or combined tactical C3I systems or equipment will be validated by the DISC4.

(3) All operational requirements for a new or modified capability that may result in acquisition or modification of Army tactical C3 systems or equipment and (within the restrictions above) intelligence systems, will be provided upon Army validation to the Joint Tactical Command, Control, and Communications Agency (JTC3A) for review and inclusion in the Joint Tactical C3 Interoperability Data Base. For those requirements which were validated as Army unique, further Army action on the requirement will not be delayed pending the JTC3A review.

f. Test and evaluation. Testing and evaluation to ensure the required interoperability of tactical C3I systems and equipment will be performed during the acquisition process. Test and evaluation will begin as early as possible and be conducted throughout the system acquisition process to assess and reduce acquisition risks and to estimate the operational effectiveness and operational suitability of the system being developed. Meaningful critical issues, test objectives, and evaluation criteria related to the satisfaction of mission need will be established before tests begin.

6–11. Telephone monitoring and recording

a. Policy. Army policy permits telephone monitoring or recording for the purposes described in this section provided that the information to be acquired is necessary for the accomplishment of the Army mission and then only in compliance with this regulation.

b. Office Management Activities.

(1) Office monitoring and recording of telephone conversations may be conducted for the purpose of making a transcript or summary of the conversation.

(2) The individual desiring to have the telephone conversation monitored or recorded is required to obtain the prior expressed consent of each of the other parties to the conversation.

(3) Acoustic or inductive type recording devices will not be used for office management activities.

(4) All recording devices used for office management activities will be equipped with recorder connectors that contain instruments that automatically emit a warning tone once every 12 to 18 seconds during the period of recording.

c. Communications management activities.

(1) Conversation may not be recorded for communications management purposes such as determining whether the communication is for official purposes.

(2) Pen registers will only be used in compliance with AR 190-53.

(3) Incidental monitoring of telephone conversations by telephone operators and maintenance personnel is permitted but will be

limited to that necessary to perform mechanical or service quality control checks in connection with communications management activities. When monitoring, telephone operators and maintenance personnel must inform all parties to the conversation of their presence on the line, the reason for monitoring, and when they exit the circuit.

d. Command, intelligence, and emergency center monitoring and recording.

(1) Command and intelligence centers include command and control centers, command posts, Air Traffic Control (ATC) facilities, and command intelligence centers. Emergency centers are activities involved in lifesaving or life-sustaining operations such as security police and fire departments.

(2) Command and intelligence centers may monitor and record telephone circuits (including AUTOSEVOCOM for Red Switch command and control circuits) to preserve the command and control instructions that direct operations and control forces or direct national foreign intelligence efforts.

(3) Recording of command and intelligence center communications will be limited to those situations where a record of the communications is necessary for mission accomplishment. Such recording activity does not require the use of tone-warning devices.

(4) All telephones subject to command and intelligence center monitoring and recording will be marked clearly to inform users that conversations may be monitored or recorded. ATC facilities need no labeled telephones except those that have indial and outdial capabilities and no warning tone is used.

e. Telephone recording by American Forces Radio and Television Service (AFRTS).

(1) Recording of telephone conversations for later broadcast by AFRTS may be accomplished if parties to the conversation have given their prior consent to the recording.

(2) Such telephone recording activity by AFRTS does not require the use of tone-warning devices.

f. Telephone monitoring and recording.

(1) AR 380–53 governs Communications Security telephone monitoring and recording.

(2) AR 190–30 governs telephone monitoring and recording for MP Operations Centers.

(3) AR 190–53 governs telephone monitoring and recording for law enforcement purposes.

(4) AR 381–10 governs telephone monitoring and recording for intelligence purposes.

6–12. Installation telephone system operation management

a. Command telephone services. The installation commander will assign class A, B, C, or D to the telephone service on the installation and connected to a switchboard. Class of telephone service may be further subdivided to identify class of service features, inventories, or accounting purposes.

b. Installation telephone services. Telephone service on an Army installation and connected to a switchboard will be assigned by the installation commander as class A, B, C, or D. Class of service may be further subdivided to identify class of service features, inventories, or accounting purposes.

c. Installation data services. Data service on an Army installation will use the installation Local Area Network (LAN) or other technologies to achieve desired results to provide information transfer throughout the installation. Equipment costs to meet special or nonstandard requirements for data services on or off the installation LAN are the responsibility of the user.

d. Voice and data Services for the Army National Guard (ARNG), United States Army Reserve (USAR), and Reserve Officer Training Corps (ROTC).

(1) *ARNG.* Local voice and data services provided to off-post ARNG units, activities and detachments are funded by the ARNG.

(2) *USAR.* Local voice and data service provided off-post Army Reserve units and activities are ordered and funded by the USAR. Exceptions are Operation and Maintenance Army Reserve (OMAR) activities directly funded by USASC.

(3) *ROTC.* Local voice and data services normally are provided by the educational institution the ROTC detachment supports. The responsible DOIM may approve requests for detachments to have accounts with the local telephone company to make official long distance telephone calls. Special services, to include on/off net from a nearby Army post, may be provided. All available services, including FTS 2000, and equivalent service, should be considered prior to approving commercial service Direct Distance Dialing (DDD).

e. Official telephone service. Official Government telephone service includes Class A, C, and D telephones. Official telephone service (A, C, and D) normally will not be provided to quasi official or nonappropriated fund activities. These activities will use commercial service when available. When commercial service is not available, unofficial Class B service may be provided by the Government. Organizations and activities identified as having essential mission requirements may be authorized official telephone service by the installation commander.

(1) Class A telephone service is authorized for the transaction of official business when access to commercial long-distance or Government-owned telephone trunks is required.

(2) Class C telephone service (official restricted) is authorized for the transmission of official Government business throughout an Army installation. This service is restricted from having access to local commercial or toll, Foreign Exchange (FX), WATS, DSN, and commercial long distance services. Access to the operator may be authorized by the installation commander if the PBX is designed for reporting emergencies, telephone troubles, or directory assistance.

(3) Official telephone service is authorized in quarters of key personnel. The United States Comptroller General Decision B-128144, 29 June 1956, permits the installation of official telephones in quarters of specifically designated key personnel. Personnel designated as key personnel do not warrant official telephone service unless their position assignments have been designated as requiring immediate communication responsiveness for command and control of forces under crisis situations and Defense Condition alerts. Key personnel whose duties do not require immediate response or do not have direct bearing on the timely execution of these critical actions are not authorized official telephone service in their quarters. Official telephone service installed in quarters of key personnel will meet, as a minimum, the following conditions and arrangements:

(a) Service will not have direct dial access to the commercial exchange system.

(b) Direct dial access to the DSN, and Defense Telephone System (DTS) is permitted. FTS 2000 and commercial telephone exchange service will be through the local installation switchboard operator.

(c) Service will be restricted to the conduct of Government official business for command and control or tactical purposes.

(d) Personnel selected for official telephone service in their quarters must provide, at their own expense, telephone service for the conduct of personal, unofficial business. This separate service will be from the local commercial exchange or the Government-furnished exchange, if authorized for local use.

(e) The installation commander has the authority to approve and administer the installation and use of official telephone service within cited restrictions and to designate personnel who occupy key official positions. This authority will not be delegated.

f. Unofficial telephone service.

(1) Unofficial Government telephone service is designated Class B telephone service. Class B telephone service is connected to an Army PBX. It is for use by military family housing occupants and other unofficial subscribers. Class B service will be provided only when commercial service is not available. Sale of Class B service by the Army, when commercial telephone service is available, must be approved by HQDA, SAIS-IDP, Washington, DC 20310-0107.

(2) Unofficial telephone service, including that installed in military and civilian personnel housing, will be furnished only on a

reimbursable basis. This service will be provided only after it has been determined that—

(a) Furnishing of such unofficial telephone service will not interfere with present or contemplated official service.

(b) Telephone service is not available from local private or public sources, or it is not feasible for the prospective subscriber to obtain commercial service and the sale is in the interest of national defense, or in the public interest, and is not prohibited by any contract under which the Department of the Army purchases telephone service.

(3) Class B unofficial telephone service is subdivided into the following classes:

(a) Class B-1 service is installed in Government owned or Government leased quarters assigned for family or personal use by DOD personnel.

(b) Class B-2 service is installed for use by all on-post organizations or activities not authorized official telephone service.

(4) Rates for unofficial class B telephone service are established by the DOD Comptroller, as necessary, and promulgated within the Army by ASA(FM). The proceeds received for unofficial telephone service are credited to the appropriations currently available for the supply of each service.

(5) The installation commander determines the type, allocation, and use of telephone service to be made available for unofficial use. When telephone service is required to be installed in quarters or other housing of key officer or civilian personnel, it is subject to the rates established for such service.

(6) The Department of the Army does not guarantee the quantity or quality of service to be supplied, and will not be held liable for any discontinuance or failure in the service. The Department of the Army reserves the right to terminate telephone service at any time.

g. Official telephone service in support of Army morale, welfare, and recreation (MWR) programs. AR 215–1, Chapter 4, Funding Support of MWR Programs, establishes general funding support policy.

h. Official voice and data services in support of Defense Commissary Stores.

(1) Official common user telephone and data services are authorized for use by commissary store activities when essential to commissary management. Management functions include statistical data gathering and reporting, personnel management, official communications with other Army installations and Government agencies, and procuring contractual services.

(2) Class A–2 and C telephone service is provided CONUS commissary officers, their assistants, and administrative control sections. Recurring costs are non-reimbursable.

(3) Class A–3 telephone service is authorized for use by cashiers for the purpose of official communications with the local banking facilities for check verification and collection. This service is provided on a non-reimbursable basis. Class A-3 telephone service is installed in locations where only cashier personnel have access to the service.

(4) Managers of meat departments, produce departments, grocery departments, warehouses, and associated commissary annexes are authorized Class–C telephone service for their operations. This service is provided on a reimbursable basis only in the office of the department warehouse and annex managers.

(5) At installations where the commissary officer is not authorized to contract for telephone service, the DOIM may provide support for the requirement. In such cases, a host/tenant agreement is executed. This agreement may be between the DOIM and the commissary officer or the area commissary field director, depending on the source of reimbursement.

(6) Official common user telephone services are authorized for use by commissary stores overseas, including Alaska, Puerto Rico, Hawaii and Panama, on a non-reimbursable basis.

i. Voice and data services for the Army and Air Force Exchange Service (AAFES).

(1) Headquarters, AAFES, Exchange Regions, Area Exchanges, Exchange Managers, Main Store Managers, and Military Clothing Sales store operations will be authorized class A-2 official telephone service in CONUS and OCONUS on a non-reimbursable basis for the conduct of command management functions which constitute official business with AAFES activities, Military Departments, and other DOD activities. Access to commercial circuits for the conduct of AAFES business will be on a reimbursable basis. Access to data services, networks or cable plant is provided on the installation to accomplish command management functions which require data transfer. This is on an as-needed basis, provided the capacity exists and it does not inhibit Army command and control functions. If the current system does not have the current capacity to allow AAFES traffic, plan for it in future data system upgrades.

(2) Provide all AAFES directly operated activities Class C telephone service and data transfer services, such as administrative, sales, and service within the confines of (1) above.

(3) AAFES commercial contracted concessions will use commercial telephone service. Class B service and access to installation data services may be provided if commercial service is not available.

j. Voice and data service for contractors.

(1) Contractors providing nonappropriated fund type services use commercial telephone service when available. Class B service may be provided if commercial service is not available. Contractors will normally only be provided with intra-post class C service necessary for coordinating local support and for fire and safety reasons. Contractors will normally be provided access to data services and networks for the conduct of official business as deemed necessary by the installation commander.

(2) Contractors providing appropriated fund type support can receive official service. The contracting officer determines if such service is advantageous to the Government and is mission essential, in coordination with the DOIM. Determination is made on a case-by-case basis. Authorized service must be specified in the contract as Government furnished equipment (GFE) and/or service.

(3) When official telephone service is authorized, Class A and/or Class C service may be provided, as determined by the DOIM, contracting officer, or contracting officer's representative for specific contracts. The contracting officer, in coordination with the DOIM, must determine which service will be advantageous to the Government.

k. Voice and data services for field operating activities (FOA). Furnish FOAs located on an Army installation, or through mutual agreement when stationed nearby, the following telephone services.

(1) Class A–1 service, when the FOA is performing a military function, to include medical.

(2) Class A–2 service, when the FOA is performing a civil works function.

(3) A mix of class A–1 and A–2 service when the FOA is performing both a military and a civil works function. The distribution of type of service is mutually determined at the local level.

(4) Access to data services and networks are furnished FOA provided the capacity exists and it does not inhibit Army command and control functions already on the network.

l. Army information systems directories.

(1) *Administration.* An official administrative information system directory will be published for each Army installation or comparable level activity. The directory will consist of a telephone directory, facsimile user information, and E-Mail user information. Each installation or comparable level activity will budget for printing the directory in the required quantity.

(2) *Standardization.* Publication of the Information Systems Directory will be in a standard format throughout the Army, thereby simplifying the use, preparation, and maintenance of the directory.

(3) *Classification.* Installation information system directories are unclassified.

(4) *Information Systems Directory.* Names of individuals with home address and phone numbers may be printed in the Information Systems Directory provided:

(a) A Privacy Act statement is signed by the individual to authorize publication of the information.

(b) The signed Privacy Act statement is kept on file by the office responsible for compiling the directory.

(c) The statements are renewed yearly or when a new directory is published.

m. Leasing of Government-owned outside plant.

(1) If requested, Government-owned outside plant telephone facilities may be leased to commercial telephone companies, in accordance with the provisions of this regulation and applicable telephone company/installation Memorandum of Understanding. Outside plant facilities are classified as information systems equipment and accounted for as such. Outside plant facilities include installed or in place telephone cable and their associated connecting terminals.

(2) The lease of a Government-owned cable plant may not be accomplished by an MWR activity or by AAFES. A Government-owned cable plant is financed by appropriated funds and the revenue from the lease of this plant may not be used to support nonappropriated fund activities.

(3) Compensation paid by the telephone company for lease of Government-owned facilities (cable pairs) will be in the form of a check payable to the Finance and Accounting Officer.

(4) Commissions received from the telephone company collected from pay/coin operated telephone revenues will be deposited with the FAO to the credit of the local MWR account.

(5) Terms of the reciprocal lease agreement will provide that the Government may, according to its needs, reacquire cable plant that has been leased.

n. Control of telephone usage. Commanders/activities will develop an effective telephone usage control program. Such a program must provide for the management and control of cellular telephone service.

o. DA Form 3938, Local Service Request, may be used to acquire—

(1) FTS 2000, FX service, OPX, local leased telecommunications services, and other services such as data, that exceed $2,000 monthly, or $5,000 non-recurring cost per work order for an annual cost of $24,000.

(2) Local official telephone service (Class A, C, or D).

(3) TWX and TELEX service.

(4) Other authorized local services costing less than $1,000 monthly or a total annual cost of $12,000.

(5) Telephone service provided quasi-official, non-Government, nonappropriated fund instrumentalities, and civilian activities/personnel on Army installations.

(6) All LSRs for services will be justified and validated as a mission essential requirement.

6–13. Installation radio system operation management

a. Requirements for networks. Requirements for nets or entry into existing nets will be identified to the installation DOIM. Installation support radio comprises nontactical, user-operated, radio-networks, systems, facilities, equipment, and information services required to support host and tenant activities at the installation level.

b. Installation radio system support services. Installation radio system support services are authorized when mission essential requirements cannot be satisfied by existing information systems. Requirements for installation radio system support services will be justified based upon operational necessities and on economic analysis. Planning, programming, and budgeting for radio systems will be accomplished per DA PAM 25-2 and the AR 37-100 series regulations. Commercial off-the-shelf equipment available on contracts negotiated by USASC should be utilized unless otherwise justified. Availability of radio frequency assignment will be assured before procurement action is started.

(1) Installation radio systems support services consist of fixed, mobile, and portable radio systems. Services include such administrative networks as—

(a) Post utilities and transportation.

(b) Emergency and medical service.

(c) Fixed range control.

(d) Net radio integration systems.

(e) Taxi and military police networks.

(2) All installation information radio operations will be established and maintained in accordance with the security requirements of AR 380-19.

c. Military Affiliate Radio System (MARS). The mission of MARS is to provide DOD-sponsored emergency communications on a local, national, or international basis as an adjunct to normal communications. The Army MARS program is addressed in AR 25-6. In support of the Army MARS program, commanders and agency heads will—

(1) Support and encourage MARS and amateur radio activities and avoid, within the limitations imposed by military exigencies, any action that would tend to jeopardize the independent prerogatives of the individual amateur radio operator.

(2) Encourage and cooperate in developing amateur and private communication activities to enhance their military and civil value.

(3) Recognize the technical and operating proficiencies of the individual who has a valid amateur radio license issued by the Federal Communications Commission or other competent U.S. authority.

(4) Maintain liaison with the Federal Communications Commission, major U.S. amateur radio organizations, and other volunteer emergency radio services.

d. Amateur and citizen band radio operation. Amateur and citizen band radio operations are addressed in AR 105-70.

e. Portable and mobile telephone service. Commercial and cellular telephones may be approved for handheld portable use or for installation in Government motor vehicle. They may be used for official business only.

6–14. Defense Metropolitan Area Telephone Systems (DMATS)

a. The DMATS will provide consolidated nonsecure voice and dial-up switching communications service to its subscribers to achieve improved and economical service through effective single management.

b. Telephone service from the DMATS will be provided on a full cost or fair market value recovery basis.

c. Unless specifically exempted by the DISC4, all Army subscribers currently assigned to a DMATS will obtain their telephone equipment and service through the DMATS, to include common user services considered appropriate by the DMATS manager.

d. In DMATS, centralized attendants will not be used to manually pass calls that the subscribers can access by direct dial, provided the system has a means whereby the local telephone managers can control telephone abuse, such as user reports rendered from an automated central accounting system.

e. If practical, communications service authorizations will be processed by the local office of acquisition.

f. If practical, financial activities of the DMATS will be processed by the local accounting and finance office.

g. Tactical telephone equipment and facilities in command posts or emergency action centers are not included in the coverage of this section.

6–15. Army management of electromagnetic spectrum

a. Policy and Guidance. AR 5–12 principally governs Army-wide spectrum management. The Army Spectrum Manager is the functional proponent for AR 5-12 and performs AR 10–5 spectrum management responsibilities for the DISC4. The Army Spectrum Manager promulgates spectrum policy and planning guidance for Army operations, training and acquisition.

b. Functions. The Army Spectrum Manager performs the following Departmental level policy and regulatory functions:

(1) Develops and coordinates Headquarters, Department of the Army positions on Joint Actions in conjunction with the DCSOPS per DA Memorandum 1–18.

(2) Provides Army Headquarters staff assistance to MACOMs for all electromagnetic spectrum issues affecting Army planning, operations, training and acquisition.

(3) Represents Army Headquarters positions with the following

DOD, Federal, national and international spectrum policy and regulatory bodies:

(a) Military Communications-Electronics Board Frequency Panel (USMCEB-FP).

(b) National Telecommunications & Information Administration (NTIA)-chaired Interdepartmental Radio Advisory Committee (IRAC).

(c) Federal Communications Commission (FCC), and all other non-defense, federal agencies.

(d) Department of State, Bureau of International Communications Policy.

(e) Combined Communications-Electronics Board (CCEB).

(f) Unilateral Host Nation coordination under Status of Forces Agreements (SOFA).

(4) Represents Army's position on use of exclusive assignments in the Government Master File of permanent domestic frequency records.

(5) Coordinates Army's position on shared use of government and non-government frequency bands, for both permanent and temporary domestic frequency assignments, including—

(a) Army user requirements to operate commercial radio and television broadcast equipment in CONUS.

(b) Use of commercial satellite equipment in non-government satellite service bands.

(6) Files commissioning applications for Army International Maritime Satellite (INMARSAT) users with the service provider, following OPS validation of MACOM requirement and mobile satellite service terminal acquisition.

(7) Supervises the Army Frequency Management Office-CONUS (AFMO-CONUS) which is responsible for assigning temporary frequencies to all Army installations and units in CONUS. AFMO-CONUS processes Army user requests for permanent frequency assignments through appropriate channels to the NTIA. The AFMO-CONUS assists the IMs/DOIMs/IMOs with Five-Year Review Actions as required.

(8) Supervises the Area Frequency Coordination (AFC) Offices at White Sands Missile Range (WSMR), New Mexico, and Fort Huachuca, Arizona. Based upon Office of the Assistant Secretary of Defense (C3I) guidance, these AFCs perform a dual function as Department of Defense AFCs. AFC-NM and AFC-AZ assign frequencies for user requirements in their geographic area of responsibility. (See US Sup, ACP 190, App B.)

(9) Provides spectrum policy assistance to the Army Electromagnetic Environmental Effects (E3) Program, including Combat and Materiel Developers, in conjunction with system life cycle acquisition review, as part of DODD 5000.2 and AR 70-series regulatory requirements.

(10) Provide Headquarters, Department of the Army, oversight of the Joint Spectrum Center (JSC) support to the Army, as a member of the MCEB Frequency Panel.

c. IMs/DOIMs/IMOs

(1) Manage the assigned frequency resources within their areas of responsibility for the Commander. Monitor, locate, and resolve interference to Army installations/activity or organizational spectrum dependent systems.

(2) Resolve any Army installation/activity radio frequency interference to surrounding non-Army communities. Request assistance for unresolvable RF interference problems from Headquarters, U.S. Army Signal Command, ATTN: OPS, Fort Huachuca, Arizona 85613-5000, with information copy to HQDA, ATTN: SAIS-SM, 107 Army Pentagon, Washington, D.C. 20310-0107.

(3) Ensure all types of spectrum dependent equipment, if operated on the installation/activity, have an approved, Stage Four operational spectrum allocation (DD Form 1494, Application for Equipment Frequency Allocation). (See AR 5–12.) DD Form 1494 validation is requested from the U.S. Army C-E Services Agency, Alexandria, Virginia.

(4) Conduct mandatory Five-Year reviews of permanently assigned frequencies for accuracy of all data fields. Forward completed Future-Year Review data through appropriate functional channels, for required, timely updates of the Government Master File (GMF). Failure to perform Five-Year Reviews will result in cancellation of the assignment by NTIA in Washington, D.C.

(5) Ensure Electronic Countermeasures (ECM) operations frequency coordination is accomplished per AR 105-86. Ensure any Joint Tactical Information Distribution System (JTIDS) use is deconflicted and coordinated by an Army Area Frequency Coordinator or AFMO-CONUS prior to operations, in compliance with national restrictions.

6–16. Security of communications facilities

a. The protection provided to fixed-station communications sites will be reasonably sufficient to ensure continuity of operations of critical users and facilities they support.

b. The minimum physical security standards for all new construction of fixed-station communications facilities are listed in Table 6-1. Measures prescribed are intended to reduce the probability of undetected intrusions and to harden sites against the effects of small arms fire.

Table 6–1
Physical security standards for fixed-station communications facilities

Type Site	Standards
All Sites	Minimum standards: Controlled access to equipment areas. Biennial physical security inspections. "Restricted Area" signs posted in English and Host-nation language.
For all sites located off installations.	All of the above, plus perimeter fencing, active military access to be controlled.
For all sites determined to be critical	All of the above, plus clear zones inside and outside the fence (only at manned sites where enough land and visual assessment capability are available). Perimeter lighting to illuminate clear zones outside the fence. (Only at manned sites where visual assessment capability is available.)
Additional measures where the threat assessment indicates a high threat.	
For all sites determined to be critical	All of the minimum standards above plus, buried (or revetted) fuel tanks. Buried cables power and signal). Revetted air conditioning units. Protected wave guides and antennas. Hardened walls for equipment buildings (capable of stopping small arms rounds). Operations and equipment building intrusion detection system or systems (manned sites only). Nuclear, biological, and chemical protection for manned sites only.

6–17. Security of defense contractor telecommunications

Telecommunications between the DOD components, their contractors, and subcontractors will be secured or protected in a manner that will preclude potential damage to the national defense. AR 380-19 provides guidance and procedures for securing and protecting telecommunications between Army elements and their contractors.

6–18. Telecommunications services in the National Capital Region (NCR)

The Defense Telecommunications Service, Washington, DC, provides centralized administrative telecommunications service for

DOD in the NCR, thus eliminating the necessity for each component to establish, operate, and maintain duplicative facilities. Tactical and special intelligence communications are exempted from this policy.

6–19. Electronic generation of forms

See paragraph 9-6*d* for a detailed discussion of this area.

6–20. Mandatory use of Military Telecommunications Standards in the MIL-STD-188 series

The interoperability and performance standards in the MIL-STD-188 series are mandatory for use for all inter- and intra-DOD component systems and equipment. This includes—

a. MIL–STD–188–100 series, containing standards common to long-haul and tactical communications.

b. MIL–STD–188–200 series, containing standards exclusive to tactical telecommunications.

c. MIL–STD–188–300 series, containing standards exclusive to long-haul telecommunications.

6–21. Provision of media communications facilities

a. Army policy is to give the public timely and, so far as is compatible with National Defense, complete information of Army activities to include providing adequate media communications facilities for tactical exercises, maneuvers, and combat operations.

b. When commercial communications transmittal facilities are not available, the use of Army facilities by correspondents is authorized, subject to the following conditions:

(1) Media traffic will not interfere with operational military traffic. In this connection it is Army policy to make provisions in the planning stages of contemplated operations to absorb possible media traffic loads.

(2) When it is determined that restrictions on the transmission of news material will be established, procedures (pooling, priorities, word limits, or other constraints) will be prescribed by the commander concerned. Notice of such restrictions will be given to the media correspondents as far in advance as possible.

(3) Media traffic originating on military facilities will be refiled at the first available regular commercial refile point.

(4) Media traffic will be refiled collect when transferred to a commercial facility, or the originator will establish in advance the necessary billing arrangement with the commercial communications company when only prepaid traffic will be accepted for transmission.

(5) Media traffic will be prepared in the manner prescribed for the telecommunications facilities over which they are to be transmitted.

6–22. Telecommunications services and facilities leases

a. When leasing telecommunications services, the leasing agency will make every effort to lease in the name of the U.S. Government to permit the shared use of telecommunications services, facilities, or installations between U.S. Federal departments and agencies.

b. This practice will be followed in negotiating for new or in revising existing services or facility leases and in negotiating new or renegotiating existing status of forces, base rights, or other intergovernmental agreements unless notified that the Secretary of State has determined such action inconsistent with foreign policy objectives of the United States.

c. Existing leases, status of forces, or other pertinent intergovernmental agreements need not be renegotiated for the sole purpose of compliance with this policy.

6–23. Nontactical telecommunications facilities standard operating procedures

a. Operating procedures at nontactical Army operated telecommunications centers and automated telecommunications centers will be standardized to provide reliable, secure and rapid communications service and minimize the need for personnel retraining upon reassignment.

b. Procedures published in the FM 11-490-2 will be used as an adjunct to direction and guidance promulgated in Joint, Allied and DISA publications to standardize in-station operating procedures.

c. Telecommunications centers and automated telecommunications centers will maintain a copy of FM 11–490–2. Tactical units with organic communications may use FM 11–490–2 as a guide to the development of local communications instructions and procedures.

d. Limited exceptions and deviations to prescribed procedures are authorized when a local situation is so unique that adaptation to standard operating procedures in the FM 11–490 series cannot be accomplished. The exception procedures will be published locally with appropriate reference to the technical manuals and a copy of each exception furnished to the Commander, U.S. Army Signal Command, Fort Huachuca, AZ 85613–5000.

6–24. U.S. Army Signal Operation Instruction (SOI) Program

a. Policy.

(1) Unit SOIs will be produced using the Revised Battlefield Electronic CEOI System (RBECS), the Battlefield Electronic CEOI System (BECS), or manually produced based upon National Security Agency (NSA)-generated call sign/suffix master sheets (available from USACSLA, Fort Huachuca, Arizona). Controlling authorities will ensure the quantity of SOI printed products correspond to operational need, to reduce threats to OPSEC and minimize the destruction required upon supersession.

(2) SOI data will be electronically stored and disseminated to the maximum extent operationally feasible, employing the full range of electronic net control devices, over-the-air-rekeying, and battlefield digital networks.

(3) When operating combat net radios (CNR) in a single channel mode, Commanders will ensure net frequencies are changed every 24 hours; and in the event non-secure nets exist, changing letter-number-letter call signs/suffixes are used for operational security. The SOI controlling authority Commander has discretion to extend time periods for changing frequencies and call signs.

(4) SOI Supplemental Instruction is available in Army Field Manual, FM 24–35–1.

(5) US Commanders/Controlling Authorities may distribute RBECS, or other SOI printed products to non-U.S., allied forces when conducting combined military operations, as necessary. RBECS system equipment, with the Random Data Generator (RDG) will be operated only by cleared, U.S. personnel.

b. SOI Employment.

(1) On secure radio nets, single channel or frequency hopping, fixed call signs and call words are authorized. Commanders are responsible for ensuring unit capability to employ changing call signs in the event secure operation is not possible.

(2) When required to operate on single channel, non-jam-resistant nets, Commanders will ensure the capability to employ manual frequency changing techniques, with appropriate time periods.

(3) When Army units are operating under a JCEOI placed in effect by a Joint U.S. or Unified Command (CINC) Commander, Joint Task Force (JTF) CEOI call signs, frequency, and supplemental instructions supersede the guidance in this regulation, if conflicting.

(4) In addition to Army SOI use, Army aircraft radio communications will employ frequency, call signs, or call words as necessary to interoperate in the joint battle space with joint air attack teams, and Joint Forces Air Component Commander (JFACC) operating instructions.

(5) Allied Communications Pamphlet (ACP) 125, U.S. Supplement 1, regulates radiotelephone procedures and should be used as the reference for any guidance not included herein.

c. SOI Classification, Destruction and Control.

(1) All SOIs, to include operational, wartime/contingency, and training, in all locations, will be classified by the SOI controlling authority in accordance with provisions of AR 380-5. SOIs are not Communications Security (COMSEC) nor COMSEC controlled items.

(2) Release of SOI material to Allied and non-Allied nations is

governed by AR 380–5 and AR 380–10. RBECS Random Data Generators (RDG) and software is not releasable to non-US personnel. RBECS systems will be operated by only cleared U.S. personnel.

(3) SOI material will be destroyed per provision of AR 380-5 and AR 380-19.

(4) The Controlling Authority COMSEC custodian documents original accounting records for SOI material in accordance with TB 380-41. To avoid restricting access to and use of SOI material by authorized users, COMSEC hand receipts are not to be used when issuing SOIs. After issue, SOIs are handled the same way as information of equal classification.

(5) The Commander/Controlling Authority may downgrade the classification of unit SOIs, when mission essential. Release of an individual call sign or frequency to non-unit entities, for operational necessity, does not require downgrading of the SOI page, extract, or packet.

6–25. Cable television (CATV)

a. Cable television distributes one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers of subscribers who pay for such a service. CATV facilities are commercially owned and operated. The installation commander is the franchising authority. When appropriate, the installation commander may designate a nonappropriated fund instrumentality (NAFI) to be the franchising authority. Overall staff management of CATV is the responsibility of the Information Manager.

b. Cable television service is primarily intended for the use and enjoyment of personnel occupying quarters on military installations and in this regard should be considered the equivalent in purpose to Morale, Welfare and Recreation activities. DOD installations are cable television franchising authorities for purposes of the applicable cable and telecommunications laws. As a result, installations may issue a franchise which grants a cable television company access to the installation and designated rights of way to permit the cable company to serve its subscribers. The individual subscriber to the cable television service contracts directly with the cable company for service and payment of subscription fees and no appropriated funds are involved. Provisions of the FAR are applicable only when a DOD component subscribes to cable television service for official DOD business and appropriated funds are utilized for payment of subscriber fees.

c. Army policy is to provide for nonexclusive franchises only. A franchising authority may not grant an exclusive franchise and may not unreasonably refuse to award additional franchises. Existing franchises which were awarded as exclusive franchises will be rendered non-exclusive. The award of a franchise is not a procurement of CATV by the Army and is not governed by the FAR. The franchise agreement must not obligate the Army to procure CATV services for official purposes. If services are to be procured using appropriated funds, they will be procured by contract in accordance with the requirements of the Competition in Contracting Act and the Federal Acquisition Regulation and its supplements. The Contract Law Division (DAJA–KL), Office of the Judge Advocate General will provide advice on all franchise agreement and contract issues involving CATV.

d. The franchising authority at CONUS Army installations has the following responsibilities:

(1) *Rate Regulation.* Prior to engaging in rate regulation activities, franchise authorities must file a certification with the Federal Communications Commission (FCC) on FCC Form 328 concerning their intention to regulate CATV. This form must be filed with the FCC and shall be submitted to the Office of the Chief Regulatory Counsel-Telecommunications, DOD Defense Information Systems Agency through the Regulatory Law Office (DAJA–RL), Office of the Judge Advocate General. CATV operators are required to file rate schedules with franchising authorities. Only base rates may be regulated and then only under certain conditions. The regulation process includes the application of statutorily mandated evaluation factors, the consideration of the views of interested parties, and the CATV operator. Decisions of the local franchising authority may be appealed by the CATV operator to the FCC. Due to the limited scope of permissible rate regulation and the requirement to apply specific statutory standards, Army franchising authorities shall not attempt to exercise rate regulation authority without prior consultation with the DAJA-RL.

(2) *Regulation of Programming Service Rates—Complaints.* Jurisdiction to consider complaints by subscribers lies with the FCC. However, the franchising authority may be called upon to coordinate with the complainant because of the "unique perspective" the authority has with respect to the local operator.

(3) *Franchise Fee.* Pursuant to 47 U.S.C. 542 a franchise fee, not to exceed 5 percent of the cable operator's gross revenues for a 12 month period, may be charged. An IMWRF may retain the franchise fee charged on other than appropriated fund purchases of CATV as long as it has been designated as the franchise authority by the installation commander.

e. The renewal provisions of 47 U.S.C. 546 apply upon franchise agreement expiration.

f. Appropriated funds available for morale and welfare purposes may be spent for user and connection fees for services to appropriated fund activities that serve the community as a whole. Examples of these activities are hospital patient lounges and barracks day rooms. CATV services may be purchased with appropriated funds (normally Operation and Maintenance, Army—(OMA)) only if the services are necessary and essential to the accomplishment of an authorized Army mission. Prior to obligating or expending Army appropriations for these services, installation commanders must obtain a written legal review and approval from their Staff Judge Advocate or Command Counsel that the services are necessary and essential to the accomplishment of an authorized Army mission. This request must explain why procurement of CATV service is necessary to the accomplishment of specific official duties, and why less costly means of accessing news and information are inadequate. HQDA (SAIS-IDV) will make periodic reviews to ensure that CATV supported with appropriated funds only support authorized Army missions.

g. No Army member will be coerced to subscribe to a franchisee's services. Installations will not use military funds or personnel to produce free programming solely for the benefit of a commercial CATV company.

h. The Army will require that CATV franchisee reserve on-installation channel(s) for use by the installation. These channel(s) will be provided at no cost to the Government. The channel(s) reserved for Government use need not be activated at the same time as the rest of the CATV system. The channel(s) may be activated at any subsequent time at the option of the Government. When the channel(s) are activated, the following restrictions apply:

(1) *Official programming.* The Army must avoid both the fact and the appearance of underwriting a commercial CATV system.

(2) *Advertising.* HQDA neither endorses nor sponsors advertising of any commercial product or service. Program materials for use on command information (CI) stations will not contain commercial advertising or announcements.

(3) *Non-Army use.* During the periods of Government use, the reserved command channels may not be broadcast off-installation to non-Army subscribers.

(4) *On-installation programming support.* The installation Public Affairs Office will support installation programming by providing advice and assistance, and command information materials and topics.

(5) *Operational control.* The DOIM will have operational control of the reserved command channels.

(6) *Official Programming.* Official programming is generated from installation television studios. The provisions of AR 360-81 address requests to use closed circuit (CCTV), cable television (CATV), or other systems for internal public affairs purposes.

i. Existing Government-owned Master Antenna Television (M/CATV) systems should be converted to commercial CATV systems. The expenditure of appropriated funds to expand government-owned

M/CATV systems to provide entertainment television service to nonappropriated fund activities or individual persons is not authorized unless such M/CATV expenditures are justified under provisions of AR 415-15 and AR 415-20. USASC is responsible only under the following conditions:

(1) Operation and maintenance of government owned M/CATV which cannot be converted to CATV because of inability to obtain an agreement;

(2) The M/CATV systems are located where USASC has DOIM responsibilities for base communications.

j. Army CATV service in CONUS will comply with national Cable Television Association recommended practices for measurements on cable television systems.

k. The American Forces Information Service (AFIS), OASD(PA), through the Armed Forces Radio and Television Service Broadcasting Center (AFRTS-BC) is the only source authorized to negotiate for, procure, and distribute commercial and public broadcasting service programming to US forces in OCONUS. CONUS based activities are prohibited from using products produced exclusively for AFRTS use.

l. Installation CATV management functions:

(1) Installation commander is, or designates, the Director of Personnel and Community Activities (DPCA) or equivalent on behalf of the IMWRF or NAFI as the franchising authority. If the installation commander does not designate a franchising authority, he/she will sign the franchise agreement.

(2) DOIM provides overall staff management and oversight. Operates the reserved government channels and maintains the compliance log for monitoring compliance with the franchise. The installation visual information activity may be designated to operate the command channel(s) that is (are) provided as part of the franchise agreement.

(3) Director of Personnel and Community Activities (DPCA), or equivalent, when designated, functions as the franchising authority for the CATV franchising processes.

(4) Director, Facilities engineer advises on construction and installation sites.

(5) Public affairs officer advises and provides programming for the reserved government channels.

(6) Contracting officer solicits and negotiates proposals for official CATV services to be procured using appropriated funds. May not serve as the franchising authority.

(7) Commander T-ASA assists the DOIM and the contracting officer on technical aspects of the franchise agreement when requested.

6–26. Video teleconferencing (VTC).

a. This policy applies to all Army VTC activities and capabilities (including videophones, desktop, and PC-based devices which use an integral code) which operate at data transmission rates between 56 Kbps and 1.92 Mbps. All Army VTC services will be considered as value added offerings of the Defense Information System Network (DISN) and will be fully interoperable. In order to ensure VTC interoperabiltiy within the DOD, the following applies:

(1) All new DOD procurements for VTC (including videophones) that operate between transmission rates of 56 Kbps and 1.92 Mbps shall conform to the requirements set forth in the Corporation for Open Systems International (COS) VTC Profile. The standards cited in this profile are fully compatible with, and interoperable with, the five ITU-T (formerly CCITT) "p x 64" VTC standards, H.221, H.230, H.242, H.261, and H.320.

(2) The above COS VTC Profile are for point-to-point service only, and do not address multipoint or network issues. A follow-on version will address multipoint issues. In the interim, all requirements for multipoint control units that operate between 6 Kbps and 1.92 Mbps will conform to the requirements in ITU-T (formerly CCITT) recommendations H.231 and H.243.

(3) All intelligence activities requiring SCI-secure VTC capability will use the Joint Worldwide Intelligence Communications System (JWICS), currently being fielded by the Defense Intelligence Agency (DIA). DIA and DISA will ensure JWICS integration into the DISN, and will employ standards, applications, protocols, and equipment which are in consonance with the DISN implementation.

(4) DISA provides contract vehicles for VTC equipment and services which will be available for use to satisfy VTC requirements. No deviations from this policy are permitted unless submitted to and endorsed by DISC4 and DISA.

b. For further controls on VTC equipment and capabilities, see paragraph 7-27.

Chapter 7
Visual Information Policy

7–1. General

a. Definition. Visual Information (VI) is the use of one or more visual media, with or without sound, to communicate information. This includes still photography, electronic still video, electronic digital images, digital multimedia images, motion video, motion picture photography, manual and electronic graphic arts, illustrations, exhibits, visual presentation services, teleconferencing, and VI equipment and product loan.

b. Products and services. VI products and services include combat camera documentation, electronic still images, still and motion image transmission, closed circuit television, video teleconferencing, cable television command channels, still photography, interactive and linear videodisc production, motion picture production, videotape production, master antenna television, presentation services, audio recordings, VI libraries for product and equipment loan, and manual and electronic graphics, illustrations, and exhibits.

c. Mission. The mission of VI is to provide Army commanders with VI products, services, consultation, and the use of equipment. VI supports all Army functional areas—including command and control, training, logistics, medical, personnel, special operations, engineers, public affairs, and intelligence—to provide communication of VI within the Army's three environments.

(1) *Theater/Tactical.* Tactical VI (combat camera) visually captures, from the air and on the ground, critical events, personnel, materiel, obstacles, terrain features, medical operations, and fields of fire in preparation for conflict, during combat and after the battle. Tactical VI provides communicative imagery for decision making, training, and historical documentation.

(2) *Strategic.* Strategic VI provides centralized products and services in support of the National Command Authority, the JCS, the Secretary of Defense, and the military component staffs.

(3) *Sustaining Base.* Sustaining base VI includes the VI products and services provided by authorized VI activities at the installation level, or within a geographic region. VI products and services are described in paragraph 7–1*b* of this regulation.

d. Directives. This chapter implements National Archives and Records Administration 36, Code of Federal Regulation (CFR), Chapter XII, Part 1232; Office of Management and Budget (OMB) Circular A–130, Management of Federal Information Resources; and Office of Federal Procurement Policy (OFPP) Letter 79–4, Contracting for Motion Picture Productions and Videotape Productions.

7–2. Exclusions

a. The following functions are excluded from provisions of this chapter except as otherwise noted.

(1) Photomechanical reproduction, cartography, x-ray, and microfilm and microfiche production.

(2) Command and control information displayed in conjunction with weapon systems.

(3) VI products collected exclusively for surveillance, reconnaissance, or intelligence, and VI equipment integrated in a reconnaissance-collecting vehicle.

(4) VI productions on the technical, procedural, or management aspects of DOD cryptological operations.

(5) Facilities, services, and products operated or maintained by

AFRTS. Products or productions acquired and distributed exclusively for AFRTS overseas use.

(6) VI commercial entertainment productions and equipment acquired and distributed by the Army and Air Force Exchange Service (AAFES) and the Navy Motion Picture Service (NMPS).

(7) VI systems embedded in training devices, simulators/simulations, instrumentation systems, weapons or medical systems, language labs for which the primary purpose is not VI.

(8) VI equipment and products acquired with nonappropriated funds.

(9) Organizations using self-processing (diffusion transfer process) still camera equipment used only for the purpose of generating identification or security badges.

(10) At the choice of the MACOM commander, individual VI activities and their equipment, products, and services that are 100-percent funded by research, development, test, and evaluation (RDT&E) and used solely to support programmed and funded RDT&E missions and not common support VI requirements.

(11) Organizations using off-the-shelf office business graphic software packages (such as Harvard Graphics or Power Point) in an office environment.

b. The National Training Center, Joint Readiness Training Center, and the Combat Maneuver Training Center are exempted from participation in the VISP when procuring VI equipment solely to support their training mission.

c. Exception: If an otherwise excluded VI product is subsequently used in a VI production, the productions and all VI materials used in the production will be subject to this regulation.

7–3. VI Activities

a. A VI activity is defined as any organization that performs or provides any product or service listed in paragraph 7–1*b*. No organization will perform these services or provide these products without authorization by HQDA. See exclusions in paragraph 7–5. VI activities are authorized and managed within the context of this regulation. The types of Army VI activity authorizations are at Table 7–1. The establishment, expansion, reduction of capability, consolidation or disestablishment of VI activities is authorized either by the MACOM VI manager or AVIMD, as delineated in Table 7–1.

b. A VI activity may also be called, or have an organization within it called, an electronic imaging center (EIC) which provides a centralized electronic capability at the installation level for creation, storage, and manipulation of visual images to include: graphics/illustration, still and motion media, video teleconferencing, and presentation. (See paragraph 7–25 for more details.) EICs will comply with all VI policy and procedures.

c. When a VI activity or EIC is authorized, it will be assigned a Department of Defense Visual Information Activity Number (DVIAN) by the MACOM VI Manager, in coordination with the USAVIC Army Programs Management Office and AVIMD. DA Form 5697–R (Visual Information (VI) Activity Authorization Record) will be used to assign the DVIAN. This form will be locally reproduced on 8-1/2 by 11 inch paper (a copy for reproduction purposes is located at the back of this regulation). VI activities will be consolidated into as few locations as possible. As a general rule, each MACOM/FOA will attempt to consolidate activities into a single VI activity within each installation, community, or local support area. Unnecessary VI activities will be eliminated.

d. VI activities shall be authorized for dedicated support to a particular activity or organization only if it can be established that an existing common support VI activity cannot provide the required support. When authorized, the dedicated VI activity will be managed separately and need not be co-located with the common support VI activity. They are assigned on the TDA or MTOE of the organization to which they provide dedicated support. Dedicated VI activities are not authorized to provide general common user support and will be operated in the most cost-effective manner.

e. JVIS activities providing Army-wide support will be managed and resourced separately from local support activities.

f. Common support VI activities will be operated in the most cost-effective manner and will support all DOD organizations within a geographic area. Interservice, interdepartmental, and interagency support will be on a reimbursement basis. Such support may include VI documentation, production, procurement of VI products, reproduction, video teleconferencing, closed circuit television, cable television command channels and VI library services when the end result increases the overall effectiveness or economy.

g. VI activities will recover their full cost of support when funded industrially.

h. Non-US government requests will be supported on a reimbursable basis, when possible, if they are in accordance with this regulation.

i. VI activities are defined as commercial activities, except for HQDA designated joint VI activities and combat and combat support (combat camera) elements. Curtailment of commercial activities is appropriate to re-establish combat and combat support elements or rotational positions to support war plans.

j. Satellite VI activities may be operated by an authorized VI activity to provide more responsive support. When a satellite VI activity is established, HQDA will be notified through command channels. A satellite activity does not require a separate DVIAN because it must be on the TDA of the parent organization. The products and services of satellite activities will be included in the host organization's VI Annual Report (DD Form 2054/1, Visual Information (VI) Annual Activity Report, and DD Form 2054/2, Audiovisual (AV) Annual Production and Library Report)).

k. VI activities will be staffed and equipped to operate at average projected workloads. Peak workloads will be met by support agreements with other existing VI activities or by commercial contract.

l. All VI activities and EICs will complete and submit a VI Annual Activity Report, RCS: DD–PA(A) 1438.

7–4. Minimum capabilities required

a. VI resources will be provided to support general purpose mission requirements for VI production, distribution, records holding areas and centers, and installation level local area support.

b. Formal training capabilities and career progression will be provided for VI military personnel.

c. Army VI COMCAM documentation teams will be maintained to provide rapid response VI documentation support to unified and specified commands for military operations, emergencies, and field exercises. Each MACOM, unified/specified command, and AVIMD will ensure that all contingency and war plans include COMCAM requirements in their operation annexes. COMCAM support includes video, motion picture, and still photographic coverage of force deployments and events before, during, and after military engagements. COMCAM is not a contractible function.

d. Dedicated VI capabilities may be maintained to support medical, intelligence and RDT&E activities.

e. A TDA rotational base for TOE COMCAM personnel will be maintained. VI military personnel will be authorized.

7–5. Joint VI Service (JVIS)

a. The Office of the Secretary of Defense, Defense Visual Information (DVI) assigns JVIS responsibilities to the military departments to provide VI support to more than one DOD component. These functions provide not only Army-wide support, but also DOD support; they are managed and operated separately from local VI activities. These activities will also be planned, programmed, and budgeted separately. AVIMD will be informed of any proposed changes to JVIS missions, organizational structure, level of support, or funding prior to implementation.

b. Army JVIS functions.

(1) Provide a central capability (USAVIC, Joint VI Service, Washington, DC) to rent, lease and procure or produce VI productions in support of Army and DOD requirements. USAVIC is the only Army activity authorized by DOD to issue production procurement contracts exceeding the 49-percent limit for support services (see para 7–17*e*).

(2) Operate and maintain the DOD still picture and motion media records center (Armed Forces Institute of Pathology, Washington,

DC) for medical pathology materials to support DOD organizations and the Veterans Administration hospitals.

(3) Operate and maintain a DOD central VI product and distribution activity (USAVIC, Joint VI Service Distribution Activity, Tobyhanna, Pennsylvania).

(4) Provide VI services to support OSD, OJCS, and other DOD and Federal agencies in the NCR (USAVIC, Washington, DC), excluding Fort Belvoir, Virginia, and the Engineer Proving Ground, Virginia, which are serviced by the Military District of Washington.

(5) In support of DOD components, and the Department of Veteran Affairs, provide medical/scientific exhibit design, construction, shipment, installation and storage services.

7–6. Systems and equipment

VI systems and equipment will be approved and authorized in accordance with this regulation. The performance capability and quantity of VI equipment authorized for an organization is based on the type of functions of those organizations supported. VI investment items are DA controlled with a cost threshold established by Congress. Commercial off-the-shelf expense equipment and systems costing $5,000 or more must be procured by T–ASA. Local procurement authority may be granted to the MACOM VI Manager upon approval of T–ASA. Expense items of equipment costing $4,999 or less may be procured locally upon approval of the MACOM VI Manager. This may be delegated further.

a. VI managers will plan for VI equipment to meet their current and projected needs, based upon the Army VI Strategy developed by AVIMD in their 5-year VI plan (for example, in FY 95, submit plan for FY 98 through FY 02). The plan will be forwarded annually from each VI activity to the MACOM/FOA VI manager who will develop a consolidated report and forward it to AVIMD, by 1 September of each year. Failure to submit a MACOM/FOA plan could result in disapproval of VI equipment requirements. New equipment requirements will be justified based on authorization to upgrade current mission capability for support of approved Army plans, programs and objectives. Replacement equipment will be programmed based on life expectancy of equipment on hand. DA Pam 25–91 includes a life expectancy chart that may be used as a guide. These plans shall provide the basis for establishing annual funding increments for equipment replacement.

b. VI equipment and systems are defined as items of a nonexpendable or durable nature that are capable of continuing or repetitive use. These items are used for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting and storing VI. A VI system exists when a number of components (items) are interconnected and designed primarily to operate together. When items that could otherwise be called non-VI equipment are an integral part of a VI system (existing or under development), they will be managed as part of that VI system (for example, computer embedded in a video switcher, copier embedded in an electronic blackboard, or a computer embedded in a computer graphics system dedicated to graphic production). Automatic data processing equipment (ADPE), all items (hardware and software) listed under Federal Stock Classification (FSC) 70, ADPE that have a dedicated purpose of preparing or presenting VI material, will be validated, approved, and managed as VI equipment by the appropriate level of VI management, based on the cost of the item. The procurement of such items will be in accordance with the local policy for FSC 70 procurement, DA Pam 25–91, and this regulation. The following are not controlled as VI equipment: Self-processing camera (diffusion transfer process cameras) used for ID badges, nurse call systems, binoculars, copiers not dedicated to VI activities, fixed outdoor public address systems, language labs, bugle call systems, silk screen equipment, outdoor sign makers, security surveillance systems, and television receivers in hospital patient rooms and waiting areas.

c. Requirements for photography, television, audio, graphic art electronic imaging systems, and broadcast radio and television equipment and systems will be submitted for approval as follows. Approved requirements will subsequently be included in the appropriate authorization document (TDA or CTA) as "proponent approved" per AR 310–49–1. VI activities with an approved unit identification code (UIC) will maintain a centralized property book of VI equipment and systems used to support VI requirements within their geographical area of operations per AR 735–5. Acquisition of VI items (excluding expendables and consumables) with an end item cost over $5000 will be documented on DA Form 5695–R (Information Management Requirement/Project Document). DA Form 5695–R will be locally reproduced on 8-1/2 inch by 11 inch paper (a copy for reproduction purposes is located at the back of this regulation).

(1) *Type Classified Items.* Authorization of VI equipment and systems will be validated by AVIMD prior to documentation in a CTA, TDA, or TOE/MTOE to ensure compliance with DOD 5040.2.

(2) *Commercial items.* T–ASA is the central manager for the acquisition of commercially available VI investment equipment. Upon receipt of notification that T–ASA is procuring an investment system or equipment, the receiving unit will initiate TDA action (AR 310–49–1). A reference to the VI Systems Program (VISP) approved project with DA priority number will accompany the input to The Army Authorized Document System (TAADS). Before the effective date of the SB 700–20 in which the VI item standard LIN will appear, the items will be documented in Section III of the TDA. Request for manpower must be included in the Total Army Analysis (TAA).

(3) *CTA items.* The following user-operated VI equipment is exempt from inclusion in the VI activity paragraph of the installation TDA and will not be carried on the VI activity property book:

- Presentation equipment and intercom systems used only in morale support and child development services activities.
- Television sets and radio-speaker or radio-phonograph combinations in bachelor housing and guest quarters (including dayrooms and lounges).
- Television sets in hospital patient rooms and waiting rooms.
- Background music equipment, with or without paging systems, in appropriated fund Army food service facilities and morale support activities.

However, the user/owner is responsible for property book accountability per AR 710–2 and the Common Table of Allowances. The acquisition ceiling is established by Congress. If an acquisition is at, or over, the threshold, the item will be documented in the TDA paragraph for that organization.

d. Investment VI equipment requirements for GOCO VI activities that use Government-furnished equipment will be acquired through the VISP (see para 7–7) consistent with the terms of the contract only to support contractor services provided to the Government. Contractors will provide for their internal VI equipment requirements (for example, employee new equipment training).

e. VI activities will use standard type-classified test, measurement, and diagnostic equipment (TMDE) when possible. AR 750–43 requires the requester to submit necessary approval and documentation to the T–ASA prior to procurement.

f. VI expense equipment authorized under provisions of AR 71–13 and this regulation will not be acquired (including procurement or lease) without prior validation of the MACOM VI manager. MACOM validation authority may be delegated further to common or dedicated support VI managers below MACOM level. MACOM commanders may designate specific end user VI equipment, that is subject to high volume, continuous use, to be authorized for procurement, ownership, and operation by organizations normally supported by the authorized VI activity. Examples include: viewgraph projectors, 35-mm projectors, self-developing cameras, VHS tape players, portable projection screens. The following guidelines will be observed when exercising this option.

(1) Only expense funded VI equipment with a per item/system cost under $3,000 may be considered for end user ownership. End

user ownership of VI equipment should be limited to situations in which such ownership will benefit the mission performance of the user, the VI activity, or both.

(2) The option, if exercised, must be on a MACOM-wide basis.

(3) The Activity VI manager is responsible for ensuring that all equipment authorized for end user ownership meets interoperability standards, VI architecture, and IMA strategy. The VI activity will assure logistical procurement and equipment training support for the user or end user owner normally supported by that VI activity. Scheduled maintenance will be the responsibility of the owner/user.

(4) Common support VI libraries will continue to provide VI equipment for loan.

(5) Motion media production equipment and digital still cameras and associated transmission/printing equipment will not be included. Examples: videotape recorders, video editors, and digital continuous tone printer.

g. Additional or replacement equipment/system procurement. When requirements necessitate adding, replacing or modifying equipment or software which is a component of, or supports the functioning of an existing system, only the additional equipment/software procurement costs (including installation) will be used to determine whether the purchase is an expense or an investment.

h. VI investment equipment authorized by AR 71–13 and this regulation includes commercially available, nontactical VI systems and items. Investment VI equipment and systems are DA controlled with a per item/system price threshold established annually by Congress. This equipment must be approved by DISC4 prior to procurement or acquisition, regardless of the funding source. The technical solution for each requirement must be identified on a DA Form 5695–R (Information Management Requirement/Project Document) (RCS: CSIM–46).

i. Commercial non-developmental VI investment items and systems are authorized to organizations under provisions of AR 71–13 and this regulation.

j. Equipment standardization and interoperability is a goal of VI resource management. VI equipment must meet military and federal standards and specifications (Defense approved industrial standards) in accordance with Defense Standardization Manual 4120.3M. SB 700–20 provides currently adopted VI equipment identification and may be used as a guide for selecting equipment. Also see certification of assets, paragraph 7–6*o*.

k. MACOM/FOA VI managers will establish annual review procedures to ensure that VI equipment and repair part allowances and inventories are valid and that obsolete or under-utilized equipment and repair parts are redistributed where needed or are submitted for disposal.

l. Repair parts may be procured locally by MACOM VI managers. This may also be further delegated. Non-expendable property will be accounted for in accordance with AR 710–2, AR 71–13, and AR 310–49–1.

m. Maintenance of VI equipment will be performed and managed in accordance with AR 750–1, Section IX. VI activities may perform operator through DS/GS maintenance on VI equipment. VI equipment that is available for loan but is in limited storage requires quarterly preventive maintenance checks and services. VI equipment used or loaned in the normal operation of VI activities will require, as a minimum, monthly preventive maintenance services in the absence of prescribed scheduled maintenance in applicable technical manuals or commercial publications.

n. When copiers or duplicators capable of producing multicolor or three- or four-color process copies in a single pass, regardless of speed, are used in support of VI, prior approval must be obtained from AVIMD.

o. Certification of assets.

(1) In accordance with the AFARS, VI equipment must be certified to be compliant with IMA architectures and standards prior to acquisition by the Army.

(2) SAIS–IDV is the delegation authority for certification of VI assets between $100,000 (or the OPA threshold, whichever is higher) and $2.5M. Equipment and systems between $100,000 and $900,000 are certified through the MACOM VI manager, DISC4 (SAIS–IDV), and the VISP. Proof of certification exists when a HQDA VISP acquisition priority number is assigned to a specific VI requirement.

(3) Equipment and systems over $2.5M must be certified by the MACOM and HQDA using a MAISRC-like review process as described in Chapter 3 of this regulation.

(4) Equipment and systems under $100,000 (or the OPA threshold, whichever is higher) are certified by the MACOM commander or delegated to the MACOM VI manager. Certification authority may be delegated to the lowest level which assures positive and effective controls and ensures compliance with IMA architectures and standards. Written certification must be provided to the contracting officer prior to procurement for VI equipment and systems under $100,000.

7–7. Visual Information Systems Program (VISP)

The VISP provides for the annual identification, funding and acquisition of requirements for commercial nondevelopmental VI investment (DA controlled) equipment for TDA organizations used to record, produce, reproduce, distribute or present VI products. Examples are still and motion media systems (analog and digital), computer graphic equipment, and conference room presentation systems. DA controlled equipment/systems are investment items above the cost threshold established annually by Congress.

a. The functional proponent for the VISP is the AVIMD. The program executor is USAVIC. T–ASA is the project manager.

b. Investment VI equipment and systems are funded with Other Procurement, Army (OPA)-2 dollars. Expense items are supported by Operations and Maintenance (OMA) funds.

c. The following exemptions to the VISP are authorized.

(1) VI equipment used exclusively for RDT&E (to include user testing).

(2) Medical peculiar VI items such as medical life support and patient monitoring systems, including nurse call/paging systems and MEDCASE items (radiological graphic processors, medical information display systems, and so forth).

(3) Permanently installed installation public address systems (including bugle-call systems) which are handled as real property or property in place.

(4) Television observation/surveillance and remote viewing systems.

(5) Cable distribution systems external to the actual front end production and playback equipment.

(6) Intercom systems external to front end equipment for transmission feed except those designated specifically to control studio productions.

(7) VI requirements that are part of information system requirements for all MILCON projects. The Corps of Engineers will coordinate the planning, design and contract negotiations for which USASC has OMA responsibility, and ensure compliance with IMA interoperability and standards.

(8) VI activities which are supported by Army industrial funds (AIF) will procure VI equipment with those funds to support their operation. MACOM/FOA VI managers must ensure that only authorized VI activities with established DVIANs purchase VI equipment with AIF, and ensure compliance with IMA interoperability and standards. All procurements of VI investment equipment for AIF activities will be reported, in writing, to AVIMD at the time of procurement.

(9) VI equipment that is a component of a teleconferencing system.

(10) VI activities which are supported by civil works funds will procure VI equipment with those funds to support their operation. Information managers must ensure that only authorized activities with established DVIANs purchase VI equipment with these funds, and ensure compliance with IMA interoperability and standards.

(11) VI activities that are supported by intelligence funds will procure VI equipment with those funds to support their operations. MACOM/FOA VI managers must ensure that only authorized VI activities with established DVIANs purchase VI equipment with

intelligence funds, and ensure compliance with IMA interoperability and standards. All procurements of VI investment equipment with intelligence funds will be reported, in writing, to AVIMD at the time of procurement.

(12) Manual or electronic typesetters, copiers and laser printers used for printing and publishing.

7–8. VI Activity Operations

VI activities will be placed under the control of an installation/community VI manager to plan, program, coordinate and direct operations. The managers will maintain close liaison with the DOIM (if the VI activity is not managed by the DOIM) and other installation staffs to ensure timely, effective support and efficient operations. VI support will be limited to events or activities which are related to military missions and functions. The use of VI products, equipment or facilities for other than official purposes, such as loaning equipment to local, and state governments, or non-profit organizations meeting on government property will be at the discretion of the local commander. Commanders are responsible for establishing priorities to support their mission. Priorities of service will consider timeliness, cost effectiveness, and quality of products and services. VI activities will not expand or accept permanent additional workloads that exceed their existing capability without an authorized mission change. Each VI activity will publish standing operating procedures (SOP) containing, as a minimum, customer procedures for acquiring products and services, priorities, capabilities, restrictions, security, and the operational procedures for each functional element. Insofar as possible, VI products produced by, or for, the Army (whether in-house or contract) will become a part of the public domain. This means that VI products will be without legal encumbrances such as copyright, patent, property or performance restrictions. Requirements for products and services will be processed as follows.

a. Requests for motion picture, still photography, audio or video recording, graphic art, electronic imaging, presentation support, and other VI services (except loan or issue) will be submitted using DA Form 3903–R (Visual Information Work Order). DA Form 3903–R will be locally reproduced on 8-1/2 inch by 11 inch paper (a copy for reproduction purposes is located at the back of this regulation). For motion picture, multi-media, and video production requests, see paragraph 7-16*i*.

b. Requests for loan of VI products will be submitted on a DA Form 4103–R (Visual Information Product Loan Order). DA Form 4103–R will be locally reproduced on 8-1/2 inch by 11 inch paper (a copy for reproduction purposes is located at the back of this regulation).

c. Requests for extended loan of VI equipment will be made on a DA Form 2062 (Hand Receipt/Annex No). Requests for short-term loans (30 days or less) will be made on DD Form 1150 (Request for Issue or Turn-In).

d. Still photographs, motion picture footage, video recordings, and audio recordings will be assigned a VI Record Identification Number (VIRIN); see DA Pam 25–91, Chapter 9. DD Form 2537 (Visual Information Caption Sheet) will be used when preparing finished captions for media nominated for permanent record, and may be used at any other time deemed necessary.

(1) Products selected for nomination as permanent record material will be assigned a VIRIN before they are submitted. Local VI managers will maintain a cross-indexing system between the local number and the VIRIN. The VIRIN will contain the following elements in order shown: DVIAN, media type, fiscal year, sequential number of each item, and security classification. Also see DA Pam 25–91, Chapter 3, paragraph 3–9.

(2) DD Form 2537 (Visual Information Caption Sheet) will be used when preparing finished captions for still photography and motion media nominated for permanent record, and may be used at any other time deemed necessary. See DA Pam 25–91, Chapter 9, paragraph 9–12.

e. DA Form 5695–R will be used for identifying or procuring VI equipment or systems.

7–9. Restrictions

a. Use of audio or videotape recordings. Recording information by VI methods will be limited to essential events or activities which are related to military missions and functions and will be recorded only if a specific official requirement exists. Only ceremonies of major changes of command or of other major historical significance may be recorded by VI activities. Recording meetings, conferences, workshops, lower level changes of command, parades, classroom instruction and similar types of activities will be accomplished by exception only after requests for combat camera documentation and mission essential motion and still media have been accomplished. If a videotape recording is incorporated into a DAVIPDP production, it will then be handled as a video production, see paragraph 7–16 of this regulation, or DA Pam 25–91, Chapter 6 for additional information. MACOM commanders will establish specific guidelines for use of audio recordings.

b. Personnel and equipment. Army personnel who are on official VI assignments, except when off-duty, are not permitted to engage in VI recordings for personal retention or for any other purposes not directly related to official Army activities. When, either by choice or agreement, personally owned equipment or supplies (such as cameras, film, videotape, and graphic arts material) are used during an official assignment, all VI material recorded or generated while on that assignment becomes Army property; it must be turned in to an authorized Army VI activity.

c. Facilities. The use of VI facilities for other than official purposes is prohibited. Civilian activities and social events are not normally considered appropriate subjects for VI documentation. This coverage will be accomplished only if a specific, official requirement exists and the MACOM VI manager approves the request. The MACOM VI manager may, however, delegate this authority.

d. Releases. Motion picture, audio and video recordings, drawings, and other VI recordings are subject to the same safeguards and release requirements as are other materials intended for release to the press, public, or individuals. For policies governing release of materiel outside the DOD, see ARs 25–55, 340–21, 360–5, 380–5 and DA Pam 25–91.

e. Disposition. Army VI recordings will not be withheld for personal purposes, or disposed of in any manner not covered in this regulation, without the written consent of an official who is authorized by law, regulation, or competent orders to permit such withholding, reproduction, or disposition of VI recordings.

f. U.S. property. VI materials or supplies will not be issued directly to the requesting organization, except when the VI manager has determined that the requirement cannot be supported with VI personnel. Use of these materials and supplies must be in full compliance with VI policies established by this regulation.

g. Prohibited recordings. The photo-optical and electronic recording of certain items is prohibited by Title 18, United States Code. Violation makes the offender subject to fine and punishment. All personnel assigned to make VI recordings will be informed of these restrictions. Recordings of doubtful legality will be referred to the Staff Judge Advocate for an opinion. Prohibited items include—

(1) The photographing of money, genuine or counterfeit, foreign or domestic, or any portion thereof. However, such photography is authorized in black and white for philatelic, numismatic, educational or historical purposes; for publicity in connection with sales and campaigns for US Bonds; or for other newsworthy purposes (but not for other advertising purposes) provided such photographs are less than three quarters or more than one and one-half the size (in linear dimension) of the money photographed, and if the negatives (original recording material) and plates used are destroyed after the final use for the purpose for which they were made. "Money" is interpreted to mean notes, drafts, bonds, certificates, uncanceled stamps and monetary securities in any form.

(2) Recording of copyrighted material (digital, analog, or linear) is prohibited unless prior permission from the copyright owner is

obtained. Evidence of this consent will be maintained throughout the life cycle of the product. DA Pam 25–91, Chapter 6 describes detailed procedures.

(3) Government transportation requests.

(4) Passport and immigration or citizenship documents.

(5) A badge or identification card prescribed by agencies of the U.S. Government for use by an officer or employee (Section 701, Title 18 United States Code (18 USC 701)).

(6) Selective service registration card.

(7) Foreign government, bank or corporation obligations.

(8) Property titles when regulated, restricted or prohibited by the issuing state.

h. Recording of commercial off-air broadcasts (audio or video). Public information broadcasts may be recorded by Army activities under the following conditions.

(1) The information will have an impact on the role of the Army in performing its mission.

(2) An official request that the program be recorded is initiated by the Army organization that requires the information.

(3) The information recorded will be destroyed 60 days after recording unless it has been determined by the unit or installation commander that the information has permanent value. Commanders of units or activities that provide this recording service will ensure that excerpts are not edited or copied from the original recording; recorded information is not presented out of context; viewing audiences are limited to DOD personnel who require the information.

(4) The information recorded will not be used as an instructional aid or for general viewing by DOD personnel, without permission of the copyright owner. Off-air broadcasts may be recorded and used without permission of the copyright owner where the viewing of the recording is for the following purposes.

(a) Law enforcement investigation.

(b) Investigations related to national security.

(c) Civil emergencies, when necessary to accomplish an Army mission.

(d) To provide immediate information to personnel regarding matters that affect the performance of their duties, when consent of the copyright owner cannot be obtained prior to use of the recorded information because there is lack of time.

i. Government employees as actors.

(1) All Federal employees, including active-duty military personnel, (see Section 1232.5, title 36, Code of Federal Regulation (CFR), Chapter XII, subchapter B,) are prohibited from playing dramatic roles, narrating, or acting in VI productions except—

(a) When performing their jobs.

(b) When a VI production is to be used only for internal communications or training, and the employees are playing roles developed for training purposes in connection with their jobs.

(c) When the skills or knowledge of the employees cannot be readily supplied by professional actors, and cannot be supplied by a prepared script.

(2) Government personnel shall not perform roles which subject them to health or safety hazards not normally encountered in their own jobs.

7–10. Public exhibition clearance

a. "Cleared for Public Release" or "Open Publication" are the terms used by the Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)), Directorate for Freedom of Information and Security Review (DFOISR) when clearance is granted to a VI production. This clearance grant is the result of a security and policy review by DFOISR. If the review reveals that legal encumbrances exist, the product will not be cleared for release until these encumbrances have been removed. Public clearance may be granted for any VI product (such as, still or motion media productions, stock footage, or electronic images).

b. Requests for public clearance review will be submitted through the installation Public Affairs Office to HQDA (SAPA) to OSD(PA) DFOISR and must include the following documents.

(1) Transmittal letter specifying the type of clearance required and an explanation of the request.

(2) A completed DD Form 1910 (Clearance Request for Public Release of Department of Defense Information).

(3) A copy of the DD Form 1995 (Visual Information (VI) Production Request and Report). This form is submitted when requesting clearance of a VI production.

(4) A copy of the proposed production script. If public clearance is required after the production has been completed, the VI activity will forward copies of the completed DD Form 1995, corrected script, legal review, and a VHS videotape.

(5) A copy of the still or electronic image with caption sheet (DD Form 2537).

(6) A copy of the legal review completed by appropriate legal counsel (such as, JAG). See paragraph 7–11.

c. When the clearance review is complete, OASD(PA) DFOISR will return the production and clearance determination to the original requester and copy furnished to AVIMD. Clearance of still or electronic images or stock footage will be forwarded to USAVIC Visual Media Library for processing into the still and motion media record centers.

7–11. Legal Reviews

It is the responsibility of the production activity to initiate and obtain a legal review of in-house produced productions. They will also initiate legal review through the judge advocate or legal counsel prior to submitting the production through local public affairs channels to OASD(PA) DFOISR for security review and public release clearance. See DA Pam 25–91, Chapter 6, paragraph 6–22d for legal review checklist.

7–12. Loan to civilian organizations

In accordance with 36 Code of Federal Regulation (CFR) and section 3301, Title 44, United States Code (44 USC 3301), any U.S. civilian organization may borrow Army VI products that have been cleared for public exhibition by the HQDA (SAPA) and OSD(PA). An official request from Army/DOD agencies for use of Army products has priority over civilian requests for the product. Loans to U.S. civilian organizations will be subject to the following conditions.

a. The editing or cutting of Army VI products (productions or footage) in whole or in part by or for, organizations to which they are loaned is forbidden. When productions are loaned, borrowers are required to indicate on DA Form 4103–R their intentions regarding possible reproduction. If the response is positive, the borrower will be required to prepare and sign a letter of indemnification to the U.S. Army, stating that the borrower will not use (or authorize others to use) the subject products for any purposes other than as a public service.

b. No admission fees or other fees of any sort may be charged in connection with showing of the production or use of equipment.

c. All production copies will be loaned for temporary periods, and will have a specific date of return.

d. Failure to accept the conditions listed above or to return the material in good condition will provide a basis for refusing subsequent loan of VI productions to the activity concerned.

7–13. Public domain

VI products produced by the Army (whether in-house or by contract) and cleared for public exhibition will become a part of the public domain. This means that these products, upon completion, will be without legal encumbrances such as copyright, patent, personal property, or performance restrictions. Any contract for the production of VI products will require that the contractor assign all interest in the work, including any copyright, to the Government.

7–14. Product loans by government-owned, contractor operated (GOCO) VI activities

All GOCO activities are authorized to loan to the public any Army

VI product that has been cleared for public exhibition. For products loaned to foreign governments, see paragraph 7–16*t*.

7–15. Exhibition on AFRTS stations

Army productions that have been cleared for public release may be presented on AFRTS stations. Authorization for use of this material is the responsibility of the local AFRTS commander based on AFRTS regulations, criteria established for the host country involved and through coordination with the U.S. Embassy. VI productions that have not been cleared for public release will not be shown over AFRTS stations.

7–16. Productions

a. Audiovisual (AV) productions are organized and unified presentations, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information and requiring life cycle management. AV productions generally stand alone in self contained presentations. They may be linear, interactive, or a combination of both. AV productions may include linear motion media with synchronous sound such as motion picture film, videotape, or other video (multimedia or disc); interactive motion optical/magnetic media such as video (such as, multimedia, disc); desk top, analog or digital, optical/magnetic media), and/or other media (such as, multimedia compact disc); audio production (tape or disc); presentations (such as, multimedia, slide/tape, automated or computer controlled multi-image). CD ROM will be handled as an AV production when the original source material meets the above criteria. AV productions will be used when cost-effective and appropriate to support mission requirements.

b. All Army organizations will identify their requirements for Army-wide and DOD-wide AV productions and will forward their requests to their MACOM VI manager. Each MACOM will consolidate its requests and, by 1 July of each year, submit them to AVIMD for inclusion in the DAVIPDP that is aligned with the Future Years Defense Plan. AVIMD will review and evaluate each proposed production to determine its effectiveness. The complexity and cost of evaluation must be in proportion to the cost and program impact of the production. Productions will be managed throughout their life cycle and will be distributed so as to ensure legal, efficient, and cost-effective usage. All Category 3 and 4 productions will be approved by AVIMD. The following VI products are exempt from the provisions of this paragraph.

(1) Graphic art, electronic (digital) images, still photographs, motion picture photography, and video and audio recordings which are not used in VI productions.

(2) VI reports including technical, intelligence, maintenance reports, and commanders' messages to their troops which are for short-term immediate use and do not require life cycle management. VI report content is obsolete within a year and is not for public release. (Also see para 7–16*c*.)

(3) VI products resulting from criminal investigations and other legal evidentiary procedures.

(4) Television and radio spot announcements, public service announcements, and news clips.

(5) Documentation or productions produced for the purpose of communicating clinical, histopathological, or other professional medical information to members of the civilian health science community and are not a part of the DAVIPDP.

c. Video reports or videotapes of talking heads, briefings, seminars, or instructors in the classroom are not considered audiovisual productions, even if the product has been edited to include an opening and closing. A VIRIN will be assigned to these recordings, instead of a production authorization number (PAN). (Also see paragraphs 7–8*d*, 7– 17*c*, and DA Pam 25–91, Chap 3, para 3–9.)

d. VI productions should be limited to those essential to Army or DOD missions and shall not be used to promote MACOMs/FOAs or to provide forums for MACOM/FOA opinions on broad subjects.

e. MACOMs/FOAs shall not develop or support any VI production to influence pending legislation, promote sales of commercial products, or promote private industries. (Also see DOD Directive 5040.2, enclosure 2, para I2.)

f. All requests for production procurement contracts exceeding the 49-percent limit for support services will be assigned to the USAVIC JVIS contracting activity. USAVIC is the only Army activity authorized by DOD to perform this contract function. MACOMs/FOAs will use USAVIC JVIS procurement contracts to procure VI productions. (See para 7–5b(1), and 7–16p(6).)

g. In the design, development, production, presentation, and distribution of VI productions, MACOM/FOA proponents shall consider the intended audience including those who are hearing-impaired as required by the American Disabilities Act of 1992. All Category 2, 3 and 4 productions developed for general audiences (such as, Privacy Act, AIDS, family support, drug/alcohol abuse, or equal opportunity) will be open or closed captioned for the hearing impaired. Remastering of existing Category 3 and 4 products will be accomplished if requested by the proponent and funding is available. Requests for remastering Category 3 and 4 products will be submitted through MACOM/FOA VI managers to AVIMD. Remastering of existing Category 2 products will be at the discretion of the MACOM VI manager.

h. MACOM/FOA, installation VI managers, and JVIS activities shall ensure that all applicable FAR Rights in Data Clauses are included in contracts acquiring VI productions or services to ensure that the Army has all appropriate rights to all productions. The Army shall not be required to pay royalties, recurring license or runtime fees, use tax, or similar additional payments for any production or associated materials that are developed for the Army.

i. The acquisition or production of VI productions may be authorized only when the agency has determined that the products are the most effective means of communicating the required information to the intended audience. In making this determination, MACOMs/FOAs shall consider and document all relevant factors, including but not limited to: communication objective; target audience; production costs; user costs; life span of the information to be conveyed; frequency of use; immediacy of requirement; necessity for periodic updating; method, level, and cost of distribution; and compatibility with other existing communication programs.

j. VI production requirements will be processed using DD Form 1995 (Visual Information (VI) Production Request and Report), (RCS–DD–PA(AR) 1381), and be identified as one of the five categories listed below.

(1) Category 0—Commercial off-the-shelf products procured to support the needs of the installation. Category 0 will be processed with the DD Form 1995 and entered into the DAVIS. They will be identified with a VIRIN placed in the Internal Control Number (ICN) field on the DD Form 1995 and DAVIS. No Production Identification Number (PIN) or PAN will be assigned. Category 0 life cycle management number will be the Management Audit Number (MAN) which is system generated for all DAVIS records. They will be reviewed for currency, three years after purchase and every two years thereafter. Each acquisition (purchase, lease or rental) will not exceed five copies per title and the total cost and number of copies per title may not exceed $500 or five copies, regardless of the number of buys within each installation/MACOM/FOA. If total number of copies purchased or cost exceeds the limit, the product will be elevated to a Category 2 and entered into the DAVIS.

(2) Category 1—authorized to support the needs of an installation cannot be exported to other installations within the MACOM. The total direct cost of each production will not exceed $15,000 without HQDA approval. No interactive non-linear videodisc, CD ROM, or production will be developed as a Category 1. No Category 1 production will be obtained or created to support human resources development or professional activities which are applicable for DOD-wide use, including human relations, chaplain, safety, medical (excluding medical seminars, briefings, continuing education, and medical board and society updates), and similar activities. A separate PAN register will be maintained and forwarded to the MACOM/FOA VI Manager semiannually. See DA PAM 25–91, Chapter 6, paragraph 6–14*a*(2) for PAN register format.

(3) Category 2—authorized to support the internal needs of MACOMs/FOAs, with no dissemination of the product outside the originating MACOM or FOA or its area of responsibility. The total direct cost of each production will not exceed $30,000 without HQDA approval. No interactive non-linear videodisc or CD ROM production will be developed as a Category 2. No Category 2 production will be obtained or created to support human resources development or professional activities which are applicable for DOD-wide use, including human relations, chaplain, safety, medical (excluding medical seminars, briefings, continuing education and medical board and society updates), and similar activities. Local requirements for procurement, lease or rental of commercially available VI products must be processed utilizing DD Form 1995. These will be approved by the MACOM/FOA VI manager, and will not be delegated further. Local requirements for procurement, lease, or rental of Category 2 productions must be processed using DD Form 1995, reviewed and approved by the MACOM or FOA VI manager, and may be acquired by a local procurement activity, provided that the product is available off-the-shelf from a commercial vendor; that each acquisition does not exceed 10 copies per title; that the total cost and number of copies per title may not exceed $2,500 or 10 copies, regardless of the number of buys within each MACOM/FOA; and that the requirement does not meet the criteria for a Category 3 or 4 production. A modified PAN will be assigned by the MACOM/FOA. All Category 2 production requirements will be entered into the DAVIS.

(4) Category 3—authorized to support requirements for more than one MACOM/FOA, or for Army-wide use. The total direct cost of each production (such as, motion picture, videotape and interactive non-linear video (videodisc or CD ROM) will not exceed $50,000 without ASD(PA) review. If a production budget is originally approved at $50,000 or less and is later increased to more than $50,000, a review by OSD(PA) Defense Visual Information (DVI) is required. Category 3 will be approved by AVIMD.

(5) Category 4—authorized to support DOD and joint-interest programs that are required to support two or more DOD components and approved by OATSD(PA) Defense Visual Information.

k. Joint-interest productions are validated VI production requirements which have joint-interest potential at any level. These requirements will be forwarded through VI channels to AVIMD and to OSD(PA) DVI for review.

l. VI managers at all levels will ensure that unwarranted duplication of VI productions does not occur. Before approving a request for production, procurement or adoption, VI managers will review information obtained from the DAVIS products file and reasonably available commercial production sources to determine if an acceptable product already exists or is planned or is in preparation by another DOD agency. DAVIS subject searches are not required for those productions having a security classification or for multi-image products using extensive specialized projection equipment and special electronic programmers.

m. Validation of VI production requirements is the responsibility of the functional (content) proponent who manages the resources for the area to be supported. The functional proponent or the designated representative, will evaluate the production objective and confirm that it is a legitimate requirement for support of an authorized program or mission.

n. VI Managers will approve requests only for productions which are legitimate requirements, that are essential, validated, and adequately defined, and for which all other prerequisites have been met.

o. All approved productions, except Category 0, will be identified by either a standard production identification number (PIN) for Category 3 and 4 productions (assigned by AVIMD or DVI) or by a PAN for Category 1 (assigned by the local VI manager) and modified PAN for Category 2 productions (assigned by the MACOM/FOA VI manager). Productions identified by a PAN that are to be used by an organization outside of the originating command or agency must be upgraded to a Category 3 or 4 production and assigned a PIN (assigned by AVIMD or OATSD(PA) DVI). The PIN assignments will be maintained in an automated PIN register (log) to ensure control and accountability of VI productions. Each Category 1 PAN-issuing VI activity will maintain one log for in-house productions to monitor their use and to forward an updated copy semiannually to the MACOM/FOA VI manager. The in-house production log will be retained on file by the MACOM/FOA VI manager.

p. VI productions will be acquired in the most cost effective manner possible. The Army will use the Federal Uniform Audiovisual Contracting System for competitive procurement of new audiovisual productions as prescribed by Office of Federal Procurement Policy Letter 79–4, Contracting for Motion Picture and Videotape Productions. Exceptions to this policy are—

(1) VI productions included in contracts for R&D weapon systems and similar equipment/systems contracts only if they are required for reporting the status of the contract or will be used for new equipment training. Products developed for new equipment training will be processed, maintained and distributed as Category 3 productions.

(2) In materiel contracts, the VI production may not be the principal purpose of the contract, but must be related to and acquired as part of the materiel being purchased. Any productions from those contracts must be handled per this chapter and be coordinated with the VI Manager.

(3) In mixed media contracts, the non-VI material (such as print) must cost more than 80 percent of the total contract cost. If the VI production cost exceeds $50,000, the production must be reviewed by DOD DVI prior to any start of the production.

(4) In curriculum development contracts (such as instructional systems development), the requirement must justify the award of a contract to a qualified curriculum development contractor (rather than a VI contractor) unless the cost of the production portion exceeds 20 percent of the total contract cost. In that case, the contract will be procured through the JVIS contracting office.

(5) When recruiting VI productions are integral to an overall advertising agency contract.

(6) Purchasing production services to augment in-house capabilities when this method of acquisition is the most cost effective. Production support services shall not exceed 49 percent of the total cost of the production.

(7) VI productions that are made by a GOCO activity. The contracted producer of VI productions must be listed on the Audiovisual Qualified Producers List (QPL) managed by the OATSD(PA) Director, Armed Forces Information Service, Defense Visual Information.

(8) When off-the-shelf proprietary productions are purchased, leased or rented.

q. Prior to commitment of production funds for projects intended primarily for public release, scripts or plans for the proposed production will be submitted through Public Affairs and legal channels to OSD (PA). A legal determination must be included with the submission. Public clearance includes the authority for public exhibition. A separate clearance is required for sale, rental or lease to the public or foreign countries. Also see paragraph 7–10.

r. VI productions (in-house and commercial off-the-shelf), except Category 0, will be reviewed by functional proponents for obsolescence within five years after their initial distribution and every three years thereafter. The DAVIS record for all products reviewed will be updated to reflect date of last review to determine the date of next review. Those products declared obsolete will be reported in writing to AVIMD. JVISDA will publish a consolidated report in the monthly bulletin. Category 1 productions are obsolete when they no longer reflect current policy or doctrine and will be removed from the inventory. VI productions will be declared historical when they no longer reflect current policies and procedures but accurately reflect past DOD events that are considered historically significant.

s. Reproduction of any DOD or Army production in whole or in part is prohibited without the written approval of the proponent, MACOM/FOA VI manager, Joint Visual Information Service Distribution Activity (JVISDA), or AVIMD. Installation and MACOM VI managers will ensure that Category 1 and 2 production records are

reviewed and that there are no legal or other restrictions on reproduction prior to approval.

(1) Replication of Category 1 products may be approved by local authorized VI activity managers and cannot be distributed to other installations within the MACOM.

(2) Replication of Category 2 products will be authorized by the MACOM and distributed to customers within the MACOM.

(3) Initial replication and distribution of Category 3 and 4 productions will be made by JVISDA. The Chief, JVISDA may authorize local replication, not to exceed 25 copies, by an authorized VI activity, on a case-by-case basis. Local authorization will be limited to those requests that are determined to be cost effective, time dependent, and in the best interest of the customer, requester, and the U.S. Army. When additional copies are no longer needed, they will be destroyed, and the local VI activity will report the deletion of copies from their library inventory to JVISDA. Distribution to specific end users by JVISDA is authorized. VI libraries will not be held accountable for products distributed to end users.

t. Foreign requests for Army productions from or on behalf of foreign sources may be approved provided that—

(1) Requests for release of productions for loan or viewing by foreign military audiences have been forwarded to JVISDA, Tobyhanna, Pennsylvania for necessary administrative clearance. Release of classified media will be in accordance with the provisions of DA Pam 25–32.

(2) Requests for release of unclassified VI products cleared for public release for loan or viewing by foreign civilian audiences (except Canada, see para 7–16*t*(3)) have been submitted through JVISDA for clearance, availability of copies, and coordination with the U.S. Army Security Assistance Command (USASAC). If the USASAC office determines the product is suitable for showing, copies of productions will then be loaned through USASAC channels. In general, when media are authorized for public exhibition and there are no restrictions, the media may be viewed by overseas civilian audiences. Local or regional policies or sensitivities, however, may dictate otherwise. It is the responsibility of the local commander, JVISDA and in consonance with USASAC, to determine the use to be made of the production in a host country. Requests for purchase of media by foreign civilian sources should be routed through JVISDA to USASAC.

(3) Requests for release of unclassified VI products for loan or viewing by civilian or military audiences in Canada, or for sale to civilian or military organizations in Canada, will be handled in the same manner as similar requests from civilian or military audiences or civilian organizations in the United States (DA Pam 25–32).

(4) The sale of VI productions under the Foreign Military Sales Program is covered in AR 12–8. JVISDA will make the determination on the Army's ability to meet a request. If, because of subject matter or limited distribution, HQDA consideration of releasability is needed, AVIMD will forward a request to HQDA (DCSLOG) for the determination.

u. Actions to adopt VI productions of other U.S. Government agencies for Army use will be coordinated in the same manner as requirements for commercial off-the-shelf VI productions.

v. Editing or modifying official Army VI productions, either in-house or by commercial contract, may have certain legal encumbrances that limit their use. Therefore, completed and distributed official productions or copies may not be cut or otherwise modified without prior approval by the category proponent and AVIMD.

w. Equipment on which classified audio or television recordings will be played back or transmitted on a closed circuit television or audio system must be installed in accordance with the provisions of AR 380–19 and Federal Standard 222. Procedures for the transmission of classified information are in AR 380–19–1. Classified video or audio magnetic tapes will be identified at the beginning and end of each recording with the appropriate security classification. For videotapes, a video signal showing the security classification will be recorded at the beginning and at the end so that this information will be visibly reproduced when played back on a display device. Announcement of the security classification will be made at the beginning and end of audio recordings, including the audio tracks of videotape recordings. Classified material containers will bear labels displaying the appropriate security classification of the contents. Each classified tape, except as noted in (2) below, must be degaussed to be declassified. Degaussing will be accomplished using only approved equipment. Requests for approval of degaussing equipment will be forwarded through command channels to HQDA (DCSINT) Washington, DC 20310.

(1) After degaussing (neutralization of the magnetization of the magnetic materiel), anonymity of the tape will be maintained. No degaussed tape may be used for a new product classified lower than the classification before degaussing. Records which indicate the source, use or classification of information recorded on the tape before degaussing will be destroyed. Until the tapes are physically destroyed, they must be safeguarded as required for the highest classification of information ever recorded on them.

(2) If a tape (only copies, not masters) containing classified information has not been removed from the operational area or tape library, it may be destroyed without having a certificate of destruction prepared. This process will be witnessed.

x. Requests for original productions of foreign language recordings or the rescoring (for example, music) or translation of official Army VI productions will be handled in the same manner as those for English language recordings and productions.

(1) When a requirement exists for a foreign language version of a recording or production at the same time there is a requirement for the English language version, the requirement should be combined into one submission with complete justification and intended use.

(2) Requests for rescoring or translation of VI productions by Army elements of United States military advisory activities will be submitted and processed according to current logistical support regulations governing the provision of training materials under the Military Assistance Program.

(3) Requests from foreign military establishments or other elements of foreign governments for foreign language versions of official VI productions, or for permission to translate such media into languages other than English, will be considered on a case by case basis by AVIMD.

y. Productions cleared by Army and OSD may be offered for sale to the public and foreign governments and nationals through the National Audiovisual Center (NAC). Requests for purchase information will be directed to National Archives and Records Service, National Audiovisual Center, Washington, DC 20409.

z. Authorized distribution formats for official Army productions are 16 millimeter motion picture, 1/2-inch VHS videotape, interactive non-linear videodisc or CD ROM, and linear videodisc.

aa. The proponent or customer is responsible for funding all production requirements (includes TDY, contract service support, replication, and distribution costs).

7–17. VI records management

a. Original VI productions, products, and their associated administrative records will be controlled throughout their life cycle and disposed of in accordance with General Records Schedule 21 (See AR 25–400–2).

b. VI managers, with the assistance of the installation records manager, will ensure quarterly submission of VI original record material through USAVIC to the Department of Defense Still and Motion Media Record Centers.

c. Activity VI managers will maintain a system for numbering individual product items in keeping with the local activity's requirements. However, products selected for nomination as permanent record material, or which are transferred to a different activity's files (for example, due to consolidation or disestablishment) will be assigned a VI record identification number (VIRIN) before they are submitted or transferred. Local VI managers will ensure that a cross-indexing system between the local number and the VIRIN is maintained.

d. For contractor-produced VI records, establish contract specifications which will protect the Army's legal title and control over all such VI media and related documentation.

e. Keep inventories indicating the location of all generations of VI records, whether in VI activity storage, library distribution, JVIS records holding, DOD record centers, or in a commercial facility such as a laboratory or replication facility.

f. Because of their extreme vulnerability to damage, VI records will be handled in accordance with commonly accepted industry practices. For further information, consult the American National Standards Institute (ANSI), Inc., 11 West 42d Street, New York, NY 10036, and the Society of Motion Picture and Television Engineers (SMPTE), 595 West Hartsdale Ave, White Plains, New York 10607.

g. VI managers will maintain continuous custody of permanent or unscheduled VI records prior to their retirement or submission to DOD Record Centers.

h. All VI managers will take steps to prevent the accidental or deliberate alteration or erasure of VI records.

i. If different versions of VI productions (such as, short and long versions, closed captioned, and foreign-language) are prepared, an unaltered copy of each version will be maintained for record purposes and forwarded to the DOD Record Centers.

j. Activity managers will maintain the association between VI records and their finding aids, such as electronic or manual lists of PINs, PANs, VIRINs, captions, synopsis, and published or unpublished catalogs.

k. VI records will be processed as follows.

(1) Original still and motion documentation will be forwarded through command channels to the Commander, U.S. Army Visual Information Center, ATTN: ASQNV–OEID–L, 3001 Pentagon, Washington, DC 20310–3001.

(2) Category 3 and 4 productions with production folder will be forwarded upon completion to the Chief, Joint Visual Information Service Distribution Activity, ATTN: ASQNV–OJVT, Tobyhanna, Pennsylvania 18466–5102. Category 1 and 2 productions, including production folder, selected for retention as record material will also be forwarded to JVISDA for submission to the Defense Visual Information Center.

7–18. Centralized records holding

USASC (USAVIC) will maintain a DOD centralized VI records holding area for motion media and a DOD VI product distribution activity. Copies of record material (such as, still/digital images) may also be retained by USAVIC for ease of access.

7–19. Test and evaluation

All operational test and evaluation of commercial off-the-shelf VI equipment or systems for Army use will be coordinated with T–ASA to eliminate unnecessary duplication.

7–20. Automated Information Management System

VI Managers will use the DAVIS to manage and track VI resources utilized in development and distribution of productions, products, equipment and activities. VI Managers will ensure that each VI activity has the capability to obtain and input information into DAVIS as required.

7–21. Resources Planning, programming and budgeting

Resources planning, programming, and budgeting for VI IMA resources will be done in accordance with this regulation. DA Pam 25–91 provides detailed guidance.

a. VI system/equipment acquisition funding policy is provided in paragraph 7–6 and 7–7. Policy for lease versus purchase and for competition in procurement is provided in Chapter 2. For VI investment systems over the Congressional threshold, MACOM/FOA VI Managers will annually submit to AVIMD a VI Investment System 5-Year Acquisition Plan showing requirement dollars based on the Army VI Strategy for the POM years (for example, in FY 95, submit plan for FY 98 through FY 03). In turn, AVIMD will develop a statement of Army-wide requirements which will become part of the IMA Modernization Plan and the LRAMRP.

b. All MACOM/FOA VI managers are responsible for planning, programming and budgeting for future O&M and OPA VI requirements within the IRM (or any other mission area, such as training) planning process. VI requirements do not, in themselves, program resources to execute initiatives, but form the basis for the MDEPs submitted in the MACOM/FOA POM which programs resources. If funds are locally available, MACOMs may budget and execute based on approved O&M requirements through local reprogramming.

7–22. Procedures

Procedures, reports, and formats for the management and operation of VI activities are contained in DA Pam 25–91.

7–23. Documentation Program

The Army VI Documentation (VIDOC) Program provides a visual record of significant Army events and activities. This information is acquired for operational, training and historical purposes. The OSD, Chairman Joint Chiefs of Staff (CJCS), HQDA, and field commands use this information in both command and control (C2), management presentations and reports. Doctrinal, combat, materiel, and training developers use this material for analysis, reports, and briefings in support of their programs. Public affairs offices use these products to keep Army personnel informed and for release to the news media. The VI Documentation Program includes both tactical and non-tactical documentation.

a. Tactical Documentation.

(1) Tactical VI is record documentation of military operations by tactical VI activities (see Table 7–1, Type F) to include acquiring, accessing, processing and editing, transmitting, reproducing, and distributing of visual motion and still imagery and graphics within a theater or tactical environment. Tactical VI functions include COMCAM and technical services to functional users such as public affairs, military intelligence, special and psychological operations performed in a tactical environment.

(2) Tactical VI documentation includes, but is not limited to, one or more of the following:

(a) Documents the readiness posture of units.

(b) Documents significant military operations, campaigns, exercises, or maneuvers.

(c) Documents programs and projects that commanders have determined to have an impact on national or Army policy and, therefore, must be retained by the Army.

(d) Documents significant events related to RDT&E projects.

(e) Documents significant events related to construction of major systems, facilities, and installations within theater of operations.

(f) Documents Army participation in disaster relief, civil disturbance control, environmental protection, and related subjects of national attention or significance.

(3) Theater COMCAM units provide VI documentation support to Theater Army and Joint COMCAM operations. Corps COMCAM units are organic to specific Corps units and provide VI documentation at Corps headquarters down to division and brigade level. Army COMCAM provides support to wartime operations, contingencies, joint exercises, and humanitarian operations. COMCAM is primarily an operational decision making tool, not a contractible function. It may also be used to augment image requirements for public affairs, military intelligence, civil affairs, and historical missions. The Army cannot rely on the civilian commercial news media for visual representation of military operations. COMCAM fills the visual media gap and provides a vital function in support of the war-fighting commanders.

(4) COMCAM soldiers must be trained and equipped to respond as an integral part of the combat support force. Army COMCAM units and teams will be tasked as part of the DOD joint combat camera teams (JCCT), along with COMCAM teams from other services. These teams will provide COMCAM support of joint contingency task force operations, training exercises and national disaster relief operations. Only the CJCS and unified and specified

commanders have the authority to task joint service COMCAM teams. In addition to AVIMD, each MACOM, unified and specified commands, will ensure that all operational and contingency plans include COMCAM support requirements in their respective operational annexes. COMCAM capabilities will also be maintained by the service components to augment active Army resources and to support mobilization plans. AVIMD receives or initiates and coordinates requirements for special COMCAM documentation requirements. The requirements are then tasked for assignment of project numbers and execution.

b. Non-tactical documentation is record documentation of technical, operational, and historical events as they occur during peacetime within the sustaining base environment. Non-tactical documentation includes activities that inform about people, places, and things; processes in the fields of medicine, science, logistics, RDT&E and other historical events. See DA Pam 25–91, Chapter 9 for further guidance.

(1) All Army VI activities (except pure VI management) are required to participate in the Army Documentation Program by making quarterly submissions of record VI documentation to the U.S. Army Visual Information Center, Visual Media Library. Submission of record VI documentation will be given a high priority at each VI activity. See DA Pam 25–91, Chapter 9 for details.

(2) The media for non-tactical documentation includes any VI material, such as, videotape, digital still video, still photography, graphic artwork (including recruiting and safety posters/artwork), or audio tape. Non-tactical documentation includes, but is not limited to, one or more of the following:

(a) Documents programs and projects that commanders have determined to have an impact on national or Army policy and therefore must be retained by the Army.

(b) Documents construction of major systems, facilities, and installations.

(c) Documents Army participation in disaster relief, civil disturbance control, environmental protection, and related subjects of national attention or significance.

(d) Depicts the President of the United States or a member of his family.

(e) Documents significant military events, such as base closures/realignments, activation, deactivation, or deployment of a division or larger unit; a promotion to Brigadier General or higher rank; a change of command by the commanders of a division or larger unit; the award of the Medal of Honor, or other events of similar or greater importance.

(f) Depicts outstanding examples of military life. This category encompasses documentation which would not normally fit any of the above categories but is of uncommonly good technique and craftsmanship, and depicts a subject with unusual clarity and impact. Examples would be exceptionally high quality images of soldiers at work, using recently fielded items of new equipment, in unusual or extreme climates, physical training, enjoying life as a military family, or other similar examples depicting today's Army.

(g) Documents a specific subject(s) at the request of AVIMD.

c. DD Form 2537 (Visual Information Caption Sheet) will be used for captioning all VI documentation. See DA Pam 25–91, Chapter 9, paragraph 9–12.

d. Original VI material which does not meet the above criteria will be destroyed by the VI activity two years after the date of recording. Earlier destruction is authorized.

e. The Army does not require chain of command photographic displays and they are not Army Inspector General items of interest. Use of chain of command photographs is a MACOM prerogative. Photographs of the President, Secretary of Defense, Secretary of the Army, and the Chief of Staff Army may be obtained by local VI activities from JVISDA.

7–24. Graphic arts

a. Requests for these services will be documented on a DA Form 3903–R. Graphics and illustration include the following professional manual and electronically-generated products and services.

(1) Design and production of professional overhead transparencies and briefing charts.

(2) Camera-ready art for photographic reproduction and VI productions (videotape, motion picture, videodisc, slide/sound).

(3) Camera-ready art for technical and field manuals, circulars, regulations, interior spot display text, and official booklets, posters and brochures.

(4) Artwork for audiovisual (motion media with sound) storyboards, displays and exhibits.

(5) Self-service graphics for customers to produce their own simple overhead transparencies, one-time briefing charts, sign-out boards, flyers and flip charts. This includes graphics produced from graphic software packages used on office personal computers.

b. Miscellaneous requirements for mounting, mat cutting, picture frames and calendars must be locally purchased or obtained from self-service supply centers by the user.

c. VI support center graphic activities do not prepare galley formatted text for printing. Typesetting support is the responsibility of the local servicing publications and printing activity.

d. Priorities will be established by the VI manager based on requested due date, volume of work on-hand and the relative complexity of the work.

e. Quantities of graphics per original should be limited to two copies. Exception to this limitation requires the approval of the installation VI manager.

f. Customer's drafts of requirements should be typewritten or in legible hand block printing (not cursive).

g. All material classified TOP SECRET or above must be submitted with a completed DA Form 3964 (Classified Document Accountability Record) in addition to the VI work order form.

h. Certificate lettering should be accomplished whenever possible by the customer's office using a typewriter or computer word processor. Lettering of official certificates by VI support centers will be considered a low priority and done as schedules permit.

i. Graphic material used in VI audiovisual productions or video transmissions will adhere to the standard 3:4 aspect ratio safe area in a horizontal format.

7–25. Electronic Imaging

Electronic imaging is a technical solution with qualitative and quantitative characteristics that permits the authoring, accessing, processing, and presentation of high quality text, graphics, audio, and still and motion media on a single electronic medium. It also permits the transmission of this information over integrated systems digital networks (ISDN), coupled with the storage and processing of large volumes of data and information at distributed functional data bases, electronic libraries and records centers. It employs both a permanent storage media, record-erase media, and communicating with local and long haul digital networks. The EIC concept is based on the premise that VI functions can best be supported within an integrated electronic digital/video (audiovisually) based center.

a. This technical solution provides an open electronic architecture that—

(1) Uses commercial off-the-shelf hardware and software and provides integrated interoperability between VI functional areas and throughout all user levels.

(2) Provides design requirements for the integration of user-operated personal computers in the following areas.

(a) Electronic access to Government created graphic clip art files.

(b) Electronic transmission of customer created PC graphics to the EIC for output or enhancement.

(c) Electronic layout of manuscript files. Provides output to color and black/white hard copy, digital and video media, transparency, sign-making materials, and electronic presentation equipment.

(3) Interfaces with VI records management systems and provides access to CONUS centrally managed archives.

(4) Provides video teleconferencing support, electronic photographic, motion media and multimedia production support, and loan support for media, equipment, and devices.

(5) Provides architecture that can use as much of the existing VI

support equipment as possible, can be customized to meet the specific workload requirements of each installation, and modified to address changes in technology.

(6) Provides interface with combat camera units by receiving transmitted imagery and providing connection between field units and installation VI activities for editing and product distribution.

b. The alteration of official photographic or video imagery by any means for any purpose other than to establish the image as the most accurate reproduction of an event or object is prohibited. Official imagery includes all photographic still and motion imagery regardless of the medium in which they are acquired, stored, or displayed, that are recorded or produced by persons acting for, or on behalf of, Department of Army or Department of Defense activities, functions, or missions.

c. Photographic techniques common to traditional darkrooms and digital imaging stations, such as dodging, burning, color balancing, spotting, and contrast adjustment that are used to achieve the accurate reproduction of an event are not considered alterations.

d. Photographic and video image enhancement, exploitation, and simulation techniques used in support of unique cartography, geodesy, intelligence, medical, RDT&E and training requirements are authorized, if they do not misrepresent the subject of the original image.

e. Images may be duplicated and electronically altered or merged with other electronic images. These altered images must—

(1) Be clearly labeled as such with the Army designated electronic symbol on the lower right corner of the image.

(2) Be treated as new images and be given a separate VIRIN and caption. Associated captions will specify the particular enhancement applied to the image and must make reference to the original image.

(3) Not contain copyrighted material without written consent from the copyright holder. Evidence of this consent must be maintained throughout the life cycle of the image.

f. The obvious masking of portions of a photographic image in support of specific security or criminal investigation requirements is authorized.

g. The use of cropping, editing, or enlargement to selectively isolate, link, or display a portion of a photographic or video image is not considered alteration. However, cropping, editing, or image enlargement which has the effect of misrepresenting the facts or circumstances of the event or object as originally recorded constitutes a prohibited alteration.

h. The digital conversion and compression of photographic and video images is authorized.

i. Portions of a photographic image may be used and enhanced within a composite graphics illustration if the resulting illustration does not misrepresent the facts or circumstances of the original event recorded by the image.

j. Original electronic images from library (electronic clip art) files will not be changed. Although electronic copies of them may be altered, or sized as needed within specific documents.

k. Photographic and video post-production enhancement, including animation, digital simulation, graphics, and special effects, used for dramatic or narrative effect in education, recruiting, safety and training illustrations, publications, or productions is authorized under either of the following conditions:

(1) If the enhancement does not misrepresent the subject of the original image.

(2) It is clearly and readily apparent from the context of the image or accompanying text that the enhanced image is not intended to be an accurate representation of any actual event.

l. Use, duplication, and electronic alteration of commercially obtained electronic images will be in accordance with applicable copyrights and licenses.

7–26. Still photography

Requests for still photos will be made using a DA Form 3903–R. Still photographic products and services in support of official requirements may be requested for the following uses.

a. Record documentation of significant Army events as described in paragraph 7–23.

b. Authorized personnel photography services to include.

(1) Awards, promotion, enlistments and similar ceremonies, subject to availability of manpower. Customers are encouraged to plan for group rather than individual ceremonies and photographs.

(a) Prints of ceremonies may be provided in black and white or color.

(b) The VI support center still photographic activity will select the best representative photographs of a ceremony to deliver to the customer. Under normal circumstances, activities will not give a customer contact prints of ceremony coverage nor will they make more than two prints per selected frame. Proper captions will be provided for record documentation and releasable materials. DD Form 2537 will be used for captions.

(2) Military personnel file full length photographs required by AR 640–30.

(3) Official portraits of civilians GM/GS–15 and above and officers colonel and above.

7–27. Conferencing

Army conferences are meetings for the purpose of presenting and exchanging information, comparing views, learning, planning, and decision making. Conferences may be held in one location or conducted simultaneously at multiple locations and linked by communication systems. The Army objective for conferencing systems is to provide fully interoperable electronic conferencing capabilities at installation, MACOM, and HQDA levels to support improved productivity and efficiency in accomplishment of programs and operational goals.

a. Electronic conferencing (EC) at a maximum capability level is a fully integrated system employing audio, video, computer-generated text and graphics and document copying capabilities, located in presentation facilities that can be linked by telecommunications networks.

b. Teleconferencing is defined as the secure and non-secure video conferencing with audio (including compressed or reduced rate video, and wideband video), and graphics conferencing with audio. Teleconferencing also includes, but is not limited to, teleconferencing applications known as tele-training, distance learning, tele-education, tele-seminar, electronic classroom, and other similar applications and related nomenclature. Teleconferencing excludes secure voice, secure data, telephone, computer, and audio-only conferencing.

c. Existing information systems and facilities and common user networks will be used to the maximum extent in providing teleconferencing support services. The DSN is the DISA managed common user network that will provide the teleconferencing standard connectivity on a worldwide basis. All teleconferencing systems and facilities will be interoperable with the DSN. Interoperability shall be consistent with the provisions of DOD Directive 4630.8, (Procedures for Compatibility, Interoperability and Integration of Command, Control, Communications and Intelligence (C3I) Systems).

d. Teleconferencing presentation systems and facilities are VI activities. Permanent terminal systems that are established for more than 90 days and satisfy a continuing requirement will be authorized as a VI activity and be maintained and operated in accordance with this regulation. Exclusions for VI activities cited in paragraph 7–2 of this regulation will not apply for the authorization and operation of teleconferencing activities. The Army intelligence community is exempted, when appropriate, from the reporting requirements specified in this regulation for their intelligence activities. Authorization and management oversight shall remain within the intelligence community.

e. There will be only one VTC node per community/ installation. Additional teleconferencing nodes/facilities are not authorized unless it can be clearly established that usage rates have reached saturation level and scheduling conflicts between two or more user networks using the same facility/room are preventing adequate teleconferencing support to the users.

f. Proposals for all teleconferencing systems/facilities will include

needs assessment, cost benefit analysis and full justification and be forwarded to CDR, USASC, Fort Huachuca, Arizona 85613–5000 for review prior to evaluation by DISC4 (SAIS–IDV). Proposals for teleconferencing systems/facilities in the National Capital Region (NCR) will be forwarded to the Director, Defense Telecommunications Service-Washington (DTS–W) for review, with copy furnished USASC, prior to evaluation by DISC4 (SAIS–IDV). Once approved, all Army teleconferencing requirements shall be submitted to the DISA for satisfaction. This includes requirements for facilities dedicated solely to teleconferencing, new or upgrades (including desktop and portable systems). For additional policy guidance see paragraph 6–26.

g. Teleconferencing activities will—

(1) Be consolidated or centrally managed maximally with existing teleconferencing activities. Teleconferencing activities and facilities shall not unnecessarily duplicate existing activities and facilities located within a geographical region, a metropolitan area, or installation. Dedicated activities shall be established only when cost-effective and operationally necessary.

(2) Be validated through the DISC4 (SAIS–IDV). Validation is achieved when it is determined that improved productivity and efficiency will be attained by reductions in workdays expended or travel costs incurred through the use of teleconferencing activities and facilities. Reductions must justify the fixed and variable costs of installing and maintaining these activities and facilities.

(3) Be operated in the most cost-effective manner and support multiple Army agencies where possible. The most cost-effective combination of in-house and contractual arrangements for establishing and operating teleconferencing activities and system functions shall be used. The identifiable net additional costs shall be recouped on a reimbursable basis.

(4) Be planned, designed, and engineered maximally for shared, common, and multipurpose use with DISA.

(5) Use equipment and telecommunication systems that meet appropriate international, national, Federal, and DOD standards to ensure flexibility, interoperability, safety, and reliability.

(6) Be approved by DISC4 for the establishment or upgrade of any teleconferencing activity or facility in the Pentagon and NCR after review and recommendation for approval/disapproval by DTSW; the establishment of proposed new teleconferencing activities or facilities in areas where one teleconferencing activity or facility currently exists within a five mile radius of the proposed activity or facility; and the establishment or upgrade of any teleconferencing activity or facility when initial acquisition or upgrade costs exceed $200,000.

h. MACOMs/FOAs will plan, program, and budget for their teleconferencing activities and systems, network requirements, and their use of other activities, systems, and networks (as customers).

i. Existing maintenance resources and capabilities, both government and contractually furnished, shall be coordinated with DISA and used maximally.

j. Systems approval documentation will include appropriate COMSEC and protection requirements (AR 380–series). The control of compromising emanations will be as outlined in AR 380–19–1. Cost for construction and site preparation engineering support for real property facilities to house teleconferencing systems must be addressed during the planning stage. When real property facilities or modification of existing facilities are required, procedures outlined in the AR 415–series will be followed.

k. Approved teleconferencing requirements will be included in the Army teleconferencing program. Standard procedures will be developed for the operation of teleconferencing networks and will be coordinated among participating commands and agencies.

7–28. Cable television (CATV)

Cable television distributes one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers of subscribers who pay for such a service. CATV facilities are commercially owned and operated. The installation commander is the franchising authority at the installation. Overall staff management of CATV is the responsibility of the DOIM or IM manager. The VI activity is responsible only for the operation of the command channel(s) that is (are) provided as part of the CATV franchise agreement. See paragraph 6–25 of this regulation for additional policy.

7–29. Defense Automated Visual Information System (DAVIS)

The DAVIS is a DOD-wide ADP system for management of VI products and activities. It includes a VI products data base covering production, procurement, inventory, distribution, project status, and archival control of VI productions, and a VI data base that includes activities, facilities, personnel, equipment, and funds. OATSD(PA) Defense Visual Information is the data base manager of DAVIS and provides policy guidance concerning the operation of DAVIS functions. AVIMD is the Army proponent for DAVIS. USASC monitors VI products and activities data bases entries, issues user names and edits ID codes. Also see DA Pam 25–91, Chapter 8.

7–30. Required management reports and forms

The following VI management reports and forms are required to manage and operate Army VI activities. Formats for these reports may be automated for the purpose of processing and transmission. Instructions for these forms may be found in DA Pamphlet 25–91.

a. DA Form 3903–R (Visual Information (VI) Work Order). This form will be used to request new VI products or services (such as, still photography, audio or video recordings, electronic imaging, and presentation support).

b. DA Form 4103–R (Visual Information (VI) Product Loan Order). This form will be used to request the loan of VI products (such as, videotapes, interactive videodiscs, and motion picture).

c. DA Form 5695–R (Information Management Requirement/ Project Document). This form will be used for identifying and technically evaluating VI equipment and systems.

d. DA Form 5697–R (The Visual Information Activity Authorization Record). This form will be used to authorize and list the capabilities of a specific VI activity.

e. DD Form 1995 (Visual Information (VI) Production Request and Report). This form will be used to request a new production, or revision of an existing VI production.

f. DD Form 2054/1 (Visual Information (VI) Annual Report). This form will be used to report all VI activity's budgets, manpower, organization, planning, and program management actions.

g. DD Form 2054/2 (Audiovisual (AV) Annual Production and Library). This form will be used to report Army VI activities production and library workloads.

h. DD Form 2537 (Visual Information Caption Sheet). This form is used for the captioning of conventional still photo, a reel of motion picture film, a videotape cassette, or electronic still video recordings.

Table 7–1
Types of VI Activities

Type	Primary Function	Description	Level of Approval
A	VI Support Center	Provides VI support services to all organizations on an installation, or within a defined area. It may include motion picture, still photography, video and audio recording for nonproduction documentary purposes, still video, graphic arts, VI library services, and VI equipment maintenance. Services may also include purchase, lease, or rental of off-the-shelf commercial VI productions for local use, including Category 0.	MACOM
1	Still photography		
2	Motion picture		
3	Video recording		
4	Audio recording		
5	Graphic art		
6	VI library		
7	Equipment maintenance		
8	Presentation support		
9	Still video		
B	VI Production	Includes production, reproduction, and distribution of Category 1 VI productions.	MACOM
1	Videotape		
2	Motion picture		
3	Multimedia		
C	VI Production	Includes all functions of type B activities, plus production, reproduction, acquisition and distribution of Category 1 and 2 VI productions.	MACOM
1	Videotape		
2	Motion picture		
3	Multimedia		
D	VI Production	Includes all functions of type C activities plus production of Categories 1, 2, and 3 VI productions. Also includes reproduction and distribution of Categories 1 and 2 productions.	HQDA (AVIMD)
1	Videodisc		
2	Videotape		
3	Motion picture		
4	Multimedia		
E	VI Records Center	Central control and storage facility for VI products.	OATSD(PA)
1	Joint Services		
2	Army		
F	Combat Camera and Other Operational		
1	COMCAM	Includes combat, contingency, natural disaster, field training, and other coverage of operations to satisfy MACOM, Army, and DOD-wide requirements. Includes documentation of special operations. Includes VI products and services integrated into the data collection systems at major field tactical training centers.	HQDA (AVIMD)
2	Psychological		HQDA (AVIMD)
3	Training documentation		HQDA (AVIMD)
G	Technical Documentation	VI documentation of actual events for evaluation. Includes medical and intelligence documentation, optical instrumentation, and armament recording.	MACOM
1	RDT&E		
2	Special		
H	Broadcasting	Includes local cable, master or community antenna, closed circuit television, or other radio and television broadcast services (less AFRTS).	MACOM
1	Cable TV		
2	Closed circuit TV		
3	Master/community antennaTV		
4	Radio		
5	Television		
I	Video Conferencing	Electronic media for audio and visual interaction between two or more locations.	HQDA (AVIMD)
J	Media Distribution	Central VI product distribution.	OATSD(PA)
K	VI Training	Formal VI training for DOD personnel; it may engage in Category 1 VI production, reproduction and distribution to support formal programs of instruction.	OATSD(PA)

Table 7–1
Types of VI Activities —Continued

Type	Primary Function	Description	Level of Approval
L	VI Management	Includes staff functions and management and administration of VI activities. Also includes limited acquisition of commercial off-the shelf productions.	OATSD(PA) HQDA (AVIMD) MACOM
1	HQDA		
2	MACOM or FOA		
3	Major subordinate command		
4	Installation		
5	Other		
M	VI Production	Includes all functions of type D activities plus production and reproduction of Categories 1, 2, 3, and 4.	OATSD(PA)
1	Videodisc		
2	Videotape		
3	Motion picture		
4	Multimedia		
N	VI Production	Includes commercial contracting of Categories 1, 2, 3, and 4. Also includes the acquisition of commercial off-the-shelf productions.	OATSD(PA)
1	Videodisc		
2	Videotape		
3	Motion picture		
4	Multimedia		
Q	JVIS	VI activity that provides VI support to more than one DOD component. These activities are funded separately from other VI activities by the DOD component that is designated as the executive agent.	HQDA (AVIMD)
R	Public affairs	Includes photojournalism, HQDA journalism, electronic photojournalism, and other VI media to support public affairs (command information, news gathering, and community relations) for TOE/MTOE public affairs units only.	HQDA (AVIMD)

Chapter 8
Records Management Policy

8–1. Management concept

a. Plans, policies and programs of the Records Management discipline of the AIRMP, provide for the modern, efficient and systematic life cycle management of all recorded information, regardless of media. It ensures that agency heads, commanders, and their staffs, at all echelons have the information needed in usable form, and the Army's official business is documented. It keeps the DA in compliance with information access laws, and protects both DA's and the individual's rights and interests.

b. This chapter implements the following Department of Defense Directives (DODD) and Instructions (DODI):

(1) DOD 4525.8–M, Official Mail Manual.

(2) DODD 5000.9, Standardization of Military Terminology.

(3) DODD 5015.2, Records Management Program.

(4) DODI 5330.2, Specifications for DOD Letterheads.

(5) DODD 5400.7, DOD Freedom of Information Act Program.

(6) DODD 5400.9, Publication of Proposed and Adopted Regulations Affecting the Public.

(7) DODD 5400.11, DOD Privacy Program.

(8) DODD 7750.5, Management and Control of Information Requirements.

c. Increasingly, the Army's official records are being created and maintained electronically. Section 3102 of Title 44, United States Code (44 USC 3102), requires the head of each Federal Agency to maintain a continuing program for the economical and efficient management of the records of the agency. This regulation establishes the management program for Army electronic recordkeeping systems.

d. The Records Management Program of the AIRMP includes provisions for—

(1) Creating by the most efficient, economical, and technologically advanced methods, only that information essential for conducting operations.

(2) Establishing effective controls over the creation, organization, maintenance, use, and disposition of Army information.

(3) Providing for the most expeditious and accurate distribution of information at a minimum cost by applying advanced technology and eliminating all but essential processing procedures.

(4) Ensuring that permanently valuable information is preserved and all other information is retained, reviewed and disposed of systematically under AR 25–400–2.

e. Within the Federal Government, records are considered to be any of the following if they are made or received by any entity of DA under Federal law or in connection with the transaction of public business and preserved, or are appropriate for preservation by DA as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of DA, or because of the informational value of the data in them.

(1) All books, papers, maps, photographs, graphic art.

(2) Machine readable items (such as hard disks, magnetic tapes, punched cards, floppy disks, printouts, aperture cards, roll microfilm, microfiche, laser disk, optical disk, optical card, other optical recording media, and so forth).

(3) Film slides, overhead transparencies, and motion picture films.

(4) Audio and video recordings.

(5) Any other documentary materials regardless of physical form or characteristics.

f. The following are not included within the statutory definition of the word record (DOD 5400.7–R, AR 25–55):

(1) Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications and processed documents.

(2) Objects or articles, such as structures, furniture, paintings, sculptures, three-dimensional models, vehicles, and equipment, whatever their historical value or value as evidence.

(3) Commercially exploitable resources, included but not limited to—

(a) Maps, charts, map compilation manuscripts, map research

materials and data if not created or used as primary sources of information about organizations, policies, functions, decisions, or procedures of DA.

(b) Computer software, if not created or used as primary sources of information about organizations, policies, functions, decisions, or procedures of DA. This does not include the underlying data which is processed and produced by such software and which may in some instances be stored with the software.

(4) Unaltered publications and processed documents, such as regulations, manuals, maps, charts, and related geographical materials, that are available to the public through an established distribution system, with or without charges.

(5) Intangible information, such as an individual's memory or oral communication.

(6) Personal records of an individual not subject to agency creation or retention requirements, created and maintained primarily for the convenience of an agency employee, and not distributed to other agency employees for their official use.

(7) Information stored within a computer for which there is no existing computer software program to extract the information, or a printout of the information.

g. Records management officials duties.

(1) Records administrators.

(a) Serve on the DCSIM or equivalent staff for the records management program and are appointed in writing.

(b) Manage, oversee and direct the records management program and its subprograms.

(c) Survey and appraise the agency or command records management program at least once every three years, prescribe and ensure necessary corrective action is taken.

(d) Ensure availability of training for records management personnel.

(e) Oversee, survey and appraise the methods and operations of records holding areas of the agency or command. Maintain liaison and coordinate records transfer, retirement and retrieval with Federal Records Centers and local NARA offices.

(f) Maintain liaison with and provide advice and assistance to security managers in developing and executing a program to reduce classified records holdings to the absolute minimum required.

(g) Maintain liaison with publications, forms and reports management officials to achieve a minimum production in types and numbers of copies of documents and reports required.

(h) Advise staff and system development personnel on the requirement for integration of records management functions at the concept development stage and coordinate at each milestone. Ensure that records management requirements are documented and included in systems acquisition as appropriate. Keep abreast of and/or implement new information technology for access, storage, retrieval and disposition of information.

(i) Provide technical assistance to the VI records managers, as required.

(j) Ensure records management factors are considered for all IMA acquisitions.

(2) Records management officers.

(a) Serve on the DOIM, IMO or equivalent staff for the records management program, and are appointed in writing.

(b) Manage, oversee and direct the records management program and its subprograms.

(c) Survey and appraise the records management program at least once every three years and prescribe and ensure that necessary corrective action is taken.

(d) Manage and provide staff direction for the operation of the records holding area. Ensure records are properly arranged and packed prior to movement from the records holding area to a records center. Maintain liaison and coordinate records transfer, retirement and retrieval with the Federal Records Centers and local NARA offices.

(e) Ensure that records management factors are considered for all IMA acquisitions.

(f) Ensure availability of training for records management personnel.

(g) Maintain liaison with and provide advice and assistance to security managers in developing and executing a program to reduce classified records holdings to the absolute minimum required.

(h) Provide technical assistance to VI records managers as required.

8–2. Objectives

a. Create only the minimum records essential and adequate to support, sustain, and document the following:

(1) Military operations in time of peace and war.

(2) The conduct of all other activities of the Army's official business.

b. Protect the rights and interests of the Army, its uniformed members and their dependents, civilian employees, and affiliated personnel.

c. Control the quantity and quality of records produced by the Army.

d. Establish and maintain control of the creation of data elements to be placed in records so the information contributes to the effective and economical operations of the Army and prevent the creation of unnecessary records.

e. Simplify the activities, systems, and processes of records creation and of records maintenance and use.

f. Direct continuing attention to the life cycle management of information from initial creation to final disposition.

g. Establish and maintain such other systems or techniques as the Archivist of the United States, in consultation with the Secretary of the Army, finds necessary.

h. Employ modern technologies and cost effectively provide alternatives for storage, retrieval, and use of records.

i. Ensure records are preserved in a manner and on a media which meets all legal and archival requirements.

j. Incorporate standards and technical specifications for the life cycle management of record information in all information systems requirements.

k. Ensure the periodic evaluation of the records management activities relating to the adequacy of documentation, maintenance and use, and records disposition, at all levels, through the information resources management review process.

8–3. Major subprograms

a. Army Recordkeeping Systems Management. The objectives of Army recordkeeping systems management are to cost-effectively organize Army files contained in any media so needed records can be found rapidly, to ensure that records are complete, facilitate the selection and retention of permanent records, and to accomplish the prompt disposition of noncurrent records in accordance with National Archives and Records Administration (NARA) approved disposition schedules.

(1) *The Modern Army Recordkeeping System (MARKS).* The MARKS provides procedures for the systematic identification, maintenance, retirement, and destruction of Army information. It provides for establishment and operation of Records Holding Areas and Overseas Command Records Holding Areas, and furnishes the legal authority for destruction of non-permanent Army records by organizational elements.

(2) *Electronic Recordkeeping Systems.* Life cycle management of information contained in automated information systems to include audio, visual and image information systems utilizing automation.

(3) *Manual Recordkeeping Systems.* Life cycle management of information contained in manual information systems to include paper, image, audio, and visual information systems.

b. Official Mail and Distribution Management. Official Mail and Distribution Management provides rapid handling and accurate delivery of official mail throughout the Army at minimum cost. To do this and to increase efficiency, processing steps are kept to a necessary minimum, sound principles of work flow are applied, modern equipment, supplies, and devices are used, and operations are kept

as simple as possible. This subprogram includes responsibility for ZIP + 4 addressing and office symbols.

(1) Office symbols are used to identify originators of correspondence and electronically transmitted messages. They are also used as part of the address when forwarding correspondence and mail to, from, or within HQDA. Office symbols will be as short as possible. Office symbols should be added or deleted when new organizational elements are created, existing organizational elements are terminated, or organizational elements are divided or merged.

(2) HQDA office symbols construction should contain no more than nine letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters. Characters other than letters of the alphabet will not be used in the construction of office symbols. The first two letters of a HQDA office symbol are normally "SA" for the OSA or an OSA activity; "DA" for other elements. Office symbols of field operating and staff support agencies normally begin with two letters representing the parent staff agency. Exceptions may be granted for HQDA field operating agencies and staff support offices located in the NCR. The third and fourth letters of the symbol represent the principal official in the OSA or OSA activity, an Army Staff agency, or a field operating or staff support agency. The fifth and sixth letters represent a directorate, a comparable element, or the next organizational element below agency level. The fifth and sixth letters may also represent a certain official in the immediate office of the agency head. The seventh letter represents a staff division, a comparable element, or the next lower organizational element. The eighth letter represents a staff branch, comparable element, or the next lower organizational element if there is no branch or comparable organizational element. The ninth letter represents a section, group, team, or an individual action officer. The letter "Z" is used in the fifth or seventh position only for the immediate office of the head of the agency, the director of a directorate, or the commander of a field operating or staff support agency. The letter "Z" is normally used with letters "A" through "W" to represent the officials (for example, deputies and assistant deputies) in the immediate office of the activity head. The letter "X" is used in the sixth or eighth position only for the executive, executive officer, or executive assistant of the agency or activity. Additions, deletions, or corrections to office symbols will be submitted to Commander, USAPPC, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. The basic office symbol for major commands will be constructed using the HQDA construction method.

c. Correspondence Management. Correspondence Management limits correspondence to essential requirements to improve the quality of necessary correspondence and provide for its creation in an economical and efficient manner. (AR 25–50)

d. Rulemaking. The Rulemaking Program satisfies the legal requirement for the Army to publish, in the Federal Register, Army regulations or other issuances and notices which have a substantial and continuing impact on the public.

e. Freedom of Information Act (FOIA) Program Management. The FOIA Program implements the DOD policy that requires that its activities be conducted in open manner consistent with the need for security and adherence to other requirements of law and regulation. The objectives of the FOIA Program are that only information which is exempt from disclosure by the Act is withheld from the general public and to ensure the release of any exempted information if no legitimate purposes for withholding it exists. (AR 25–55)

f. Privacy Act Program Management. The Privacy Act Program protects the privacy of an individual from unwarranted invasion by ensuring that collection and maintenance of recorded information about the individual is necessary, accurate, relevant, timely, and complete. Also, it ensures that these records are described in the Federal Register; are used only for authorized purposes, unless otherwise agreed to by the individual; made available for access at the request of the individual; are subject to amendment, when the individual demonstrates them to be inaccurate; and safeguarded from unauthorized disclosures. (AR 340–21, DA Pam 25–51)

g. Management Information Control Office (MICO). The objectives of the MICO are to establish policy, procedures and standards for information management control and prescribe responsibilities for the management and control of external and internal Army information requirements. This includes interpreting and implementing existing Army reports control policy, statutes and external guidance (OMB, GSA, and DOD); implementing Army information control policy goals and objectives; and assigning Requirement Control Symbols (RCS). The MICO evaluates proposed, new or revised public information requirements, prepares the Army's Quarterly Execution Plan and the Annual Information Collection Budget, and plans and coordinates periodic reviews of Army information management requirements, ADP products, and public information requirements.

h. Vital Records. This program provides for the selection and protection of vital records required for the Army emergency preparedness programs.

(1) *Emergency Operating Records.* A Duplicate Emergency Files program has been established to ensure the survivability of documents required by a headquarters for essential operations under national emergency, and that enough documents are available to plan for and implement reconstitution of the Army once the situation has been stabilized. The objectives of the Duplicate Emergency Files program are as follows:

(a) Create and maintain current duplicate files at designated sites to support emergency actions and functions of the Department of the Army according to the HQDA COOP.

(b) Provide one complete set of reconstitution files for HQDA emergency operating files for HQDA Headquarters and other headquarters.

(c) Standardize duplicate files material selection, distribution, storage, filing, safeguarding, and inventorying.

(d) Facilitate the use of technology for accounting, inventory review, retrieval and display of duplicate emergency files material. (This incorporates policy currently found in AR 340–26; follow procedures in AR 340–26.)

(2) *Rights and Interests Records.* These are records essential to the preservation of the legal rights and interests of individual citizens (including service members) and the Army. These records include such groups as retirement records, finance and accounting records, and valuable research records.

i. Terminology, Abbreviations and Brevity Code Management. The Terminology Standardization Management Program contains two interrelated areas:

(1) *Dictionary of Army Terms.* This program is designed to assist in reaching a more common understanding of the meaning of terminology used extensively by the U.S. Army, and with the DOD and International Standardization usage. (AR 310–25, AR 310–50)

(2) *Authorized Abbreviation and Brevity Codes.* This program prescribes authorized abbreviations and brevity codes and procedures for their use within the Army. Program objectives are to standardize abbreviations and brevity codes used within DOD and between DOD elements and NATO countries, and assist in reaching a mutual or common definition and meaning of terminology between DOD elements, and DOD elements and NATO member countries.

j. Management of records of defunct Army commands and organizations. These are records which have been transferred into a Federal Records Repository but are still under Army control because legal authority has not yet been transferred to the National Archives.

k. Oversight records administration of joint commands. These are records which have been transferred into a Federal Records Repository and for which the Army has been designated by DOD as executive agency for records administration until legal authority is transferred to the National Archives.

l. Archivist of the Army. The DISC4 appoints a professional careerist on the DISC4 staff with records management/archival-specific qualifications, to serve as the Archivist of the Army. The Archivist of the Army promotes cooperation with the Archivist of the United States in applying standards, procedures, techniques and schedules designed to improve management of records, safeguard the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of

temporary value. The Archivist of the Army takes final action to offer records to NARA. SF 258 (Request and Transfer, Approval, and Receipt of Records to National Archives of the United States) is used to offer Army records formally to the Archivist of the United States and to accession records into NARA. Use of SF 258 is limited to HQDA (SAIS–IDP).

m. Joint Visual Information Records Centers (DODD 5040.3).

n. Facsimile Transmissions. Many facsimile machines use thermal paper. Images on thermal paper may deteriorate after a period of time, making text illegible. If information on such a facsimile transmission is deemed appropriate for preservation as a record, recommend a copy be made of the transmission.

8–4. General policies

a. Personal papers pertain solely to an individual's private affairs. Official records are made or received in compliance with Federal law in the transaction of public business. Correspondence designated personal, private, eyes only, and so forth, but relevant to the conduct of public business are official records. Backchannel messages are official records which are processed under stricter handling and transmission techniques than normal message traffic. All official records are subject to life cycle management procedures and are the property of the Federal Government, not the military member or employee making or receiving them.

b. For convenience of reference, a Government official may accumulate extra copies of records which they have drafted, reviewed, or otherwise acted upon while in office. When deposited in a recognized research institution, these reference files or by-name collections often serve the broader interests of historiography. These reference files commonly are invaluable to later generations of staff planners and historians in discovering the whys and rationales of the decision process. Government officials may accumulate these extra copies, if this action does not—

(1) Diminish the official records of the agency.

(2) Violate national security or confidentiality required by privacy or other interests protected by law.

(3) Exceed normal administrative costs.

c. Army general officers and senior civilian executives (normally limited to SES grades) may place reference files which they create during their tenure of office with the Military History Institute. This does not violate any of the prohibitions discussed above. Moreover, such donations create a single source of information on actions accomplished by high officials. The Director of Military History Institute will preserve the integrity of these collections with the identification of the donor, such as the "Wickman Papers," the "Abrams Papers," the "Bradley Papers," and so forth. During the lifetime of the donor, the collection will be open to them for whatever research, reference, or historical inquiry they wish to make. Archival and librarian assistance will be provided to the donor by the Director of the Military History Institute. Security clearance requirements of AR 380–5 must be met by the donor.

d. Records identified below may not be removed from the control of the Federal Government for personal retention or donation to any institution unless approval is obtained from the Archivist of the United States:

(1) The official record copy of any document.

(2) Security classified documents.

(3) Restricted Data or Formerly Restricted Data documents (AR 380–5).

(4) Diaries that contain official schedules of meetings, appointments, field trips, or other official activities. These are official records and will be so maintained.

(5) Copies of records containing information exempted from public release under the nine exemptions of the Freedom of Information Act or the Privacy Act.

(6) Any record, including any normally non-record copy, whose absence creates a gap in the files or impairs the logical sequence of essential documentation.

(7) Records required to transact the official business of the Army and any document which assists in the decision making process.

e. Records identified in (1) through (3) below may be removed when the individual creating them retires, resigns, or otherwise terminates his or her tenure of office.

(1) All personal and private papers that do not contain references to official business.

(2) Personal diaries, logs, notes, memoranda, tapes, disks, and summaries of telephone conversations, if all official information has been duplicated in official memoranda for record for retention in the official files.

(3) Reference books and other personal items brought from private life.

f. Separation and control of personal papers at the time of creation is the best way to avoid mixing personal papers with official records.

g. Commanders and agency heads will safeguard official records and properly dispose of them, in accordance with policy guidance in this regulation and in AR 25–400–2. Safeguarding against the removal or loss of Federal records includes an educational program to ensure that all DA personnel are aware that—

(1) Transfer of title and destruction of records in the custody of the Army are governed by specific provisions of 44 USC Chapter 33.

(2) There are criminal penalties for the unlawful removal or destruction of Federal records and for the unlawful disclosure of information pertaining to National Security and Personal Privacy (AR 25–400–2, AR 340–21, AR 380–5).

(3) Under the Federal Records Act of 1950, records in the custody of the Army, outside of the continental United States, may be destroyed at any time during the existence of a state of war between the United States and any other power; or when hostile action by a foreign power appears imminent, if their potential capture by the enemy is prejudicial to the interests of the United States. If emergency destruction is done, a list of records destroyed, their inclusive dates, and the date destroyed, will be compiled as far as possible. This information will be forwarded through channels to HQDA (SAIS– IDP), WASH DC 20310–0107, as expeditiously as theater or operational conditions permit.

h. Rare and irreplaceable publications. DA has a special concern for the protection of books and other publications of a historical nature which are located on Army installations. All levels of command will take action necessary to identify rare and irreplaceable publications, including manuals, training literature, regulations, published reports, studies, and so forth, regardless of whether they technically fall into the category of record material. Librarians will ensure that such rare publications are properly reported to the Director, United States Army Military History Institute.

8–5. Record media

a. Information created within the Army may be recorded on various display media such as paper, microform, other machine readable format, or presentation media (audio and visual). Approved Army disposition schedules apply to all Army recorded information regardless of the media upon which recorded. In order to protect the rights and interests of the Army and its members, keep costs to a minimum, and serve the study of history, display or presentation media for long-term records must be selected which best serves the operational needs of the Army and meets statutory scheduling requirements. These decisions are vital considerations in the design stage of information life cycle management.

b. When other than paper is the record copy—

(1) The medium selected must have the durability to meet the test of time established by the MARKS records disposition schedule, such as, retention period for the information contained in the system, individual microform or data base. MARKS provides procedures for the systematic identification, maintenance, retirement, and destruction of Army information. Where more than one MARKS file series is contained in the record, systems of records, or database, the longest included retention schedule will apply.

(2) The ability to retrieve the information economically and efficiently must be maintained for the length of time that the information remains in the Army's legal custody. Army records retired to

Federal Records Centers remain in Army legal custody even though in the physical custody of NARA. Formal accessioning into the National Archives of the United States, however, transfers legal custody from the Army to NARA and the Archivist of the United States.

(3) Federal Records Centers have storage facilities for records in machine readable and microform formats; however, they do not possess servicing capability. Records in these formats must be retrieved by the retiring activity for servicing, testing, manipulation or data processing.

(4) Information retained in other than paper format only as the record copy must meet all legal requirements imposed on the records of the Federal Government and must adequately protect the rights and interests of both the Army and any individual members, dependents or employees that it affects.

(5) VI original materials are retained in their original format. However, electronic VI media for archival retention is transferred to permanent media such as monochrome motion picture film.

(6) When microforms are the recording media for permanent records, silver halide film must be employed. For records which do not have a permanent retention requirement, the original microform can be either dry silver or silver halide, and the choice is dependent upon which provides the most efficient and economical filming process. The original microform copy normally will be used only to make either diazo or vesicular duplicates. Duplicate microforms will be used for current day-to-day reference or operations, as they are more economical and scratch resistant than the original microform.

(7) When the record copy from an information system is converted to a microform document, the longest retention of any MARKS informational series contained in the microform will determine the technical specifications of the film to be used. It is the responsibility of the appropriate DCSIM/DOIM/IMO to ensure that the type of film used meets established retention requirements. If the document being converted to microform contain permanent MARKS informational series as determined by the Archivist of the United States, special conditions noted in (9) below apply.

(8) When the permanent record copy is on microform, an archival film test (sometimes called the methylene blue technique) is required to ensure damaging chemicals are not retained on the film which will deteriorate the recorded information. For guidance about forwarding the film samples to the appropriate testing facility, contact the Image Systems Support Directorate, U.S. Army Information Systems Software Center, ATTN: ASQB–IIS, STOP C–55, 6000 6th Street, Suite S122, Fort Belvoir, Virginia 22060–5456. In addition to the film test, all microforms produced will conform to quality standards and formats. To ensure quality standards are being met for the microform application relative to format, resolution, density, and testing requirements; contact the U.S. Army Information Systems Software Center (USAISSC), ATTN: ASQB–IIS, Stop C55, 6000 6th Street, Suite S122, Fort Belvoir, VA 22060–5576 for specific instructions.

(9) The Archivist of the United States has proprietary interest in the permanent records of DA (and all other Federal agencies). This covers the entire life cycle from creation until eventual deposit in the National Archives. This proprietary interest includes both the informational content of the records as well as the display media.

(a) Prior to converting a permanent series of records to microform, a specific determination must be solicited from the Archivist of the United States. In some instances, the filmed documents are not acceptable for deposit in the National Archives and the original paper must be provided.

(b) If the appropriate MARKS standard does not contain a dual disposition standard for the conversion of paper to microform, approval for conversion must be requested from the Commander, USAPPC, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(c) Agencies may use optical disk systems for storage and retrieval of permanent records while the records remain in an agency's legal custody. However, permanent records may not be destroyed after copying into an optical disk without NARA's approval. Requests should be sent through HQDA (SAIS–IDP) to USAPPC, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(10) The National Security Agency (NSA) is exploring methods of destroying CD ROMs to avoid health risks that may be incurred when such material is burned, pulverized or shredded. Pending completion of the NSA effort, interim guidance for CD-ROMs, whether containing classified data or not, should not be disposed of by burning, shredding or pulverizing, but should be stored appropriately pending development of final disposition instructions. If the volume of stored CDs becomes a storage or security concern, the manufacturer should be contacted to seek assurance that their product does not contain toxic substances. With manufacturer assurance relating to specific disk products, excess CDs may be smelted.

8–6. Electronic records management

Army records, regardless of media, must follow the disposition instructions identified in AR 25–400–2, Appendix B, and comply with the security requirements of AR 380–19. All electronic information generated by, or contained in, an automated information system (AIS) must be considered. This includes information contained in Standard Army Management Information Systems, electronic-mail (E-Mail), command or installation unique systems, and systems maintained in the office environment. The disposition of electronic records must be determined as early as possible in the life cycle of the system. The functional value and program needs of electronic records dictate the retention period. The MARKS disposition instructions will be defined during the need justification phase, milestone O, and reviewed in the revalidation phase of each milestone in the life cycle management of the system. Visual information digital still and motion images are excluded from this paragraph. VI products are managed under the provisions of Chapter 7 and DA Pamphlet 25–91.

Chapter 9
Publications and Printing Policy

9–1. Management concept

a. The Army Integrated Publishing and Printing Program (AIPPP) provides for the efficient and systematic management of publications, regardless of format. It also includes initiatives to modernize the Army publications system with new publishing management concepts, and to access state-of-the-art printing, duplicating, self service copying, and related equipment, including electronic means. The AIPPP—

(1) Includes all levels of publishing in the Army.

(2) Provides support for creating, preparing, coordinating, printing, distributing, and managing publications.

(3) Provides support for maximizing the use of electronic publishing.

(4) Covers all publications and printing matters except those discussed in AR 115–11, which governs Army topography.

(5) Implements within the Army:

(a) DODI 5000.21, Forms Management program.

(b) DODD 5025.1–I, Department of Defense Directive System Annual Index.

(c) DODD 5025.11, Department of Defense Directive System Review Program.

(d) DODD 5330.1, Printing, Binding, and Related Equipment Programs.

(e) DODD 5330–3, Defense Printing Service.

b. The AIPPP consists of the major subprograms identified in paragraph 9–2. These subprograms provide a means to execute the established laws, regulations, and directives that govern the publications and printing discipline. The AIPPP ensures that—

(1) The Army's publishing and printing needs are met.

(2) DA military and civilian employees, at all levels, are provided official publications necessary to conduct daily business.

(3) All official publications—

(a) Comply with established publishing and printing laws.

(b) Are properly managed, numbered, and authenticated or approved.

(c) Are distributed by the most economical, effective, and timely methods consistent with available resources.

(d) Are made available to the public unless classified or otherwise restricted. Appropriate users fees will be extracted from the public for the sale of publications.

(e) Are produced in the most effective, lowest cost media.

(4) Publishing and printing policies, procedures, standards and controls are adhered to, resources are conserved, printing facilities are established and operated in accordance with appropriate guidelines, and printing, duplicating, and self service copying equipment is adequately controlled regarding purchase, rental, movement, and disposal.

(5) Forms are properly managed, designed, numbered, and prescribed in appropriate publications at the highest echelons.

(6) Army publications are free of language that prohibits or restricts contributions by all members of the force. Where appropriate in Army publications, the role of civilian members in combat support and combat service support must be recognized. Where military rank is specified in Army publications, also include the equivalent civilian position, unless prohibited by law.

9–2. Major subprograms of AIPPP

a. Army Publications Management Program. This program governs the publishing of Army departmental publications. It is designed to enforce Federal, DOD, and Army publishing policies, procedures, and standards. Specifically, the program includes the following:

(1) Determining appropriate media which includes determining the publication category and the method of production.

(2) Verifying the essentiality, currentness, and appropriateness of departmental publications.

(3) Analyzing and approving requests to publish, change, revise, consolidate, and rescind Army publications.

(4) Indexing publications.

b. Army Printing Management Program. The two categories below comprise the Army Printing Program.

(1) *Departmental printing.* Departmental printing includes all printing for use Army-wide regardless of place of origin and printing for Headquarters, Department of the Army.

(2) *Field printing, duplicating, and self-service copying.* Field printing, duplicating, and self-service copying are reproduction for command and local use. Field printing at Army controlled facilities is either procured through contract by the central GPO or the appropriate GPO regional printing procurement office (GPO RPPO), procured by Army purchasing and contracting officers when authorized by GPO waiver, or produced in field printing and duplicating facilities, or on self-service copiers. The USAPPC will maintain staff management and technical oversight of all Army field printing, duplicating, and self service copying operations. Army installations and agencies supported by the Defense Printing Service (DPS) must forward requests for field printing to the nearest DPS facility.

c. Forms Management Program. This program includes the management of Army-wide forms; HQDA agency and MACOM forms; and local forms. The objectives of the Army's Forms Management Program are to—

(1) Achieve Army-wide economy and efficiency in the analysis, design, production, and use of forms.

(2) Ensure all forms are essential to the procedure, system, or operation for which they are developed.

(3) Ensure approved standards are used in designing and initiating forms.

(4) Prevent the unnecessary increase in the number of forms and the accompanying work load.

d. Periodicals and Nonrecurring Publications Program. The Periodicals and Nonrecurring Publications Program is conducted within the Army under guidance from the Office of the Assistant Secretary of Defense for Public Affairs. Each periodical and nonrecurring publication, unless exempted, will be reviewed by either the departmental or a MACOM review committee. Recommendations of a review committee will be reported directly to the Secretary of the Army or MACOM commander for decision as appropriate.

e. Readability Program. This program is designed to make Army publications more usable by making them easier to read and understand.

f. Reduction in Unit Publications Program. This program requires that company and battalion commanders receive only those DA publications, forms, and reports needed to support readiness in their functional area of responsibility.

(1) All administrative publications distributed to A (company) or B (battalion) distribution level will be justified.

(2) A mobilization statement will be added to the applicability statement of all publications distributed to A or B distribution level.

(3) A no-growth policy in the number of new administrative publications distributed to distribution level A will be instituted.

(4) All surveys not assigned an RCS that request administrative information from company and battalion commanders must be justified.

9–3. Statutory restrictions for publications

a. Publishing and printing materials.

(1) An Army organization will not publish, print, or reproduce material, mechanically or electronically, unless an official designated by the commander certifies that the material is required for the official conduct of Government business.

(2) No periodical will be printed unless approved by a departmental or MACOM review committee.

(3) No private or commercial printing will be done at any Army plant even though the Army is offered reimbursement.

b. Nonessential publications. A proposed Army publication will be considered nonessential and will not be printed or reproduced in any media, to include electronic, if—

(1) It is not directly needed to effectively, efficiently, and economically conduct official business.

(2) It cannot be produced and distributed in time to fully serve its intended purpose.

(3) It duplicates, beyond the requirements for clarity, material already available to the publication's users.

c. Unauthorized publications. Unauthorized publications will not be printed or reproduced. They include—

(1) Elaborate conference or other program reports.

(2) Any publication with material that tends to glorify persons, units, or activities of the DA. (Official publications announcing the issue of citations and awards are exempt.) This will apply whether the publication will be produced by an Army field printing plant or for the Army under contract. It will also apply whether appropriated or nonappropriated funds will be used.

9–4. Official publications

a. Description.

(1) Official publications are those needed to conduct the Army's official business. Generally, they will be—

(a) Initiated by the agency head or commander having responsibility for the subject matter.

(b) Prepared in standard formats and prescribed media.

(c) Identified by a standard numbering system.

(d) Authenticated by a designated official.

(e) Financed from appropriated funds.

(2) Not all official publications meet the criteria in (1) above. The publications listed below may be considered official publications.

(a) School texts.

(b) Official historical volumes.

(c) Publications reporting results of scientific research.

(d) Publications by experts on technical, tactical, or similar subjects approved by the SA.

b. Proponent of publications.

(1) *Policy publications.* Only a principal HQDA agency (OSA, OCSA, and the Army Staff) will be the proponent for a publication that establishes Army-wide policy.

(2) *Nonpolicy publications.* A field operating agency or MACOM may be the proponent of an instructional or informational publication; a doctrinal, training, or organizational publication; or a technical or equipment publication.

c. Echelons of publications.

(1) *DA (departmental) publications.* These publications have Army-wide application.

(2) *HQDA agency publications.* These publications have only agency-wide application. They apply only to the issuing agency and have no application to other agencies in the Army or to elements in other departments or Government agencies. Heads of HQDA agencies may issue these publications only to elements under their jurisdiction.

(3) *Command publications.* These publications have only command application. They apply only to the issuing command and have no application to other commands in the Army or to elements in other departments or Government agencies. Commanders are authorized to issue these publications only to elements under their jurisdiction.

(4) *Joint use publications.* These publications apply to more than one military department (Army, Navy, Air Force), Defense agency, or other Government agency. Joint use publications are agreed to and issued by the heads of the departments and agencies involved, one of which is designated as the executive agent for the publication. They are department-wide or agency-wide in scope.

(5) *National Guard Bureau publications.* These publications apply only to National Guard units while not in Federal service and are issued by Chief, National Guard Bureau.

d. Relationship of publication echelons.

(1) To ensure uniformity, all policies and procedures (and supporting forms) will be issued, when possible, in the highest echelon of publication and by the highest headquarters.

(2) If the policies and procedures in publications conflict, those in the higher echelon publication will govern. If both publications are of the same echelon, the most recent one will govern, and proponents will act to resolve such conflicts at once.

(3) No command or agency publication will, directly or indirectly, rescind, amend, or take precedence over a DA or joint Service publication or any of its parts.

(4) Guidance in a DA publication will not be based on a lower echelon publication.

e. Preparing publications.

(1) *Avoiding unnecessary duplication.* Proponents must compare proposed publications and forms with existing ones to provide for conformity and to ensure that no unnecessary duplication will result from publication of the proposed documents.

(2) *Writing.* Official publications must be concise, clear, factually accurate, and pertinent. Basic policies for writing official publications are listed below.

(a) Army publications must meet the standards of the Army Readability Program.

(b) Army publications will be written in neutral language, since most publications apply to both men and women. This will prevent the possibility of sexual discrimination through misinterpretation.

(c) Writing must meet the requirements of propriety, good taste, and essentiality. Proponents will not use excessive background or explanatory material, that is controversial or frivolous, material that would discredit the Army, or material that would have an unfavorable effect on troops or the public. Also, proponents will not use the names of private firms or their products.

(d) Proponents will use the proper echelon of publication to issue their policies and procedures. They will use the proper medium of publication for the type of information being issued and its intended use.

(e) Publications will be organized to ensure that the material is clearly and logically presented, and the most important information is given the proper emphasis.

(3) *Using tables and illustrations.* Tables and illustrations will be used only to clarify complex narrative information or to replace it with a simpler and clearer means of presenting information. All tables and illustrations must be useful rather than merely decorative and must comply with (2)(*b*) and (*c*) above.

(4) *Using copyright material.* Copyright material will not knowingly be used in publications unless the proponent obtains written consent from the copyright owner or the copyright owner's authorized agent. In the absence of a copyright release, the proponent must obtain approval from the Office of the Secretary of the Army or the Office of The Judge Advocate General.

(5) *Coordinating publications.* All DA publications must be coordinated with the proper commands and agencies before they are printed. Coordination is necessary to ensure the correctness and consistency of publications, to inform commands and agencies of impending changes, and to reduce the possibility of conflicts. The amount of coordination required depends upon the medium of the publication being issued.

f. Numbering publications. USAPPC is responsible for the overall numbering system of publications and will assign numbers for all DA administrative publications. Individual numbers for doctrinal, training, technical, and equipment publications will be assigned by TRADOC, the U.S. Army Materiel Command (AMC), and the Office of The Surgeon General, using numbering schemes approved by USAPPC.

g. Authenticating publications. Authentication indicates that the publication has been determined to be definitive in content and approved for the purpose announced for the medium or as stated in the individual product. All Departmental publications meant for Army-wide distribution must be authenticated by the Administrative Assistant to the Secretary of the Army. (See AR 25–30 for printed authentications.)

h. Review of publications by heads of HQDA agencies and MACOMs.

(1) Heads of HQDA agencies and MACOMs will review the official publications that they are responsible for before the publications are printed, reprinted, or electronically reproduced. (For equipment technical manuals, this responsibility has been delegated to the appropriate AMC major subordinate commander.) During the review, heads of HQDA agencies and MACOMs will ensure that their publications—

(a) Are accurate, essential, and current.

(b) Meet standards for readability, neutral language, and good taste.

(c) Are consistent with laws, Executive Orders, and DOD and DA policy.

(d) Are efficiently and effectively presented.

(2) Heads of HQDA agencies and MACOMs will review their printed publications at least every 18 months or when a reprint action is initiated to ensure that the publications meet the criteria in 9–4*h*(1)(*a*) above and that the publications are still needed. They will modify publications that do not meet these criteria and will rescind those that are no longer needed. Heads of HQDA agencies and MACOMs will also ensure that adequate funds are available to maintain publications stockage levels.

i. Supplementing regulations.

(1) Regulations will not be supplemented without prior approval from the proponents. When permitted, a HQDA agency, MACOM, or subordinate element will issue a supplement to provide additional instructions needed to implement an Army Regulation (AR) or agency or command regulation. Only supplements will be used to provide such information; new complete publications will not be created to do so.

(2) Supplements must be reviewed and approved by the proponent of the higher echelon regulation before the supplement will be published. When approved, supplements will be issued at the highest echelon practical.

(3) Commanders will not issue supplements that duplicate or conflict with supplements from a higher headquarters.

j. Publication in the Federal Register. Federal law requires that

all documents affecting the public be published in the Federal Register. Because USAPPC is the DA liaison with the National Archives and Records Service for publication in the Federal Register, proponents will send these publications to USAPPC before they are printed. USAPPC will answer all questions about DA material and Executive Orders published or proposed for publication in the Federal Register.

9–5. Periodicals and nonrecurring publications

Policies governing the printing of Army publications apply to periodicals and nonrecurring publications.

a. Periodical. A periodical is any nondirective classified or unclassified Army magazine or newsletter-type publication published annually or more often for the purpose of disseminating information and material necessary to the issuing activity, with a continuing policy as to format, content, and purpose. Periodicals are usually published to inform, motivate, increase knowledge, or improve performance. They may contain official or unofficial information, or both. Internal agency newsletters and annual reports are classified as periodicals unless they are excluded publications.

b. Nonrecurring publication. A nonrecurring publication is any nondirective classified and unclassified publication printed on a one-edition basis, usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, books, booklets, reports, published speeches, and similar nonrecurring publications. Nonrecurring publications may contain official or unofficial information or both.

c. Excluded publications. Publications excluded from the periodicals and nonrecurring publications category are—

(1) Directives, regulations, legal opinions and decisions, proceedings, programs for ceremonies, press releases, single sheet flyers no larger than 14 by 22 inches without color photographs, environmental impact statements and assessments, documents, and purely administrative materials.

(2) Official instructional/informational documents of a permanent nature published to supplement DA, agency, or command directive publications authorized under AR 25–30.

(3) Authorized Army newspapers and civilian enterprise publications under authority of AR 360–81.

(4) Memoranda and other correspondence governed by AR 25–50.

(5) Research and development reports that are a direct result of research contracts and are distributed to Federal Government employees and the contractor involved in the work, technical books, monographs, and journal articles published by commercial publishers and professional associations.

(6) Publications that are primarily (90 percent or more) statistical materials. The exclusion does not apply to publications containing statistics from published sources other than the Army or analytical and interpretive text.

(7) Annual updates of instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations.

d. Policies. Only mission essential and cost effective periodicals and nonrecurring publications will be published.

(1) A periodical or nonrecurring publication will not be published if the information can be presented in official DA, agency, or command publications authorized by AR 25–30; Army newspapers and civilian enterprise publications authorized by AR 360–81; official correspondence under provisions of AR 25–50; or other excluded publication categories listed in *c* above.

(2) Periodicals and nonrecurring publications will be published at the highest headquarters concerned to ensure broad coverage of the subject matter, eliminate duplication, and provide effective distribution.

(3) The content of periodicals and nonrecurring publications will be devoted exclusively to the work of the publishing agency or command. Missions and accomplishments of the agency or command, the Army, and the Nation will be presented in a positive, logical manner. Material unnecessary in the transaction of the public business as required by law will not be included.

e. Authorized material. Differing opinions, commentaries, and guest editorials (military and civilian) are encouraged in periodicals. However, facts and opinions when both are part of an article, will be noted by identifying the opinion and naming the person who expresses it.

f. Unauthorized material. Periodicals and nonrecurring publications will not contain the following material.

(1) Articles intended solely to foster or obtain the support of persons outside the Government.

(2) Editorials, book reviews, or articles which are political in intent, representing clear and direct attempts to lobby in behalf of, or against, increased appropriations or legislation.

(3) Partisan political campaign articles or editorials.

(4) Personal items, such as routine assignments, promotions, or retirements of personnel.

g. Non-DOD sponsored publications.

(1) Neither appropriated nor nonappropriated funds may be used to defray costs in publishing non-DOD periodicals or nonrecurring publications issued by a private firm, corporation, organization, or individual.

(2) Army personnel (both military and civilian) may not be assigned to serve on the editorial, production, or business staffs of non-DOD periodicals or nonrecurring publications published by a private firm, corporation, organization, or individual.

h. Required statements. Each issue of a periodical will include—

(1) *Approval statement.* "The Secretary of the Army has determined that the publication of this periodical is necessary in the transaction of the public business as required by law of the Department. Use of funds for printing this publication has been approved by (designation of approving authority, either Secretary of the Army or commander of the major Army command) (date of approval) in accordance with AR 25–30."

(2) *Disclaimer.* A statement that the views and opinions expressed are not necessarily those of the Department of the Army or the publishing agency or command.

9–6. Blank forms

a. Types of forms.

(1) *Army-wide forms.* Army-wide forms are DA forms, DD forms, standard forms (SFs), optional forms (OFs), and forms of other Government agencies that are used throughout the Army. Use of these forms must be approved by USAPPC.

(2) *HQDA agency and MACOM forms.* These forms are used within one agency or command. Their use must be approved by the agency head or commander through the DCSIM, DOIM, or IMO.

(3) *Local forms.* Local forms are used within one organization, activity, or installation. Their use must be approved by the local commander through the DCSIM, DOIM, or IMO.

b. Prescribed forms.

(1) Forms will be prescribed at the highest echelon. Lower echelons will not create a form that duplicates the functions of a higher echelon form. Higher echelons will consolidate lower echelon forms that have a common function.

(2) A form developed at any level must be prescribed by a publication that explains how to use and complete the form. The only exception is local forms that are used within one element of an organization, activity, or installation.

(3) Like a publication, a form will have one proponent responsible for ensuring that the form is essential, accurate, usable, and in compliance with the law and DOD and DA policy. The name of the proponent's agency or command will be shown on the form.

(4) Only standard brevity codes and abbreviations authorized by AR 310–50, and the publications in the Information Management: Automation series (AR 25–70 through 25–9) will be used on forms.

(5) Forms used for collecting data within the Army require clearance and assignment of an approved requirements control symbol. (See AR 335–15.)

(6) Army forms that collect personal information from an individual must comply with the Privacy Act.

c. Forms needing special approval. (See AR 25–30, Chap 3.)

(1) Public reporting forms must be approved by the OMB. Requests for the establishment of these forms must be justified and submitted to HQDA (SAIS–IDT), WASH DC 20310–0700.

(2) Certain accounting forms must be approved by the General Accounting Office. When initiating or sponsoring these forms, send requests through channels to USAPPC for forwarding to OASD(C) for approval.

d. Electronic generation of forms. Electronic generation of a form is defined as creating a version of the form, both the form image and the fill-in data, at the same time. New and existing forms may be authorized for total electronic generation only if users have the equipment capable of performing this function. This guidance does not apply to printed forms on which the fill-in data are placed on the form electronically. Requests for electronically prepared forms (that is, continuous construction) must be submitted in accordance with guidance contained in AR 25–30.

(1) New forms generated solely by electronic means.

(a) DA forms. Proponents must submit a completed DD Form 67 (Form Processing Action Request) through the DCSIM, DOIM, or IMO to Commander, USAPPC, ATTN: ASQZ–PDT–I, Alexandria, VA 22331–0302. The DD form 67 must be accompanied by—

1. A statement indicating that all users of the form have the capability to comply with the electronic requirement.

2. A copy of the electronically generated form.

3. A copy of the prescribing publication. The publication must prescribe the use of the form, contain any instructions pertinent to generation, and include a completed sample illustration of the form.

(b) Command or local forms. Proponents must establish the electronic form requirements and obtain approval from the DCSIM, DOIM, or IMO in the local area.

(2) Existing stocked or locally reproducible forms.

(a) DA forms.

1. Activities requesting electronically generated versions of existing forms will obtain approval from the proponent of the form. Requesters will provide the proponent a copy of the electronically generated form for review. If the requester anticipates above average costs for generating a form, the requester will obtain the proponent's approval before starting the work. This coordination will eliminate expenditures of funds for a form that may later be disapproved.

2. The generated form image will contain the form title, form number and date, reference to the prescribing publication, Privacy Act statement, if applicable, and RCS, OMB, and GAO approval numbers if required.

3. Proponents will comply with the restrictions in *(d)* below before approving requests for electronic generation. When the next change or revision to the prescribing publication is prepared, proponents will include authorization for electronic generation of the form. The publication must contain any instructions pertinent to the generation of the form.

(b) Command or local forms. Approval will be obtained from the DCSIM, DOIM, or IMO.

(c) DD, SF, OF, and other agency forms.

1. Activities requesting electronic generation of these forms will submit their requests to the Army proponent of the form. The requester will provide the proponent a copy of the electronically generated form for review.

2. Proponents will submit a completed DD Form 67 for forwarding to the proper approval authority. Requests for electronic generation of SFs and OFs must be accompanied by a completed SF 152 (Request for Clearance or Cancellation of a Standard or Optional Form or Exception) and a separate justification.

(d) Restrictions for electronic generation. Controlled and sensitive forms and specialty constructions (except multipart forms that have all copies alike) will not be approved for electronic generation. Forms that require color (either in paper or ink) will not be approved for electronic generation if additional expense is required.

(e) Rescission of forms. Proponents will notify the Commander, USAPPC, ATTN: ASQZ–PDT–I, Alexandria, VA 22331–0302 in writing, when a form has been totally automated (no paper copies or stock levels are required) or, when approved electronically generated Army-wide forms are no longer required. Proponents of command or local forms will provide written notification to the DCSIM, DOIM, or IMO. in the local area.

e. Electronic forms contained on software packages.

(1) *Design.* Only forms management officers (FMO) responsible for designing Army-wide or command, agency, and local forms are authorized to design official forms.

(a) Army-wide forms. USAPPC will design Army-wide forms.

(b) Command, agency and local forms. Command, agency, and local FMOs may use a forms software package to design their internal forms.

(2) *Fill-in Forms.* Forms users are authorized to use only form fill-in software capabilities. However, forms purchased with software packages are for vendor demonstration purposes only and are not authorized for use as official forms.

(3) *Criteria for electronic forms.* The purpose, use, and construction of a form determines its applicability as an electronic form. The following criteria apply to forms that lend themselves to electronic generation and dissemination:

(a) Use. Forms designed for typewriter completion, or forms designed for handwritten completion that are usually prepared in an office environment.

(b) Construction. Forms that do not require special papers, inks, construction, or applications.

(c) Sensitivity. Forms that do not require controls to prevent forgery or use for fraudulent purposes.

(4) Publishing standards.

(a) Form elements. All electronic versions of forms (Army-wide or command, agency, and local) must conform to the forms requirements within this chapter and replicate the exact content (wording), format (layout), and sequence (arrangement) of the approved editions of the printed forms. At a minimum, electronic forms must contain the following:

1. Form title.

2. Form number and edition date.

3. Proponent designation.

4. Prescribing publication.

5. Supersession notice, if applicable.

6. Privacy Act statement, if applicable.

7. Requirements control, GAO, or OMB approval numbers, if applicable.

(b) Distribution media. Electronic forms may be issued on floppy disks or compact disk read only memory (CD-ROM) as a distribution medium.

1. Floppy disks. Forms will be placed on disks in numerical sequence. Since disks will contain a compilation of forms, the disks will be labeled and numbered for management purposes. (See AR 25–30, para 3–15.)

2. CD-ROM. Forms will be placed on disks in numerical sequences, not by functional category. The storage capacity of a CD-ROM will accommodate a large inventory of forms. Since the disks will contain a compilation of forms, the disks will be labeled and numbered for management purposes. (See AR 25–30, para 3–15.)

f. Exceptions to electronic forms design of Army-wide forms.

(1) Requests for authorization to use departmental forms in various software packages, other than those USAPPC provides, will be coordinated with the local functional process owner to ensure compliance with local business processes and will be submitted to the local information manager who will—

(a) Check DA Pam 25–30 (Consolidated Index of Army Publications and Blank Forms) to ensure the form is current.

(b) Check the electronic forms library bulletin board (EFLBBS) to see if an approved electronic form currently exists for the desired software package. If an electronic form does exist that meets the user needs, it may be downloaded for immediate use; if not, the information manager may request approval for a locally developed electronic form.

(2) The DOIM will—

(a) Complete DD Form 67. The DD Form 67 (Form Processing Action Request) will list the software (and version number) and

compatible hardware used to generate the electronic form. A technical point of contact will also be listed who can answer detailed questions about the use of the electronic form for the Army-wide community.

(b) Prepare one blank and one sample filled, printed paper copy of the electronic form with enough blank space on the bottom right margin to be used for a USAPPC assigned approval number (Imprint line). USAPPC will advise the DOIM of the number to be placed on the form. (See (4) below for more information on the imprint line.)

(c) Forward the request to the MACOM headquarters.

(3) The MACOM headquarters will—

(a) Review the request to ensure the electronic form does not conflict with other MACOM information management initiatives.

(b) Forward the request to Commander, USAPPC, ATTN: ASQZ–PDP, Alexandria, VA 22331–0302.

(4) USAPPC will—

(a) Ensure the electronic form meets the administrative requirements of GSA and DOD and conversion criteria relating to construction, color, special inks, and size.

(b) Ensure the output image is a near duplicate of the current paper edition of the form.

(c) Coordinate with, and obtain approval from, the functional proponent of the form.

(d) Coordinate with the appropriate data administrator.

(e) Assign a control number to be imprinted on the electronic form. USAPPC will notify the local DOIM of the approval and advise of the requirement to add the approval number (imprint line) to the bottom right margin of the form.

(f) Publish approved electronic versions of forms on the Army EFLBBS for Army-wide use, together with pertinent information such as nomenclature; paper edition date; electronic form file; USAPPC approval number; and the name, address, and telephone number of the technical point of contact.

g. Self-mailing forms. Forms or labels designed to be self-mailing will not be approved by the DCSIM, DOIM, or IMO unless authorized by the official mail control officer. The signature of the official mail control officer must appear on the DD Form 67.

h. Overprinting. Forms with fixed information may be overprinted if the overprinting is economical and does not alter the design of the form. Use DD Form 67 to request overprinting approval from the DCSIM, DOIM or IMO. If the request is approved, a control number will be assigned. The DCSIM, DOIM, or IMO is not authorized to approve SF and OF overprinting requests. They will send these requests to USAPPC for approval.

9–7. Statutory requirements for printing

All printing and duplicating work is subject to statutory requirements. AR 25–30 prescribes these requirements, including those governing the following special areas:

a. Propriety of material.

b. Product configuration.

c. Requirements for certifications.

d. Printing of items such as classbooks and yearbooks, calling and business cards, invitations, personalized items, official telephone directories, calendars, and newspapers.

e. Advertising.

f. Printing requirements included in contracts for equipment and services or in grants.

g. Initial publication by private publishers.

h. Recognition of agencies or individuals.

i. Reproduction of items such as licenses; certificates of citizenship or naturalization; U.S. Government or foreign government obligations; certificates, currency, passports, bonds, and the like; certificates of deposit, coupons, and such; and official badges, identification cards, or insignia.

j. Use of color and illustrations.

9–8. Requisitioning printing

All Army printing and duplicating will be done through one of the following methods. All organizations exempted from the provisions of Defense Management Resource Decisions (DMRD 998) may continue to procure printing directly from GPO Regional Offices.

a. Departmental Printing.

(1) HQDA agencies and designated commands will obtain departmental printing through USAPPC. USAPPC will procure this printing through the DPS.

(2) Commands and field activities will not produce or procure departmental printing unless authorized by USAPPC under a decentralized printing program.

b. Field printing. Every effort must be made to requisition field printing requirements from the Defense Printing Service.

(1) In-house reproduction must be limited to those items that are—

(a) Not available within the time constraints required.

(b) Not available on an existing DPS contract.

(c) Not conducive to the establishment of a DPS contract.

(d) Not repetitive in nature.

(2) Only the DCSIM and DOIM are authorized to procure printing from commercial sources through the DPS regional offices.

(3) Effectiveness and economy in accomplishing mission objectives will be considered in determining whether in-house or commercial resources will be used.

(4) All levels of command will conserve printing, duplicating, and self-service copying resources. Managers of printing plants and duplicating and self service copying activities will take action to conserve personnel, funds, material, and equipment consistent with conducting operations essential to mission support.

(5) In the event of, and during the initial stages of, mobilization, authority is granted to the field to produce any departmental publication (including blank forms) necessary to mission requirements. This automatic authority will remain in effect until otherwise notified by HQDA (SAIS–IDP), WASH DC 20310–0107.

9–9. Distribution of publications

USAPPC provides centralized control and management of the Army-wide distribution of DA publications and blank forms. The command manages the Army publications storage and distribution center. It also serves as the approval authority for overseas commanders establishing and operating Army publications and blank forms distribution centers as needed.

a. Goals and objectives of distribution.

(1) The correct quantities of publications, as well as the correct types of publications, reach the individuals who need them.

(2) The ordering of publications is made as easy as possible by—

(a) Transitioning to an electronic ordering/subscription system.

(b) Improving the cataloging/indexing of publications.

(c) Educating publications personnel and customers regarding distribution of publications.

(3) Publications inventories, replacement copy distribution, and publications accounts are managed efficiently.

(4) All publications with distribution restrictions are effectively controlled.

b. Methods of distribution.

(1) *Departmental publications distribution.*

(a) Initial distribution. Initial distribution is the first issue of a new, changed, or revised publication. When new and revised publications and changes to publications are printed, copies will be sent automatically to the units that previously submitted requirements for them to USAPPC. Some publications, however, are given a limited distribution. (An example of these are joint nuclear publications.) Instead of these publications being distributed Army-wide, the proponents decide who will get them and how many copies will be issued. Units that need, but do not normally get, these publications may requisition them. The requisitions must be approved in writing by the proponent before the U.S. Army Publications Distribution Center will release the publications.

(b) Replacement copy distribution. Replacement copy distribution is a stock program that is drawn upon by specific requisitions from account holders. It is also a backup to initial distribution. Replacement copy distribution may only be used to replace lost or worn out

publications. Replacement copy distribution may also be used to order publications not normally required, for which an initial distribution subscription should not be established, and to obtain supplemental copies of publications, pending change of subscription.

(2) *Blank forms distribution.* Generally, the U.S. Army Publications Distribution Centers will issue blank forms only to publications stockrooms and overseas centers; they do not issue blank forms to individual units. Individual units must order the forms they need from their local stockrooms or overseas centers.

(3) *Command and agency publications distribution.* These publications will be distributed by the proponent agency or command. These publications, including forms, will not be distributed outside the area of jurisdiction of the command or agency.

c. Levels of distribution for administrative publications. Army administrative publications are distributed to the command levels listed below. For additional information, see AR 25–30.

(1) Distribution A—publications for company or similar organizational units only.

(2) Distribution B—publications for brigade, regiment, group, battle group, and battalion level only.

(3) Distribution C—publications for installations, activities, and commands including headquarters of divisions and comparable commands only.

(4) Distribution D—publications for HQDA, MACOMs, and installations and activities immediately subordinate to MACOMs and HQDA agencies only.

(5) Distribution E—publications for headquarters of MACOMs and HQDA agencies only.

d. Distribution restriction statements and warning and destruction notices.

(1) For all new or revised DA technical, equipment, doctrinal, and training publications, the proponent must assign statements to denote the extent to which they are available for release and dissemination. Certain categories must also bear warning and destruction notices.

(2) The proponent must assign a distribution restriction statement and a destruction notice for all new and revised administrative publications that contain technical or operational information that are for Government use only and may prove harmful to U.S. interests if released outside the Government.

(3) Decisions on the use of appropriate distribution restriction statements must be based on the content of the individual publication. Decisions affecting an entire medium (for example: Army regulations, field manuals, and technical manuals) will not be made below HQDA level.

(4) For specific statements and their uses, as well as exceptions to this policy, see AR 25–30.

e. Sale of publications. All publications will be sold on a user-fee reimbursement basis.

(1) Army publications, except those that are classified, restricted, or strictly for internal administrative and operational purposes that have no public interest or educational value, will be made available to depository libraries through the Superintendent of Documents, Government Printing Office, Washington, DC 20402. The Superintendent of Documents will sell only those publications printed by GPO or ordered printed through GPO or the RPPO.

(2) The National Technical Information Service will handle general public requests for unclassified, uncopyrighted, and unrestricted Army publications not sold through the Superintendent of Documents. Copies of publications can be obtained from National Technical Information Service, U.S. Department of Commerce, ATTN: Order Preprocessing Section, 5285 Port Royal Road, Springfield, VA 22161.

f. Sale to eligible foreign governments.

(1) USAPPC will supply publications only to those foreign governments that have a current sales agreement under the Foreign Military Sales Program (AR 12–8), which is administered by the U.S. Army Security Affairs Command.

(2) DA Pam 25–32 addresses how to establish and manage an FMS account for publications.

Chapter 10
Army Library Program

10–1. Management Concept

a. The DISC4 as proponent for the Army Library Program (ALP) develops and implements library management policies and provides Army library management representation at Federal, State, national, and international levels. The DISC4 serves as the functional chief for the Librarian Career Program.

b. The purpose of ALP is to provide professionally administered library services to commanders and their communities to meet a broad spectrum of mission support and unique requirements essential to the accomplishment of the Total Army mission.

10–2. Library management organization

a. Army libraries are defined as service activities and identified by a U. S. Army property account number in AR 735-17, Accounting for Library Materials, or a DODAAC for Army Medical Department Libraries under AR 40-2. Libraries are established to select, acquire, organize, and make available print and non-print informational materials and sources to provide information, reference, education, and research services. A defined library may be a single or multiple library facility, serving many service points, such as branch libraries, bookmobiles, office collections, or field library units. Only activities within the scope of the definitions above will be considered to be Army libraries.

b. Library accounts are required for all Army libraries. Establishment and termination of library property account serial numbers for these accounts, except for Army medical and law libraries, is approved and assigned by the Army's executive agent for library property accountability and the proponent, DCSLOG, as directed in AR 735-17.

c. Army Libraries are authorized in HQDA field operating agencies, MACOMs, installations, and activities, as required, to support the organizational mission, including combat development, training, test and evaluation, research and development, civil works, military construction, health services, legal, education, recreation, and other programs (20 U.S.C 1501). Libraries are established and funded by their parent organization to select, acquire, organize, retrieve and disseminate information resources and services to a designated community. Visual information libraries are exempt from the provisions of this chapter (see chap 7). The seven basic types of Army libraries are:

(1) *Academic research libraries.* They provide collections that reflect the mission emphasis of the parent school or institution, but often have broad subject coverage, including current and historical materials.

(2) *Army Medical Department (AMEDD) libraries or information centers.* They provide information support and services in one or more of the following disciplines: direct patient care, biomedical or biophysical research, education in health care fields, patient health education, environmental sciences (health/toxicology, pollution and control, industrial hygiene) and morale support. The operation and management of the AMEDD medical and special libraries is contained in AR 40-2, Army Medical Treatment Facilities: General Administration.

(3) *Law libraries.* They provide services and materials for legal reference and research to support a command's mission. The operation of Army law library units is detailed in AR 27-1.

(4) *Scientific/technical libraries.* These libraries provide reference and research services in the pure and applied sciences and technology in support of their organizations's mission.

(5) *General libraries.* They perform the diversified functions of public libraries, which include mission-related reference, education, training, and support of morale, welfare and recreation activities. The collections are broad in scope and the range of library and

information services provided is substantial. The following units may be included in general library organizations: main and branch community libraries, field library units, remote site libraries, command reference centers and bookmobiles. Additional guidance for general libraries is contained in AR 215-1.

(6) *Special libraries.* Libraries that do not fit any of the criteria provided in subparagraphs (1) through (5) above are considered to be special libraries. These libraries serve a special-interest group to meet its information needs, limiting the scope of the collection to the special subject interests of the host or parent organization.

(7) *Consolidated libraries.* These libraries serve multiple organizations and missions, such as a general library and an educational facility library. They may be consolidated or colocated in the same facility or placed under one administration.

(8) *Office Collections.* Books, periodicals, manuscripts, publications, or other such materials acquired for administrative support for an office do not constitute a library.

10–3. Directives

a. There will be no censorship in Army libraries. Materials will cover different views of controversial subjects. Installation Commanders will encourage and promote the availability of books, periodicals, and other media which present a wide range of viewpoints on public issues.

b. A general privacy act notice for the Library Borrowers'/Users' Profile Files is in DA Pam 25-51. Library circulation records are for internal use only. Release of information on circulation records will be done only after a review of the request by the proper FOIA or PA official.

c. Army libraries will comply with and inform their users of the requirements of The Copyright Law of the United States (17 U.S.C.). Point of contact on copyright law issues is the Intellectual Property Law Division, U.S.A. Legal Services Agency, U.S.A. Litigation Center, Arlington, Virginia.

d. Army libraries may participate in the Depository Library Program, when found eligible by GPO. (44 U.S.C. 1905).

e. Except for private use copying, no fees or charges will be assessed individual authorized users of library services. Fees will be assessed for materials copied for personal use or coin operated equipment will be used.

f. Classifications and qualifications for library personnel is based on the Office of Personnel Management (OPM) Qualification and Classification Standards and Handbook X-118, Qualification Standards for Positions under the General Schedule. Recruitment procedures for vacancies in the GS-1410 series are contained in AR 690-950, Career Management.

g. Army libraries will participate in both Federal and non-Federal library networks. Memberships may be determined by geographical region, library consortia or functional area.

10–4. Personnel and facilities

a. Army libraries will maintain the professional standards established by professional library associations (such as the American Library Association, Special Libraries Association, Medical Library Association, and educational accrediting associations).

b. Army libraries will be staffed with qualified personnel to perform the duties involved in planning, administering and operating the library.

c. Library facilities should conform to MIL HDBK 1190, Facility Planning and Design Guide, 1 September 1987. Libraries should be planned according to the U.S. Army Libraries Design Guide, DG 1110-3-110, and with command or agency staff guidance. The Guide should also be used when a library is undergoing major renovation. When planning medical libraries, medical facilities will consult with the Health Facilities Planning Agency. The facility should be planned to meet the separate and distinct functions of providing service space for users and work space for the library staff. Library facilities will not be used to provide office, work, or storage space for functions not specifically related to library services, with the exception of conference rooms which may be used for non-library meetings. All other uses are subject to HQDA/MACOM/installation commander approval.

10–5. Collections and Services

a. Accountability. Accountability for library materials will be per AR 735-17. Materials removed from library collections will be reviewed per AR 735-17 and AR 870-5, for possible transfer to the U.S. Army Military History Institute Library.

b. Service objectives. Libraries provide materials and services to users to support mission-related functions. All activities of the library are designed to facilitate service. Each library should adopt a written statement of specific service objectives based on an information requirements study. User studies should be conducted periodically to assess the needs of various groups for the purpose of updating service objectives.

c. Administrative control. MACOMs will decentralize Army library budgeting, acquisitions, and cataloging to individual operating activity level when it is the most efficient and cost effective method of operation.

d. Cataloging of information resources. This is accomplished according to the latest edition of the Anglo-American Cataloging Rules (AACR). Technical reports or documents may be cataloged in either AACR or Committee on Scientific and Technical Information (COSATI) format. Cataloging entered into an automated system, whether at an individual library or a shared database at the international, national, MACOM or other level, will be communicable in the Machine-Readable Cataloging or COSATI formats for the communication of bibliographic information. Appropriate telecommunications, capabilities, and services will be acquired. Individual libraries will use Federal Library and Information Network (FEDLINK), Online Computer Library Center (OCLC) or other library networks and/or bibliographic utilities, when these services meet existing library standards and are the most cost-effective means possible.

e. Interlibrary loan (ILL)/document delivery. Army libraries borrow books and other library materials from government and non-government sources as required for service to library users. Libraries may lend materials to Government and non-Government libraries when the request meets American Library Association (ALA) standards for ILL. Libraries may enter into agreements with international, national, regional, or local library networks which allow ILL among the participants. For participation in the ILL system and essential library networks, appropriate telecommunications, capabilities, and services will be acquired. Each library will have a written ILL policy.

f. Library collections. Libraries will maintain collections and provide electronic access to information that ensures timely availability of current and retrospective multimedia materials needed by users. Collections will be kept current through regular acquisition of appropriate materials. All library collections will be organized according to accepted library practice applicable to the type of collection.

g. Micrographics and other non-print materials. Micrographics production and reproduction equipment must be included in IMA Modernization Plan. Library resources in audio-visual format, optical discs, CD-ROM, on-line database services or microforms do not require special approval for libraries. VI collections not under the operational control of an Army library are governed by Chapter 7 of this regulation.

h. Mail and delivery services. The following mail and delivery services are authorized:

(1) The use of registered first-class or numbered insured mail for the shipment of books and other library materials that are one-of-a-kind, rare and out of print or irreplaceable.

(2) Guaranteed return delivery for non-Government organizations when required for ILL transactions.

(3) Guaranteed delivery of a free publication upon request of the publisher.

(4) For the shipment of other library materials which are not in the above category, mail as third class or fourth class mail, depending on the weight and type of materials.

(5) Use of overnight delivery is authorized when necessary to meet mission requirements.

i. Security. Classified, limited distribution and proprietary materials in libraries will be safeguarded in accordance with applicable regulations.

10–6. Army library sponsorship

Army Library Institute (ALI). The ALI is the Army-wide training institute sponsored by the DISC4 and usually hosted by MACOMs to provide an opportunity for continuing education for Army librarians. It updates and enhances the skills of Army librarians for improved cost-effective service to the entire Army community. It is the only Army applicable and Army unique library training. It apprises Army librarians of new programs, trends, procedures and technologies. Commanders are encouraged to support maximum participation by their library personnel.

Appendix A
References

Section I
Required Publications

ACP 121 U.S. Supp–1
Communications Instructions General. (Cited in paras 6-5, and 6-6.)

AR 25–3
Army Life Cycle Management of Information Systems. (Cited in para 5-2.)

AR 25–30
The Army Integrated Publishing and Printing Program. (Cited in paras 9-4, 9-5, 9-6, 9-7, and 9-9.)

AR 25–50
Preparing and Managing Correspondence. (Cited in para 8-3.)

AR 25–400–2
The Modern Army Recordkeeping System (MARKS). (Cited in paras 3-9, 7-17, 8-1, 8-4, and 8-6.)

AR 70–1
Army Acquisition Policy.(Cited in para 3-5.)

AR 310–4
Publication in the Federal Register of Rules Affecting the Public. (Cited in para 8-3.)

AR 335–15
Management Information Control Systems. (Cited in para 8-3.)

AR 340–21
The Army Privacy Program. (Cited in para 8-3.)

AR 340–26
Duplicate Emergency Files Program. (Cited in para 8-3.)

AR 870–5
Military History: Responsibilities, Policies, and Procedures. (Cited in para 10-1.)

DA Pam 25–2
Information Mission Area Planning Process. (Cited in 3-3.)

DA Pam 25–91
Visual Information Procedures. (Cited in paras 7-6, 7-8, 7-9, 7-11, 7-16, 7-23, 7-29.)

DOD 4525.8–M
Organization and Functions, Headquarters, Department of the Army (Cited in para 8-1.)

DOD 5400.8–M
Department of Defense Freedom of Information Act Program. (Cited in para 8-1.)

DSM 4120.3–M
Defense Standardization Manual (Cited in para 7-16.)

Section II
Related Publications

AFARS 70.307(c)
Army Federal Acquisition Regulation Supplement

AR 5–12
Army Management of the Electromagnetic Spectrum

AR 5–20
Commercial Activities Program

AR 10–5
Organization and Functions, Headquarters, Department of the Army

AR 12–8
Security Assistance—Operations and Procedures

AR 25–6
Military Affiliate Radio System (MARS)

AR 25–9
Army Data Management and Standards Program

AR 25–10
Reduction and Control of Information Transfer in an Emergency

AR 25–51
Official Mail and Distribution

AR 25–55
The Department of the Army Freedom of Information Act Program

AR 27–1
Legal Services, Judge Advocate Legal Services

AR 27–60
Intellectual Property

AR 28–86
U.S. Army Contemporary Military Reading Program

AR 37–1
Army Accounting and Fund Control

AR 37–103
Disbursing Operations for Finance and Accounting Offices

AR 37–108
General Accounting and Reporting for Finance and Accounting Offices

AR 40–2
Army Medical Treatment Facilities: General Administration

AR 70–61
Type-Classification of Army Materiel

AR 71–9
Materiel Objectives and Requirements

AR 71–13
The Department of the Army Equipment Authorization and Usage Program

AR 105–86
Performing Electronic Countermeasures in the United States and Canada

AR 105–70
Amateur Radio Operations

AR 115–11
Army Topography

AR 190–30
Military Police Investigations

AR 190–53
Interception of Wire and Oral Communications for Law Enforcement Purposes

AR 210–1
Private Organizations on Department of the Army Installations and Official Participation in Private Organizations

AR 210–10
Administration

AR 215–1
Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities

AR 310–25
Dictionary of United States Army Terms

AR 310–49–1
The Army Authorization and Documentation System (TAADS) Documentation Procedures and Processing

AR 310–50
Authorized Abbreviations and Brevity Codes

AR 350–38
Training Devices, Policy and Management

AR 360–5
Army Public Affairs, Public Information

AR 360–7
Army Broadcast Service

AR 360–81
Command Information Program

AR 380–5
Department of the Army Information Security Program

AR 380–10
Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives

AR 380–13
Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

AR 380–19
Information Systems Security

AR 380–19–1
Control of Compromising Emanations (U)

AR 380–28
Department of the Army Special Security System

AR 380–35
(S) Department of the Army Communications Intelligence Security Regulation (U)

AR 380–40
(C) Policy for Safeguarding and Controlling COMSEC Material (U)

AR 380–53
Communications Security Monitoring

AR 380–150
Access to and Dissemination of Restricted Data

AR 381–14
Technical Surveillance Counter Measures (TSCM) (U)

AR 405–80
Granting Use of Real Estate

AR 415–15
Military Construction, Program Development and Execution

AR 415–20
Project Development Design and Approval

AR 420–43
Electrical Services

AR 710–2
Inventory Management Supply Policy Below the Wholesale Level

AR 725–50
Requisition and Issue of Supplies and Equipment, Requisitioning, Receipt, and Issue Systems

AR 735–5
Policies and Procedures for Property Accountability

AR 735–17
Accounting for Library Materials

AR 750–1
Army Materiel Maintenance Policy and Retail Maintenance Operations

AR 750–10
Modification of Materiel and Issuing Safety-of-Use Messages and Commercial Vehicle Safety Recall Campaign Directive

AR 750–43
Army Test, Measurement and Diagnostic Equipment Program

DFAS IN Manual 37–100–XX
Financial Management: The Army Management Structure (Defense Finance and Accounting Service, Indianapolis Center (DFAS-IN), Indianapolis, IN)

DA Pam 25–2
Information Mission Area Planning Process

DA Pam 25–32
Foreign Military Sales Publications Guide

DG 1110–3–110
Design Guide for Libraries. This publication is available from OCE Publications Depot, 890 South Pickett Street, Alexandria, VA 22304.

DOD 4270.1–M
Construction Criteria Manual

DODD 3405.1
Computer Programming Language Policy

DODD 3405.2
Use of Ada in Weapons Systems

DODD 4630.5
Compatibility and Interoperability of Tactical Command, Control, Communications and Intelligence Systems (C3I)

DOD 5000.1
Defense Acquisitions

DODD 5000.2
Defense Acquisition Management Policies Procedures

DODD 5000.9
Standardization of Military Terminology

DODD 5015.2
Records Management Program

DODD 5040.2
Visual Information

DOD 5040.2–G
Defense Audiovisual Information System (DAVIS) User Guide

DODD 5040.3
Joint Visual Information Activities

DODD 5400.9
Publication of Proposed and Adopted Regulations Affecting the Public

DODD 5400.11
Department of Defense Privacy Program

DODD 7750.5
Management and Control of Information Requirements

DODD 7920.1
Life Cycle Management of Automated Information Systems

DODD 7920.2
Major Automated Information Systems Approval Process

DODI 5330.2
Specifications for DOD Letterhead

DODR 7000.14–R
Department of Defense Financial Management Regulation

DOD–STD 2167
Defense System Software Development

DOD–STD 2168
Defense System Software Quality Program

DOD–STD 7935.1
DOD Automated Data Systems Documentation Standard

FM 11–490–2
Army Communications Facilities: Telecommunications Center Operating Procedures

Joint Pub 1–02
Department of Defense Dictionary of Military and Associated Terms

JCS Pub 6
Joint Reporting Structure

OMB Cir A–3
Government Publications

OMB Cir A–130
Management of Federal Information Resources

SB 700–20
Army Adopted/Other Items Selected for Authorizations/List of Reportable Items

PL 81–152
Federal Property and Administrative Services Act of 1949, as amended.

PL 81–754
Federal Records Act of 1950.

PL 89–306
Brooks Act.

PL 89–487
Administrative Procedures Act of 1966

PL 90–620
Public Printing and Document Act of 1968

PL 93–502
Freedom of Information Act of 1974

PL 93–579
Privacy Act of 1974

PL 94–575
Federal Records Management Amendments of 1976

PL 94–553
Copyright Act of 1976

PL 96–354
The Regulatory Flexibility Act of 1980

PL 96–470
Congressional Reports Elimination Act of 1980

PL 96–511
Paperwork Reduction Act of 1980

PL 97–86
Warner Amendment

PL 97–375
Congressional Reports Elimination Act of 1982

PL 99–500
The Paperwork Reduction Reauthorization Act of 1986

Executive Order 11490
Assigning Emergency Preparedness Functions to Federal Departments and Agencies (Continuity of Government Operations—Duplicate Emergency Files)

Executive Order 12044
Improving Government Regulations

Executive Order 12291
Federal Regulation

Executive Order 12498
Regulatory Planning Process

Executive Order 12600
Predisclosure Notification Procedures for Confidential Commercial Information.

RCS CSIM–46
Information Management Requirement/Project Document (DA Form 5695-R)

RCS DD–PA(A)–1115
Visual Information Products for Obsolescence

RCS DD–PA(AR)–1381
Visual Information Production Request and Report

RCS DD–PA(A)–1438
Visual Information Annual Report (DD Forms 2054/1 and 2)

RCS GSGPO–344
Visual Information Investment System Requirements for the Visual Information Systems Program

Section III
Prescribed Forms

DA Form 3903–R
Visual Information Work Order (Prescribed in para 7-8*a*.) (Electronic generation authorized.)

DA Form 3938
Local Service Request (Prescribed in para 4-2*b*(5)(*d*).) (Electronic generation authorized.)

DA Form 4103–R
Visual Information Product Loan Order (Prescribed in para 7-8*b*.) (Electronic generation authorized.)

DA Form 5695–R
Information Management Requirement/Project Document (Prescribed in para 7-6*c*.) (Electronic generation authorized.)

DA Form 5697–R
Army Visual Information Activity Authorization Record (Prescribed in para 7-3*c*.) (Electronic generation authorized.)

DD Form 1995
Visual Information (VI) Production Request and Report (Prescribed in para 7-16*j*.) (Electronic generation authorized.)

DD Form 2054/1
Visual Information (VI) Annual Activity Report. (Prescribed in para 7-1.)

DD Form 2054/2
Audio Visual (AV) Annual Production and Library Report. (Prescribed in para 7-1.)

DD Form 2537
Visual Information Caption Sheet. (Prescribed in para 7-8*d*.) (Electronic generation authorized.)

Section IV
Referenced Forms

DA Form 2062
Hand Receipt/Annex Number

DA Form 3953
Purchase Request and Commitment

DA Form 3964
Classified Document Accountability Record

DD Form 67
Form Processing Action Request

DD Form 173
Joint Message Form

DD Form 1150
Request for Issue or Turn-In

DD Form 1910
Clearance Request for Public Release of Department of Defense Information

SF Form 152
Request for Clearance or Cancellation of a Standard or Optional Form or Exception.

SF Form 258
Request Transfer, Approval, and Receipt of Records to National Archives of the United States

Appendix B
Management Control Evaluation Checklist

Function:
The functions covered by this checklist are the administration of The Army Information Resources Management Program. They include key controls for the following information mission areas (IMA): Information Architecture Implementation, Planning Process, Automation Management, Telecommunications Management, Visual Information Management, Records Management, Publishing and Printing Management, and Library Management.

Purpose:
The purpose of this checklist is to assist HQDA, FOAs, MACOMs and installations in evaluating the key management controls outlined below. It is not intended to cover all controls.

Instructions:
Answers must be based on the actual testing of management controls (such as, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

Information Architecture Implementation (Chapter 3)

1. Have you developed a functional model that describes the business processes (scope, relationships and interfaces) of your organization in both the baseline configuration and the objective configuration? (HQDA, FOA and MACOM)

2. Does your functional model identify shortfalls? (HQDA, FOA and MACOM)

3. Have you developed an information model (functionally oriented data model) for your business area? (HQDA, FOA and MACOM)

4. Have you conducted a functional review of data elements within your organization's purview? (HQDA, FOA and MACOM)

5. Have you reviewed and approved your organization's portion of the integrated Army Data Model? (HQDA, FOA and MACOM)

6. Have you developed a technology model that describes your information infrastructure? (All)

7. Does your technology model include a complete detailed inventory of current information resources? (All)

8. Does your technology model show how it supports the applications and information models? (All)

9. Does your technology model identify who, within the organization, uses these resources and how they are used to perform the organization's mission? (All)

10. Is the organization's IMA Modernization Plan consistent with your applications and technology models? (All)

Planning Process (Chapter 3)

1. Is the requirement statement supported by the information model? (All)

2. Is the baseline/objective configuration maintained? (All)

3. Does the information model relate to the HQDA model? (All)

4. Are requirements investigated to determine whether capabilities currently exist to satisfy the requirement with current capabilities? (All)

5. Are all funding requests based on the approved requirements statements? (All)

6. Do planned information systems support the organizations's overall objectives for the planning period? (All)

7. Is the out-of-cycle initiative urgent enough that it must be processed before the next requirement statement cycle? (All)

8. Do you make sure the out-of-cycle process is not being used for prototype development? (All)

Automation Management (Chapter 5)

1. Is a process in place for acquiring automated information systems and ensuring all required licensing and registering is accomplished? (FOA, MACOM and Installation)

2. Is a single organization responsible for an oversight process? (Installation)

3. Are reviews being conducted of the procedures to acquire and maintain computer resources? (MACOM and Installation)

4. Are corrective actions being taken from the reviews, when required? (FOA and MACOM)

5. Are periodic reviews being conducted of current systems to ensure they are still required and meeting user needs? (MACOM)

6. Are evaluations being conducted of existing systems for obsolescence? (FOA, MACOM and Installation)

7. Are plans developed to ensure timely replacement for old systems? (FOA, MACOM and Installation)

8. Are replacement decisions supported by economic analyses? (FOA, MACOM and Installation)

9. Is an accurate inventory being maintained and validated annually for automated equipment? (FOA, MACOM and Installation)

10. Are continuity of operation plans and procedures documented and distributed? (MACOM and Installation)

11. Are backup files maintained? (FOA, MACOM and Installation)

12. Are security controls documented and distributed? (FOA, MACOM and Installation)

13. Is training available to users? Is the student's knowledge tested and a certificate awarded upon successful completion of training from classes, tutorials and videos? (FOA, MACOM and Installation)

14. Has the acquisition authority been contacted to determine if software exists which can perform the required functions? (FOA, MACOM and Installation)

15. Does new software conform to standards? (FOA, MACOM and Installation)

16. Before upgrading software, are reviews or tests performed to make sure the new software won't adversely impact operation capability? (FOA, MACOM and Installation)

17. If a contract logistics support approach has been established, have the appropriate documentation and data rights been acquired? (FOA, MACOM and Installation)

18. Are appropriate licensing and subscription services being maintained? (FOA, MACOM and Installation)

19. Have you precluded making any changes to COTS software that will cause a lack of contractor logistics support or license voiding or termination of subscription services? (FOA, MACOM and Installation)

20. Is the software development command evaluating the system operational and logistics impacts of changes due to subscription related upgrades? (MACOM and Installation)

21. Is the MACOM evaluating the effectiveness and mission impact of changes due to subscription related upgrades? (Installation)

22. Are procedures in place to assist in precluding COTS software from being copied or used differently than indicated on the license agreement? (FOA, MACOM and Installation)

23. Has guidance been provided to ensure all software is checked for viruses before being loaded? (FOA, MACOM and Installation)

Telecommunications Management (Chapter 6)

1. Is there a process used to identify new telecommunications requirements? (All)

2. Are existing capabilities and/or assets considered prior to upgrading, improving, or implementing local area networks? (All)

3. Are reviews and revalidations of telecommunications equipment conducted? (All)

4. Are uneconomical contracts identified as a result of the last review and revalidation being terminated? (All)

5. Are economic analyses being performed to determine the most cost effective telecommunications services acquisition? (All)

6. Are applicable technical standards being followed? (All)

7. Is an inventory being maintained for telecommunications equipment? (All)

8. Is spare capacity on telecommunications systems being considered and/or used when new requirements are identified? (All)

9. Have new radio frequency assignment proposals been submitted for new and proposed spectrum dependent equipment? (All)

10. Are there validated and approved frequency assignments for all existing spectrum dependent equipment? (All)

Visual Information Management (Chapter 7)

1. Does the mission and functions guidance include responsibilities of the Visual Information (VI) Manager, to include organization structure and responsibilities of all components of the organization and does it state that this VI manager provides overall policy, plans, and standards for all VI operations? (FOA and MACOM)

2. Is the VI manager the single staff manager for all VI activities within your purview? (FOA, MACOM and Installation)

3. Are all VI services and equipment, except those specifically exempted by the MACOM commander, consolidated for centralized VI management? (FOA, MACOM and Installation)

4. Do all VI activities under your purview have a DOD Visual Information Activity Number (DVIAN)? (FOA, MACOM and Installation)

5. Is all VI equipment approved by the VI manager as required by AR 25-1, paragraph 7-6, and MACOM and local supplementation? (FOA and Installation)

6. Do you make quarterly VI documentation submissions of VI products to the VI records center? (FOA, MACOM and Installation)

7. Are VI policy and procedures being followed for audiovisual productions? For example, DD Form 1995 is used, funds identified up front, PAN registers maintained, DAVIS searches conducted, service support contracts awarded for less than 50 percent of the total production cost, Category 2 DAVIS entries, using JVIS contracting facilities? (FOA, MACOM and Installation)

8. Is silver recovered from VI material and chemicals and turned in to property disposal? (FOA, MACOM and Installation)

Records Management (Chapter 8)

1. Is a Records Management Program established in your organization in accordance with AR 25-1, Chapter 1, paragraph 1-5, Chapter 4, paragraph 4-3, and Chapter 8, paragraphs 8-1 and 8-3)? (All)

2. Are records managers included in the planning process for new or replacement automated systems? (All)

3. Are records management reviews conducted at least a minimum of every two years? (All)

4. Have instructions been issued specifying the degree of protection to be afforded records stored and used electronically in accordance with classification, sensitivity, Freedom of Information Act, and Privacy Act? (All)

5. Are procedures in place to ensure software and equipment will be available to read electronic records throughout their life? (All)

6. Does the DCSIM/DOIM ensure carry-over funds for postage meters and Advance Deposit Trust Account (ADTA) do not exceed 30 days at the end of the fiscal year? (MACOM and Installation)

7. Are all DCSIM/DOIM Official Mail Managers (OMMs) appointed in writing? (MACOM and Installation)

8. Do all requests for information from the public (10 or more) have Office of Management and Budget approval? (All)

Publishing and Printing Management (Chapter 9)

1. Are policy publications issued as regulations? (HQDA, FOA and MACOM)

2. Do periodicals meet the requirement for not publishing unauthorized material in accordance with AR 25-1, paragraph 9-5e? (HQDA, FOA and MACOM)

3. Are higher echelon forms used in lieu of creating local forms for the same purpose? (All)

4. Is a program established to encourage the design and use of electronically generated forms? (All)

5. Are Army-wide forms for electronic generation approved by the functional proponent and U.S. Army Publications and Printing Command? (HQDA, FOA and MACOM)

6. Is field printing coordinated through the Defense Printing Service and Printing Officer? (All)

Library Management (Chapter 10)

1. Has each library developed written service objectives based upon a customer needs assessment? (All)

2. Are American Library Association (ALA) standards used for interlibrary procedures? (All)

3. If signature authority has been delegated to the librarian, is there a copy of this written delegation on file? (All)

4. Is an inventory record (manual or electronic) maintained as the official record of accountable library materials? (All)

5. Is a physical count of the library collection conducted and documented every three years? (All)

6. Are library materials disposed of in accordance with AR 735-17, paragraph 16? (All)

7. Are all accountable library materials supported by a voucher file? (All)

8. Is an individual assigned the duties of maintaining the roster of Library Property Account Serial Numbers? (All)

This checklist replaces the checklists for Army Information Management—Army Information Architecture (DA Circular 11-91-2), Information Mission Area Planning Process (DA Circular 11-91-4), Information Processing Facility Management (DA Circular 11-91-4), The Modern Army Record-Keeping System (MARKS) (DA Circular 11-92-3), Library Management (DA Circular 11-91-2), Communications-Military Affiliate Radio System (MARS) (DA Circular 11-93-1), Information Standards Management (DA Circular 11-91-2), Telecommunications-Record Communications (DA Circular 11-91-2), Communications Security (COMSEC) Equipment Maintenance Training (DA Circular 11-92-3), Official Mail and Distribution Management (DA Circular 11-92-3), Freedom of Information Program (DA Circular 11-90-1), and Information Management Control (DA Circular 11-90-1).

Help to make this a better tool for evaluating management controls. Submit comments to: DIRECTOR INFO SYS CMD CON COMM COMP, ATTN: SAIS-IDT, 107 ARMY PENTAGON, WASHINGTON DC 20310-0107.

Glossary

Section I
Abbreviations

AACR
Anglo-American Cataloging Rules

AAE
Army Acquisition Executive

AASA
Administrative Assistant to the Secretary of the Army

ABCA
American, British, Canadian, Australian (Quadripartite) (Armies)

ABCS
Army Battlefield Command System

ABCSMP
Army Battlefield Command System Master Plan

ABIC
Army Battlefield Interface Concept

AC
Army component

ACC
Architecture Control Committee

ACCS
Army Command and Control System

ACSIM
Assistant Chief of Staff for Information Management

ACP
Allied Communications Publication

ADP
automatic data processing

ADPE
automatic data processing equipment

AFARS
Army Federal Acquisition Regulation Supplement

AFIS
American Forces Information Service

AFRTS
American Forces Radio and Television Service

AIF
Army Industrial Fund

AIG
address indicating groups

AIMC
Army Information Management Council

AIMSC
Army Information Management Steering Committee

AIMWG
Army Information Management Working Group

AIPPP
Army Integrated Publishing and Printing Program

AIRMP
Army Information Resources Management Program

AIS
Automated Information Systems

AISM
Army Information Standards Management

AISTAP
Army Information Systems Threat Assessment Program

AISSP
Army Information Systems Security Program

ALA
American Library Association

ALI
American Library Institute

ALRPG
Army Long-Range Planning Guidance

AMC
(U.S.) Army Materiel Command

AMEDD
Army Medical Department

AMPE
automated message processing exchange

AMS
automatic digital network mail server

ANMCC
alternate National Military Command Center

AOC
Army Operations Center

AOCCS
(U.S.) Army Operational Command and Control System

APR
acquisition procurement requests

AR
Army regulation

ARCOM
Army Reserve commands

ARNG
Army National Guard

ARSTAF
Army staff

ASA
Assistant Secretary of the Army

ASA(CW)
Assistant Secretary of the Army (Civil Works)

ASA(FM)
Assistant Secretary of the Army (Financial Management)

ASA(I&L)
Assistant Secretary of the Army (Installation and Logistics)

ASA(M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASA(RDA)
Assistant Secretary of the Army (Research, Development, and Acquisition)

ASARC
Army Systems Acquisition Review Council

ASD(C3I)
Assistant Secretary of Defense (Command, Control, Communications, and Intelligence)

ASD(I&L)
Assistant Secretary of Defense (Installations and Logistics)

ASD(PA)
Assistant Secretary of Defense (Public Affairs)

ASEMH
Army standard electronic mail hosts

ASI
additional skill identifier

ATC
air traffic control

ATCCS
Army Tactical Command and Control Systems

AUTODIN
automatic digital network

AUTOSEVOCOM
automatic secure voice communications

AV
audiovisual

AVIDP
Army Visual Information Documentation Program

AVIMD
Army Visual Information Management Directorate

AVIMO
Army Visual Information Management Office

AVISC
Army Visual Information Steering Committee

BAS
battlefield automation system

BECS
battlefield electronic CEOI system

BFA
battlefield functional area

BIP
budget increment package

C2
command and control

C3
command, control, communications

C3I
command, control, communications, and intelligence

C4
command, control, communications, and computers

CACDA
Combined Arms Combat Development Activity

CA/ID
control audit identifier number

CATV
cable television

CBI
computer based instruction

CCEB
Combined Communications Electronics Board

CCS
command and control system

CCS2
command and control and subordinate system

CCTV
closed circuit television

cdr
commander

CFDAD
component functional data administrator

CFR
code of Federal Regulation

CINC
Commander in Chief of Unified or Specified Command

CINCNORAD
Commander in Chief North American Air Defense

CNR
combat net radios

COB
Command Operating Budget

COMCAM
combat camera

COMDOC
combat documentation

COMINT
communications intelligence

COMPUSEC
computer security

COMSEC
communications security

CONUS
continental United States

COOP
Continuity of Operations Plan

COS
Corporation for Open Systems

COTS
commercial off-the-shelf

CPA
Chief of Public Affairs

CRITIC
critical intelligence

CRITICOM
Critical Intelligence Communications System

CSA
Chief of Staff, U.S. Army

CSS
combat service support

CTA
common table of allowances

DA
Department of the Army

DAB
Defense Acquisition Board

DARIC
Defense Automation Resources Information Center

DAS
Director of the Army Staff

DASP
Data Administration Strategic Plan

DAVIPDP
Department of the Army Visual Information Production and Distribution Program

DAVIS
Defense Automated Visual Information System

DBMS
database management system

DCID
Director of Central Intelligence

DCS
Defense Communications System

DCSIM
Deputy Chief of Staff for Information Management

DCSINT
Deputy Chief of Staff for Intelligence

DCSLOG
Deputy Chief of Staff for Logistics

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DCTN
Defense Commercial Telecommunications Network

DDN
Defense Data Network

DIA
Defense Intelligence Agency

DISA
Defense Information Systems Agency

DISC4
Director of Information Systems for Command, Control, Communications, and Computers

DISN
Defense Information Systems Network

DMATS
Defense Metropolitan Area Telephone System

DMS
Defense Message System

DOD
Department of Defense

DOIM
Director of Information Management

DPCA
Directorate of Personnel and Community Activities

DPF
Defense Processing Facility

DPI
data processing installation

DPS
Defense Printing Service

DSCS
Defense Satellite Communications System

DSN
Defense Switched Networks

DSSCS
Defense Special Security Communications System

DSSP
Defense Standardization and Specification Program

DTG
date-time group

DTS-W
Defense Telecommunications Service—Washington

DUSD(R&E)
Deputy Under Secretary of Defense (Research and Engineering)

DVI
Defense visual information

DVIAN
Department of Defense Visual Information Activity Number

EAC
echelon above corps

EC
electronic conferencing

ECP
Emergency Command Precedence

EFLBBS
Electronic Forms Library Bulletin Board

EIC
Electronic Imaging Center

ELINT
electronics intelligence

ELSEC
electronic security

EMC
electromagentic capability

ERK
Electronic Recordkeeping

FAR
Federal Acquisition Regulation

FCC
Federal Communication Commission

FDAD
Functional Data Administrator

FEDLINK
Federal Library Information Network

FLOT
forward line of own troops

FMS
foreign military sales

FOA
field operating agency

FOIA
Freedom of Information Act

FORSCOM
U.S. Army Forces Command

FYP
five-year plan

GENSER
general service communication system

GFC
general functional code

GOCO
Government owned, contractor operated

GOSP
General Officer Steering Panel

GPO
Government Printing Office

GPO RPPO
Government Printing Office regional printing procurement office

GSA
General Services Administration

HMW
health, morale, and welfare

HOL
higher order language

HQDA
Headquarters, Department of the Army

HQIM
Headquarters Department of the Army, Information Management

HUMINT
human intelligence

IAW
in accordance with

IC
information center

ICN
internal control number

IFS
integrated facilities system

ILL
interlibrary loan

ILS
integrated logistics support

ILSP
integrated logistics support plan

IMA
information mission area

IMO
information management officer

IMSC
Installation Information Management Support Council

IMWRF
Installation Morale, Welfare, and Recreation Facility

INMARSAT
Army International Maritime Satellite

INSCOM
U.S. Army Intelligence and Security Command

IP
implementation plan

IPR
in-process review

IRM
information resources management

IRMP
Information Resources Management Program

ISDN
integrated systems digital network

ISS
information system security

ISSM
information systems security managers

IT
information technology

ITU-T
International Telecommunications Union

JANAP
Joint Army-Navy-Air Force Publication

JCEOI
Joint Communications Electronics Operating Instructions

JCP
Joint Committee on Printing

JCS
Joint Chiefs of Staff

JCSE
Joint Communications Support Element

JINTACCS
Joint Interoperability of Tactical Command and Control Systems

JSC
Joint Spectrum Center

JTC3A
Joint Tactical Command, Control, and Communications Agency

JTF
Joint Task Force

JTIDS
Joint Tactical Information Distribution System

JVIS
Joint Visual Information Services

JVISCA
Joint Visual Information Services Contracting Activity

JVISDA
Joint Visual Information Services Distribution Activity

JWICS
Joint Worldwide Intelligence Communications System

LAN
local area network

LCM
life cycle management

LSR
local service request

MACOM
major Army command

MACOM/AC
Major Command/Army Component

MAISRC
Major Automated Information Systems Review Council

MARKS
Modern Army Recordkeeping System

MARS
Military Affiliated Radio System

MC/AC CCS
MACOM/Army Component Command and Control System

M/CATV
Master/Community Antenna Television

MCEB
Military Communications-Electronics Board

MCS
Maneuver Control System

MDEP
Management Decision Package

MEDCASE
medical care support equipment

MEDCOM
Medical Command

MICO
Management Information Control Officer

MILCON
military construction

MILRP
Management Information Long Range Plan

MILSATCOM
Military Satellite Communications

MIL-STD
military standard

MODPLAN
modernization plan

MOP
memorandum of policy

MOU
memorandum of understanding

MSC
major subordinate command

MTMC
Military Traffic Management Command

MTOE
Modified Table of Organization and Equipment

MUSARC
Major US Army Reserve Commands

MWR
morale, welfare, and recreation

NAC
National Audiovisual Center

NAF
nonappropriated fund

NAFI
nonappropriated fund instrumentality

NARA
National Archives and Records Administration

NATO
North Atlantic Treaty Organization

NCA
National Command Authority

NCR
National Capital Region

NCS
National Communications System

NCTA
National Cable Television Association

NDI
nondevelopmental item

NFIP
National Foreign Intelligence Program

NGB
National Guard Bureau

NMCC
National Military Command Center

NMPS
Navy Motion Picture Service

NSA
National Security Agency

NTIA
National Telecommunications and Information Administration

O&M
operations and maintenance

OCE
Office of the Chief of Engineers

OCONUS
outside of the continental United States

OCSA
Office of the Chief of Staff of the Army

OF
official forms

OFPP
Office of Federal Procurement Policy

OJCS
Organization of the Joint Chiefs of Staff

OMA
operations and maintenance, Army

OMB
Office of Management and Budget

OPA
other procurement, Army

OPCON
operational control

OPSEC
operations security

OSA
Office of the Secretary of the Army

OSD
Office of the Secretary of Defense

OSE
open systems environment

OSID
Operations and Systems Integration Division

OT
operational test

OTEA
United States Army Operational Test and Evaluation Agency

PABX
Private Automatic Branch Exchange

pam
pamphlet

PAN
production approval number

PARR
Program Analysis Resource Review

PBC
Program Budget Committee

PBG
Program Budget Guidance

PBX
Private Branch Exchange

PC
end-user microcomputer (personal computer)

PDIP
Program Development Increment Package

PEO
Program Executive Officers

PIN
production identification number

PLA
plain language address

PM
program manager

POM
program objective memorandum

PPBES
Planning, Programming, Budgeting, and Execution System

PSYOPS
psychological operations

QPL
qualified producers list

RBECS
revised battlefield electronics CEOI system

RCS
requirements control symbol

RDA
research, development, and acquisition

RDAP
Research Development and Acquisition Plan

RDG
random data generator

RDO
Regional Defense Organization

RDT&E
research, development, test, and evaluation

RPPO
regional printing procurement office

RS
requirements statement

RSI
rationalization, standardization, and interoperability

SA
Secretary of the Army

SB
supply bulletin

SC
specialty code

SCI
sensitive compartmented information

SDP
Special Documentation Project

SECORD
secure cord switchboard

SELCOM
Select Committee

SES
Senior Executive Service

SF
standard form

SI
special intelligence

SIDPERS
Standard Installation/Division Personnel System

SIGINT
signal intelligence

SIGSEC
signal security

SOFA
Status of Forces Agreement

SOI
Signal Operating Instructions

SOP
standard operating procedures

SORTS
Status of Resources and Training System

SPECAT
special category

SQL
structured query language

STAMIS
Standard Army Management Information System

STANAG
Standardization Agreement

STANFINS
Standard Financial System

STARC
State Area Command

STU-III
Secure Telephone Unit, Type III

SVS
secure voice system

TAA
total Army analysis

TAADS
The Army Authorized Document System

TACCS
Tactical Army Combat Service Support (CSS) Computer System (a CCS2)

TAFIM
technical architecture framework for information management

TAMMIS
Theater Army Medical Management Information System

TAP
The Army Plan

T-ASA
Television-Audio Support Activity

TB
technical bulletin

TCC
telecommunications center

TCC(A)
Theater Communication Command (Army)

TDA
Tables of Distribution and Allowances

TELEX
telephone exchange

TM
technical manual

TMDE
Test, Measurement, and Diagnostic Equipment

TOE
Tables of Organization and Equipment

TRADOC
U.S. Army Training and Doctrine Command

TRI-TAC
Joint Tactical Communications Program

TSC
Training Support Center

TSO
Telephone Service Officers

UIC
unit identification code

USAISC
United States Army Information Systems Command

USAISEC
United States Army Information Systems Engineering Command

USAISSAA
United States Army Information Systems Selection and Acquisition Activity

USAPPC
United States Army Publications and Printing Command

USAR
United States Army Reserve

USARC
United States Army Reserve Command

USAREUR
United States Army Europe and Seventh Army

USAVIC
United States Army Visual Information Center

USC
United States Code

USPFO
United States Property and Fiscal Office

VI
visual information

VIDP
Visual Information Documentation Program

VIRIN
visual information record identification number

VISC
Visual Information Support Center

VISP
Army Visual Information Systems Program

VTC
video teleconferencing

WATS
Wide Area Telephone Service

WIN
Worldwide Military Command and Control System Intercomputer Network

WIS
Worldwide Military Command and control System Information System

WSMR
White Sands Missile Range

WWMCCS
Worldwide Military Command and Control System

Section II
Terms

Academic Research Library
A library intended to serve the faculty, staff, and students of military service schools, senior colleges, and other researchers as appropriate.

ACCS Architecture
A notational display of the integrated set of ACCS elements of the AIA that is necessary to perform C2 across all echelons of the Army. This architecture is an integrated information flow based requirement for C2.

ACCS Element
A subdivision of the ACCS in terms of physical asset and/or technical function. There are five elements: telecommunications; data collection and processing; intelligence, surveillance, and target acquisition; facilities; and command aids.

ACCS Environment
An area within which subfunctions of the ACCS functions are normally performed. The environments are theater/tactical, strategic, and sustaining base, with the relationship of environments to physical geography depending on the situation.

ACCS Function
An action of the ACCS containing one or more subfunctions. There are four ACCS functions: employment, mobilization/deployment, sustainment, and training.

ACCS Functional Subsystem
A command and control system, located at all tactical echelons, which is essential to plan, direct, and control operations conducted by resources appropriate to the function. There are five functional subsystems: maneuver, air defense, combat service support, fire support, and intelligence/electronic warfare.

ACCS Operational Subsystem
A command and control subsystem, located at corps, division or separate brigade/regiment, and at the theater Army, which is essential to the organizational commander to plan, direct, and control operations conducted by assigned and attached resources.

Acquisition
The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

AMEDD library or information center
Any library belonging to one of the commands of the Army Medical Department.

Applications Architecture
The framework for developing applications and defining their interrelationships in support of an organization's Information Architecture. One of the Architectural Building Blocks.

Architectural Building Blocks
An organization's Information Model and associated Data, Applications and Geographic/Technical Architectures.

Architecture
A framework or structure which portrays relationships between and among all elements of the subject.

Architecture Control Committee (ACC)
The ACC (in concert with the DISC4) reviews and recommends improvements on the establishment, maintenance and application of the AIA, to include the Architectural Building Blocks (Information Models and Data, Applications, and Geographic/Technical Architectures). Also reviews IMA activities and programs within the IMA cycle, as appropriate, for architectural compliance; and recommends resolution of major architectural issues and adjustments to the AIA.

Armament Delivery Recording
Motion picture, still photography, and video recordings showing the delivery and impact of ordnance. This differs from reconnaissance

imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments, and can be used for Public Affairs purposes.

Army Command and Control Master Plan (AC2MP)
The blueprint of the objective ACCS portion of the AIA that provides guidance for ACCS system engineering and the archival record of ACCS development through time. It contains those information requirement initiatives required in the Theater/tactical community.

Army Information Architecture (AIA)
Defines the relationships of all elements involved in information management and provides a blueprint for developing specific information plans and actions. It is the summation of information architectures developed for HQDA agencies and each MACOM, intermediate commands, installation, and activities, the development of which is guided by the information architecture of the next higher echelon. The architecture blends together the information requirements of the strategic, theater/tactical, and sustaining base environments of the IMA.

Army Information Engineering (AIE)
The Army's standard methodology for identifying and refining information requirements for new initiatives and for upgrade and redesign of existing information systems, either manual or automated. AIE incorporates existing and emerging methodologies, analytical techniques, information systems engineering approaches, training methods, and supporting automated tools. It supports organizational and Army-wide information resources management efforts from the Information Requirements Study (IRS) through to the technical implementation and life cycle management of information systems.

Army Information Management Council (AIMC)
Composed of the Army Information Management Steering Committee and the Army Information Management Working Group, the AIMC is an executive body that provides top-level management of the Information Mission Area.

Army Information Management Program
Army's overall program to manage, integrate, and approve information requirements in the three Army environments: strategic, theater/tactical, and sustaining base.

Army Information Management Steering Committee (AIMSC)
General Officer or Senior Executive Service level subcommittee of the AIMC.

Army Information Management Working Group (AIMWG)
Colonel or civilian equivalent level AIMC subcommittee.

Army Information Resources Management Program (AIRMP)
A management tool to ensure that appropriate, timely, and accurate information is identified, directed, communicated, stored, resourced, and made available for the execution of Army responsibilities.

Army Information Security Program
Supplements the Army Security Program. Provides a comprehensive management plan to protect information.

Army Information Standards Management Program
Army program which implements emerging military, federal, national, and international standards.

Army law library
Collection of library materials for use by a judge advocate or DA civilian attorney of a command, installation or activity.

Army Operational Command and Control System (AOCCS)
Portion of the Army Command and Control System (ACCS), which encompasses all ACCS operational and functional subsystems in the theater and tactical environments. The AOCCS supports WWMCCS and extends command and control from the Army component Command and Control System to all Command and Control Subordinate Systems.

Army Recordkeeping Systems Management
Cost-effective organization of Army files and records contained in any media so that records are readily retrievable, ensures that records are complete, facilitates the selection and retention of permanent records, and accomplishes the prompt disposition of noncurrent records in accordance with National Archives and Records Administration approved schedules.

Artificial Intelligence (AI)
Capability of a device to perform functions normally associated with human intelligence, such as reasoning, learning, and self-improvement.

Audio
Relating to recording, production, reproduction, and distribution of sound.

AUTODIN Switching Center
A configuration of hardware and software which provides secure message switching and/or packet switching service to a heterogeneous community of subscribers.

Automation
Conversion of a procedure, process, or equipment to automatic operation. When allied to telecommunications facilities, automation may include the conversion to automatic operation of the message processing at an exchange or remote terminal.

Automation Systems
Systems that use automated electronic equipment and related information technologies to support information procedures and processes in either tactical or nontactical environments. Technologies include, but are not limited to, micrographics, word processing, copiers, communications, printing, general purpose data processing, and automated library systems.

AUTOSEVOCOM Subscriber
Individual, activity, or organization with access to an AUTOSEVOCOM terminal approved by the proper authority.

AUTOVON Access Line
A circuit connecting an AUTOVON subscriber (instrument or PBX/PABX) directly to an AUTOVON switch.

AUTOVON Subscriber
An individual, station, installation, or location having direct access into an AUTOVON switch.

AUTOVON User
An individual, station, installation, or location having access into the AUTOVON indirectly, that is, either by dialing a designated access code or by placing a call through a local PBX or through a console.

AV Production
Distinguished from other visual information (VI) productions by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. (See Visual Information Production for the definition of all other forms of production).

Baseline Configuration
An inventory of information resources (hardware, software, data, or any combination thereof) and their interrelationships as currently operational within the organization.

Basic Cable Service
Any service tier which includes the retransmission of local television broadcast signals.

Branch library
A unit of a library system.

Broadcast
The transmission of radio and television signals through the air waves.

Cable Channel
Portion of the electromagnetic frequency spectrum used in a cable system and capable

of delivering a television channel. (As television channel is defined by the commission regulation.)

Cable Television (CATV) System
A facility consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designated to provide cable service which includes, both audio and video programming and which is provided to multiple subscribers.

Classes of Telephone Service
a. Class A (Official). Telephone service authorized for the transaction of official business of the Government on DOD/military installations and which requires access to commercial telephone company central office and toll trunks for the proper conduct of official business.

b. Class B (Unofficial). Telephone service installed on or in the immediate vicinity of a DOD/military installation served through a military PBX or centrex system through which the conduct of personal or unofficial business is authorized. This telephone service has access to commercial telephone company central office and toll trunks.

c. Class C (Official-Restricted). Telephone service authorized for the transaction of official business of the Government on a DOD/military installation, and without access to telephone company central office or toll trunks.

d. Class D (Official-Special). Telephone service installed on military installations for official business of the Government and restricted to special classes of service, such as fire alarm, guard alarm, and crash alarm.

Closed Circuit Television
Point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or nonstandard transmission.

Combat Documentation (COMDOC)
VI documentation covering air, sea, and ground actions of armed forces in combat and combat support operations, and in related peacetime training activities such as exercises, war games and operations (see VIDOC).

Command and Control
Exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. These functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures which are employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Command and Control System
Any system of facilities, equipment (including hardware, firmware, and software), communications, procedures, and personnel available to commanders at all echelons and in all environments, which is essential to plan, direct, and control operations conducted by assigned resources.

Command, Control, and Subordinate Systems (CCS2)
Part of the Army Command and Control System which encompass all intrinsic subsystems of the five Battlefield Functional Areas at corps and below representing the battlefield command and control architecture.

Commercial Visual Information (VI) Production
A completed VI production, purchased off-the-shelf, such as, from the stocks of a vendor.

Communication
Method or means of conveying information of any kind from one person or place to another.

Communications Intelligence (COMINT)
Technical and intelligence information derived from communications by other than intended recipients.

Computer Generated Graphics
The production of graphics through an electronic medium based on a computer or computer techniques.

Computer Output Microform (COM)
a. Process of printing computer generated reports, drawings, and other data as microimages on microforms.

b. Method of converting and recording data from a computer onto microform in human-readable language.

Concentrator
A telecommunications device that provides communications capability between many low-speed, usually asynchronous, circuits and one or more high-speed, usually synchronous, circuits. Different speeds, codes, and protocols may be accommodated on the low-speed side. The low speed circuits usually operate in contention with one another, requiring buffering (storage) capability in the concentrator. An automated message processing exchange is not considered to be a concentrator.

Conclusion (in Telecommunications)
The act of signing, initialing, responding, or otherwise indicating the acceptance of an international agreement, as then negotiated, by the United States's side.

Conference call
Call in which more than two access lines are connected.

Connection Fee
The charge, if any, imposed on a subscriber by the CATV franchisee for initial hookup, reconnection, or relocation of equipment necessary to transmit the CATV signal from the distribution cable to a subscriber's receiver.

Consolidated library
A library that serves multiple organizations.

Contract VI Production
A visual information (VI) production produced by a commercial producer under contract to the DOD.

Copying
See duplicating/copying.

Cost effective
Describes the course of action which meets the stated requirement in the least costly way. Cost effectiveness does not imply a cost saving over the existing or baseline situation; rather, it indicates a cost saving over any other viable alternative to attain the objective.

Courseware
Instructional material designed for computer control and/or presentation.

Crew-Operated Information System
Equipment which is operated by an individual or individuals who are not end users and do not benefit directly from interfacing with the information system equipment. For example, mainframe computers, telephone switchboards, print plants, and postal meters. See End User Operated Information System Equipment.

Critical intelligence (CRITIC)
Critical information concerning foreign situations or developments which affect the security or national interests of the U.S. to such an extent that it may require the immediate attention of the President or other members of the National Security Council.

Current Target Configuration
Information resources within an organization planned or under development but not yet operational. It will be adjusted as required to reflect programming changes and changes to the objective configuration.

Data
Representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. Any representations such as characters or analog quantities to which meaning is, or might be, assigned. (JCS Pub 1)

Data Architecture
The framework for organizing and defining the interrelationships of data in support of an organization's Information Architecture. One of the Architectural Building Blocks.

Database Administrator
A person given the responsibility for the definition, organization, protection, and efficiency of the data base for an activity.

Database Management System
Data processing system that provides the means to store, organize, and access the information in a data base.

Data Dictionary
A centralized repository of information about data such as meaning, relationships and other data, origin, usage, and format.

Date-time group (DTG)
The message identifier.

Decision Support System
An interactive computer-based system that permits decision makers to use data and models to assist in their decision-making process.

Dedicated Visual Information (VI) Activity
A VI activity whose products and services are provided only to a specified organization or function.

Defense Automated Visual Information System (DAVIS)
Standard DOD-wide ADP system for VI management at DOD component and major command levels. It includes an AV production data base covering production, acquisition, inventory, distribution, product status, and archival control of AV productions and VI materials; and a VI facilities data base that includes activities, facilities, personnel, equipment, and funds.

Defense Communications System Five-Year Program
The planning document detailing the strategic communications requirements needed to support the transition to the AIA Objective Architecture.

Defense Special Security Communications System (DSSCS)
This system consists of the record message portion of Critical Intelligence Communications system, and the Special Intelligence Communications network. DSSCS provides for the transmission of CRITIC, signals intelligence, special intelligence, and other sensitive information. Provision is made for private communications for senior Defense officials.

Department of Army Command and Control System (DACCS)
Strategic command and control system, which encompasses the Army Staff, field operating agencies, and all MACOM and Army component headquarters. The DACCS supports the National Military Command System by providing information so that appropriate and timely responses can be formulated, selected, directed, and communicated to the National Command Authorities.

Digital networks
Communications networks that pass information in a discrete form. Digital networks are—

a. Special Purpose Networks. Special purpose networks provide specific communications service to single user or community of users and in most cases are directly related to time-sensitive operational requirements. Most special purpose networks provide direct connectivity to satisfy a need for a real time exchange of data between users.

b. Tactical Digital Record Networks. Record communications networks which provide support for tactical forces as described in DODD 4630.5. These networks may consist of transportable equipment, mobile equipment, or fixed facilities employed by tactical forces.

c. Common User Network. A system of circuits or channels allocated to furnish communications paths between switching centers to provide long-haul communications services on a common basis to all connected stations or subscribers. It is sometimes described as a General Purpose Network. AUTODIN is a common user network.

Direct Cost
Any items of cost (or the aggregate thereof) which may be identified specifically with any objective, such as a product, service, program, function, or project (usually, but not necessarily, limited to items of material and labor). The distinction between direct and indirect costs is often arbitrary or is based upon convenience and cost accounting simplicity without sacrifice of reasonable accuracy in overall costs of specific objectives.

Disc
As applied to information management disc and disk are synonymous. Flat, circular information system media used to record, store, manipulate, and retrieve data and information. Examples of discs are phonograph records, videodisks, computer disks, floppy disks, optical disks, and compact disks.

Discipline (IMA)
Any of the functional areas within the IMA. They include records management, telecommunications, visual information, automation (including office automation), libraries, and printing and publishing.

Disk
See Disc, above.

Diverse routing
Access lines serving the same facility but routed over geographically separate circuits.

Document Imagery
The science and technology of producing—

a. Microimages on microforms;

b. binary-coded record representation of a document requiring computer processing to recreate an eye-readable document image on a viewing or printing device.

Dual homing
Method of connecting a communications terminal so that it is served by either of two switching centers.

Dual-Use Access Line
A subscriber access line normally used for voice communications but with special conditioning for use as digital transmission circuit.

Duplicating/Copying
Production of not more than 5,000 units of a single page or not more than 25,000 units in the aggregate of multiple pages produced utilizing automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

Electronic Mail (E-mail)
An information dissemination and retrieval service accessed through distributed user workstations normally provided through office automation initiative.

Electronic News Gathering (ENG)
A form of electronic journalism. The application of a portable video system to record newsworthy events.

Electronic Recordkeeping
The operation of recordkeeping systems requiring a machine interface for the human use of records. Examples of these types of records include magnetic tapes, disks and drums, video files, and optical disks.

Electronic Recordkeeping Management
The planning, budgeting, organizing, directing, training, and control activities associated with electronic records.

Embedded Information Systems and System Components
Systems or components that are specifically designed (as opposed to configured) and produced to perform functions as an integral part of non-information systems or larger non-information system components. Embedded information systems and components have no general purpose capability outside the system of which it is a part and are not separable for other uses without redesign or modification.

End User
An individual who interfaces directly with information systems equipment and benefits directly by that interaction.

End User Operated Equipment
Information system equipment directly operated by, and beneficial to, the end user. Examples of end user equipment are personal computers, telephones, office copying machines, video cassette players, and portable overhead projectors.

End User Operated Information System Equipment
Information system equipment operated by an

individual who benefits directly by the service and/or products of the system. For example: personal computers, telephones, office copying machines, video cassette players, and portable overhead projectors.

Exchange of telecommunications services
a. The allocation of U.S. military telecommunications capacity, systems, or circuits as a service:

(1) To a regional defense organization or friendly foreign nation.

(2) To a U.S. organization in a military telecommunications system of a regional defense organization or a friendly foreign nation.

(3) On a mutually beneficial basis in the U.S. military telecommunications systems of the U.S. and a regional defense organization or a friendly foreign nation.

b. The exchange of telecommunications services may include intersystem connections.

Facsimile
A system of telecommunications for the transmission of fixed images with a view to their reception in a permanent form. These images include typewritten and handwritten documents, fingerprint records, maps, charts, operations overlays, sketches, and low resolution photographs.

Field library unit
An unstaffed general library collection.

Film or Video Clip
A limited form of visual information (VI) product. An assemblage of motion picture footage or videotape (usually documentary) in continuity, usually without editorial or optical effects, and normally without audio except that recorded during the documentation using single system sound or video recording. Simple titles may be used for identification purposes.

Franchise
Authorization, or renewal thereof, issued by a franchising authority, whether such authorization is designated as a franchisee, permit, license, resolution, contract, certificate, agreement, or otherwise, which authorizes the construction or operation of a cable system.

Franchisee
Any individual or partnership, association, joint stock company, trust corporation who owns or controls, is owned or controlled by, or is under common ownership or control with such person.

Franchising Authority
Any Government entity empowered by Federal, state, or local law to grant a franchise. An Army installation is a franchising authority.

Formal Information Planning Study
Study addressing the management process and information required for planning, controlling, and operating the organization to implement the mission and goals.

Functional Information Planning Study
Study addressing the management process and information required for planning, controlling, and operating the organization to implement the mission and goals.

Functional Information Requirements Integration
See Integration

Functionally Non-Separable Information Systems and System Components
Information systems and system components which are dedicated to non-information system equipment. Although physically separable, the host system is incapable of performing its primary mission without the non-separable information system or system component. These systems and components may be developed, managed, and supported as part of the host system.

Functionally Separable Information Systems and System Components
System and/or components which are either separable or electronically communicate outside the host equipment.

General library
A library that provides the military community with mission-related reference, education, training, and leisure-time library information services and resources.

General Purpose Information Systems and System Components
Information systems and system components used in the assembly of information system equipment to perform information system functions. The equipment assembled may have multiple uses and provide support across functional lines.

GENSER traffic
Includes all security classifications, excluding COMINT and other sensitive compartmented information (SCI).

Geographic/Technical Architecture
The framework for distributing applications and data in support of an organization's information architecture. It includes a reflection of the software, hardware, and communications support needed based on data timeliness and accuracy requirements of the organization. One of the Architectural Building Blocks.

Government Access Facility
A channel capacity designated for government use; and facilities and equipment for the use of such channel capacity.

Government Printing Office regional printing procurement offices
Federal organizations designated to print or procure commercially available printing for Federal departments and agencies.

Grade of Service
The probability of blockage of calls expressed as a stated number of parts per unit. The grade P-03 denotes that three calls of each 100 offered will probably fail to complete. FLASH nonblocking denotes 100 percent FLASH call passage through the trunking facilities.

Graphic Arts
Relates to the design, creation, and preparation of two and three dimensional visual products. Includes charts, graphs, posters and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations and exhibits prepared manually, by machine, or by computer.

Imagery
Collectively, the representation of objects reproduced electronically or by optical means on film, electronic display devices, or other media.

Indirect Cost
An item of cost (or the aggregate thereof) which is incurred for joint objectives and, therefore, cannot be identified specifically with a single final objective, such as a product, service, program, or project. A cost may be direct with respect to some specific service or function, the total cost of which is in itself indirect with respect to the end products, services, programs, or projects. An indirect cost is usually allocated to the several cost objectives. See cost, direct; overhead cost; cost allocation.

Information
The meaning that a human assigns to data by means of the known conventions used in their representations. (JCS Pub 1) Information is a shared resource and is not owned by any organization within the restrictions of security, sensitivity, and proprietary rights.

Information Architecture
Framework depicting the relationships of elements involved in information management within an organization. It is used to provide a blueprint for developing specific plans and actions in the planning, control, and management of information. In the Army, it consists of a baseline configuration, a current target configuration, an objective configuration, and a plan.

Information Class
A category of logically related information that supports the things of lasting interest the organization wishes to keep data about.

Information Control Agency
An Army organizational element, as defined below, that assists in controlling information used in the DACCS.

a. Directing agency. Agency that provides the basic directive, oral or written, by which

an information requirement is implied or established. This agency may also be the initiating agency.

b. Initiating agency (proponent agency). Agency that develops and establishes the specific format, content, definitions, procedures, and instructions for an information requirement. An initiating agency assumes primary responsibility for the operation of the information reporting system.

c. Monitoring agency. Army agency assigned responsibility for the Army action on, or implementation of, an information requirement from a non-Army agency. If compliance requires initiating supporting information requirements within the Army, the monitoring agency is also the initiating agency of such supporting information requirements.

d. Preparing agency. Agency specifically required by the information requirement directive to compile, process, reproduce, convert, and submit all or part of the required data or any summary or extract of them.

e. Using agency. Agency responsible for receiving and taking action (other than to review, approve, or forward) on data submitted in response to the information requirement. The initiating agency is commonly, but not always, a using agency. At an intermediate stage in the flow of the data, an agency may be both a preparing agency and a using agency.

Information Initiatives

a. A statement (simple initiative) of a need that requires approval of resources over time to be applied to satisfy an Army shortfall.

b. The collection (complex initiative) of separately defined simple initiatives grouped generically for information profiles or functional approvals but not for resourcing.

Information Maintenance and Use

Activity involving creation and retrieval of information of DA or the storage, retrieval, use, and handling of records kept at office file locations by or for DA for the conduct and management of Army operations missions, and activities.

Information Management

Activities required to coordinate, plan, organize, analyze, integrate, evaluate, and control information resources effectively.

Information Management Master Plan (IMMP)

The consolidated and approved compilation of user requirements presented in the IMP. The IMMP includes the IMPs prepared throughout the Army.

Information Management Plan (IMP)

The basic planning document to identify information requirement initiatives in the Sustaining Base environment projecting information processing requirements and capabilities.

Information Mission Area (IMA)

The resource requirements and associated information management activities employed in the development, use, integration, and management of information. The IMA includes all resources and activities employed in the acquisition, development, collection, processing, integration, transmission, dissemination, distribution, use, retention, retrieval, maintenance, access, disposal, and management of information. Information resources include doctrine, policy, data, equipment, and applications and related personnel, services, facilities, and organizations. The IMA includes all three of the Army's environments: theater/tactical, strategic, and sustaining base.

Information Mission Area (IMA) Cycle

A fully integrated, multistep, continuous management process that describes the activities that take place within the Army Information Resources Management Program. These processes take place concurrently and impact one another on a real time basis.

Information Model

A model that represents the processes, information classes, information flow, and elements of an organization and all relationships among these factors, based on the IRS. Supports an organization's Information Architecture. One of the Architectural Building Blocks.

Information Requirement

The expression of need for data or information to carry out specified and authorized functions or management purposes that require the establishment or maintenance of forms or formats, or reporting or recordkeeping systems, whether manual or automated.

Information Requirement Directive

Directive that initiates, revises, or modifies a requirement for management information and assigns responsibility for its preparation, compilation, processing, summarization, or use. It also prescribes needed instructions, procedures, information sources, definitions, and forms.

Information Resources Management (IRM)

The planning, budgeting, organizing, directing, training, promoting, controlling, and management activities associated with the burden, collection, creation, maintenance, utilization, dissemination, and disposition of information regardless of media, and includes the management of information and information related resources and systems, whether manual or automated, such as records management activities, privacy and security of records, agency sharing and dissemination of information, and acquisition and use of automatic data processing, telecommunications, and other information technology.

Information Resource Management Planning

Planning process which supports DOD and Army Information Resource Management goals and develops an integrated, cohesive approach to information management.

Information Requirements Study (IRS)

Formal study document defining the information an organization requires to meet its stated missions, goals, and objectives, regardless of whether it is organized under TDA or TOE. Formerly called Information System Plan.

Information System

Organized assembly of resources and procedures designed to provide information needed to execute or accomplish a specific task or function. Information system equipment consists of components (for example: hardware, software, firmware, products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. (See also Information Technology.)

Information System and Services

Activities and resources concerned with the creation, gathering, manipulation, classification, storage, display, retrieval, transmission, dissemination, security or removal of elements of information. Information may be in visual, aural, or electrical form.

Information System Component

Hardware, software, firmware, products, procedures, or other items used in the assembly of information systems.

Information System Equipment

Equipment that is a configuration of one or more information system components used for the creation, recording, production, storage, retrieval, processing, transmission, dissemination, presentation or display of data or information. Information system equipment is used to perform functions associated with automation, telecommunications, visual information, printing, publishing, and records management in support of the Army's mission.

Information System Plan (ISP)

Term no longer in use, replaced by Information Requirement Study (IRS).

Information Systems Security (ISS)

The overarching term which encompasses signal security and computer security. The term provides for integrating SIGSEC and COMPUSEC efforts into a unified approach to protecting sensitive (classified and unclassified) information in electronic form during transmission or while contained in information processing systems.

Information Technology

Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information. Use is defined

as direct use by a Federal agency, including Army, or by a contractor under contract with a Federal agency when the contract requires the use of such equipment, or requires the use of the equipment to a significant extent to perform the contracted service or furnish the contracted product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Information technology does not include equipment acquired by a Federal contractor which is incidental to a Federal contract.

Initiatives

a. Simple initiative. A statement of a need which requires approval of resources over time to be applied to satisfy an Army shortfall.

b. Complex or aggregate initiative. The collection of separately defined simple initiatives grouped generically for information profiles or functional approvals but not for resourcing.

Installation

Geographic area subject to the control of the installation commander, including Government-owned housing or supported activities outside the perimeter of the military installation which are satellite on it for support.

Instructional Design

The process of developing instructional programs and materials based on an identified need, structured to obtain a measured performance or attitude change and the feedback and evaluation of the outcome.

Integration

To make whole or complete by adding or fitting together into an agreed upon framework (architecture) the information requirements, data, applications, hardware, and systems software required to support the Army in peace, transition and conflict.

a. Functional Information Requirements Integration. Activities associated with the definition and synchronization of functional requirements (both horizontal, between functions and applications; and vertical, between echelons) as a basis for establishing an information system requirement or for information interchange.

b. Program and Resource Integration. Activities associated with the allocation of resources (funds, personnel, facilities and support services) to ensure appropriate levels of resource for program executability and to meet policy objectives.

c. Programmatic Integration. Activities associated with harmonizing and synchronizing the acquisition, fielding, and support for interdependent information systems to ensure their timely and effective fielding.

d. Technical Information Systems Integration. Activities associated with establishing or enhancing the information interchange between component parts of an information system or systems (hardware, software, operations and personnel) based upon an agreed upon framework (architecture).

Interchange Circuit

A circuit which provides for the interchange of traffic among elements of the DCS operated by the military departments, elements of the DCS and non-DCS military/U.S. Government facilities, and between non-DCS facilities.

Interface

A boundary or point common to two or more similar or dissimilar telecommunications systems, subsystems, or other entities against which or at which necessary information flows take place.

Interlibrary loan

Transaction in which one library lends an item from its collection, or furnishes a copy of the item, to another library not under the same administration.

Joint-Interest Production

A visual information (VI) production in which each of two or more DOD organizations share some degree of interest, contribute support, and intend to use.

Joint Visual Information Services (JVIS)

Visual information services operated and maintained by a DOD Military Department to support more than one DOD organization.

Library

A service activity, identified by a U.S. Army property account and established to select, acquire, organize, retrieve and disseminate printed and nonprinted information materials and to provide information-reference services. A library may be one facility or may be a system, including a number of service points, such as main, branch, and remote site libraries; book mobiles; office collections; or field library units.

Library system

Activities at one or more installations with administrative and technical functions under central technical management. A system has an identifiable main library, and subordinate units such as branch libraries, book mobiles, and field library units.

Life cycle

The total phases through which an item passes from the time it is initially developed until the time it is either consumed in use or disposed of as being excess to all known materiel requirements.

Machine Readable

Data and information storage media requiring the use of one or more information system component(s) for translation into a medium understandable and usable to humans.

Major command/Army Component Command and Control System (MACOM/AC CCS)

A command and control system which is specific to, and for, each CONUS-based major Army command and each Army Component of unified, sub-unified, and specified commands, and JCS-directed joint task forces. Each MACOM/AC CCS supports the Department of Army Command and Control System in administration and logistics matters, and joint and/or combined command and control systems for operations and intelligence matters.

Management Decision Package (MDEP)

An 8-year package of dollars and manpower to support a given program or function. The MDEP consists of two parts: the Budget Increment Package (BIP), and the Program Development Increment Package (PDIP). The BIP is the first three budget and execution years of the MDEP, and the PDIP is the five program years following.

Management Information Product (MIP)

Transmission of data containing information collected in response to an approved management information requirement. Information may be in a narrative, tabular, or graphic form. It may be transmitted orally, in a manually produced report, or by an ADP final product.

Management Information Requirement (MIR)

A requirement for information to be collected, processed, and transmitted on a periodic, as required, or one-time basis. MIR may include a requirement for several information products, data inputs, and data outputs. May be processed manually or by ADP equipment.

Managing Information Panel

Panel that reviews all MDEP/PARR/LRRDAP submitted through the PPBES and recommends levels of funding in the POM for support of the Information Mission Area.

Manual system

A connected set of procedures, workflow, or reports (usually written, typed, or printed) that are used to record a task or process.

Master/Community Antenna Television (M/CATV) System

A facility consisting of a television reception service that receives broadcast radio frequency television signal and/or FM radio programs and distributes them via signal generation, reception, and control equipment.

Maximum Calling Area

Geographical calling limits assigned to a particular AUTOVON access line.

Message (Telecommunications)

Record information expressed in plain or encrypted language and prepared in a format

specified for intended transmission by a telecommunications system.

Message Distribution Center (MDC)
Administrative facility providing for receipt, collation, additional reproduction, and distribution of messages to and from the writer/reader.

Message Processing Systems
An organized assembly of resources and methods used to collect, process, and distribute messages.

Message Processing Time
The total time interval required to transmit a message from the originator (writer) to the addressee (reader).

Micrographics
The science and technology of document and information microfilming and associated microform systems.

Mixed Media
A combination of one or more visual information media and one or more non-VI media, such as a film strip and an accompanying printed material.

Morale support library
See general library

Motion Media
A series of images, viewed in rapid succession giving the illusion of motion, obtained with a motion picture or video camera.

Multimedia
The combination and integration of more than one information medium into a program or presentation, such as a program incorporating a filmstrip and audio recording.

National Command Authorities (NCA)
The President and the Secretary of Defense or their duly deputized alternates or successors.

National Military Command System (NMCS)
The priority component of the WWMCCS designed to support the National Command Authorities in the exercise of their responsibilities. It also supports the Joint Chiefs of Staff in carrying out their responsibilities.

Negotiation
The communication by any means of a position or an offer on behalf of the U.S., the DOD, or any office or organizational element thereof, to an agent or representative of a foreign government (including an agency, instrumentality, or political subdivision thereof) or of an international organization in such detail that the acceptance in substance of such position or offer would result in an international agreement. The term also includes any communication conditional on subsequent approval by higher authority but excludes mere preliminary, exploratory, or informal discussions or routine meetings conducted on the understanding that the views communicated do not and will not bind any side. (Normally, the approving authority will authorize the requesting command to initiate and conduct the negotiation.)

Network Programming
Programming supplied by a national or regional television or radio network, either commercial or noncommercial.

News clip
A news story of an event recorded and released on motion picture or videotape for viewing by an internal Army audience or the general public.

Non-Public Data/Information
Data/Information which is either personally identifiable and subject to the Privacy Act, classified according to the National Security Act, subject to a Freedom of Information Act exemption, or is sensitive.

Objective Configuration
An organization's optimum information resources capabilities needed to support the mission. This configuration is not restricted to resource availability and is adjusted to reflect emerging technologies, mission changes, and architectural guidance.

Off-Hook Service
Automatic establishment of a connection between subscribers as a result of lifting a handset.

Office collection
A collection of printed materials, usually under 1,000 volumes, on loan from a library or technical processing center to an office, organization, unit, or activity. These materials are reference books needed to perform office work.

Off-Net Calling
Official long-distance telephone voice calls placed through AUTOVON via local DOD PBXs/PABXs originating from, or extending to, local commercial numbers.

On-line crypto-operation
The use of crypto-equipment that is directly connected to a signal line making encryption and transmission, reception and decryption, a single continuous process.

On-line cryptosystem
The associated items of on-line crypto-material which are used as a unit and which provide a single means of encryption and decryption.

Operational Documentation (OPDOC)
Visual information documentation of activities to convey information about people, places and things. It is general purpose documentation normally accomplished in peacetime (see VIDOC).

Optical Instrumentation
Use of optical systems, coupled with photographs or television recording devices, that may include audio, to record scientific and engineering phenomena for measurement and analysis. It may include the recording of data to correlate optical images to time or space positions, or other engineering data.

Overprinting
Inserting fixed information on a blank form and having the form reprinted or reproduced with that information (such as inserting a command name and address).

Packet
The smallest unit of data processed through a packet switching network. It is composed of binary bits which may be a pure binary bit stream or in a character form. Packet size may vary between different packet switching networks; however, it is generally a fixed size within a packet switching network.

Packet processing system
An organized assembly of resources and methods used to collect, process, and distribute record communications in packet form. Users of the system may be considered hosts or terminals.

a. Host. Hosts in the packet switch network are computers capable of simultaneously conducting multiple conversations with multiple destinations. Host systems in general are centers of major ADP work capability and are major sources of network traffic. However, some of the smaller computers function more as peripheral controllers in terms of network traffic generating capacity. In terms of the access protocols, these may either interface as a small host or as a terminal.

b. Terminal. Terminals are defined as character-oriented devices capable of conducting conversation with only one destination at a time. Terminal devices may be computer peripheral controllers and intelligent or unintelligent input-output devices.

Performers
Persons who play dramatic roles, narrate (on or off screen), pose or otherwise perform in audiovisual productions.

Periodical
A nondirective classified or unclassified Army magazine or newsletter-type publication published annually or more often to disseminate information necessary to the issuing activity with a continuing policy regarding format, content, and purpose. A periodical is usually published to inform, motivate, increase knowledge, or improve performance. It contains official or unofficial information or both.

Permanent Record
Information that has been determined by the Archivist of the United States to have sufficient value to warrant its preservation by the

National Archives and Records Administration for the life of the Republic.

Photojournalism
Conveying a story, through still photography, of a significant DOD event, normally to support the news media or internal DOD publications.

Post library
See general library.

Preemption
The act of seizing telecommunications connections before or in preference to other subscribers.

Prime Time
The 5-hour period from 6 pm to 11 pm, local time, except that in the Central Time Zone the relevant period shall be between the hours of 5 pm and 10 pm, and in the Mountain Time Zone each station shall elect whether the period shall be 6 pm to 11 pm or 5 pm to 10 pm.

Printing
The processes of composition, platemaking, presswork, and binding, including micropublishing, for the production of publications.

Process
A group of logically related decisions and activities required to manage the resources of the Army.

Procurement/Contracting
Purchasing, renting, leasing, or otherwise obtaining supplies or services from nonFederal sources. Includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.

Production Files
The textual records which pertain to each visual information production.

Program and Resource Integration
See Integration.

Programmatic Integration
See Integration.

Proponent
An Army organization or staff that has been assigned primary responsibility for material or subject matter in its area of interest.

Protected publications
Publications that are for official use only; publications that contain copyright material that the copyright holder wants withheld from sale; and publications that contain proprietary or sensitive information.

Prototype
A model suitable for evaluation of design and production potential.

Publications
Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, forms, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

Publications management
The establishment of publications policies, standards, systems, and techniques and their effective and economical use.

Publishing
Actions involved in issuing publications. Involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

Rationalization
The overall concept that includes such measures as: consolidation of support activities; mutual cooperation and support; restructuring of forces; specialization of appropriate defense tasks; and standardization. In telecommunication, rationalization includes mutual support actions, such as interconnections, interoperation, collocation, consolidation, or integration of the separate NATO and NATO member strategic and tactical telecommunication subsystems and systems.

Record
All books, papers, maps, photographs, machine readable items (such as, disks, tapes, cards, printouts, aperture cards, roll microfilm, microfiche, laser disk, optical disk, optical card, other optical recording media, film slides, transparencies, or other documentary materials regardless of physical form or characteristics made or received by any entity of the Department of the Army as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Department of the Army or because of the informational value of the data in them.

Records Centers
Locations established in CONUS to receive and maintain records with long-term or permanent value, pending their ultimate destruction or accession into the National Archives.

a. Federal Records Centers. Records centers operated by the National Archives and Records Administration.

b. Army Records Centers. Army maintained records centers for intelligence, criminal investigation, and similar records.

Records Holdings Area (RHA)
Physical space established to maintain inactive records, normally for no longer than 5 years, pending their destruction or transfer in the Federal Records Center system. Overseas Command Records Holding Area (OCHRA) serve the same function as RHAs; however, they also consolidate shipments of long-term value records to the CONUS to save shipping space and reduce costs.

Record traffic (communications)
Information which has been electrically transmitted and must be received by the ultimate user in such a form as to permit permanent or semipermanent storage.

Records management
The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to information creation, information maintenance and use, and information disposition in order to achieve adequate and proper documentation of the policies and transactions of DA and effective and economical management of DA operations.

Records Management Program
A program that includes elements concerned with the life cycle management of information, regardless of media. Specific elements include the management of correspondence, reports, forms, directives and publications, mail, distribution, maintenance (use and disposition of recorded information), declassification of recorded information, and the implementation of responsibilities under the Freedom of Information and Privacy Acts.

Records Series
File units or documents arranged according to a filing system or kept together because they relate to a particular subject, or because of some other relationship arising out of their creation or use.

Reproduction
Making copies from an earlier generation of materials, including all copies beyond the original or master copy.

Self-service copying
End user operated copying and reproduction using automatic copy processing or copier/reproduction devices (excluding those items capable of producing multicolor copies) having a throughput speed of 69 copies per minute or less.

Sensitive compartmented information (SCI)
Information and materials bearing special community controls indicating restricted handling within present and future community intelligence collection programs and their end products for which community systems of compartmentation have been or will be formally established. The term encompasses COMINT and Special Activities Office information and materials.

Service tier
A category of cable services or other services

provided by a cable operator and for which a separate rate is charged by the cable operator.

SIGINT
A category of intelligence information comprising all COMINT and electronics intelligence (ELINT).

Significantly viewed
In other than cable television households as follows:

a. For a full or partial television or radio network station--a share of viewing hours of at least 3 percent (total week hours) and a net weekly circulation of at least 25 percent.

b. For an independent station--a share of viewing hours of at least 2 percent (total week hours) and a net weekly circulation of at least 5 percent.

Source document microfilming
The conversion of paper documents to microimages.

Special intelligence (SI) traffic
A composite term which includes all classifications and categories of COMINT, SIGINT, and other SCI including SI traffic which requires physical and electronic security integrity; and special handling techniques and procedures.

Special library
See technical library.

Still photography
The medium used to record still imagery: includes negative and positive images.

Still video
Recording, storage, reproduction, printing and transmission of still video images utilizing a still video disk.

Strategic environment
The total of those natural or man-induced phenomena that influence the performance of vehicles, personnel, or other systems in the execution of the art and science of developing and using political, economic, psychological, and military forces as necessary during peace and war, to afford the maximum support to policies, in order to increase the probabilities and favorable consequences of victory and to lessen the chances to defeat. (AR 310-25, JCS PUB 1.) Within the IMA, the environment which links the theater/tactical and sustaining base environments.

Subscriber
Any person, group, organization (including concessionaire), or appropriated or nonappropriated fund activity that procures services made available pursuant to the terms of the franchise agreement.

Sustaining base
The area and information resources outside of the area of operations that have the responsibility to raise, organize, train, equip, and eventually, deploy and sustain Army forces in the accomplishment of their mission in operational theaters. Those Army activities that provide sustaining support to tactical, strategic, joint, national, and international mission performance.

System
An organized assembly of resources and procedures united and regulated by interaction or interdependence to accomplish a set of specific functions. (JCS Pub 1)

Technical documentation (TECDOC)
Documentation of an actual event made for purposes of evaluation. Typically, technical documentation contributes to the study of human or mechanical factors, procedures, and processes in the fields of medicine, science, logistics, research, development, test and evaluation, intelligence, investigations, and armament delivery (see VIDOC).

Technical Information Systems Integration
See Integration.

Technical library
Library providing research and other mission/job related information needs of the parent organization, normally in a specialized field.

Technical report
An assemblage of technical documentation to report on a single mission or project-related event.

Telecommunication
Any transmission, emission, or reception of signs, signals, writings, images, and sounds or information of any nature by wire, radio, visual, or other electromagnetic systems.

Telecommunications center (TCC)
Facility, normally serving more than one organization or terminal, responsible for transmission, receipt, acceptance, processing, and distribution of incoming and outgoing messages.

Theater/tactical environment
An operational Army Theater area of operations defined in JCS Pub 1.

Time of file (TOF)
The time the message form is delivered to the telecommunications facility for processing. In the case of automated remote entry devices, TOF is the time the message form is provided to the remote terminal for processing.

Time of transmission (TOT)
The time the message is received from the communications circuit at the telecommunications center.

Transfer circuit
A circuit provided for the transfer of message traffic from a system operated by one nation or international alliance into a system operated by another nation or international alliance.

User Fee
The periodic service charge paid by a subscriber to the franchisee for service.

Video
Electronic recording and playback of imagery.

Video programming
Programming provided by, or generally considered compatible to, the programming provided by a television broadcast station.

Video teleconferencing
Two-way electronic voice and video communication between two or more locations; may be fully interactive voice or two-way voice and one-way video; includes full-motion video, compressed video and sometimes freeze (still) frame video.

Visual information (VI)
Use of one or more of the various visual media with or without sound. Generally speaking, VI includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the processes that support them.

VI Activity
An organizational element or a function within an organization in which one or more individuals are classified as visual information (VI), or whose principal responsibility is to provide VI services. VI activities include those that expose and process original photography; record, distribute, and broadcast electronically (video and audio); reproduce or acquire VI products; provide VI services; distribute or preserve VI products; prepare graphic artwork; fabricate VI aids, models, and displays; and provide presentation services or manage any of these activities.

VI distribution
The cataloging and distribution processes of the central distribution activities and the loan operations of field visual information (VI) libraries.

VI documentation (VIDOC)
Motion media; still photography, and audio recording of technical and nontechnical events, as they occur, and are usually not controlled by the recording crew. VIDOC encompasses Combat Documentation (COMDOC), Operational Documentation (OPDOC) and Technical Documentation (TECDOC).

VI equipment
Items capable of continuing or repetitive use by an individual or organization for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of visual information. Items otherwise identified as VI equipment

that are an integral part of a non-VI system or device (existing or under development), will be managed as a part of that non-VI system or device.

VI facility
A building or a space within a building or ship, owned or operated by the Federal Government, that houses an approved visual information (VI) activity. Transportable or portable VI equipment (such as video recording van or portable VI equipment used in a temporary housing) also shall be classified as a VI facility.

VI functions
The individual visual information (VI) processes such as production, documentation, reproduction, distribution, records preservation, presentation services, VI aids, fabrication of model and displays, and related technical services.

VI library
A VI activity which loans and maintains VI media and equipment.

VI management office
Staff Office at major command, or other management level established to prescribe and require compliance with policies and procedures and to review operations.

VI materials
A general term which refers collectively to all of the various visual information (VI) still and motion films, tapes, discs, or graphic arts. Includes the original, intermediate and master copies, and any other recorded imagery that is retained.

VI production
The process of combining or arranging any separate audio or visual product(s) in continuity in a self contained, complete presentation developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. A production is also the end item of the production process. The special kind of VI production which combines motion media with sound is further defined as "AV production." Used collectively, VI production refers to the functions of procurement, production or adoption from all sources, such as in-house or contract production, off the shelf purchase, or adoption from another Federal agency.

VI products
VI media elements such as motion picture and still photography (photographs, transparencies, slides, film strips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits.

VI records
VI materials, regardless of format, and related administrative records.

VI Records Center
A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semicurrent records pending their ultimate disposition.

VI report
VI documentation assembled to report on a particular subject or event.

VI resources
The personnel, facilities, equipment, products, budgets, and supplies which comprise DOD visual informationsupport.

VI services
Those actions that:

a. Result in obtaining a visual information product.

b. Support the preparation of a completed VI production such as photographing, processing, duplicating, sound and video recording, instrumentation recording, film to video transferring, editing, scripting, designing, and preparing graphic arts.

c. Support existing VI products such as distribution and records center operations.

d. Use existing VI products, equipment, maintenance, and activities to support other functions such as projection services, operation of conference facilities, or other presentation systems.

VI Support Center (VISC)
The VI activity that provides general support to all installation, base, facility or site organizations or activities. It may include motion picture, still photo, television, and audio recording for nonproduction documentary purposes, their laboratory support, graphic arts, VI libraries; and presentation services.

Worldwide Military Command and Control System (WWMCCS)
A system that provides the means for operational, technical, and administrative support involved in the function of command and control of U.S. military forces worldwide.

Section III
Special Abbreviations and Terms
This section contains no entries.

Index

This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by paragraph number.

Abbreviations
Authorized, 8-3i
Explanation, 1-3
Academic research libraries, 10-2
Accountability
Information resources, 2-6a
Information systems, 4-4
Library materials, 10-5
Proprietary software, 5-3c
Acquisitions
Authority for automation systems, 5-2b
Cable television service, 6-25, 7-28
Contracting policy responsibilities, 1-5c(5)
Local leased telecommunications services, 6-12m
Software, 5-3a
System acquisition review councils, 3-4d(12)
Visual information productions, 7-16
Visual information systems and equipment, 7-6, 7-7, 7-21a
Ada programming language, 5-3b, 5-5
Ada Systems Implementation and Organization Plans, 5-6
Administrative Assistant to the Secretary of the Army (AASA), 1-5d
Administrative publications, 2-4. ***See also Publications***
Allied Communications Publications (ACP), 6-6
Amateur radio, 6-13d
American Forces Information Service (AFIS), 6-25k
American Forces Radio and Television Service (AFRTS)
Exhibition of visual information, 7-15
Telephone recording, 6-11e
Architecture
Automated information systems (AIS), 5-2
C4I, 3-2
Electronic imaging, 7-25
Archivist of the Army, 8-3l
Archivist of the United States, proprietary interest in Army records, 8-5b(9)
Army Acquisition Executive (AAE), 1-5c
Army and Air Force Exchange Service (AAFES), voice and data services, 6-12i
Army data, 2-2d(3)
Army Data Administration Program, 3-4
Army Document Imaging Program, 3-9
Army Information Resources Management Program (AIRMP). ***See also specific policies and programs***
Abbreviations and terms, 1-3
Concept, 2-1
Development and execution, 3-1
Information mission area (IMA) overview, 1-4
Management reviews, 2-10
Planning process, 3-3
Policy guidance, 2-2
Purpose, 1-1, 2-1
References, 1-2
Responsibilities, 1-5, 2-3
Army Information Standards Management (AISM) Program, 3-5
Army Information Systems Security Program (AISSP), 3-6
Army Information Systems Threat Assessment Program (AISTAP), 3-8
Army Integrated Publishing and Printing Program (AIPPP)
Management concept, 9-1
Subprograms, 9-2
Army Library Institute, 10-6
Army Library Program (ALP)
Collections and services, 10-5
Directives, 10-3
Management concept, 10-1
Management organization, 4-2b(3)(f), 10-2
Personnel and facilities, 10-4
Sponsorship, 10-6
Types of libraries, 10-2
Army Long-Range Planning Guidance (ALRPG), 3-3
Army Medical Department (AMEDD) libraries or information centers, 10-2
Army National Guard (ARNG)
Data Processing Facility, 4-2b(3)(b)
Voice and data services, 6-12d(1)
Army Plan, The (TAP), 3-3
Army Printing Management Program, 9-2
Army Publications Management Program, 9-2
Army Recordkeeping Systems Management, 8-3a
Army Standard Electronic Mail Hosts (ASEMH), 2-7c(4)(a)
Assistant Secretary of the Army for Research, Development, and Acquisition (ASA(RDA)), 1-5e
Audiovisual (AV) productions, 7-16. ***See also Visual information (VI)***
AUTODIN Mail Server (AMS), 2-7
AUTODIN terminals, 2-7
Automated information systems (AIS), 5-2b
Automatic data processing equipment (ADPE), 5-4c
Automatic Message Processing Exchanges (AMPE), 6-3b(3)(a)
Automatic Secure Voice Communications Service (AUTOSEVOCOM), 6-3e(1)
Automation
Acquisitions authority, 5-2f
Ada policy, 5-5
Ada systems implementation and organization plans, 5-6
Commercial off-the shelf computer resources, 5-3f
DOIM responsibilities, 4-2
General management policy, 5-2f
Hardware management policy, 5-4
Role in information management, 5-1
Software management policy, 5-3

Brevity codes, 8-3i

Cable television (CATV), 6-25, 7-28
Cataloging of information resources, 10-5
CD-ROMs
As AV productions, 7-16
Destruction of, 8-5
Censorship, prohibited, 10-3
Chief of Engineers, Office of (OCE), 1-5m
Chief of Public Affairs (CPA), 1-5k
Classification labels
Disks, 2-7c(2)
Visual information productions, 7-16
Clearance of visual information productions, 7-10, 7-16
Combat camera (COMCAM), 7-1, 7-4c, 7-23a
Combat documentation, 7-1, 7-4a, 7-23a(3)
Command, control, communications, and intelligence (C3I) systems, compatibility and interoperability, 6-10
Command, control, communications, computers, and intelligence (C4I) systems
C4I Architecture, 3-2
Enterprise Strategy, 2-2c
Commercial Activities Program, 2-3f
Commissary stores, voice and data services, 6-12h
Communications security, 3-6, 3-7, 6-3c(7)
Community commanders, responsibilities, 1-5
Compatibility and interoperability of systems
Automated information systems, 5-2b
C3I systems, 6-10
Conferencing systems, 7-27
Visual information equipment, 7-6
Component Data Administrator (CDAD), 3-4d
Component functional data administrators (CFDADS), 3-4
COMPUSEC. ***See Computer security***
Computer games, 5-3j. ***See also Software***
Computer resources. ***See Automation; Hardware; Software***
Computer security, 3-6, 3-7, 6-3
Computer viruses, 5-3i
COMSEC. ***See Communications security***
Conferencing
Definitions, 7-27
Secure Conferencing Project, 6-3e(3)(c)
Video teleconferencing (VTC), 6-26, 7-27
Consolidated libraries, 10-2
Contingency planning, 2-11
Continuity of Operations Plan (COOP), 5-2
Contracting Responsibilities, 1-5
Contractors
Security of telecommunications, 6-17
Use of DSN, 6-3h(4)
Voice and data services, 6-12
Copiers
Libraries, 10-3
Multicolor, prior approval, 7-6n
Copyright
Army libraries and, 10-3
Use of copyright material in publications, 9-4
Use of copyright material in visual information productions, 7-9g(2)
Visual information productions, 7-13
Correspondence management, 8-3c
Cost benefit analyses, 2-1b

Data Administration Action Plan, 3-4
Data Administration Strategic Plan (DASP), 3-4f(2)
Data pattern traffic, 2-7
Defense Automated Visual Information System (DAVIS), 7-20, 7-29
Defense Automation Resources Information Center (DARIC), 4-4

Defense Commercial Telecommunications Network (DCTN), 6-3f
Defense Data Network (DDN), 6-3c
Defense Information Systems Agency (DISA), 6-3a
Defense Information Systems Network (DISN), 6-3
Defense Message System (DMS), 2-7c(1)
Defense Metropolitan Area Telephone Systems (DMATS), 6-14
Defense Planning Guidance (DPG), 3-3
Defense Satellite Communications System, 6-3a(3)
Defense Special Security Communications System (DSSCS), 6-3b(4)(a)
Defense Switched Network (DSN), 2-7a
Defense Telecommunications Service, Washington, DC, 6-18
Defunct Army commands and organizations, records management, 8-3j
Deputy Chief of Staff for Intelligence (DCSINT), 1-5h
Deputy Chief of Staff for Logistics (DCSLOG), 1-5j
Deputy Chief of Staff for Operations and Plans (DCSOPS), 1-5g
Deputy Chief of Staff for Personnel (DCSPER), 1-5i
Destruction policies
CD-ROMs, 8-5
Official records, 8-4, 8-6
Dictionary of Army terms, 8-3
Director, Armed Forces Institute of Pathology, 1-5y
Directories for information systems, 6-12
Director of Information Management (DOIM), 4-2b
Director of Information Systems for Command, Control, Communications, and Computers (DISC4)
Proponent for IMA and information resources management, 2-2b
Responsibilities, 1-5a
Director of the Army Staff (DAS), 1-5f
Distribution of publications, 9-9
Documentation program, 7-23
Document imaging, 3-9. ***See also Electronic imaging***
Duplicate Emergency Files Program (DEFP), 2-11, 8-3

Echelons of publications, 9-4
Electromagnetic spectrum management, 6-15
Electronic Countermeasures (ECM) operations, 6-15c(5)
Electronic forms generation, 2-8, 9-6
Electronic imaging, 7-25. ***See also Document imaging***
Electronic Imaging Center (EIC), 7-3
Electronic mail (E-mail)
Preparation for transmission, 2-7c(1)
Recordkeeping, 8-6
Use of DDN, 6-3c
Electronic recordkeeping systems, 8-3
Electronic records management, 8-1, 8-3, 8-6
Electronic typewriters with memory, exclusion, 5-4b
Emergency operating records, 8-3
End user ownership of visual information equipment, 7-6
Enterprise Strategy, 2-2c
Environments, overview, 1-4d ***See also specific environments (strategic, sustaining, and theater/tactical)***

Facsimile
Graphic information transmission, 2-7d
Preservation as records, 8-3
Use of DSN, 6-3
Federal Register, publication of regulations, notices, and documents, 8-3, 9-4
Field operating agencies (FOAs)
Commanders' responsibilities, 1-5w
Voice and data services, 6-12k
Foreign governments
Sale of publications to, 9-9
Sale of visual information productions to, 7-16y
Use of DSN, 6-3h(3)
Forms
Distribution, 9-9
Electronic generation of, 2-8, 9-6
Forms Management Program, 2-4, 9-2
Fourth generation languages, 5-5d(3)
Freedom of Information Act (FOIA)
Exemptions to public domain data, 2-2d(1)
Program management, 8-3
Functional proponents of information systems, 1-5b

Government-owned, contractor operated (GOCO) visual information activities, 7-14, 7-16p(7)
Graphic arts, requests for visual information services, 7-24
Graphic information transmission, 2-7d

Hardware. ***See also Automation***
Maintenance, 5-4a
Management policy, 5-4
Health, morale, and welfare (HMW) activities
Cable television, 6-25
Telephone service, 6-12g
Use of DSN for, 6-3h(1)
HQDA officials, responsibilities, 1-5b

Implementation Plan (IP), 2-2c(3)
Information as resource, 2-2d
Information infrastructure. ***See Architecture***
Information management officer/office (IMO), 2-3, 4-2d
Information Management Support Council (IMSC), 6-2b
Information mission area (IMA)
Management reviews, 2-10
Overview, 1-4
Planning process, 3-3
Proponent, 2-2b
Information requirements identification, 2-3
Information resources management
Accountability and control, 2-6, 4-4
Management and execution guidance, 4-1
Policy guidance, 2-2
Purpose, 2-1
Responsibilities, 1-5, 2-3
Information systems
Accountability responsibilities, 2-6, 4-4
Description, 2-5
Nonappropriated fund procured, 2-9
Purpose, 2-5
Information Systems Directory, 6-12l
Information Systems Security Program (ISSP), 3-7
Information transmission economy, 2-7, 6-2
Installation commanders, 1-5v
Installations
CATV management functions, 6-25
Data services, 6-12c
Information resources management, 4-2
Radio system operation management, 6-13
Telephone system operation management, 6-12
Interlibrary loans, 10-5
Interoperability of systems, 5-2c, 6-10

Joint Army-Navy-Air Force Publications (JANAPs), 6-6
Joint Chiefs of Staff (JCS), control of mobile/transportable communications assets, 6-5
Joint commands, oversight records administration, 8-3
Joint Tactical Information Distribution System (JTIDS), 6-15c(5)
Joint Visual Information Records Centers, 8-3
Joint Visual Information Service (JVIS), 7-5
Judge Advocate General, 1-5l

Law libraries, 10-2
Leasing of telecommunications services, 6-12m, 6-22
Libraries
Collections and services, 10-5
Directives, 10-3
Management concept, 10-1
Management organization, 4-2b(3)(f), 10-2
Personnel and facilities, 10-4
Sponsorship, 10-6
Types of, 10-2
Visual information, 7-6f(4)
Local area network (LAN)
Access to DDN, 6-3c(4)
Installation data services, 6-12c
Proprietary software licenses, 5-3c

Maintenance
Hardware, 5-4
Software, 5-3
Visual information equipment, 7-6m
Major Army commands (MACOMs)
Commanders' responsibilities, 1-5n
Information Resources Management Program (IRMP), 4-2
Major Subordinate Commands (MSC)
Commander's responsibilities, 1-5w
Information management, 4-2c
Major U.S. Army Reserve Commands (MUSARC), 1-5z
Management Information Control Office (MICO), 8-3
Management reviews, 2-10
Management review teams, 2-10
Master Antenna Television (M/CATV) systems, 6-25
Media communications facilities, 6-21
Media for records, 8-5

Message processing systems, 6-3b
Microforms
Library resources, 10-5
Records, 8-5
Micrographics, production and reproduction equipment, 10-5
Military Affiliate Radio System (MARS), 6-13c
Military Communications-Electronics Board (MCEB), 6-7
Military History Institute
Library, 10-5
Repository for personal reference files, 8-4
Military Satellite Communications (MILSATCOM) systems, 6-4
Military Telecommunications Standards, mandatory use, 6-20
Mobile/transportable communications assets
JCS-controlled, 6-5
Mobile telephone service, 6-13e
U.S. Army ground mobile force terminals, 6-4b(3)
Modern Army Recordkeeping System (MARKS), 8-3, 8-5
Morale, welfare, and recreation (MWR) activities
Cable television, 6-25
Telephone service in support of, 6-12g

National Capital Region (NCR), telecommunications services, 6-18
National Communications System Voice Precedence System, 6-2, 6-3
National Guard
Data Processing Facility, 4-2b(3)(b)
Voice and data services, 6-12d
NATO/NATO member telecommunications facilities rationalization, 6-9
Non-DOD activities
Publications, 9-5
Use of DSN, 6-3h
Nonpaper record copy, 8-5
Non-public data or information, 2-2d(2)
Nonrecurring publications, 9-5
Nontactical telecommunications facilities standard operating procedures, 6-23

Office collections, 10-2
Office symbols, 8-3
Official Mail and Distribution Management, 8-3
Official publications, 9-4
Official telephone service at installations, 6-12
Operational architecture, 3-2a
Optical disks
Document imaging, 3-9
Record storage, 8-5
Outside plant facilities, leasing, 6-12m
Overprinting of forms, 9-6

Periodicals and nonrecurring publications
Definitions, exclusions, and policies, 9-5
Review of, 9-2
Periodicals and Nonrecurring Publications Program, 9-2
Planning, Programming, Budgeting, and Execution System (PPBES), 3-3
Precedence system, 6-2, 6-3
Privacy Act
Exemptions from information availability, 2-2d
Library circulation records, 10-3
Management of records, 8-3
Privacy Act Program, 8-3
Procurement. ***See Acquisitions***
Proponent
IMA and information resources management, 2-3
Publications, 9-4
Publications
Administrative, 2-4
Authenticating, 9-4
Distribution of, 9-9
DOIM responsibilities, 4-2b(3)(e)
Echelons of, 9-4
Forms, 9-6
Joint Army-Navy-Air Force Publications (JANAPs), 6-6
Management, 9-1
Noncryptographic Allied Communications Publications (ACPs) and Supplements, 6-6
Non-DOD sponsored, 9-5
Nonessential, 9-3
Numbering of, 9-4
Official, 9-4
Periodicals and nonrecurring publications, 9-5
Preparation of, 9-4
Proponent of, 9-4
Rare and irreplaceable, 8-4
Requisitioning printing services, 9-8
Review of, 9-2, 9-4
Sale of, 9-9
Statutory requirements, 9-7
Statutory restrictions, 9-3
Subprograms, 9-2
Unauthorized, 9-3
Public domain data or information, 2-2d(1)

Radio frequency management, 4-2, 6-15b(7)
Radio system operation management at installations, 6-13
Readability Program, 9-2
Records administrators, 8-1
Records management
Concept, 8-1
Definition and exclusions, 8-1
Destruction, 8-4, 8-5
DOIM responsibilities, 4-2b(3)(d)
Electronic records management, 8-6
Media, 8-5
Objectives, 8-2
Policies, 8-4
Responsibilities, 8-1
Subprograms, 8-3
Visual information, 7-17
Records management officers, 8-1
Red switches, 6-3e(3)(b)
Reduction in Unit Publications Program, 9-2
References, 1-2
Regional Defense Organizations (RDOs), telecommunications agreements, 6-8
Regulations
Administrative publications, 2-4
Publication in the Federal Register, 8-3, 9-4
Supplementing, 9-4
Remote terminals, 6-3
Required statements in periodicals, 9-5
Requirements Control Program, 2-4b
Requisitioning
Printing services, 9-8
Standard equipment, 2-6
Reserve Officer Training Corps (ROTC), voice and data services, 6-12d(3)
Responsibilities, 1-5, 2-3
Reutilization program, 5-4d
Rights and interests records, 8-3
Rulemaking program, 8-3

Satellite communications. ***See Military Satellite Communications (MILSATCOM) systems***
Satellite organizations
Commanders' responsibilities, 4-2d
Information management, 4-2d
Scientific/technical libraries, 10-2
Secure communications terminals, 6-3e(3)(a)
Secure Conferencing Project, 6-3e(3)(c)
Secure Telephone Unit, Type III equipment (STU-III), 6-3e(3)(a)
Secure Voice System (SVS), 6-3e
Security
Automatic data processing equipment, 5-4
Communications facilities, 6-16
Defense contractor telecommunications, 6-17
Defense Information Systems Network, 6-3
Information Systems Security (ISS), 3-6, 3-7
Library materials, 10-5
Secure Voice System (SVS), 6-3e
Visual information productions, 7-16
Self-mailing forms, 9-6
Sensitive information, exemptions from information availability, 2-2d
Signal Operation Instruction (SOI) Program, 6-24
Software
Acquisitions, 5-3a
Ada programming language, 5-3b, 5-5
Commercial off-the-shelf, 5-3f
Development/maintenance, 5-3b
Electronic forms contained in, 9-6
Management policy, 5-3
Privately owned, 5-3g
Proprietary, 5-3c
Release, 5-3e
Sharing, 5-3d
Training, 5-3h
Waivers for non-Ada software, 5-5d(3)(b)
Software Sharing Program, 5-3d
Special libraries, 10-2
Spectrum management, 6-15
Staffing of libraries, 10-4
Standard Army Management Information Systems (STAMIS), 5-3e(2)
State Area Command (STARC) commanders, 4-2b(2)
Still photography, 7-26
Strategic environment
Functional information requirements, 5-2a
Information resources management, 4-3
Types of information resources, 1-4
Visual information, 7-1c(2)
Sustaining Base environment

Functional information requirements, 5-2a
Types of information resources, 1-4
Visual information, 7-1c(3)
Visual Information Documentation (VIDOC) Program, 7-23
System acquisition review councils, 3-4d(12)
Systems architecture, 3-2b

Tactical documentation, 7-1, 7-4, 7-23a
Technical architecture, 3-2
Technical libraries, 10-2
Telecommunications. ***See also Cable television (CATV); Conferencing; Telephones***
Agreements with RDOs or friendly foreign nations, 6-8
Compatibility and interoperability, 6-10
Defense Information Systems Network (DSN), 6-3
DOIM responsibilities, 4-2b(3)(a)
Information transmission economy, 2-7, 6-2
JCS-controlled assets, 6-5
Leasing, 6-12m, 6-22
Management concept, 6-1
Media facilities, 6-21
Military Communications-Electronics Board (MCEB), 6-7
Military Telecommunications Standards, 6-20
National Capital Region (NCR), 6-18
NATO agreements, 6-9
Nontactical telecommunications facilities, 6-23
Publications, 6-6
Radio system operation management, 6-13
Satellite systems (MILSATCOM), 6-4
Security, 6-16, 6-17
Signal Operation Instruction (SOI) Program, 6-24
Spectrum management, 6-15
Telecommunications centers
Consolidation, 6-3f
Management reviews, 2-10
Transmission of information, 2-7, 6-2
Teleconferencing. ***See Conferencing***
Telephones
Cellular, 6-13e
Defense Metropolitan Area Telephone System (DMATS), 6-14
Installation telephone system operation management, 6-12
Leasing of Government-owned outside plant facilities, 6-12m
Monitoring and recording, 6-11
Portable and mobile, 6-13e
Recovery of toll charges, 6-2f
Usage control program, 6-12n
Use of DOD systems, 6-2
TEMPEST, 3-6, 3-7
Tenant organizations
Commanders' responsibilities, 1-5w
Information management, 4-2d
Terminology Standardization Management Program, 8-3
Test and evaluation
Interoperability of tactical C3I systems and equipment, 6-10
Visual information equipment or systems, 7-19
Theater/tactical environment
Functional information requirements, 5-2a
Information resources management, 4-2
Types of information resources, 1-4
Visual information, 7-1c(1)
Visual Information Documentation (VIDOC) Program, 7-23
Training
Army librarians, 10-6
Software use, 2-7, 5-3
Transmission of information, 2-7, 6-2

Unofficial telephone service at installations, 6-12f
U.S. Army Corps of Engineers (USACE), Commanding General's responsibilities, 1-5t
U.S. Army Information Systems Command (USAISC)
Automation Resources Management System (ARMS) Program administration, 4-4
Commanding General's responsibilities, 1-5
U.S. Army Intelligence and Security Command (INSCOM), Commanding General's responsibilities, 1-5r
U.S. Army Materiel Command (AMC), Commanding General's responsibilities, 1-5p
U.S. Army Medical Command (MEDCOM), Commanding General's responsibilities, 1-5s
U.S. Army Reserve (USAR), voice and data services, 6-12d(2)
U.S. Army Training and Doctrine Command (TRADOC), Commanding General's responsibilities, 1-5o

Video teleconferencing (VTC), 6-26, 7-27
Viruses, 5-3i
Vision, 2-2c(3)
Visual Information Documentation (VIDOC) Program, 7-23
Visual Information Systems Program (VISP), 7-7
Visual information (VI)
Activities, 7-3
Activity operations, 7-8
Automated Information Management System, 7-20
Cable television, 7-28
Closed captioning for the hearing impaired, 7-16g
Conferencing, 7-27
Defense Automated Visual Information System (DAVIS), 7-29
Description and purpose, 7-1
Documentation program, 7-23
DOIM responsibilities, 4-2
Electronic imaging, 7-25
Exclusions, 7-2
Exhibition on AFRTS stations, 7-15
Graphic arts, 7-24
Joint Visual Information Service (JVIS), 7-5
Legal reviews, 7-11
Loans by Government-owned, contractor operated visual information activities, 7-14
Loan to civilian organizations, 7-12
Management reports and forms, 7-30
Minimum capabilities required, 7-4
Mission, 7-1
Procedures, 7-22
Productions, 7-16
Public domain, 7-13
Public exhibition clearance, 7-10
Records management, 7-17, 7-18
Resources planning, programming, and budgeting, 7-21
Responsibilities, 1-5, 4-2b(3)(c)
Restrictions, 7-9
Still photography, 7-26
Systems and equipment, 7-6
Test and evaluation, 7-19
Visual Information Systems Program (VISP), 7-7
Vital Records Program, 2-11, 8-3
Voice communications precedence, 6-2, 6-3d(4)

RESERVED

VISUAL INFORMATION *(VI)* WORK ORDER

For use of this form, see AR 25-1; the proponent agency is ODISC4

1. WORK ORDER NUMBER

2. SECURITY CLASSIFICATION

SECTION I - REQUIREMENT

3. TO *(VI Activity)*	4. FROM *(Unit or Activity)*	
	5. ACCOUNT PROCESSING CODE	6. ACCOUNT NO.
7a. REQUESTER *(Name, Grade)*	b. PHONE	8. DATE REQUESTED
9a. ALTERNATE POINT OF CONTACT	b. PHONE	10. DATE REQUIRED

11. SECTION II - QUANTITY	
(a) View graph	
(b) 35mm Slides	
(c) Camera Ready Artwork	
(d) Electronic Images	
(e) TV	
(f) Audio	
(g) Video Tape Copies	
(h) Photo Print Copies	
(i) Computer Photo Prints	
(j) Computer Photo Transparencies	
(k) Presentation Services	
(l) Motion Picture	
(m) Other (Specify)	

12. DESCRIPTION OF WORK *(Attach diagrams, etc., and list enclosure(s))*

13. JUSTIFICATION FOR REQUESTED SERVICE

14. VALIDATION SIGNATURE
Requested service is for official purposes and is required by stated deadline.

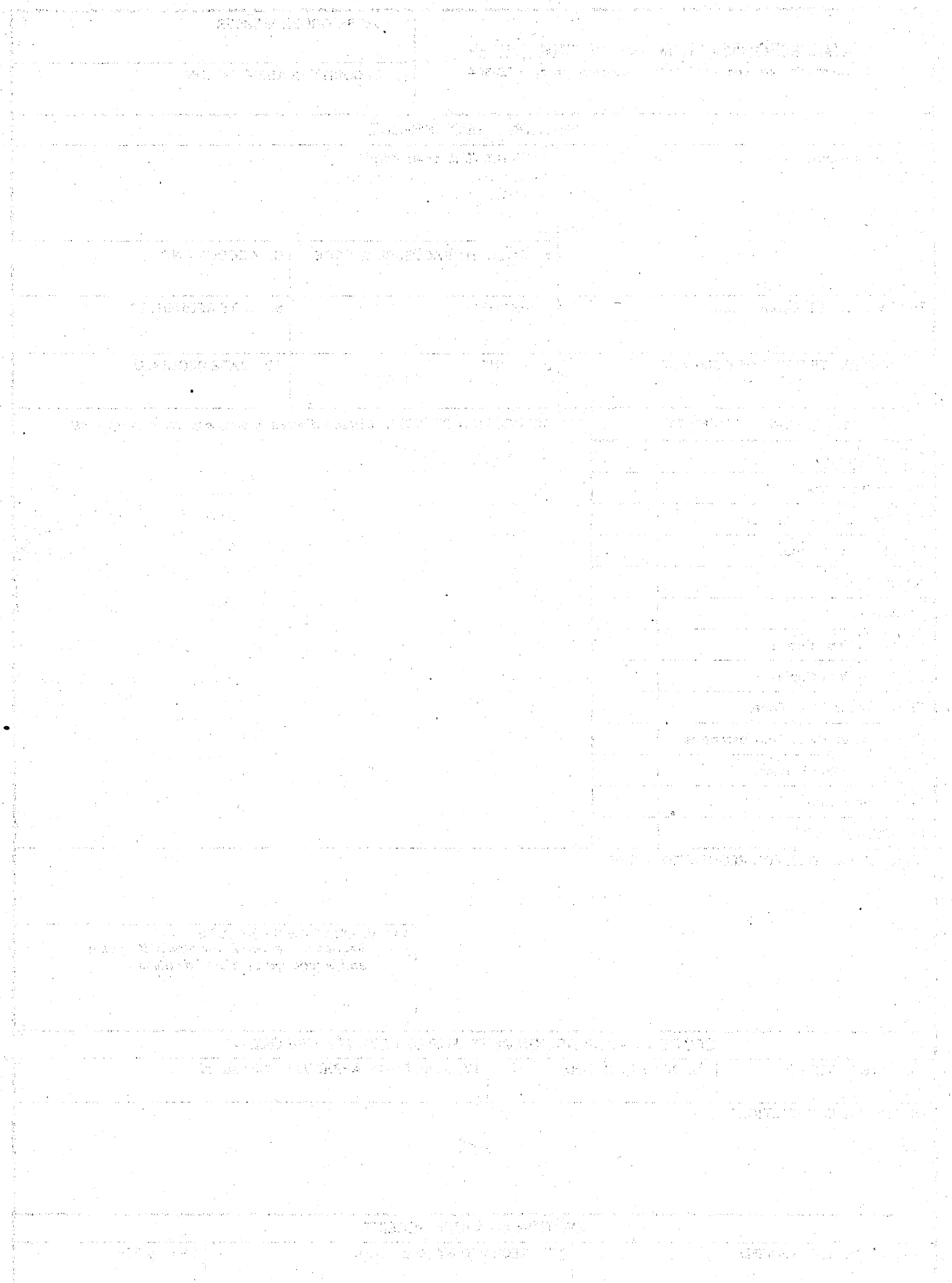
SECTION II - JOB ASSIGNMENT *(FOR VI ACTIVITY USE ONLY)*

15. DATE RECEIVED	16. DATE ASSIGNED	17. VI ACTIVITY APPROVAL *(Signature)*

18. SPECIAL INSTRUCTIONS

SECTION III - WORK RECEIPT

19a. CUSTOMER NOTIFIED	19b. RECEIVED BY *(Signature)*	19c. DATE



SECTION IV - PRODUCTION SCHEDULE

20. WORK AREA	21. WORK TO BE PERFORMED	22. START	23. COMPLETE	24. WORKHOURS	25. SUPERVISOR

SECTION V - SUPPLIES

26. DESCRIPTION	27. TOTAL COST

SECTION VI - CONTRACT SERVICES

28. ITEM DESCRIPTION	29. COST

SECTION VII - MANAGEMENT REPORT DATA

30. VI ACTIVITY NAME	31. DVIAN	32. FY	33. WORK ORDER NO.	34. FUNCTIONAL AREA SUPPORTED

35. TYPE OF SERVICE	a IN HOUSE			b CONTRACT		c OVERHEAD		
	(1) WORK HOURS	(2) PRODUCTIONS MINUTES/ITEMS	(3) COSTS	(4) COSTS	(5) PRODUCTIONS MINUTES/ITEMS	(6) WORK HOURS	(7) PRODUCTS	(8) COSTS
36. Still Photo								
37. Graphic Art								
38. Audio								
39. Video								
40. Motion Picture								
41. Other								

42. REQUESTING COMMAND	b. ACCOUNT NO.	c. TOTAL WORK ORDER COST

SECTION VIII - DISPOSITION

43. DISPOSITION OF ORIGINAL VI MATERIAL	b. DATE

VISUAL INFORMATION (VI) PRODUCT LOAN ORDER

For use of this form, see AR 25-1; the proponent agency is ODISC4

SECTION I - LOAN INFORMATION

1. TO *(VI Activity Name)*		3. LOAN PERIOD	
		3a. FROM	3b. TO
2a. FROM *(Unit or Activity Name)*		4. RECORD OF RETURNED ITEMS	
		4a. SIGNATURE	4b. DATE
2b. ACCOUNT CODE	2c. ACCOUNT NO.	5. Listed items have been received and will be used for authorized purposes only	
2d. TELEPHONE NO.	2e. FAX NO.	5a. SIGNATURE	5b. DATE
2f. COMMAND			

SECTION II - MEDIA

	a. PIN, PAN or MAN NO.	b. COPY NO.	c. REL NO.	d. TITLE	e. PART NO.
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

SECTION III - JVISDA USE ONLY

18. DVIAN	19. CUSTOMER ACCOUNT NO.	20. TRANSACTION CODE	21. DODAAC	22. LOAN ORDER NO.	23. NON DOD

24. FISCAL YR.	25. METHOD OF DELIVERY	26. SHIPPING DATES	
	☐ A. Pick up ☐ B. Mail ☐ C. Other	A. OUT	B. DUE IN

INFORMATION MANAGEMENT REQUIREMENT/PROJECT DOCUMENT

For use of this form, see AR 25-1; the proponent agency is ODISC4

REQUIREMENTS CONTROL SYMBOL CSIM-46

1. FY	2. MACOM/FOA	3. CURRENT DATE	4. DATE REQUIRED
5a. UNIT NAME AND ADDRESS		6. RS NUMBER	7. RS TITLE
		8. PROJECT NO	9. TDA/UIC NO
		10. REQUIREMENT *(Check One)* ☐ NEW ☐ REPLACEMENT ☐ EXPANSION	
		11. ID NO	12. TYPE
5b. DODAAC		13. PRIORITY a. INSTALLATION b. MACOM c. HQDA	
14. POC NAME AND ADDRESS	15. TELEPHONE NO *(Commerical/DSN)*	16. LOCATION OF EQUIPMENT	
17. IMA DISCPLINE AND MAJOR PROGRAM INVOLVED a. ☐ AUTOMATION ☐ COMMUNICATIONS ☐ PUBLISHING ☐ VISUAL INFORMATION ☐ RECORDS MGMT ☐ LIBRARIES b. MAJOR PROGRAM:		18. SHORT TITLE OF REQUIREMENT/PROJECT	

19. AMOUNT OF FUNDS (Enter figure in appropriate box(es)	OMA	OPA	MCA	RDT&E	OTHER
a. Nonrecurring/one-time costs					
b. Annual recurring/operating/support costs					
c. Number of years needed					
d. TOTAL DOLLARS REQUIRED					

20. SECURITY REQUIREMENTS

21. SPECIFIC SERVICE REQUIREMENT(S)

22. DESCRIPTION OF EQUIPMENT AND NUMBER UNITS REQUIRED *(If more space is needed, attach sheet with item no. indicated.)*

23. FUNCTION TO BE PERFORMED *(If more space is needed, attach sheet with item no. indicated.)*

24. INTEROPERABILITY REQUIRED *(If more space is needed, attach sheet with item no. indicated.)*

25. MISSION/PROJECT SUPPORTED *(If more space is needed, attach sheet with item no. indicated.)*

26. PROJECTED UTILIZATION FACTORS *(If more space is needed, attach sheet with item no. indicated.)*

27. COST SAVINGS/AVOIDANCE *(If more space is needed, attach sheet with item no. indicated.)*

28. MAINTENANCE ☐ IN-HOUSE ☐ INTERSERVICE SUPPORT AGREEMENT *(Specify Organization)*

ANNUAL COST	CONTRACT NUMBER	OTHER MAINTENANCE SOURCE *(Specify)*

29. IMPACT IF NOT RECEIVED/ADVANTAGES *(If more space is needed, atttach shee twith item no. indicated.)*

30. ITEMS TO BE REPLACED/DISPOSED OF

a. EQUIPMENT DESCRIPTION	b. CONDITION	c. MANUFACTURER/MODEL/SERIAL NO

31. APPROVING AUTHORITY

a. TYPED NAME, GRADE OR TITLE	b. TELEPHONE (Comm/DSN)	c. SIGNATURE

VISUAL INFORMATION *(VI)* ACTIVITY AUTHORIZATION RECORD

For use of this form, see AR 25-1; the proponent agency is ODISC4

1. DVIAN

SECTION I - VI ACTIVITY PROFILE

2. MACOM/FOA	4. POINT OF CONTACT	6. TELEPHONE NUMBER *(Include Autovon and Commercial)*	
	5. UNIT OR ACTIVITY NAME AND ADDRESS	7. PROGRAM ELEMENT CODES	
3. UIC/FOA		8. DATE LAST CA REVIEW	9. METHOD OF OPERATION

SECTION II - ACTIVITY CLASSIFICATION

10. TYPE ACTIVITY	11. FUNCTIONS/SERVICES AUTHORIZED

SECTION III - APPROVAL

12. MACOM/FOA VI Manager Validation			13. HQDA Approval		
A. TYPED NAME	B. COMMAND		A. TYPED NAME	B. HQDA STAFF	
C. SIGNATURE		D. DATE	C. SIGNATURE		D. DATE

DA FORM 5697-R, AUG 88

*U.S. G.P.O.:1997-418-329:20315