

**Army Regulation 115-11**

**Climatic, Hydrological, and Topographic  
Services**

# **Geospatial Information and Services**

**Headquarters  
Department of the Army  
Washington, DC  
10 December 2001**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 115-11

Geospatial Information and Services

This revision--

- o Changes title from Army Topography to Geospatial Information and Services (title page).
- o Updates organizational structures, responsibilities, and capabilities (para 1-4).
- o Updates procedures for requesting National Imagery and Mapping Agency products and multiuse databases (para 2-4).
- o Provides policy for requesting commercial imagery (para 2-6).
- o Updates the disposal of materials (compact disks) (para 2-19(1) and (2)).
- o Updates the peacetime topographic support and staff relationships point of contact and supporting activity information (appendix B).
- o Adds a geospatial information and services requirements submission format example (appendix D).

## Climatic, Hydrological, and Topographic Services

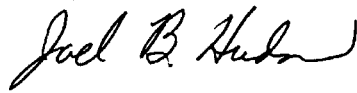
### Geospatial Information and Services

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**By Order of the Secretary of the Army:**

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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

**Summary.** This regulation on responsibilities and procedures for geospatial information and services has been revised to update the organizational structures, responsibilities, and capabilities; requesting National Imagery and Mapping Agency products; commercial imagery policy; disposing of materials; peacetime

topographic support; and adds an appendix on geospatial information and services requirements submission.

**Applicability.** This regulation applies to the Active Army, members and organizations of the Army National Guard of the United States (ARNGUS) including periods when operating in their Army National Guard (ARNG) capacity, and the U. S. Army Reserve.

**Proponent and exception authority.** The proponent of this regulation is the Army Deputy Chief of Staff for Intelligence (DCSINT). The DCSINT has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSINT may delegate authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation is not subject to the requirements of AR 11–2, Management Control. It does not contain internal control provisions.

**Supplementation.** It is prohibited to modify or supplement this regulation, or use it to establish command or local forms without prior approval from HQDA,

DCSINT (DAMI–POB), 2511 Jefferson Davis Highway, Suite 9300, Arlington, VA 22202–3910. The major Army commands will approve supplements for their subordinate elements and HQDA will approve all major Army command supplements.

**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, DCSINT (DAMI–POB), 2511 Jefferson Davis Highway, Suite 9300, Arlington, VA 22202–3910.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 115–11, 30 November 1993.

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## **Chapter 1**

### **General**

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

This regulation prescribes Department of the Army policies, responsibilities, and procedures for Geospatial Information and Services (GI&S).

#### **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. Responsibilities**

*a.* Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) will provide general staff supervision to Commander, U.S. Army Corps of Engineers in performing Research, Development, Test, and Evaluation (6.1, 6.2, and 6.3 programs) of systems, equipment, procedures, and techniques applicable to GI&S.

*b.* Director of Information Systems for Command, Control, Communications and Computers (DISC4). The DISC4 will—

(1) Provide Army management and guidance for the effective integration of C4 systems.

(2) Assure GI&S systems and data are compatible with overall C4 systems as they are developed and fielded.

*c.* Deputy Chief of Staff for Intelligence (DCSINT). Serves as the Army central point of contact for GI&S policies, programs, production, and requirements. The DCSINT will—

(1) Develop the Army GI&S program guidance in coordination with NIMA and the U.S. Army Training and Doctrine Command (TRADOC).

(2) Prepare and coordinate Army positions on joint actions and documents affecting GI&S.

(3) Coordinate and conduct Army reviews of NIMA standards, specifications, performance specifications, North Atlantic Treaty Organization Standardization Agreements (STANAGs), and Quadripartite Standardization Agreements (QSTAGs).

(4) Conduct and consolidate Army reviews, evaluations and tests of NIMA standard and prototype products and services.

(5) Identify, validate, and coordinate priorities for:

*(a)* Army service geographic area requirements for GI&S products, excluding those from the CINCs (in accordance with CJCSI 3901.01).

*(b)* The GI&S and terrain analysis support from NIMA, other Department of Defense (DOD) and governmental agencies, and other nontactical Army topographic activities (appendix D).

*(c)* The GI&S products and services to support developmental materiel systems and conceptual and doctrinal developments under the provisions of DOD Instruction 5000.56 (appendix D).

(6) Submit production requirements to supporting agencies for production. This includes submitting Army Service terrain analysis program requirements, with priorities, to the Chief of Engineers for execution. Requirements will be coordinated with TRADOC for a requirements determination review.

(7) Co-chair, with the Chief of Engineers (COE), a Topographic General Officer Steering Committee (TGOSC).

(8) Monitor support by DOD agencies.

*d.* Deputy Chief of Staff for Operations and Plans (DCSOPS). The DCSOPS will—

(1) Resource topographic troop organization, force structure, operations, and readiness.

(2) Prioritize all materiel systems.

(3) Assist the DCSINT in monitoring geographic priorities for topographic support as determined by U.S. Commands and intelligence agencies.

(4) Determine requirements for GI&S support to Army aviation through the Aeronautical Services Office of the U.S. Army Air Traffic Control Activity.

*e.* Deputy Chief of Staff for Personnel (DCSPER). The DCSPER recruits, provides career development for, and assigns topographic personnel.

*f.* Deputy Chief of Staff for Logistics (DCSLOG). The DCSLOG is responsible for promulgation of regulations pertaining to map distribution.

*g.* Commanders of Quartermaster Corps Proponent Units. Quartermaster Corps proponent units are responsible for:

(1) General Support (GS) supply and distribution of unclassified GI&S.

(2) Assigning a Map Supply Platoon to selected Quartermaster supply companies (GS).

*h.* Chief of Engineers (COE). The COE will—

(1) Serve as primary point of contact to the Department of the Army (DA) Staff for:

- (a) All field GI&S unit matters;
- (b) All U.S. Army Engineer School (USAES) GI&S matters;
- (c) All U.S. Army Corps of Engineers (USACE) GI&S matters.
- (2) Serve as Headquarters, Department of the Army (HQDA) central point of contact for commercial/civil imagery (C2I), assisting Army users in acquisition and exploitation of C2I.
- (3) Provide GI&S advice and technical support to the DA Staff.
- (4) Support and assist the DCSINT in the development of topographic plans, programs, and production. Assess all Army Service GI&S requirements for technical capabilities and fiscal limitations.
- (5) Coordinate the execution of Army Service GI&S requirements with USACE.
- (6) Manage the Management Decision Package (MDEP), EMAP (the Army's only MDEP that supports topographic, terrain visualization, terrain analysis, and data production for the warfighter, including modeling and simulation terrain databases), for Army GI&S.
- (7) Co-chair, with the DCSINT, a Topographic General Officer Steering Committee (TGOSC) and sponsor the Army Topographic Engineering Coordinating Committee (ATECC) to coordinate HQDA-level GI&S matters. The ATECC will be chaired by the Director, Office of the Chief of Engineers. The ATECC will address DA-level GI&S issues and propose appropriate staff actions to the GI&S TGOSC.
- i. Commander, United States Army Corps of Engineers (USACE). The USACE will:
  - (1) Coordinate and manage technical aspects of emerging GI&S requirements, product specifications, prototype products, and evolving concepts with TRADOC and Army developers. Support and assist DCSINT in coordinating those requirements with NIMA.
  - (2) Provide technical advice on use of GI&S.
  - (3) Produce standard and specialized terrain analysis products required by Army users that are not produced by NIMA.
  - (4) Collect, manage, and disseminate both hardcopy and digital libraries of all geospatial materials required to support Army users worldwide, including qualified data.
  - (5) Assist all Army users in acquiring and exploiting spectral imagery for operational requirements.
  - (6) Provide field support and maintenance of all fielded topographic equipment.
  - (7) Maintain historical climatological data for worldwide reporting stations. Support Army climatological planning for military operations. Support the Army R&D community by establishing realistic operational, test, and evaluation criteria for the design of future Army materiel.
  - (8) Resource and manage a multidisciplinary Water Detection Response Team (WDRT).
  - (9) Provide GI&S support for military crises as required.
- j. Commanding General, U.S. Army Training and Doctrine Command (TRADOC) will:
  - (1) Serve as the proponent for GI&S Doctrine, Training, Leadership, Organization, Material, and the Soldier (DTLOMS).
  - (2) Identify, coordinate, synchronize, and submit Army GI&S products and digital terrain data requirements (TRADOC Pam 71-9) for Army Experimentation and modeling and simulation support. Request must be submitted through the: TRADOC Program Integration Office-Terrain Data (TPIO-TD), CDR, USAMANSCEM, Attn: AT-SE-TPIO-T, 320 MANSCEM Loop, Fort Leonard Wood, MO 65473-8029. The TPIO-TD will validate and submit request through DCSINT to NIMA for action.
  - (3) Employ multidisciplinary integrated concept teams (ICTs) and integrated product teams (IPTs) to identify and integrate geospatial information DTLOMS requirements into the combat development process.
  - (4) Provide geospatial information integration across Army battlefield operating systems.
  - (5) Evaluate all nonstandard terrain data requests for potential inclusion into Army requirements.
  - (6) Develop TRADOC Programs of Instruction (POIs) to teach/train requesting/ordering procedures to all requesting agencies and organizations.
  - (7) Define new data requirements by type and determine the levels to be maintained by NIMA.
- k. Commanding General, Army Materiel Command (AMC). The AMC will coordinate materiel system topographic needs with USACE and with TRADOC.
- l. Commander, U.S. Army Space and Missile Defense Command (SMDC). The SMDC will—
  - (1) Execute operational elements of the Army Space Exploitation Demonstration Program (ASEDP), ensuring that GI&S enhancements and emerging capabilities derived from space systems are captured and feedback provided to appropriate agencies.
  - (2) Maintain capability to rapidly deploy with emerging space-based spectral imagery technology in support of the topographic task organization.
- m. Commanders of major Army commands—
  - (1) Provide GI&S and special products with organic resources.



(2) Maintain direct and general support of standard GI&S product distribution capabilities to support U.S. ground forces, allied forces as provided for in bilateral or multilateral agreements, and other forces as directed.

(3) Develop and maintain standard GI&S product stock plans for peacetime training and operations, wartime initial issue for wartime and Operations other than War (OOTW), including sustainment within Areas of Interest (AOIs). Submit storage and issue requirements to Combatant Commands for validation; and coordinate with the servicing supply depot, deploying forces, and other identified friendly forces to receive direct support product distribution from the command.

(4) Acquire or develop new geospatial information source materials within the theater area, integrate these data into in-theater topographic elements, and send new data and updates to NIMA or to the appropriate DOD library (para 2-22).

(5) Identify a staff point of contact for GI&S matters and determine materiel requirements, doctrinal change recommendations, and training procedure requirements for submission to higher headquarters.

(6) Consolidate GI&S support requirements that exceed organic capabilities and forward them to the appropriate topographic planning and control (P&C) detachment for action. Additionally, commanders should identify those GI&S capabilities that exceed their needs and report those to their respective P&C activity.

(7) Coordinate the metadata records for reusable geospatial information and imagery products with either the appropriate topographic P&C detachment or USACEs Geospatial Information Library.

(8) Conduct (in accordance with CJCSI 3901.01) requirements reviews on a cycle no longer than every 2 years or whenever a plan, mission, or requirement changes to ensure that:

(a) The geographic areas of planned operations and training correspond with the geographic area requirements for NIMA GI&S.

(b) Stocks of standard products and information will be adequate for forces executing OPLANs and contingency plans (CONPLANs).

(c) Topographic units and activities identified to support execution of the plans exist and do not have conflicting missions.

n. Commanders, Army Topographic Battalions will—

(1) Perform database collection activities.

(2) Perform database management activities.

(3) Perform terrain and geospatial information data processing.

(4) Produce special products and services.

(5) Support Army ground component (Theater) commanders.

### **1-5. General guidelines**

a. Army GI&S assists the Army's missions and objectives and executes the Army portion of the DOD GI&S and Army terrain analysis programs.

b. The Army and NIMA work together to develop and maintain databases that support Army GI&S.

c. Army topographic units and activities develop their databases in accordance with geographic areas assigned to their supported commands.

## **Chapter 2**

### **Geospatial Information and Services**

#### **Section I**

#### **Determining GI&S Requirements**

##### **2-1. Identifying GI&S support requirements of developmental systems**

a. Army users and developers with GI&S support requirements should contact the Topographic Engineering Center (TEC), for technical advice.

b. Army users and developers with GI&S support requirements should contact the TRADOC for doctrinal and requirements development assistance.

##### **2-2. Systems GI&S requirements**

a. Systems that require GI&S will be developed to use standard NIMA GI&S without additional digital transformations.

b. If a system requires the reformatting of geospatial information (GI) or terrain analysis products, or the collection of additional GI, to support the system (both during development and when operationally deployed), then these costs must be included in the total system cost, and programmed accordingly.

## Section II

### Processing Requirements and Requesting GI&S Support

#### 2-3. Requesting advice, assistance, or training

*a. Technical help.* Obtain technical advice or assistance on GI&S needs from the appropriate supporting Army topographic unit or staff point of contact (appendix B). Conflicts or detailed information can be obtained from sources listed in 2-1a.

*b. Training.* The TRADOC, through its schools and associated DOD schools, provides training in the use of geospatial information (GI) in combat, and in acquiring and using topographic support. The NIMA Defense Mapping School and the U.S. Army Engineer School, train topographic personnel through courses described in the schools' catalog and online web pages (appendix A, Catalog and Course Descriptions).

#### 2-4. Requesting NIMA products and multiuse databases

*a. Map distribution is a logistics function.* Units and organizations with a Department of Defense Address Activity Code (DODAAC) may order standard NIMA products through the standard logistics supply system. The GI&S products have been categorized under the Supply Category of Materiel Code (SCMC) as class II items of supply. The GI&S products are integrated into the Standard Army Retail Supply System. Map supply platoons are assigned to selected Quartermaster supply companies (GS) and are allocated at a minimum of one per supported Corps Support Command (COSCOM) for the Active Component or Theater Army Area Command (TAACOM) for the Reserve Components.

*b. Direct support (DS) procedures.* Both divisional and nondivisional customers will order GI&S products, using the national stock numbers (NSNs) assigned by the NIMA. The requisitioning process will be accomplished using the Standard Army Retail Supply System (SARSS) and Standard Army Management Information System (STAMIS). Requirements planning will follow AR 115-11 as supplemented by individual major Army commands (MACOMs) or theater commanders. Map stockage and issue procedures will follow the provisions of AR 710-2 for entry of geospatial information requisitions into the Military Standard Requisition and Issue Procedure (MILSTRIP) format. All unclassified GI&S transactions will be processed through existing or planned automated data processing systems. Unclassified GI&S products will be included in stockage plans at GS class II, IV, and VII supply points at Corps and TAACOM. Requisitioning, stockage, and distribution of classified GI&S products will be accomplished using procedures stated in local standing operating procedures (SOPs). The NIMA is the source of supply for providing GI&S products, as the wholesaler, in bulk.

*c. Ordering NIMA standard products.* Submit requests for existing standard NIMA products per appendix C, paragraph C-4.

*d. Descriptions of standard products.* The NIMAL 805-1A provides a brief description of each standard product or service and outlines the major intended uses for each product. The DLA/NIMA catalogs (appendix A) give a more detailed description of the characteristics of each listed type of product.

*e. Requesting catalogs.* The Defense Logistics Information Service (DLIS) will perform catalog production of all DLIS/NIMA map catalogs and related products. The DLIS/NIMA catalogs of maps, charts, and related products provide geographic indexes and ordering instructions for all available standard NIMA products worldwide. Army activities should specify the catalog volumes they require (appendix A) to the appropriate logistics staff officer, who will consolidate requirements and submit them to DLA. The DLIS/NIMA catalog holders will receive subsequent revisions on automatic distribution from DLA. For civil mapping, identify the state(s) within which United States Geological Survey (USGS) products are required and submit requests for state indexes and catalogs directly to USGS.

*f. Requesting substitutes for NIMA standard products.* If a standard NIMA product does not exist or the existing product is inadequate, a substitute may be requested. Submit requests for USGS products through your Staff point of contact for GI&S (appendix B) to the Army Customer Support Team, Attn: PCO-DFA, Mail Stop P-39, 12310 Sunrise Valley Drive, Reston, VA 20191-3449 (Fax 703 264-3133 or DSN 570-3133). Commercial phone: (703) 264-3001, DSN 570-3001.

*g. Requesting specifications for standard products.* Registered users of DOD's Acquisition Streamlining and Standardization Information system (ASSIST) can, by the internet, search for, view, and download official, full text PDF versions of Military and Federal Specifications and Standards and other items. ASSIST can be accessed on the Defense Automated Printing Service (DAPS) web site, <http://assist.daps.mil>. Complete ASSIST registration and procedures are given on the DAPS web site. Users must register for ASSIST but there is no charge for the registration and no charge for access to the documents.

*h. Request for production of new NIMA standard data.* Requesting new area coverage for standard products and databases.

(1) *Area requirements.* The CJCSI 3901.01 establishes the process to define standing requirements for geographic area coverage for standard hardcopy products, digital products, databases and for identifying GI&S requirements associated with command exercises. A user of standard products may enter the requirements cycle by identifying their requirements, and submit them to the command's staff point of contact (appendix B).

(2) *Out-of-cycle requests.*

(a) *Crisis support.* GI that has not been validated in a requirements cycle but needed on a one-time or first-time basis in support of a crisis may be provided by Army resources or by NIMA. The MACOMs can only activate NIMA crisis support, in coordination with the Joint Chiefs of Staff (JCS). Upon declaration of a crisis by the JCS, commands with organic topographic units will identify all local products that support crisis actions and provide general coordination with the appropriate commands.

(b) *Unprogrammed, noncrisis support.* Requirements for noncrisis GI&S support are sent to the appropriate staff point of contact (appendix B) for forwarding to the GI&S officer of the appropriate command as required.

i. *Requesting new or modified standard products and databases.* The Army has authority to concur or nonconcur with changes to specifications of standard GI&S products. Submit requirements to create new standard products or to modify existing ones through command channels to HQDA, DCSINT, Attn: DAMI-POB, which in turn will forward a Statement of Requirements to NIMA. The following information is required:

(1) *Overall description.* Describe the system or activity and definition of the type of product or support expected. Explain how the expected support is used for specific operational concepts, weapon system support, planning, or other specified uses.

(2) *The impact.* Describe the impact on development, test and evaluation, or operational commitment if the product or service is not provided as requested. Express the impact in terms of the OPLAN, CONPLAN, training requirement, or other mission essential requirement that will be supported by the request.

(3) *Accuracy requirement.* Describe the content and accuracy requirements, correlated with the technical characteristics and accuracy of the system or activity that the product or service will support.

(4) *Intended use.* Determine the interrelationship, if any, or the intended use of the required item with the use or design of existing products.

(5) *Area and priority.* Specify the initial area of coverage and priority.

(6) *Currency.* Determine the maintenance requirement and predicted life expectancy.

(7) *Suspense date.* Specify the urgency of the proposed product, priority, and date required with justification.

(8) *Point of contact.* Specify the point of contact at the lowest appropriate level for technical coordination.

## 2-5. Special products

When standard GI&S products cannot meet the needs of the user, special products must be produced. Army topographic units and the USACEs TEC provide this support with expedient, substitute, or tailored products and services.

a. *Requesting source materials.* Submit requests for topographic source materials, with justification and any statement of urgency, to the staff point of contact, (appendix B) or NIMA Customer Liaison Officer.

b. *Obtaining information about existing special products.* Because of the limited distribution and uniqueness of most special GI&S support, these products are not centrally controlled, are seldom cataloged, and may be difficult to obtain. Contact the operations staff of the supporting topographic unit or the staff point of contact (appendix B) to identify existing special products that might address a current requirement.

c. *Requesting new tailored products and services.* After establishing the technical feasibility of tailored support for a particular function, request the required support through the appropriate topographic staff point of contact (appendix B). Send requests on behalf of state or local governments, the private sector, foreign governments, or foreign military activities through the servicing Public Affairs Officer or security assistance office, as appropriate, to the staff point of contact (appendix B).

## 2-6. Requesting Commercial/Civil Imagery

The C2I is digital imagery in spectral bands obtained from civil satellite or air-breathing systems such as LANDSAT, SPOT, or U2. The C2I data and products are major information sources for engineering, terrain analysis and intelligence analysis, reports, and studies.

a. The TECs C2I office functions as the U.S. Army's C2I acquisition monitor. This action is designed to prevent Army agencies and organizations from duplicating C2I data purchases. The TEC is designated as the repository of selected C2I data pertaining to terrain analysis and water resources operations.

b. The TEC interfaces directly with NIMA, the EROS Data Center (EDC), commercial satellite imagery vendors and numerous customers to provide requested C2I availability information, data acquisition/purchasing/processing, and administrative coordination. By DOD Directive, NIMA is the primary purchaser for data from all commercial vendors for Defense purchases of C2I. The EDC is an alternate-purchasing agent with the commercial vendors as well. As NIMA's executive agent, DIA maintains the Commercial Satellite Imagery Library (CSIL), containing all DOD purchased commercial imagery. This is available through Intelink-S and Intelink. The EDC maintains a DOD C2I catalog and archive of raw digital data as well as of processed and enhanced data. The TEC orders C2I from either NIMA or EDC based on requests from authorized Army users of C2I and a limited budget.

c. Any Army organization that has a command validated C2I requirement must forward its requirements to TEC for

research, acquisition, and distribution of the data. Requests for C2I data (in the form of e-mail, memorandum, fax, or phone) should include the following information:

(1) Geographic area of interest in latitude and longitude, coordinates in degrees and minutes (or path and row, if known).

(2) Acceptable date range for data coverage; cloud cover and quality restrictions.

(3) Satellite system and sensor.

(4) Desired end product (digital or hard copy and preferred media).

(5) Mailing and electronic address and phone number.

*d.* Limited funding within TEC may not satisfy all requests. Organizations may need to fund purchases of imagery. The Office of the Chief of Engineers (DAEN-ZC) will determine priorities.

## **Section III**

### **Controlling Topographic Resources**

#### **2-7. Authorized customers and reimbursement for support**

*a.* Army topographic units provide products and services to Army units and activities. Topographic units are authorized to request reimbursement for support such as extended travel, expensive equipment rental, recurring maintenance or software licensing cost for topographic equipment, or high consumption of topographic supplies to recover unprogrammed or unfinanced costs.

*b.* Army topographic units may support other Services and other Federal Government activities with MACOM approval, and are authorized to request reimbursement for such support to cover unprogrammed cost. A memorandum of understanding (MOU) should be considered for long-term support relationships that add missions of support to other Services.

*c.* Army topographic units will not provide GI&S support to state or local governments or the private sector without formal approval and guidance from the servicing Public Affairs Officer or security assistance office, as appropriate, and concurrence of the command's staff point of contact (appendix B). Support to foreign governments or foreign military activities must be approved by NIMA.

#### **2-8. Foreign agreements**

The NIMA is the only DOD agency authorized to negotiate or enter into GI&S agreements with foreign governments during peacetime. Pass requests for such agreements through command channels to HQDA, DCSINT, Attn: DAMI-POB for review, validation, then forwarding to NIMA. In time of war or OOTW, the MACOM is authorized to enter into agreements to maintain support to the force.

#### **2-9. Safeguarding GI&S materials**

*a.* Recipients of GI&S materials of foreign areas that bear caveats limiting distribution, will take reasonable precautions to preclude the unauthorized transfer of those materials to non-DOD activities or persons.

*b.* When an Army activity holds 400 or more cells of NIMA-produced digital data covering foreign areas, it will secure the data in a General Services Administration (GSA) approved container or a vault room that provides physical evidence of unauthorized tampering or forced entry.

*c.* Army topographic units and other activities working with or modifying NIMA produced materials should use NIMA guidelines for derivative classifications and restrictive handling or distribution caveats. Units will develop procedures to safeguard GI&S.

#### **2-10. Reports**

The MACOMs with organic topographic assets will submit quarterly summaries of significant topographic events and support activities to Director, Chief of Engineers with information copies to the HQDA, DCSINT, Attn: DAMI-POB. These summaries may be endorsements of feeder reports established within the MACOMs.

## **Section IV**

### **Duplicating and Distributing Materials**

#### **2-11. Reproduction**

Army topographic units are authorized and equipped to reprint GI&S products. AR 25-30 provides detailed guidance on what may be printed by units. Other activities wanting to reprint GI&S materials will observe the following guidance:

*a. Obtaining permission.* Request approval to reprint from the originator either directly or through the supporting topographic unit (appendix B).

*b. Obtaining reproducible.* Request reproducible materials through the MACOM to the originator.

*c. Adding credit lines and disclaimers.* Unless the originator of the materials to be reprinted provides other

instructions, identify the originating activity, the reprinting activity, and reprint date prominently on the reprints, along with a statement about information added, deleted, or changed from the originals. Retain any security, distribution, and handling caveats.

## **2-12. Photographing, photocopying, or videocopying GI&S materials**

The GI&S materials may be copied for official purposes as long as they retain any security, distribution, and handling caveats. They must also be clearly identified as facsimiles of topographic materials and subject to dimensional error. This also applies to products produced by Army terrain units.

## **2-13. Digitizing hardcopy topographic materials**

No Army activity, except for USACEs TEC and topographic units, will digitize NIMA products or contract for digitizing such products without first obtaining approval from the Director, NIMA. Clearly identify any digital files created from hardcopy topographic products as digital facsimiles of analog topographic products and retain any security, distribution, and handling caveats from the original materials. Mark any derived products to be used operationally as facsimiles of GI&S materials and retain all applicable caveats.

## **2-14. Duplicating digital data**

Digital data received from NIMA may be duplicated, retaining security, distribution, and handling caveats, for internal use within the command or activity that initially requested the data. For external use, see paragraphs 2-13 and 2-14, as appropriate.

## **2-15. Distributing materials within DOD**

Observe all security and handling caveats on GI&S materials when making distribution and ensure that receiving activities are authorized to receive and equipped to protect the materials.

## **2-16. Releasing materials outside DOD**

*a.* Hardcopy NIMA produced GI&S materials of posts, camps, and stations within the United States and those of foreign areas, compiled at scales smaller than 1:250,000, and hardcopy materials derived from them, unless otherwise marked, may be released outside DOD providing the quantity to a single requestor does not suggest an attempt to bypass the NIMA program of sales to the general public. Similarly, digital data derived directly from such products by Army activities may be released outside DOD without restriction.

*b.* The NIMA produced digital data and NIMA GI&S products of foreign areas and materials derived from them, may not be released outside DOD without prior approval from NIMA; submit all requests for such approval through the appropriate staff points of contact (appendix B).

*c.* Army activities shall not sell any NIMA produced maps, charts, publications, or data to the public, foreign countries, or international organizations.

*d.* Army activities may exchange or transfer GI&S products and materials to foreign countries under provisions of international agreements negotiated or concluded by NIMA.

*e.* Products and services of Army topographic units may not be prepared for or transferred to the public, foreign countries, or international organizations without the written consent of the servicing Public Affairs Office and, if NIMA produced materials are used for sources, written approval from Director, NIMA.

## **Section V**

### **Disposing of Unneeded GI&S Materials**

## **2-17. Determining whether or not to dispose of materials**

*a.* If products are current, and of suitable condition and quantity to warrant restocking, contact the nearest Army map distribution activity or DLA distribution facility (appendix C) for instructions.

*b.* If materials are special products and represent the last remaining stocks, contact the supporting topographic unit (appendix B) for instructions. The topographic community must ensure archival needs and continuing needs for the product have been met before authorizing disposal.

## **2-18. Standard operational procedures**

Units will develop procedures to recover and reuse materials with economic value.

*a. Photographic materials.* Army topographic units and other activities using silver-based photographic products will participate in the silver recovery program by recovering silver from film, film products, and developing chemicals used in the photographic process. All Army organizations will take care not to cause soil or water pollution through improper chemical waste disposal.

*b. Map stock.* Every effort should be made to reuse paper scrap. Map paper is difficult to recycle because of its resistance to pulping.

*c. Magnetic media.* Take magnetic media (tape, floppy disks, hard disks, and MO disks) to the supporting data

processing center for degaussing to remove the digital information, regardless of its classification. Degaussed materials may be returned for reuse.

## **2-19. Disposing of materials**

*a.* If the GI&S material is classified, destroy it so that it cannot be reconstituted in accordance with existing Army security regulations. Specific guidance for disposal and destruction of classified NIMA GI&S is available in DODD 5200.1.

*b.* If the material is unclassified but has a Limited Distribution caveat or covers a foreign country at a scale of 1:250,000 or larger and will not be recycled, arrange bulk disposition in a landfill where burial is assured. Individual sheets may be torn in quarters and disposed of with other trash.

*c.* If the material is unclassified bulk, without caveats or scale restrictions, dispose of it as scrap through the servicing Property Disposal Office. DOD Manual 4160.21-M requires that ultimate disposal of such products include mutilation by shredding, pulverizing, or other means.

*d.* Compact disks, there are two facilities that will recycle or dispose of used NIMA-produced CD-ROMs (CDs).

(1) *Classified and Sensitive including Limited Distribution and For Official Use Only.* The National Security Agency (NSA) has agreed to accept all NIMA-produced Classified (up to the Secret level) and Sensitive CDs for destruction. The CDs must be shipped according to the following:

(a) The CDs must be separated from their plastic jewel cases and any paper wrappings or inserts.

(b) The CDs must be packaged in boxes no larger than 18" x 18" by 18" and weigh no more than 40 pounds each. The total weight for each shipment must not exceed 1,600 pounds.

(c) All direct deliveries must be coordinated with the Classified Material Conversion Office (S714), DSN: 644-7215 or (301) 688-7215.

(d) Material may be sent through the Defense Courier Service.

(e) Material up to "Secret" can be sent by registered mail. Material up to "Confidential" can be sent by first class or certified mail. The mailing address is:

Director  
NSA Central Security Service  
Attn: S714, Suite 6890  
9800 Savage Road  
Ft Meade, MD 20755-6000

(2) *Unclassified CD-ROMs.* The NE-SAR Systems, a private plastic recycling firm, has agreed to accept NIMA-produced "Unlimited Distribution." The CDs must be separated from their plastic jewel cases and any paper wrappings or inserts. The NE-SAR will also accept the jewel cases for recycling as long as they are separated from the CDs. Ship the separated "Unlimited Distribution" CDs and plastic jewel cases to the following address:

Fax: (412) 827- NE-SAR Systems  
420 Ashwood Road  
Darlington, PA 16115  
Tel: (412) 827-8172  
FAX; (412) 827-2811

## **Section VI**

### **Providing Feedback**

#### **2-20. Requesting updates or corrections to existing products**

Each map sheet contains a statement that all corrections and comments should be reported to appropriate staff point of contact. For products with errors, return the product with the errors boldly marked.

#### **2-21. Requesting modification of classification level of GI&S materials and products or exceptions to distribution or handling caveats**

Refer any request for change to security classification or distribution and handling caveats through command channels to the originator.

#### **2-22. Furnishing new source materials**

Military activities producing or acquiring GI&S data are required to furnish original data to an appropriate DOD GI&S library. If material cannot be immediately provided to the libraries, the library will be notified as to the existence of the

new data and given a point of contact. Library and corresponding materials to be provided by field topographic units are as follows:

- a.* Send maps, geodetic data, foreign place names, nautical charts, and bathymetric data to NIMA.
- b.* Send aeronautical charts, gravity data, air facility and flight data, installation data, and positional data to NIMA.
- c.* Send magnetic data to the National Oceanic and Atmospheric Administration, National Geophysical Center, Solar–Terrestrial Physics Division.
- d.* Send water resource, hydrologic, geologic, vegetation and soils data and information to USACEs TEC, Geospatial Information Division. This will become part of the Geospatial Information Library.
- e.* Send information concerning manmade features that qualify as hazards to flight safety to DCSOPS and NIMA.

### **2–23. Evaluating support**

Provide feedback on the adequacy and usefulness of GI&S support from Army units to the command level having supervision of those units, with information copies to the units as appropriate. Provide feedback on the adequacy and usefulness of GI&S support from NIMA through command channels to HQDA, DCSINT, Attn: DAMI–POB.

### **2–24. Recommending changes**

Providing GI&S products and services to support critical missions on the battlefield consumes valuable resources, so the topographic structure must be constantly reviewed to ensure that it is efficient and sufficient.

- a.* Offer suggestions for new or changed topographic equipment, operating procedures, products, or services through the Army Incentive Awards program or directly to the supporting Army topographic unit (appendix B). These units will review and act on those recommendations within their purview and will forward other recommendations through technical channels for resolution.
- b.* Submit suggestions for new or changed topographic organizations to the Commandant, U.S. Army Engineer School, 320 MANSCEN Loop, Suite 141, Fort Leonard Wood, MO 65473.
- c.* Submit suggestions for changes to this regulation to HQDA, DCSINT, Attn: DAMI–POB; submit suggestions for changes to a supplement to this regulation to the headquarters publishing the supplement.
- d.* Submit suggestions for changes to topographic doctrine to the Commandant, U.S. Army Engineer School.

## **Appendix A References**

### **Section I**

#### **Required Publications**

##### **AR 25–30**

The Army Publishing and Printing Program. (Cited in para 2–10.) Available on–line at <http://www.usapa.army.mil/>.

### **Section II**

#### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

##### **AR 10–5**

Organizations and Functions, Headquarters Department of the Army. Available on–line at <http://www.usapa.army.mil/>.

##### **AR 70–1**

Army Acquisition Policy. Available on–line at <http://www.usapa.army.mil/>.

##### **AR 710–2**

Inventory Management Supply Policy below the Wholesale Level. Available on–line at <http://www.usapa.army.mil/>.

#### **Catalog and Course Descriptions**

Defense Mapping School Course Descriptions. Available online at <http://164.214.2.59/org/NIMC/>.

##### **CJCSI 3901.01**

Requirements for Global Geospatial Information and Services. Available on–line at: <http://www.dtic.mil/doctrine/jel/cjcsd.htm>.

#### **DLIS/NIMA Catalog, Part 1, Volume I**

Aeronautical Charts, Flight Information Publications, and Related Products. See appendix C–4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695–6500; DSN Fax: 695–6510; Tel: (804) 279–6500; Tel Fax: (804) 279–6510; Toll–Free Tel: 1–800–826–0342; E–mail: [pc9@dscr.dla.mil](mailto:pc9@dscr.dla.mil).

#### **DLIS/NIMA Catalog, Part 2, Volume I**

Nautical Charts and Publications. See appendix C–4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695–6500; DSN Fax: 695–6510; Tel: (804) 279–6500; Tel Fax: (804) 279–6510; Toll–Free Tel: 1–800–826–0342; E–mail: [pc9@dscr.dla.mil](mailto:pc9@dscr.dla.mil).

#### **DLIS/NIMA Catalog, Part 2, Volume II, (Secret)**

Classified Nautical Charts and Publications. See appendix C–4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695–6500; DSN Fax: 695–6510; Tel: (804) 279–6500; Tel Fax: (804) 279–6510; Toll–Free Tel: 1–800–826–0342; E–mail: [pc9@dscr.dla.mil](mailto:pc9@dscr.dla.mil).

#### **DLIS/NIMA Catalog, Part 3, Volume I**

Topographic Products. See appendix C–4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695–6500; DSN Fax: 695–6510; Tel: (804) 279–6500; Tel Fax: (804) 279–6510; Toll–Free Tel: 1–800–826–0342; E–mail: [pc9@dscr.dla.mil](mailto:pc9@dscr.dla.mil).

#### **DLIS/NIMA Catalog, Part 3, Volume II, (Secret)**

Classified Topographic Products. See appendix C–4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695–6500; DSN Fax: 695–6510; Tel: (804) 279–6500; Tel Fax: (804) 279–6510; Toll–Free Tel: 1–800–826–0342; E–mail: [pc9@dscr.dla.mil](mailto:pc9@dscr.dla.mil).



### **DLIS/NIMA Catalog, Part 7, Volume I**

Terrain, Feature and World Vector Shoreline Data. See appendix C-4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695-6500; DSN Fax: 695-6510; Tel: (804) 279-6500; Tel Fax: (804) 279-6510; Toll-Free Tel: 1-800-826-0342; E-mail: pc9@dscr.dla.mil.

### **DLIS/NIMA Catalog, Part 7, Volume III**

ARC Digitized Raster Graphics (ADRG). See appendix C-4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695-6500; DSN Fax: 695-6510; Tel: (804) 279-6500; Tel Fax: (804) 279-6510; Toll-Free Tel: 1-800-826-0342; E-mail: pc9@dscr.dla.mil.

### **DLIS/NIMA Catalog, Part 7, Volume IV**

Controlled Image Base (CIB) Products. See appendix C-4, Distribution support, for obtaining catalogs. For questions concerning distribution of this publication, call Defense Supply Center Richmond (DSCR), DSN: 695-6500; DSN Fax: 695-6510; Tel: (804) 279-6500; Tel Fax: (804) 279-6510; Toll-Free Tel: 1-800-826-0342; E-mail: pc9@dscr.dla.mil.

### **DOD Directive 5105.21**

Defense Intelligence Agency. Available on-line at <http://web7.whs.osd.mil/dodiss/directives/dir7.html>.

### **DOD Directive 5105.60**

National Imagery and Mapping Agency (NIMA). Available on-line at <http://web7.whs.osd.mil/dodiss/directives/dir7.html>.

### **DOD Directive 5200.1**

Department of Defense Information Security Program. Available on-line at: [web7.whs.osd.mil/dodiss/directives.direct7.htm](http://web7.whs.osd.mil/dodiss/directives.direct7.htm)

### **DOD Instruction 5000.56**

Programming Unique Mapping, Charting, and Geodesy (MC&G) Requirements for Developing Systems. Available on-line at <http://web7.whs.mil/dodiss/instructions/ins2.html>.

### **DOD Manual 4160.21-M**

Defense Reutilization & Marketing Manual. Available at <http://web7.whs.osd.mil/dodiss/publications/pub2.htm>.

### **FM 5-33**

Terrain Analysis. Available on-line at <http://www.adtdl.army.mil/atdls.htm>.

### **FM 5-105**

Topographic Operations. Available on-line at <http://www.adtdl.army.mil/atdls.htm>.

### **FM 21-26**

Map Reading and Land Navigation. Available on-line at <http://www.adtdl.army.mil/atdls.htm>.

### **FM 21-31**

Topographic Symbols. Available on-line at <http://www.adtdl.army.mil/atdls.htm>.

### **FM 34-130**

Intelligence Preparation of the Battlefield. Available on-line at <http://www.adtdl.army.mil/atdls.htm>.

### **Geospatial Information Infrastructure (JII) Master Plan**

For information contact: Director, National Imagery and Mapping Agency, Attn: PCO-DFA, 12310 Sunrise Valley Drive, Mail Stop P-39, Reston, VA 20191-3449.

### **Joint Strategic Capabilities Plan**

Joint Strategic Capabilities Plan, Annex G, Mapping, Charting, and Geodesy. Controlled document; copy distribution determined from GI&S Officer in each Command. [www.dtic.mil/jcs/j5](http://www.dtic.mil/jcs/j5).

### JP 2-01.3

Joint Tactics, Techniques, and Procedures (JTTP) for Joint Intelligence Preparation of the Battlespace (JIPB). Available on-line at <http://www.dtic.mil/jcs/>.

### JP 2-03

JTTP for Geospatial Information and Services Support to Joint Operations. Available on-line at <http://www.dtic.mil/jcs/>.

### JP 3-34

Engineer Doctrine for Joint Operations.

### NIMAL 805-1A

NIMA Global Geospatial Information & Services (GGI&S) List of Products and Services Available on-line at [osis.nima.mil:80/geospatial/list\\_of\\_products/nimalop.txt](http://osis.nima.mil:80/geospatial/list_of_products/nimalop.txt) or at [www.nima.smil.mil/information/products/index.html](http://www.nima.smil.mil/information/products/index.html) or contact: Director, National Imagery and Mapping Agency, Attn: PCO-DFA, 12310 Sunrise Valley Drive, Mail Stop P-39, Reston, VA 20191-3449.

### United States Imagery and Geospatial Information System Glossary

Available on-line at [www.nima.mil/aig/products/glossary/nug\\_main\\_fr.html](http://www.nima.mil/aig/products/glossary/nug_main_fr.html).

## Section III

### Prescribed Forms

This section contains no entries.

## Section IV

### Referenced Forms

This section contains no entries.

## Appendix B

### Peacetime Topographic Support and Staff Relationships

#### B-1. Product availability

If a standard NIMA product does not exist or the existing product is inadequate, a substitute may be requested. Submit requests for USGS products through your staff point of contact for GI&S.

#### B-2. Peacetime GIGS support and relationship

Obtain technical advice or assistance on GI&S needs from the appropriate supporting Army topographic unit or staff point of contact listed below (table B-1).

**Table B-1**  
**Staff Point of Contact**

Command	Staff Point of Contact for GI&S	Supporting Topographic Activity
Army Materiel	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/ DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Army National Guard	Commander U.S. Army Forces Command Attn: AFIN-ACE 1777 Hardee Ave SW Ft McPherson, GA 30330-1062 (404) 464-5961/ DSN 367	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units
Army Reserve	Commander US Army Forces Command Attn: AFIN-ACE 1777 Hardee Ave SW Ft McPherson, GA 30330-1062 (404) 464-5961/DSN 367	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units

**Table B-1  
Staff Point of Contact—Continued**

Command	Staff Point of Contact for GI&S	Supporting Topographic Activity
Army Staff Field Operating Agencies	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Corps of Engineers	HQUSACE (CERD-ZA) 441 G Street, NW Washington, DC 20314-1000 (202) 761-0001/ DSN 763	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Criminal Investigation Command	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Eighth Army	Commander Eighth US Army Attn: EAEN-MET Unit #15236 APO AP 96205-0009 DSN 723-6312	5th Engr Det (P&C) HQ, USARPAC DCSINT Attn: APIN-OPM-GGIS Ft Shafter, HI 96858-5200 (808) 438-6305/DSN 438
Forces Command	Commander U.S. Army Forces Command Attn: AFIN-ACE 1777 Hardee Ave SW Ft McPherson, GA 30330-1062 (404) 464-5961/DSN 367	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units
Headquarters Department of the Army	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/ DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Medical Command	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Intelligence and Security Command	Commander U.S. Army Intelligence and Security Command Attn: IAOPS-FM Ft Belvoir, VA 22060 (703) 706-7170/DSN 229	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Military District of Washington	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Military Traffic Management Command	Deputy Chief of Staff for Intelligence Attn: DAMI-POB 2511 Jefferson Davis Highway Suite 9300 Arlington, VA 22202-3910 (703) 601-2493/2495/DSN 329	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
Signal Command	Commander U.S. Army Forces Command Attn: AFIN-ACE 1777 Hardee Ave SW Ft McPherson, GA 30330-1062 (404) 464-5961/DSN 367	132d Engr Det Topographic P&C HQ, U.S. Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units
Training and Doctrine Command	Commander U.S. Army Training and Doctrine Command Attn: ATIN-ZAD 33 Ingalls Road Ft Monroe, VA 23651-1046 (757) 727-2505/DSN 680	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
U.S. Army, Europe	Commander-in-Chief U.S. Army Europe and Seventh Army Attn: AEAEN-EO-MET APO New York 09014 Heidelberg Military DSN 370-8033	60TH Engr Det (Topo P&C) HQ USAREUR/7A Attn: AEAEN-EO-MET-ED APO AE 09014 DSN 379-9436/9440
U.S. Army, Pacific	No Staff POC	5th Engr Det (P&C) HQ, USARPAC DCSINT Attn: APIN-OPM-GGIS Ft Shafte, HI 96858-5200 (808) 438-6305/DSN 438
U.S. Army Space and Missile Defense Command	Commander, USASMDC Attn: SMDC-IN P.O. Box 15280 Arlington, VA 22215-0280 (256) 955-3999/DSN 645	U.S. Army Topographic Engineering Center Attn: CEERD-TD-O 7701 Telegraph Road Alexandria, VA 22315-3864 (703) 428-6800/DSN 328
U.S. Army Special Operations Command	Commander, U.S. Special Operations Command Attn: AOIN-IOA-G Ft Bragg, NC 28307-5203 (919) 432-5280/DSN 239	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947?DSN 797 and assigned FORSCOM Topographic Units

**Table B-1  
Staff Point of Contact—Continued**

Command	Staff Point of Contact for GI&S	Supporting Topographic Activity
U.S. Central Command (Army Components)	Commander in Chief U.S. Central Command Attn: CCJ2-PS MacDill AFB, FL 33608-7001 (813) 830-6848/6850/ DSN 968	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units
U.S. Southern Command (Army Components)	Commander in Chief U.S. Southern Command Attn: SCJ2-OP APO AA 34003-0150 011-507-82-3801/DSN 282	132d Engr Det Topographic P&C HQ, US Army FORSCOM Bldg 931, Ft Gillem 5030 W Boundary Road Forest Park, GA 30297 (404) 362-7947/DSN 797 and assigned FORSCOM Topographic Units

## **Appendix C Support Structure for Standard GI&S Products**

### **C-1. Assistance with plans and requirements**

Contact the topographic staff point of contact (appendix B).

### **C-2. Status of programs and production**

Submit query through a topographic staff point of contact (appendix B) and HQDA, DCSINT (DAMI-POB) to:

Director  
National Imagery and Mapping Agency  
4600 Sangamore Road  
Bethesda, MD 20816-5003

### **C-3. Crisis support**

The GI&S products can be obtained within 24 hours in continental United States (CONUS) and up to 72 hours OCONUS in support of crisis operations. Customers must contact their supporting supply activity, logistics office, or NIMA Combat Support Team who will validate the requirement and inform Defense Supply Center Richmond, DSCR-JNB, telephonically of the requirement. The validating authority will then fax the requirement to DSCR-JNB, identifying the customer's DODAAC/FEDAAC, point of contact, commercial phone number, specific ship-to-address, and the products and quantities required. Contact DSCR-JNB at: DSN: 695-6500; Tel: (804) 279-6500; Tel: Toll Free 1-800-826-0342. Fax crisis requirements to: DSN: Fax: 695-6545; Tel: Fax: (804) 279-6545. Send messages to "DSCR RICHMOND VA//DSCR-JNB//."

### **C-4. Distribution support**

Users submit requests for catalogs and reference publications to topographic staff points of contact (appendix B). Topographic staff points of contact may endorse to:

Defense Supply Center Richmond  
Attn: DSCR-JNB  
8000 Jefferson Davis highway  
Richmond, VA 23297-5335  
Message Address: DSCR RICHMOND VA//DSCR-JNB//

Submit requisitions for standard GI&S products or obtain over-the-counter service as listed in table C-1.

**Table C-1  
Over-the Counter Service for GI&S Products**

Commander Activity	Service
EUROPE AND MIDDLE EAST (Requisitions) Commander 547 <sup>th</sup> Supply Company Unit 30027 Attn: Map Depot APO, AE 09166	(Limited Over-the-Counter Service)
PACIFIC, LESS KOREA (Requisitions) Commander NIMA Combat Support Center Pacific Office Hickam AFB, HI 96853-5000	(Limited Over-the-Counter Service) Hawaii Bldg T-1710, Hickam AFB Honolulu, HI
KOREA (Requisitions) For Questions Only Korea Map Issue Point (KMIP) Commander, 19 <sup>th</sup> TAACOM Attn: USA Material Support Center-K(EAEN-MS-C-P) APO, AP 96281-0171	(No Over-the-Counter Service)
CONUS, LESS ALASKA (Requisitions)	(Limited Over-the-Counter Service)
Active Components:	Active Components:
Defense Supply Center Richmond Attn: DSCR-JNB 8000 Jefferson Davis Highway Richmond, VA 23297-5335	(Limited Over-the-Counter Service) California Bldg 654, NAS North Island San Diego, CA  District of Columbia Room BG720, Pentagon Washington, DC  Virginia Bldg SP238, NAS Norfolk, VA
Reserve Components: Submit requisitions per FORSCOM instructions	
ALASKA (Requisitions) Commander 6 <sup>th</sup> Infantry Division (L) Attn: Map Supply Section Fort Richardson, AK 99505	(Limited Over-the-Counter Service) Alaska Bldg 804, Door 20 Fort Richardson, AK 99505
CENTRAL AND SOUTH AMERICA (Requisitions) Defense Supply Center Richmond Attn: DSCR-JNB 8000 Jefferson Davis Highway Richmond, VA 23297-5335	(Limited Over-the-Counter Service) Panama Bldg 800 Allbrook, AFS, Panama

**Appendix D  
The GI&S Requirements Submission Format**

**D-1. Submission**

A request memorandum must be submitted for GI&S.

**D-2. Example**

The format is provided at Figure D-1.

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MEMORANDUM FOR HQDA, ODCSINT, ATTN: DAMI-POB-G, 2511  
JEFFERSON DAVIS HIGHWAY, SUITE 9300, ARLINGTON, VA 22202-  
3910

SUBJECT: Request for Geospatial Information and Services  
(GI&S)

1. Product Required: Be specific, describe exactly what you need, including scale and/or resolution. ADRG, CADRG, DTED Level X, scanned maps, format conversations. See NIMAL 805-1A (NIMA GGI&S, List of Products and Services) at [http://164.214.2.59/geospatial/list\\_of\\_products/index.html](http://164.214.2.59/geospatial/list_of_products/index.html). NIMA can (normally) only provide DOD standard products, data and services. If your requirements are not listed in the above reference, call the Army Geospatial Team at (703) 601-2495/2493, DSN 329-2495/2493, or email [jim.huisenga@hqda.army.mil](mailto:jim.huisenga@hqda.army.mil).

2. Location: Use corner geographic coordinates, scene number, or map sheet series and sheet numbers per current DLIS/NIMA catalogs.

3. Media Desired: CD-ROM, 8mm/4mm tape, and/or paper copy. Include number of each required.

4. Priority: Priority 1 - Mission/Exercise/Test will FAIL if data/service is not available.

Priority 2 - Mission/Exercise/Test will experience SIGNIFICANT DEGRADATION if data/service is not available.

Priority 3 - Mission/Data/Test will experience MINOR DEGRADATION if data/service is not available.

5. Date Required: Allow 180 days for production. Crisis requirements must include a detailed justification (see para 6). Some items may be able to be produced faster than 180 days. The DCSINT Office will provide more details if required.

6. Justification: Justification should provide more details on project scope, desired results, supported organizations, systems to be used (hardware & software) or

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Figure D-1. The GI&S Requirements Submission Format

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any other information pertaining to the data or products use. The smarter you can make the Army Staff POINT OF CONTACT on your requirements/needs, the better we can justify/fight for production resources.

7. POC: Name, phone number and email for point of contact. Note, if requestor is a government contractor, requestor MUST be the government sponsor and must include contract number and expiration data. Also, provide a shipping address for product dissemination.

SIGNATURE BLOCK  
(Commander or Program Manager)

Figure D-1. The GI&S Requirements Submission Format—Continued

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## **Appendix E Recordkeeping Requirements**

### **E-1. Recordkeeping**

This regulation requires the creation, maintenance, and use of specific records.

### **E-2. Schedules**

View the electronic version of the Army Records Retention Schedules on both the U.S. Army Records Management and Declassification Agency web page located at <http://www.rmd.belvoir.army.mil/markstit.htm> and on the Army Electronic Library CD-ROM (EM 0001) for file numbers (FNs), authority, descriptions, and dispositions.

FN 115-11a

Military mapping and geodetic program

FN 115-11b

Mapping agreements

FN 115-11c

Mapping and geodetic studies

FN 115-11d

Mapping and program priorities

FN 115-11e

Mapping indices

FN 115-11f

Investigative projects

FN 115-11g

Questionnaire surveys

FN 115-11h

Mapping and geodetic reports

FN 115–11i  
Mapping and geodetic collection guidance and support files

FN 115–11j  
Mapping and geodetic conferences

FN 115–11r  
Topographic symbols

FN 115–11t  
Map corrections

FN 115–11v  
Production and reproduction controls

FN 115–11y  
Field recovery notes

FN 115–11ii  
Map distribution policies

FN 115–11jj  
Map stock levels

FN 115–11mm  
Map requisitions

FN 115–11pp  
Mapping, Charting, and Geodetic Publication Record Set



## **Glossary**

### **Section I Abbreviations**

#### **AMC**

U.S. Army Materiel Command

#### **ARNG**

Army National Guard

#### **COE**

Chief of Engineers

#### **CONPLAN**

Contingency plan

#### **CONUS**

Continental United States

#### **CONUSA**

Continental U.S. Army

#### **DA**

Department of the Army

#### **DCSINT**

Deputy Chief of Staff for Intelligence

#### **DCSOPS**

Deputy Chief of Staff for Operations and Plans

#### **DCSPER**

Deputy Chief of Staff for Personnel

#### **DMS**

Defense Mapping School

#### **DOD**

Department of Defense

#### **EDC**

EROS Data Center

#### **FORSCOM**

Forces Command

#### **GI&S**

Geospatial Information and Services

#### **HQDA**

Headquarters, Department of the Army

#### **JCS**

Joint Chiefs of Staff

#### **MACOM**

Major Army command

#### **MDEP**

Management Decision Package

**MGI/MGD**

Military Geographic Information/Military Geographic Documentation

**MSDS**

Mission Specific Data Set

**NIMA**

National Imagery and Mapping Agency

**OPLAN**

Operation Plan

**POM**

Program Objective Memorandum

**STANAG**

Standardization Agreement

**TEC or USATEC**

US Army Topographic Engineering Center

**TRADOC**

U.S. Army Training and Doctrine Command

**USACE**

U.S. Army Corps of Engineers

**USAR**

U.S. Army Reserve

**USGS**

United States Geological Survey

**Section II****Terms****Army Topography**

Terrain analysis, map and map graphic overlay printing, precise positioning (survey) and digital products, normally expedient or tailored to the situation that is primarily in support of land combat. (See "topography.")

**Cell**

A bounded geographic area, normally of regular shape, used by NIMA as a unit of issue for digital data. Cells of Digital Terrain Elevation Data Level 1 (DTED 1) and Digital Feature Analysis Data (DFAD) measure 1 degree in longitude by 1 degree in latitude and are identified by the geographic coordinates of their southwest corners.

**Chart**

A special purpose map designed for navigation.

**Crisis**

An incident or situation involving a threat from a source external to the U.S., its territories, and possessions that rapidly develops and creates a condition of such diplomatic, political, or military importance to the U.S. Government that the commitment of U.S. military forces and/or resources is contemplated to achieve our national objectives.

**Expedient Product**

A map, chart, digital data set, or other product made, because of resource or time constraints, to standards short of the specifications for a standard product and that cannot fully support the intended functions.

**Foundation Data**

A data set consisting of seven components (controlled and orthorectified monoscopic and stereoscopic imagery, digital elevation, bathymetry, vector features including air and navigation safety, and other globally maintained information

such as gravity and magnetics) that is collected near worldwide, independent of missions, that is relatively stable (features change little over time or are updated regularly), accurate, and tied to a common geometry (WGS-84).

### **Geodesy**

The science that determines the size and figure of the earth and its gravity field.

### **Geospatial Information and Services (GI&S)**

The concept for collection, information extraction, storage, dissemination, and exploitation of geodetic, geomagnetic, imagery, gravimetric, aeronautical, topographic, hydrographic, littoral, cultural, and toponymic data accurately referenced to a precise location on the earth's surface. These data are used for military planning, training, and operations including navigation, mission planning, mission rehearsal, modeling, simulation and precise targeting. Geospatial information provides the basic framework for battlespace visualization. It is information produced by multiple sources to common interoperable data standards. It may be presented in the form of printed maps, charts and publications; in digital simulations and modeling databases; in photographic form; or in the form of digitized maps and charts or attributed centerline data. Geospatial services include tools that enable users to access and manipulate data, and also includes instruction, training, laboratory support, and guidance for the use of geospatial data.

### **Map**

A graphic representation of selected natural and artificial features on the earth's surface or some part of it, usually on a flat medium such as paper, and generally using a planar coordinate system referenced to the earth's surface. Maps generally show the approximate scale.

### **Military Geographic Documentation (MGD)**

Evaluated, processed, summarized, and published military geographic information. MGD also includes terrain analyses and studies. (See "military geographic information.")

### **Military Geographic Information (MGI)**

Information concerning physical aspects, resources, and artificial features of the earth used for planning and operations. (See "military geographic documentation.")

### **Mission Specific Data Set (MSDS)**

Further intensification of Foundation Data to greater detail or with additional features and/or attributes to meet mission requirements.

### **Nonstandard Data**

Data not identified in the Army Mission Needs Statement for terrain data.

### **Qualified Data**

Geospatial data of known quality and accuracy that has been accepted by NIMA for inclusion in the Framework, but the data has not been integrated or deconflicted with FD or MSDSs.

### **Reproducible Material**

A negative or positive transparency suitable for use as a master in lithographic printing.

### **Special Product**

A nonstandard map, chart, digital data set, or other product. Special products may be expedient, substitute, or tailored.

### **Substitute Product**

A map, chart, digital data set, or other product, not made to specifications agreed upon by the Military Services for standard products, that can fully support the intended functions of a standard product.

### **Survey**

The act or operation of making measurements to determine relative positions of points on, above, or beneath the earth's surface.

### **Tailored Product**

A map, chart, digital data set, or other product designed to support a particular function at a particular time or place.

**Terrain Analysis**

The process of analyzing and interpreting the earth's surface that includes manmade and natural features in combination with the influences of weather, climate and other relevant factors, to predict their effects on military operations.

**Topography**

The configuration of the earth's physical surface, to include relief and natural and manmade features. Topography may also refer to mapping or describing these features. "(See "Army Topography.")"

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 004537-000**