

**Information Management**  
**INFORMATION RESOURCES MANAGEMENT PROGRAM**

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**History.** This regulation was originally published on 1 Aug 94.

**Summary.** This regulation prescribes policies and responsibilities for the management of information and information systems in accordance with the Information Mission Area (IMA) concept within the United States Army Reserve Command (USARC).

**Applicability.** This regulation applies to the U.S. Army Reserve Command (USARC), its Major Subordinate Commands (MSCs), and USARC reporting installations. Local reproduction is authorized.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, Information Management (DCSIM). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division or office chief under their supervision within the proponent agency.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from CDR, USARC, ATTN: AFRC-IMP-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

**Interim changes.** Interim changes to this regulation are not official unless authenticated by the USARC Deputy Chief of Staff, Information Management (DCSIM). Users will destroy interim changes on their expiration date unless superseded or rescinded.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-IMP-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

FOR THE COMMANDER:

ZANNIE O. SMITH  
Brigadier General, USA  
Chief of Staff

OFFICIAL:

*SIGNED*  
CAROLYN E. RUSSELL  
Colonel, GS  
Deputy Chief of Staff,  
Information Management

**DISTRIBUTION: B**

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## **Chapter 1 Introduction**

### **1-1. Purpose**

To provide policy and procedures on the execution of Information Management programs within the USARC.

### **1-2. References**

Required and related publications, prescribed and related forms, and file numbers are listed at appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

All USARC MSCs and reporting installations will adhere to the policies, responsibilities and procedures prescribed within this regulation, as well as procedures and guidelines published in USARC Pamphlet 25-1.

### **1-5. Information Mission Area (IMA) overview**

a. The term IMA will include all resources or activities involved in the management of information within the USARC.

b. The IMA encompasses the five disciplines of automation, telecommunications, visual information, records management, and publications and printing. At Headquarters, Department of the Army (DA), it also includes the management of library sciences.

## **Chapter 2 General Command Policies**

### **2-1. Information management (IM) coordination**

Commanders will--

a. Ensure that units and staffs submit requests for IMA support, through their chain of command, to the supporting IM official for action. When appropriate, IM officials

(DCSIMs, DOIMs, or IMOs) will coordinate with the USARC DCSIM to resolve IM issues.

b. Ensure that military construction projects will include and accommodate real-property IMA requirements at the most operationally efficient level of technology. At a minimum ensure rewiring of all new facilities with Category 5 cable for telephone and data service throughout the building. Upgrade buildings undergoing renovations using Category 5 cables or fiber optics.

## **2-2. Disposition of IMA equipment upon transfer or inactivation of an organization**

The USARC MSCs and reporting installations will--

a. Dispose of IMA equipment in accordance with procedures contained in USARC Regulation 140-1 and USARC Pamphlet 25-1.

b. Coordinate all transactions involving IMA equipment through the chain of command with the supporting IM official.

## **2-3. TOP SECRET accountability and control**

a. Both AR 380-5 and FORSCOM Supplement 1 to AR 380-5 prescribe procedures for processing and maintaining TOP SECRET (TS) documents. Limit access to personnel who have a need-to-know and a valid TOP SECRET security clearance.

b. Responsibilities.

(1) **The Headquarters, USARC Commander will--**

(a) Appoint, in writing, a TOP SECRET Control Officer (TSCO) and at least one alternate within each element that handles TS material.

(b) Ensure each TSCO and alternate possess a final TS clearance.

(c) Ensure each TSCO is a properly cleared commissioned or warrant officer, SFC or GS-7 (or above) civilian. Exceptions to this policy are contained in FORSCOM Supplement 1 to AR 380-5, paragraph 7-300a. A SGT or above, or a civilian GS-4 and above, can be the alternate TSCO.

(2) **The USARC Headquarters TSCO (and/or alternate) will--**

(a) Manage TS material in accordance with guidance and procedures in USARC Pamphlet 25-1.

(b) Conduct reviews and inventories of TS material as specified in USARC Pamphlet 25-1.

(3) **Commanders of USARC MSCs and reporting installations that possess or might receive TS documents or material will--**

(a) Appoint a TSCO and at least one alternate in writing. *[The TSCO and alternate(s) must meet the same requirements specified in paragraph 2-3b(1)(a) through (c) for the USARC Headquarters TSCO and alternate(s).]*

(b) Ensure that subordinate units do the same, if applicable.

(4) **Each TSCO (and/or alternate) will--**

(a) Manage TS material in accordance with guidance and procedures in USARC Pamphlet 25-1.

(b) Conduct reviews and inventories of TS material as specified in USARC Pamphlet 25-1.

## **2-4. NATO control subregistry and control points**

a. Procedures for processing and maintaining NATO classified documents are contained in USSAN Instruction 1-69 (see AR 380-15).

b. Responsibilities.

(1) **The Headquarters, USARC Commander will** appoint a NATO Control Officer and alternate for the Command.

(2) **The USARC Headquarters NATO Control Officer (and/or alternate) will--**

(a) Manage all NATO documents and material in accordance with procedures and guidelines contained in USARC Pamphlet 25-1.

(b) Conduct inventories of all COSMIC TOP SECRET, ATOMAL and NATO SECRET material as specified in USARC Pamphlet 25-1.

(3) **Commanders of USARC MSCs and reporting installations will--**

(a) Request establishment of a NATO control point (and ensure unit commanders do the same) when required.

(b) Appoint a NATO Control Officer and at least one alternate when a NATO control point has been established (and ensure unit commanders do the same).

(4) **The NATO Control Officer (and/or alternate) will--**

(a) Manage all NATO documents and material in accordance with procedures and guidelines contained in USARC Pamphlet 25-1.

(b) Provide HQ, USARC with an updated copy of DAAG 29 (Subregistry/Control Point Signature List) and an inventory of all NATO classified documents and material on hand as of 31 December of each year. (RCS exempt, AR 335-15, para 5-2c.)

## **2-5. Strategic Plan**

USARC MSCs and reporting installations will incorporate IMA planning into their Strategic Plan.

## **Chapter 3 Information Mission Area Procurement**

### **3-1. Requirement Statements (RSs)**

The USARC MSCs and reporting installations will comply with procedures, instructions, and formats in USARC Pamphlet 25-1 when preparing and submitting RSs.

### **3-2. Responsibilities**

a. The USARC MSC and Installation IM official or the commander will--

(1) Develop command-wide procedures for identifying, validating and documenting USAR requirements for IMA equipment, services and training; incorporating USAR IMA requirements into the local budget process; and managing the execution of approved RSs.

(2) Review and validate subordinate/support IMA requirements within the context of the required capability. Validation criteria is in USARC Pamphlet 25-1.

(3) Develop local procedures for managing IMA requirement statements and maintain an audit trail of requirements from identification through implementation. (The audit trail will include the Requirement Statement Audit Identification Number, as explained in USARC Pamphlet 25-1.)

(4) Initiate the approval process by submitting requirements as necessary in Requirement Statement format to HQ USARC, ATTN: AFRC-IMP-S. The RS will include both new and LCM requirements for a 9-year planning cycle, including the current year (RCS: CSIM-49). (See USARC Pamphlet 25-1 for RS format.)

(5) Ensure that appropriate approvals/authorizations are obtained prior to initiating acquisition.

b. The Headquarters, USARC DCSIM is the approval authority for USAR RSs.

c. The USARC MSCs and reporting installations will revalidate open RSs to HQ USARC, ATTN: AFRC-IMP-S, during the first quarter of each even-numbered fiscal year.

## **Chapter 4 Information Mission Area (IMA) Support**

### **4-1. Responsibilities**

a. Each RSC or its executive agent will provide Reserve Center Complex (RCC) IMA support (Center Level IMA Support) to those units and tenants using space within the RCC for which the RSC has management responsibility.

b. Each USARC installation will provide Base Operations (BASOPS) IM common services to its tenants and customers in accordance with AR 25-1, DA Pamphlet 25-1-1, USARC Pamphlet 25-1, and this regulation as applicable.

### **4-2. Reserve Center Complex (RCC)**

a. An RCC is defined as a building or group of buildings housing primarily USAR units and owned/managed by a designated RSC.

b. An RCC may be located on an Active Component or USAR installation or it may be located in leased or government-owned facilities independent of an installation.

c. Each RSC owns/manages any number of RCCs located within its geographical areas of responsibility. The RSCs are responsible for management of each RCC within its geographical area of responsibility, regardless of whether the facility is occupied by its own units or units belonging to another MSC or other activity.

### **4-3. RSC IM support responsibility**

a. The RSC DCSIM will provide RSC Regional IM support to all reserve centers within the RSC's geographic region.

b. **Executive agents.** Acting as the executive agent for the RSC commander, the senior commander assigned to each reserve center will provide IM support services for tenant units.

c. The RSC commander will budget for all RSC Center Level and RSC mission IM support.

d. The DRCs will budget for their own IM mission requirements.

e. The RSC may also be required to provide IMA support to other USARC facilities, such as Reserve Forces Training Areas (RFTAs).

### **4-4. IMA support - General**

a. Information management encompasses all the disciplines of the IMA - telecommunications, automation, visual information (VI), records management, and publishing and printing. These activities and their associated assets are under the operational control of the USARC MSC information management officers. Exceptions include VI support obtained through designated supporting activities.

b. IM support is organized into the following categories: Category 1: RSC Regional IM Support; Category 2: Center Level IM Support; Category 3: Mission IM Support; and Category 4: USAR Installation BASOPS common services. More detailed descriptions of these categories are in USARC Pamphlet 25-1.

c. The RSC and IMA Center Level Support requirements are funded by the RSC and provided to each RSC unit and tenant.

d. Center Level and Installation (BASOPS) IM support are those functions which are necessary for:

(1) Operating and maintaining USAR Reserve Center Complexes (RCC) and facilities.

(2) Supporting the day-to-day activities and requirements of center/installation tenants.

### **4-5. USAR Installation IM Support**

#### **a. BASOPS customer support.**

(1) At USAR installations, IM Support is known as Base Operations (BASOPS) Common Service Support. BASOPS functions are listed under AR 37-100-XX.

(2) The USAR installations serve as hosts to tenants and off-post customers and provide those services in accordance with AR 25-1, USARC Pamphlet 25-1, DA Pamphlet 25-1-1, and other applicable regulations.

(3) Each USARC installation will program, budget, and fund for all BASOPS support functions.

(4) The host installation may provide mission-unique support on a reimbursable basis. Mission-unique support refers to support services, supplies, and equipment not normally provided by the host installation to its tenants.

(5) When command-wide shortage of IM funds occur, the host USARC installations may require tenant organizations to reimburse the installation for certain common services provided.

(6) Shop Smart initiative offers the off-post customers the opportunity to purchase services from providers having the best value.

**b. Support to Regional Support Commands (RSC) and USAR units.**

(1) The USAR installations will take geographical accessibility to off-post customers and availability of services into account when determining the best source of support for USAR units.

(2) The USAR Installation DOIMs or IM officials, and collocated RSC DCSIMs, shall coordinate IM support requirements for its tenants and customers and find ways to consolidate support functions for better management of resources and efficiency. Where conflicts exist, the HQ USARC DCSIM will conduct a review and analysis and make a determination on the best course of action.

**4-6. IM support to tenants of RSC-owned/managed RCCs**

a. The RSC or its executive agent will provide center level IM support to USAR tenants on a fair and equitable basis. Any support above and beyond that which is normally provided to the host RSC units will be based on availability of funding (e.g., requirement to have a unit-dedicated FAX machine, special telecommunications, or automation equipment not used by other tenants). The USAR tenants may be required to provide funding for such services/support.

b. Common-use computers (e.g., computers in a common-use classroom), which are not configured to support an individual USAR unit, are the only computers authorized as part of the center level IM support provided to tenants. The host unit may hand-receipt computers to be used solely by a single unit for unit business, but this is essentially a loan and not center level IM support.

**4-7. Maintenance contracts and purchases of new equipment/upgrades**

a. Maintenance contracts for common user IMA equipment are the responsibility of the host RSC or installation. Any USAR tenants owning IMA equipment may enter into an agreement with the host for a consolidated maintenance contract. Services provided in this case would be on a reimbursable basis.

b. Upgrade and installation of new common user IMA equipment is the responsibility of the host IM official. No tenant is authorized to order, purchase, install, or otherwise enter into any service agreement with vendors on any type of RSC-owned IMA equipment for which the host provides a nonreimbursable service.

c. The host IM official will ensure that fiscal year budget submissions and Requirement Statements include IMA support requirements.

d. The host may provide technical support to tenants at its own discretion, based on availability of resources and/or written agreements between the two parties.

e. Support provided *will not* be changed, reduced, or terminated unilaterally without consultation with the supported tenant or customer. The tenant may not cause significant changes in support requirements without first

consulting with the host. The level of support provided to tenants may need to be adjusted to offset reductions in budget. However, a normal reduction to direct funding does not justify charging tenants to pay the bill. Any adjustments in levels of service must be consistent and equitable across all recipients of such support. It is the responsibility of the tenant to inform the host of anticipated increases in support requirements in enough time to allow programming or budgeting for additional resources.

**4-8. Telecommunications support**

The telecommunications discipline includes telephone, non-tactical radios, facsimile, switches, Private Branch Exchanges (PBX), calling card services, and other components of the system supplying transmission services. The USAR installations provide base telecommunications services to its tenants and off post customers in accordance with AR 105-23, DA Pamphlet 25-1-1 and other applicable regulations. Types of telecommunications support available to RCCs include: local service, long distance service, long haul dedicated service, USAR tenant-owned telecommunications equipment, telephone switch, and telephone service records. More detailed information on the types of telecommunications support is in USARC Pamphlet 25-1.

**4-9. Records management support**

Records management includes official mail, personal mail, records holding area, Freedom of Information Act; Privacy Act; Modern Army Record Keeping System (MARKS); correspondence management; Army Effective Writing; office symbols; management information control system (MICS); nonstandard files equipment; vital records; terminology, abbreviations, and brevity code management; records management training; and records management inspections. Types of support available to RCCs are official mail and records holding area. These functions are described in further detail in USARC Pamphlet 25-1. The host USARC RSC or Installation will not normally provide other records management support, except to tenants within the host's chain of command.

**4-10. Publishing and printing support**

Publishing and printing includes self-service copiers, printing and duplicating services, publications, and blank forms support. Types of support available to RCCs are copier support, printing/duplication, and publications and blank form stockroom services. Some of these services may be provided to installation tenants and off post customers by USARC MSCs and reporting installations on a reimbursable basis. More detailed information on these types of support are in USARC Pamphlet 25-1.

**4-11. ADP equipment support**

a. The ADP equipment authorized by MTOE or TDA can be either organizational or installation property.

b. The USARC MSCs and reporting installations will--

(1) Ensure units account for and manage ADP equipment in accordance with procedures and guidelines contained in USARC Pamphlet 25-1.

(2) Inventory and identify support and maintenance requirements for ADP equipment in accordance with USARC Pamphlet 25-1.

#### **4-12. Message center services**

The host RSC and supporting USARC Installation will determine the best course of action to take on message delivery services. The service provider may consider a consolidated pick-up and delivery service.

## **Chapter 5 Automation**

### **5-1. Intent**

The intent of ADP support is to provide the USAR with the capability to support peacetime operations, training, mobilization, force projection, split-base operations, and redeployment. Formerly, the IMA consisted of three distinct operational environments: strategic, theater/tactical, and sustaining base. Changes in technology and strategy have blurred these boundaries. The goal of IMA ADP support is to implement a seamless operational environment, from the CONUS "homebase" to the "foxhole" and back.

### **5-2. Top-driven automated information systems ("stovepipe" systems)**

a. The USARC endorses Army policy that prohibits the development and fielding of top-driven, non-standard automated data processing equipment and automated systems, commonly referred to as "stovepipe" systems, without being fully resourced throughout their entire life cycle by the fielding proponent. The USARC MSCs and reporting installations *will not* implement stovepipe systems without the express written permission of the USARC DCSIM. Approval of a stovepipe system will inherently result in a requirement to technically and financially support the system. The only acceptable systems are identified in USARC Pamphlet 25-1 and USARC Pamphlet 25-70.

b. The Center Level Application Software (CLAS) is an approved FORSCOM and USARC standard. Only CLAS and CLAS Support Office-certified compatible software packages that were previously approved in writing by FORSCOM/USARC may be installed on the Unit Administration (UA) computer. All exceptions must be approved by HQ USARC, ATTN: AFRC-IMO.

### **5-3. Software accountability**

a. USARC MSC and reporting installations *will not* purchase (or allow the purchase of) software packages that are "nice to have" but are *not* mission essential.

b. USARC MSCs and reporting installations are authorized to procure software packages listed in the HQ USARC DCSIM Software Standards in quantities up to the

number of computers within an organization, without having to obtain approval from the USARC DCSIM.

c. Software users will adhere to disposition instructions and software controls as discussed in USARC Pamphlet 25-1.

### **5-4. Software piracy**

Unauthorized use of proprietary software makes the violator and the command vulnerable to civil and criminal lawsuit and, frequently, virus contamination. USAR personnel *will not* install software that cannot be documented as properly-licensed original copies on any USAR computer or privately-owned computer used for government business. Copies of authorized software *will not* exceed the number authorized by the license. Commanders will emphasize the seriousness of software piracy and the USARC's determination to eliminate it.

### **5-5. Anti-virus software for Army-wide use**

a. Whenever possible, the HQ USARC DCSIM will download authorized DOD-procured anti-virus software packages to the USARC MSCs (via CLAS) at no cost. Distribution will include instructions on how to install and run the software packages on both CLAS and non-CLAS computers

b. The MSC IM officials will--

(1) Extract the anti-virus software packages (normally from CLAS) and distribute them within their areas of responsibility.

(2) Ensure users check all removable disks, excluding hard drives, for virus contamination prior to use.

(3) Ensure all government-owned computers have anti-virus software installed.

c. DOD-procured anti-virus software products are available from the Defense Information Systems Agency (DISA) at no cost to the using agency, as part of the UNIX and DOS TOOLBOX.

(1) Use of the DOS TOOLBOX, to include the IBM anti-virus software, is authorized on home computers, provided it is in support of a DOD or DISN function. Distribution outside the DOD or DISN is a violation of the licensing agreements for the software and is prohibited.

(2) Procedures for downloading the UNIX and DOS TOOLBOX are in USARC Regulation 380-2.

d. Pending testing by the USARC DCSIM, individuals will not load the DOS TOOLBOX on machines processing Center Level Application Software (CLAS) transactions.

### **5-6. Controls over copyrighted software**

USAR personnel *will not* install software that cannot be documented as an original copy on any USARC computer. Copies of authorized software *will not* exceed the number authorized by the license of the manufacturer.

### **5-7. Use of privately-owned computers and software**

a. The USARC strongly discourages the use of privately-owned personal computers (not owned or leased by the government) to conduct government business.

b. Commanders **will not** allow use of privately-owned computers in the workplace until a risk assessment has been performed and the accreditation process has been completed. Commanders and USAR users will comply with procedures outlined in USARC Pamphlet 25-1 and USARC Regulation 380-2.

c. The use of privately-owned software and public domain software, on government-owned computers, is highly discouraged by the USARC. If the IMO or the commander determines that there is a mission requirement to use such software, the software must undergo a thorough anti-virus check prior to installation on a government-owned computer. Software must be fully compatible with the government system and shall not alter such systems. Commanders will comply with all applicable licensing restrictions imposed by the software developer.

#### **5-8. Use of government-owned computer at employee's residence**

a. The USARC discourages use of government-owned personal computers at an employee's residence. With approval of the IM official, an employee's first line supervisor (or higher) has authorization to grant use of government-owned computers outside of the government facility. All equipment shall be properly hand receipted to the employee.

b. Authorization to utilize government-owned computers at a primary residence will meet criteria outlined in USARC Pamphlet 25-1.

#### **5-9. Equipment accountability**

The USARC MSCs and reporting installations will establish procedures to report the acquisition of all non-expendable IM items, in appropriate detail, to the accountable (property) officer. Procedures and guidance on equipment accountability is in USARC Pamphlet 25-1.

#### **5-10. Command critical items**

Headquarters, USARC DCSIM has the authority to designate command-critical IM equipment, software, and material classifications. Critical items remain under the control of Headquarters, USARC DCSIM and **will not** be removed from the using organization without approval.

#### **5-11. Management of excess**

Excess is defined as those assets above, or that portion of the total quantity of an item on-hand that exceeds, the requirement or authorized levels. Excess IM assets are further defined as equipment and software which are not outdated and which are no longer needed for the purpose for which they were acquired. All USARC MSCs and reporting installations will manage excess assets in accordance with procedures and instructions in USARC Pamphlet 25-1 and other applicable regulations.

#### **5-12. Automation Resources Management System (ARMS)**

a. The Automation Resources Management System (ARMS) Program is the database management system

operated by the Software Management Support Department (SMSD, formerly known as DARIC) of DISA.

b. A detailed system description is in USARC Pamphlet 25-1.

c. Responsibilities.

(1) The Command ARMS Manager will conduct the program and initiate policy so as to derive maximum benefit to the command. Address questions about ARMS to HQ USARC, ATTN: AFRC-IMP-S.

(2) The USARC MSCs and reporting installations may maintain their IM resource inventory records on the Hardware/Software Data Warehouse database.

(3) The USARC MSCs and reporting installations will appoint at least two individuals, a primary and alternate(s), to manage the ARMS programs.

(4) The ARMS managers will--

(a) Have access codes/passwords and a DPII code.

(b) Ensure that data on uneconomically repairable USAR-owned microcomputers is input to ARMS within 60 days after receipt of the replacement microcomputer.

(c) Once the replacement microcomputer is functioning properly, ensure that replaced microcomputers are placed in secure storage until transferred or turned-in, in coordination with the property book officer.

(5) Users will complete actions directed or authorized in writing by the Command Manager, the DA Focal Point, or SMSD within 60 days after receipt.

#### **5-13. Internet access and use**

a. The USARC cannot allow establishment of ".ARMY.MIL" subdomains using commercially procured Internet services. Connection to any other automated information system, while connected to the DISN, is strictly prohibited without appropriate documentation from the designated approving authority of the connected networks.

b. The USARC Headquarters, its MSCs, and reporting installations will ensure that Army personnel using the Internet as a media to distribute and/or obtain information through home pages, bulletin boards, or similar means, will comply with procedures and restrictions outlined in USARC Pamphlet 25-1.

#### **5-14. Standard Army Management Information Systems (STAMIS)**

a. Authority for fielding Standard Army Management Information Systems (STAMIS) is DISC4. Authorization is accomplished through SRC/MTOE and not separately by unit, through each RSC.

b. The STAMIS managers will notify the supporting IM office prior to fielding or authorizing a STAMIS within a USAR MSC or installation.

c. Each USARC MSC and installation will comply with instructions and procedures in USARC Pamphlet 25-1 on STAMIS procurement and use.

#### **5-15. Target microcomputer levels**

Microcomputer reassignment and procurement actions will target asset levels proportionally across the relevant

command. In no case will a unit or off-site detachment have less than one CLAS microcomputer. Asset levels are outlined and described in USARC Pamphlet 25-1

### **5-16. Reserve Component Automation System (RCAS) Transition**

The USARC MSCs and reporting installations will ensure that commanders--

a. Allow users to develop local INFORMIX databases to assist them in their duties, provided the databases are limited to use within their organization and the recipients know the source of the information.

b. Encourage the RCAS users to take full advantage of the office automation package (UNIPLEX) fielded with the RCAS.

c. Ensure the RCAS users do not change the configuration of the RCAS hardware, add hardware or software, or connect the RCAS or any of its components to any other system.

## **Chapter 6 Telecommunications**

### **6-1. Management concept**

a. The discipline of telecommunications provides the ability to gather and disseminate information through the transmission, emission, and reception of any information. Information may be propagated via audio, electro-optical, visual or electromagnetic systems.

b. Telecommunications support provides inter- and intra-communications between the various information systems found in the three environments of sustaining base, strategic, and theater/tactical. Common-user and dedicated networks provide support for these three environments.

### **6-2. Information transmission, economy, and discipline**

a. The USARC MSC and installation commanders will develop policies and procedures to promote the optimum, most responsive, and cost-effective use of USARC information systems/services by all USARC commanders. The USARC MSC and installation commanders will ensure command emphasis is placed on all areas associated with the information systems and services economy and discipline program.

b. The Regional Information Management Support Council (RIMSC) will--

(1) Review and evaluate the economic and discipline use of the region telecommunications as part of its information resources.

(2) Recommend elimination of services to the Regional Support Commander when review and traffic analysis indicate such action is appropriate.

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

(1) Institute procedures to ensure that personnel are familiar with the types and purpose of available communications services and systems, emphasizing the need for their effective use. Place special emphasis on economy and discipline in use of long distance communications, to include the use of FTS 2000.

(2) Ensure personnel with authority to approve long-distance commercial calls exercise close control over this use. Ensure each individual only uses commercial long-distance calls if government-furnished telephone circuits cannot satisfy the requirement.

d. All common-user USARC information services and facilities regardless of user, will be reviewed and revalidated annually by the appropriate MSC/installation IM official. Dedicated information services and facilities will be reviewed biannually by the appropriate MSC/installation IM official. Review and revalidation for USAR sub-installations is the responsibility of the USAR installation having C2.

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

f. U.S. Army policy for the collection of unofficial/personal toll calls placed on official telephones is found in AR 25-1, paragraph 6-2.2. Within the USARC, this policy applies to the use of cellular telephones and Government-issued telephone calling cards.

### **6-3. Installation telephone system operation management**

Telephone services are an essential element of a command. Control by the USARC MSC and installation commander is essential to mission accomplishment. Accordingly, private branch exchange (PBX), and key service unit (KSU) telephone systems on USARC installations/facilities are under the operational control of the installation/facility commander. Information on telephone services and system operation management (to include installation telephone services, official and unofficial telephone service, special telephone equipment, key systems, telephone credit cards, cellular phones/pagers, control of telephone usage, telecommunications service records and information systems directories) is in USARC Pamphlet 25-1.

### **6-4. 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 USARC subscribers currently assigned to a DMATS will obtain their telephone equipment and service through the



DMATS, to include common user service considered appropriate by the DMATS manager.

#### **6-5. Telecommunication 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. Exempted from this policy are tactical and special intelligence communications.

#### **6-6. COMSEC, ACMES/RBECS operations**

##### **a. Communications security (COMSEC).**

(1) All COMSEC operations will be in accordance with AR 380-5, AR 380-40, USARC Regulation 380-3 and TB 380-41.

(2) All USARC DCSINT, DCSIM, and MSC responsibilities are outlined in USARC Regulation 380-3. Additionally, Regional Support Command commanders will establish a COMSEC Material Distribution Support Activity (CMDSA) account at their headquarters. This account will provide COMSEC support to units within their region for STU-III type key (STU-III, RCAS, and GCCS (Global Command and Control System). This includes units that may have an operational COMSEC account to meet their mission requirements.

b. Automated COMSEC Management Engineering System (ACMES)/Revised Battlefield Electronics Communications-Electronics Operating Instruction (CEOI) System (RBECS).

(1) The USARC DCSIM will establish procedures for the ACMES/ RBECS.

(2) The Regional Support Command Commanders will ensure that all units within their region that have been fielded the ACMES/CEOI RBECS system--

(a) Possess a minimum of two personnel trained and maintain proficiency.

(b) Have a list of units within their geographical area, that they are to support for Signal Operating Instructions (SOI), Electronic Counter-Countermeasures (ECCM) and Electronic COMSEC key.

c. ACMES/RBECS operations will be in accordance with TB 380-40(C).

#### **6-7. Installations Information Transfer System (IITS)**

Upgrade and new construction of IITS applies to the design and engineering of buildings and other projects under the Army military construction programs, as well as to the installation, rehabilitation, and replacement of installation telecommunications infrastructure. The USARC MSCs and reporting installations will comply with procedures and guidance outlined in USARC Pamphlet 25-1.

#### **6-8. Use of cellular telephones**

a. Only use cellular telephones when there is no other means of voice communication available. The use of cellular telephones for routine voice communications based

solely on availability or convenience is expensive and a waste of government resources.

b. Authorization to maintain more than one cellular telephone per primary staff section must be approved in writing. Forward your memorandum with complete justification, through the USARC DCSIM, ATTN; AFRC-IMO-T, to the Deputy Commanding General, AFRC-DC.

c. Each USARC MSC and installation will develop command policy addressing the use of cellular telephones based on mission requirements and available funding. Provide copy of policy memorandum to the USARC DCSIM, ATTN: AFRC-IMO-T.

d. Commands should investigate the feasibility of using nontactical radios (where possible) in lieu of cellular phones.

e. Guidelines for the use of cellular telephones within the USARC are in USARC Pamphlet 25-1.

#### **6-9. Use of pagers**

Pagers may be provided to staff members on a need to have basis and for official government use only. Each USARC MSC and installation will ensure costs associated with procurement is kept at a minimum. Purchase versus leasing is considered the best option, however, it may vary from region to region. The utilization and need for pagers should be reviewed on a periodic basis.

#### **6-10. Use of telephone calling cards**

a. When government telephone service is impractical or unavailable, the USARC Headquarters, its MSCs, and reporting installations may provide telephone calling cards to personnel in order to reduce the cost of telephone charges to the government and to provide a means of communications.

Government-issued telephone calling cards are for official use and mission-essential communication requirements only. Commanders will comply with procedures and restrictions in USARC Pamphlet 25-1 regarding telephone calling cards.

b. Reduce calling card costs by taking advantage of the commands 1-800 numbers.

#### **6-11. Use of facsimile (FAX) equipment**

The USARC MSCs and reporting installations will ensure that individuals only use FAX machines for the transmission of official government correspondence. Examples of authorized uses are: responses to Congressional inquiries, general officer messages, or to meet **real time mission requirements**. All USARC MSCs and reporting installations will comply with instructions and procedures in USARC Pamphlet 25-1 for FAX transmissions.

#### **6-12. Telecommunications requirements for unit administration (UA) microcomputers**

a. All UA microcomputers used to transmit "CLAS" data must be connected to a separate commercial telephone line. This line will be dedicated to the "CLAS" system

only, and **will not** be shared by any other communications device (e.g., telephone, facsimile, answering machine, etc.).

b. This communications line will bypass all PBX and KSU. Connection will be directly from the local telephone company to each UA computer.

c. Request PIC code 387 when ordering line to ensure FTS 2000 access.

## Chapter 7 Visual Information

### 7-1. Functional proponent

The USARC Deputy Chief of Staff, Operations is the overall functional proponent for visual information.

### 7-2. Policies

a. All USARC MSCs and reporting installations will follow the rules and procedures prescribed by supporting installations. These supporting installations are governed by either U.S. Army Forces Command, Training and Doctrine Command, or this Headquarters, and the procedures differ.

b. The USARC DCSIM objective is to provide a video teleconference network to all RSC Commanders and USARC installation commanders.

c. Audio visual (AV) support will be provided to RCCs by designated installations. The host RSC does not have AV support responsibilities.

## Chapter 8 Records Management

### 8-1. Concept

Records management is an umbrella term that includes: official mail; personal mail; records holding area; retirement of records; Freedom of Information Act; Privacy Act; Modern Army Recordkeeping System (MARKS); correspondence management; Army Effective Writing; rulemaking; terminology, abbreviations, and brevity code management; office symbols; management information control system (MICS); nonstandard files equipment; records management training; and records management program evaluations (inspections). The IMA subdisciplines of records management and publications and printing are central to the operation of the entire command. Together, they form the basis for the organization's administrative system.

### 8-2. Responsibilities

- a. The DCSIM at HQ, USARC will--
- (1) Designate a USARC Records Administrator to administer the Command Records Management Program outlined in AR 25-1, chapter 8.
  - (2) Designate a Records Manager to supervise the Records Management Program within the Headquarters.
- b. Each subordinate IM official will--

(1) Designate a records manager (and an alternate) to administer their records management program.

(2) Furnish the name, office symbol, and telephone number of the primary and alternate Records Manager to the IM Official of the next higher headquarters. This requirement is RCS exempt in accordance with AR 335-15, paragraph 5-2h.

c. If the Records Manager will not be performing all the records management duties, the subordinate IM official may also make the following primary and alternate designations: Files Manager, Freedom of Information Act Officer, Privacy Act Officer, and Management Information Control Officer (MICO).

d. Where necessary within the Headquarters' staff agencies, Records Management Coordinators are designated to assist the Records Managers.

e. These designations will be filed under MARKS file number 25-1d.

### 8-3. Duties of USAR records managers

Records managers will--

a. Serve as staff officers for records management program matters for their commanders or heads of their agencies.

b. Direct the records management program and its major subprograms.

c. Conduct program evaluations of the entire records management program within their headquarters and at direct reporting subordinate commands and installations at least every 2 years and supervise the necessary corrective action. Program evaluations will cover all programs outlined in AR 25-1, chapter 8 (Records Management) and chapter 9 (Publications and Printing).

d. Ensure records management training is provided for Headquarters personnel and subordinate unit records management personnel.

e. Collect and consolidate records from subordinate USAR units for retirement to Records Centers and the U.S. Army Personnel Center (ARPERCEN).

f. Ensure records of USAR units undergoing change of status are disposed of properly.

g. Advise staff and system development personnel on the requirement for records management functions. Ensure that records management requirements are included when developing or acquiring automated information systems.

### 8-4. Official mail and postal operations

a. **Official Mail.** Mail centers will process mail and distribution in accordance with USARC Supplement 1 to AR 25-51, and DOD 4525.8-M. The USARC MSC and reporting installations will ensure individuals do not have pay checks and TDY travel checks addressed to their military address. This type mail will be sent to the individual's civilian address unless a soldier is living in a BOQ, BEQ, or dormitory located on an RCC.

b. **Personal Mail.** If the RCC or installation does not have a support agreement with the local post office for

receipt, dispatch or delivery of personal mail, the RSC or installation commander may authorize the mail center to process personal mail for soldiers living in BOQs, BEQs, or dormitories located on the RCC or installation. Commanders may also authorize delivery of personal mail for newly assigned personnel for a period of up to 60 days or until the individual obtains a civilian address.

#### **8-5. Files management**

a. The USARC MSCs and reporting installations will ensure that subordinate USAR units and installations transfer records with a retention period of 5 years or longer to the parent USARC MSC or installation 2 years after cut off for final disposition (transfer to a Federal Records Center or destruction). Additional files management information is in USARC Pamphlet 25-1.

b. The USARC Command Historian collects historically significant records to serve as the corporate memory of the USARC. The USARC MSCs and reporting installations will comply with instructions in USARC Pamphlet 25-1 on management of historically significant records. See paragraph 2-6, USARC Pamphlet 25-1, for a listing of historically significant records.

#### **8-6. Freedom of Information Act (FOIA)**

a. The USARC Headquarters, USARC MSCs, and reporting installations will--

(1) Evaluate all requests for copies of records under the provisions of the FOIA, even if the FOIA is not cited in the request. Responses to requests for "information" where copies of documents are not furnished do not have to be processed under the FOIA.

(2) When received, give FOIA requests priority since, by law, they must be responded to within 10 working days after receipt. Likewise, process requests for copies of records to be used to respond to a FOIA request expeditiously.

(3) Not deny requests for copies of records. Commanders must forward the requests and recommendations for denial to the Initial Denial Authority at Department of the Army level as outlined in AR 25-55.

(4) Ensure that all FOIA requests received at USAR subordinate commands and reporting installations (not reporting directly to HQ, USARC) are forwarded (together with a copy of the requested record if available) to the parent USARC MSC/installation immediately upon receipt of the request and that a letter is sent to the requester to advise where the request has been forwarded for processing.

b. If the record requested does not exist, the USARC Headquarters, its MSCs and reporting installations will--

(1) Not notify the requester directly of this fact since this is considered an adverse determination.

(2) Forward the request and a certification that "a search was conducted and the record not found" to the Initial Denial Authority who will notify the requester.

c. The USARC MSC/installation FOIA Officer will telephonically advise the HQ, USARC FOIA Officer in

AFRC-IMA-R immediately when it becomes apparent that a response cannot be made to a FOIA request in the time allowed by law.

#### **8-7. Privacy Act (PA)**

a. The Privacy Act of 1974 gives individuals the right to know what records the Federal Government is maintaining on them and the right to get records amended if they are incorrect. It also requires that documents containing personal information be protected from unauthorized disclosure.

b. The IM official at HQ USARC, USARC MSCs, and reporting installations will appoint a Privacy Act Officer.

c. The USARC, MSCs and reporting installations will--

(1) Direct any PA guidance obtained from or issued by higher authority to unit level.

(2) Designate Privacy Act coordinators down to unit level. Privacy Act Coordinators should not be lower in rank than Sergeant First Class nor have a security clearance less than SECRET.

(3) Ensure Privacy Act coordinators--

(a) Represent their respective commanders in the area of PA compliance and enforcement and serve as the unit point of contact for all matters related to the PA.

(b) Acquire a knowledge of the contents of AR 340-21 and related publications.

(c) Comply with procedures in USARC Pamphlet 25-1 when handling PA matters.

d. Application of the PA to non-paper media. The requirement to protect PA information applies to all media. Alternate media, such as E-mail and facsimile, may be used to transmit private information for official business only. The USARC, its MSCs, and reporting installations will comply with instructions in USARC Pamphlet 25-1 when handling private information in non-paper media.

e. Privacy act information concerning oneself. The identity of the data subject is not a factor; the USARC, its MSCs, and reporting installations will ensure that individuals never discard intact PA information concerning themselves in the trash or recycling bins, because the identity of the party who discarded the document will be unknown to PA officials and is difficult to establish in a court of law.

f. The USARC, its MSCs and reporting installations will use USARC Label 1-R, Personal In Nature, to protect all correspondence not covered in AR 380-5, as far as classification is concerned, but which should be handled as confidential within the command (i.e., personal in nature information). Use USARC Label 1-R in accordance with instructions in USARC Pamphlet 25-1, paragraph 2-34.

#### **8-8. Management Information Control System (MICS)**

a. A properly implemented and managed MICS program reduces the administrative workload of subordinate units. This will, in turn, reduce training distracters and maximize training time.

b. Every USAR command/installation with subordinate commands/installations will designate a Management

Information Control Officer (MICO) to administer the MICS program and act as the information broker for the staff. Management Information Control Liaison Officers (MICLOs) may be designated in staff agencies to coordinate management information control matters within the staff agencies.

c. All commanders will ensure compliance with the following MICs policies:

- (1) Collect mission essential information only.
- (2) Discourage telephonic requests for information.
- (3) Make every attempt to give at least a 60

calendar day suspense for management information requests to subordinate commands. Additionally, whenever possible, include in the suspense period at least one drill period, for MSC-level organizations and below.

(4) Do not anticipate data requests from higher headquarters. Further, prohibit collecting "nice-to-have" information.

(5) Collect information by the most economical method or procedure.

(6) Do not request information that duplicates already existing data within the headquarters.

(7) Request data from the highest headquarters practicable and request management information from company-level organizations only as a last resort.

(8) Facilitate preparation of reports by partially completing forms or by providing computer reports for updating and allowing telephonic and hand-written responses when possible.

(9) Make reporting intervals as few as possible to assure data is relevant. Consider quarterly rather than monthly reports; or annual or semiannual requirements rather than quarterly reports.

(10) All requests for recurring management information must have an approved requirement control symbol (RCS) stated in the directive, as will correspondence which "reminds" subordinates that a requirement is due.

(11) Prescribing directives.

(a) All management information requirements must have a prescribing directive.

(b) All directives prescribing a management information requirement must be published as a numbered publication; i.e., a circular, regulation, supplement, or publication-type memorandum. Correspondence-type memorandums, electric messages and similar documents are unauthorized as directives. However, a correspondence-type memorandum or electric message may be used as a directive for a short period of time (up to 1 year). This will allow staff time for adjustments to fine-tune the requirement and publish a directive.

d. The MICOs and MICLOs will become familiar and perform duties and comply with policies, responsibilities, instructions, and procedures as outlined in AR 335-15 and USARC Pamphlet 25-1.

## **8-9. Nonstandard filing equipment**

a. Nonstandard filing equipment is defined as automated filing equipment or space saver, high-density filing equipment.

b. The USARC Headquarters, its MSCs, and reporting installations will identify all nonstandard filing equipment as a requirement in IMA Requirement Statements and will comply with submission and approval procedures in USARC Pamphlet 25-1.

## **Chapter 9 Publications and Printing**

### **9-1. Management concept**

The Army Integrated Publishing and Printing Program (AIPPP) is a management concept instituted by Department of the Army. It consists of the following six subprograms: Army Publications Management Program, Army Printing Management Program, Forms Management Program, Periodicals and Nonrecurring Publications Program, Readability Program, and Reduction in Unit Publications Program.

### **9-2. Responsibilities**

a. The Deputy/Assistant Chief of Staff or Director, Information Management will--

(1) Supervise, manage, and execute the six subprograms comprising the Army Integrated Publishing and Printing Program (AIPPP).

(2) Implement and/or enforce compliance with AIPPP policy promulgated by higher headquarters and Department of the Army, and the statutory restrictions for publications.

b. The USARC MSC and installation IM officials will--

(1) Forward internal command policies for the efficient management of any of the six AIPPP subprograms to HQ USARC, ATTN: AFRC-IMA-P, for review and/or other pertinent action:

(2) Designate personnel to perform the functions of Publications and Printing Officer and Forms Manager and forward their names and duty telephone numbers to the USARC, ATTN: AFRC-IMA-P.

### **9-3. Micrographic systems**

The USARC Headquarters, its MSCs, and reporting installations will comply with procedures in USARC Pamphlet 25-1 to request, approve, account for and dispose of micrographic systems and equipment.

### **9-4. Copying equipment requests, validation, and approval**

a. The MSC IM (or his/her designated alternate) and the commander (or his/her designated alternate) have approval authority for the procurement of electrostatic office copiers with rated speeds not to exceed 69 copies per minute (CPM). This delegation excludes color copiers capable of copying two or more colors in a single pass.

Paragraph 9-5, this regulation, identifies the approving authority for color copiers.

b. The USARC MSCs and reporting installations will comply with procedures in USARC Pamphlet 25-1 regarding copying equipment.

c. The USARC Headquarters will assess the Copier Management Program of subordinate USARC MSCs, reporting installations and activities as an integral part of the periodic Records Management Surveys and Inspector General (IG) inspections conducted by the USARC.

#### **9-5. Color copiers and printing, duplicating, binding, and related equipment**

a. The Commander, U.S. Army Publications and Printing Command (USAPPC) is the approving authority for color copiers and for the printing, binding and related equipment listed in tables 11-6 through 11-9 of AR 25-30. Equipment classified in these categories is centrally managed by USAPPC. The USARC MSCs and reporting installations will identify this equipment in the following three documents:

(1) IMA Requirement Statement.

(2) Command Operating Budget.

(3) The annual report entitled: Printing, Duplicating and Related Equipment Projections, RCS CSIM-36. (This is an 8-year projection plan which is due on 1 July of each year at USAPPC.)

b. Equipment having a unit cost of \$100,000 or more is OPA funded and, normally, USAPPC will provide the procurement funds. On the other hand, local levels must fund approved equipment with a unit cost of less than \$100,000 using OMAR funds.

c. The USARC MSCs and reporting installations will route all requests for and/or correspondence related to the equipment described in the preceding subparagraphs through the Headquarters, USARC, ATTN: AFRC-IMA-P.

#### **9-6. Printing, duplicating, and self-service copying**

a. All printed or reproduced material must relate entirely to the transaction of official business. Printing/copier managers must be thoroughly familiar with the prohibitions and restrictions contained in AR 25-30, chapter 11, and will ensure the enforcement of these prohibitions throughout their area of jurisdiction. Self-service copying *will not* exceed 25 copies of an original, unless approved by the respective copier manager.

b. All printing/copier managers will post a notice (FORSCOM Poster 93-R, Warning Notice) prohibiting reproduction of classified information on copiers authorized to reproduce only unclassified information.

#### **9-7. Reproduction of classified material**

The USARC, its MSCs, and reporting installations will--

a. Designate, in writing, by position title those officials authorized to approve the reproduction of classified information. Ensure those officials review the need prior to approving reproduction of classified documents and

material and that they are thoroughly familiar with the requirements contained in AR 380-5, paragraph 7-305.

b. Minimize copying of documents containing classified information.

c. Not reproduce classified material on copying equipment that has not been designated for this purpose by the security manager. The rules for the reproduction of classified information must be posted on or near the approved reproduction equipment.

d. Conspicuously post a FORSCOM Form 138-R, Equipment Designated for Reproduction of Classified Material, by each copier/duplicator designated for reproduction of classified material.

e. Identify officials designated to approve reproduction of classified information on FORSCOM Form 138-R and post on or near the approved reproduction equipment.

#### **9-8. Forms management**

a. A "form" is defined as an officially prescribed document which has blank spaces on it for recording information. There are three categories of forms used in the Army: local, command or agency, and Army-wide forms. See USARC Pamphlet 25-1, AR 25-30, and DA Pamphlet 25-31 for more information on forms.

b. Each USARC MSC and reporting installation will designate a forms manager in accordance with instructions in paragraph 9-2 and make the command aware of requirements to coordinate with the forms manager in the creation and use of blank forms.

c. Forms managers will comply with forms management procedures and instructions in USARC Pamphlet 25-1.

#### **9-9. Publications management**

Each USARC staff agency, USARC MSCs, and reporting installations will establish publication accounts as follows (and ensure their subordinate units do likewise):

a. DA publications account. Submit DA Form 12-series through the Publications Control Official of the pertinent Command to the U.S. Army Publications Center - St. Louis, 1655 Woodson Rd., St. Louis, MO 63114-6181. See para 12, AR 25-30 and DA Pamphlet 25-33.

b. USARC/FORSCOM publications account. Submit USARC Forms 12-R and 12-1-R, through the Publication Control Official of the pertinent Command to the U.S. Army Reserve Command, ATTN: AFRC-IMA-P, 3800 North Camp Creek Pkwy, SW, Atlanta, GA 30331-5099. See USARC Supplement 1 to AR 25-30, USARC Pamphlet 25-1, and USARC Pamphlet 25-30 for additional information.

c. Supporting AR 5-9 Publications Stockroom. Each USARC staff agency, USARC MSCs, and reporting installations will establish accounts (and ensure subordinate units do likewise) for the procurement of blank forms in accordance with the instructions of the supporting publications stockroom.

## Appendix A References

### Section I Required Publications

AR 25-1 (The Army Information Resources Management Program). Cited in paras 4-1b, 4-5a(2), 8-2a.(1), and 8-3c.

AR 25-30 w/ USARC Suppl 1 (The Army Integrated Publishing and Printing Program). Cited in paras 9-5a, 9-6a, 9-8a, 9-9a, 9-9b.

AR 25-51 w/ USARC Suppl 1 (Official Mail and Distribution Management). Cited in para 8-4a

AR 25-55 (Department of the Army Freedom of Information Act). Cited in para 8-6a(3).

AR 335-15 (Management Information Control System). Cited in para 8-8c.

AR 340-21 (The Army Privacy Program). Cited in para 8-7c.

AR 380-5 w/ FORSCOM Suppl 1 (Department of the Army Information Security Program). Cited in para 2-3a, 2-3b(1)(c), 6-6a(1), 8-7f, 9-7a.

AR 380-15 (Safeguarding Classified NATO Information). Cited in para 2-4a.

DA Pam 25-1-1 (IM Management of Subdisciplines, Installation Information Services). Cited in paras 4-1b, 4-5a(2), 4-8.

DA Pam 25-33 (The Standard Army Publication System (STARPUBS): Revision of the DA 12-Series Forms, Usages, and Procedures). Cited in para 9-9a.

USARC Reg 140-1 (Programming, Documentation, and Execution of Force Structure Actions). Cited in para 2-2a.

USARC Reg 380-2 (Information Systems Security). Cited in para 5-5c(2), 5-7b.

USARC Reg 380-3 (Safeguarding and Control of Communications Security (COMSEC) Material). Cited in para 6-6a.

USARC Pam 25-1 (Information Managers Handbook). Cited in paras 1-4; 2-2a; 2-3b(2)(a) and (b); 2-3b(4)(a) and (b); 2-4b(2)(a) and (b); 2-4b(4)(a); 3-1; 3-2a(2), (3) and (4); 4-1b; 4-4b; 4-5a(2); 4-8; 4-9; 4-10; 4-11; 5-2a; 5-3c; 5-7b; 5-8b; 5-9; 5-11; 5-12b; 5-13b; 5-14c; 5-15; 6-3; 6-7; 6-8e; 6-10a; 6-11; 8-5; 8-7c(3); 8-7d; 8-8c; 8-9b; 9-3; 9-4b; 9-8; 9-9b.

USARC Pam 25-70 (Legacy Systems Directory). Cited in para 5-2a.

DOD 4525.8-M (DOD Official Mail Manual). Cited in para 8-4a.

TB 380-40 ((C) Key Variable Management and Cryptosetting for Electronically Keyed COMSEC Systems (U)). Cited in para 6-6c.

TB 380-41 (Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material). Cited in para 6-6a(1).

### Section II Related Publications

AR 5-9 (Host-Supported Activity Relationship (Intraservice))

AR 25-3 (AIRMP, Army Life Cycle Management of Information Systems)

AR 25-400-2 (The Modern Army Recordkeeping System (MARKS))

DA Pam 25-2 (Information Mission Area Planning Process).

DA Pam 25-31 (Forms Management Analysis, and Design)

DA Pam 210-3 (Commanders Handbook for Installations and Activity Consolidations, Realignment, Reductions and Closures)

USARC Reg 71-2 (Authorization/Requirement Document Change)

DOD 8000.X-M (Interim Management Guidance on Defense Automation Resources Management)

CTA 50-909 (HQ DA Common Table of Allowances, Field and Garrison Furnishings and Equipment)

FM 100-22 (HQ DA Installation Management Field Manual)

### Section III Related Forms

DA Form 2028 (Recommended Changes to Publications and Blank Forms)

FORSCOM Form 138-R (Equipment Designated for Reproduction of Classified Material)

FORSCOM Poster 93-R (Warning Notice)

USARC Form 67-R (Correspondence Correction Checklist)

**Section IV**  
**Recordkeeping Requirements**

**FN 25-1d**

Designation/appointments of Record Management Coordinators

**FN 25-1e**

Requests for nonstandard files equipment

**FN 335-15a**

Results of reviews of recurring reporting requirements. Approved/disapproved/rescinded RCS cases.

**FN 335-15b**

RCS Log

**FN 25-30zz**

Office copier validation documents

**FN 25-30b**

Numerical form files

**FN 25-400-2a**

Retirement of Records Transmittals (SFs 135)

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**Glossary**

**Section I**  
**Abbreviations**

**ADP**.....automatic data processing  
**BASOPS**.....base operations  
**CLAS** .....Center Level Application Software  
**COMSEC**.....communications security  
**DCSIM**.....Deputy Chief of Staff, Information Management  
**DCSINT** .....Deputy Chief of Staff, Intelligence  
**DOIM**..... Director of Information Management  
**DRC**..... Direct Reporting Command  
**EOC**..... emergency operations center  
**FAX**.....facsimile  
**FORSCOM** .....U.S. Army Forces Command  
**FOUO**.....For Official Use Only  
**GCCS**.....Global Command and Control System  
**RHA** .....Records Holding Area  
**ILAN**.....installation local area network  
**IM** .....information management  
**IMA**.....information mission area  
**IMA Mod Plan**....Information Mission Area Modernization Plan  
**IMO** .....Information Management Officer  
**ISA** .....intraservice support agreement  
**KSU**.....key service unit  
**LAN**.....local area network  
**MARKS**.....Modern Army Recordkeeping System  
**MICS**.....Management Information Control System  
**MSC**.....Major Subordinate Command  
**NATO**..... North Atlantic Treaty Organization  
**OMAR** ..... Operation and Maintenance, Army Reserve  
**PBX**.....private branch exchange  
**RCAS** .....Reserve Component Automation System  
**RCC** .....Reserve Center Complex

**STAMIS** ..... Standard Army Management Information Systems  
**STU-III**..... Secure Telephone Unit III  
**UA**..... unit administrator  
**USAR**..... United States Army Reserve  
**USARC** ..... United States Army Reserve Command  
**VI**..... visual information

**Section II**  
**Terms**

**Automate**

Conversion of a procedure, a process, or equipment to automatic operation.

**Automated system**

Systems that use electronic equipment and related information technologies to support information procedures and processes in either tactical or nontactical environments.

**Computer**

A machine capable of accepting data, performing calculations on, or otherwise manipulating that data, storing it and producing new data.

**Direct Reporting Commands (DRCs)**

Refers to all commands that report directly to HQ, USARC except for the RSCs.

**End-user**

An individual who interfaces directly with information systems equipment and benefits directly by that interaction.

**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.

**Form**

An officially prescribed document which has blank spaces on it for recording information.

**Information**

The meaning that a human assigns to data by means of the known conventions used in their representations.

Information is a shared resource and is not owned by any organization within the restrictions of security, sensitivity, and proprietary rights.

**Information mission area**

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, applications, and related personnel, services, facilities, and organizations. The IMA includes all three of the Army's environments: Theater/Tactical, Strategic, and Sustaining Base.

**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.

**Network**

Communications medium and all components attached to that medium whose function is the transfer of information. Components may include automated information systems, packet switches, telecommunications controllers, key distribution centers, and technical control devices.

**Printing**

The processes of composition, platemaking, presswork, and binding, including micropublishing, for the production of publications.

**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.

**Records management**

The planning, controlling, directing, or 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.

**Regional Support Commands (RSC)**

Refers to the Regional Support Commands (63d, 70th, 77th, 81st, 88th, 89th, 90th, 94th, 96th, 99th, and 124th).

**Requirement statement**

A document used to describe an acquisition strategy to correct a specific deficiency in mission performance or initiate an improvement for mission performance.

**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.

**Telecommunications**

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.

**USARC Major Subordinate Commands (USARC MSCs)**

Refers to all direct-reporting subordinate commands except reporting installations. Included are the RSCs and DRCs.

**USARC Reporting installations**

Refers to installations that report directly to HQ USARC; e.g., Fort McCoy.

**Visual information (VI)**

Use of one or more of the various visual media with or without sound. Generally, 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.