

28 August 2006

Information Management

ARMY KNOWLEDGE MANAGEMENT AND INFORMATION TECHNOLOGY

***This Pamphlet replaces Eighth Army Pamphlet 25-40, 24 Apr 97
Eighth Army Pamphlet 25-50, 24 Oct 00, and Eighth Army Pamphlet 25-60, 1 Nov 00**

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Summary. This pamphlet provides guidance and best business practices for implementation of standards and policies set forth in AR 25-1 and AK Supplement-1 to AR 25-1.

Applicability. This pamphlet applies to all Army in Korea (AK) units and activities, and all activities receiving network backbone services from the AK.

Supplementation. Issue of further supplements to this pamphlet and issuance of command and local forms are prohibited unless prior approval is obtained from the Regional Chief Information Officer–Korea (RCIO-K).

Forms. Army in Korea (AK) forms are available at www.usfk.mil.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the RCIO-K. Users may suggest improvements by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to RCIO-K, or e-mail to rciokpubs@us.army.mil.

Distribution. Electronic Media Only (EMO).

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GLOSSARY

Section I GENERAL

1. Purpose. This pamphlet provides guidance for Information Management Officers (IMOs), Telephone Control Officers (TCOs), and other information technology (IT) and telecommunications managers. It describes duties, responsibilities, and associated procedures for obtaining and maintaining information management (IM) and telecommunications services. It applies to all Army in Korea organizations and all DOD or non-DOD organizations served by the four AK Directors of Information Management (DOIMs). For a map of Area DOIM geographic boundaries, refer to http://8army/sites/command/1SIG/DOIM/Shared%20Documents/doim_bounds.jpg.

2. References. Referenced and related publications and forms are identified in each applicable paragraph. Hyperlinks are included whenever possible.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this publication are explained in the glossary.

4. Responsibilities. AK responsibilities are spelled out in the AK Supplement to AR 25-1, paragraph 2-31. <http://8tharmy.korea.army.mil/Publications/PRMWebApplication/Forms/Supplements/AK%20Suppl%201%20to%20AR%2025-1,%20Army%20Knowledge%20Management%20and%20Information%20Technology.pdf>

Section II PROCESSING AND MANAGEMENT SYSTEMS

5. Federal Information Processing System (FIPS) Management System (FMS). In accordance with AK Supplement to AR 25-1, paragraph 2-26e, all AK units and activities shall record their IT hardware resources in the FMS database. The FMS database Web page is located at <https://144.59.238.16/icweb>.

Section III CIO Management

6. Telephone Control Officer (TCO) Duties.

In accordance with AK Supplement to AR 25-1, paragraph 3-2f (3), Each Telephone Control Officer Shall:

a. Locate and identify all telecommunications services within their unit. Know the purpose and use of each service and maintain an accurate record of all services at all times. Provide Organizational/Personal directory information to the Defense Switched Network (DSN) Support Center. This information will be incorporated into the directory database that serves the DSN Operators and online phone book located at the Korea-Theater Network Operations and Security Center (K-TNOSC) web site: <https://tnosc.korea.army.mil>. Validate the phonebook at least quarterly and when there are changes to be made.

b. Validate and justify the requirements for each identified service. Determine if all services are required and/or essential to meet the unit's mission.

c. Locate all telephone jacks and determine if the jacks are active or inactive. If inactive, research for potential termination. Associate all jacks with telephone or circuit numbers.

d. Conduct periodic walk-throughs to evaluate the use of and requirement for each telecommunications service. Monitor services to determine if and how each service is used and explore alternatives to current

services.

- (1) Ensure existing phone features are valid or required for the mission.
- (2) Validate separate lines used for non-essential personnel.
- (3) Identify if independent fax lines can be combined with regular-use phone lines.
- (4) Identify existing commercial phone lines that can be converted to military telephone service.
- (5) Are phone lines dedicated to answering machines or duty phones where sharing is an alternative?
- (6) Terminate any service that is not essential to meet minimal mission requirements.

e. Minimize all changes to existing telecommunication services (i.e., relocation of service, installation of additional service, changes to service). Ensure that when changes are required, they are permanent and done by the most efficient and cost-effective method.

f. Determine if other communication alternatives are in use by other units. If you have any questions regarding telecommunication services, contact your base communications office for answers.

g. When a new telephone control officer is appointed, the transferring TCO must share and review all procedures and current records with the new TCO. New telephone control personnel must perform their own verifications and validations, and not rely solely on previous information. This will assist to ensure that transferred records are accurate.

h. Local Service Requests (LSR) should be processed by way of:

(1) Primary means: WebLSR <http://weblsr/lsr/login.jsp>. TCO's will need a WebLSR account (See their IMO or DOIM).

(2) Alternate means: DA Form 3938 (Emergency only, when WebLSR is not available).

7. Inventory Reporting.

In accordance with AK Supplement to AR 25-1, paragraph 3-3e (8), Inventory Reporting Information:

a. Organization IMOs will report all IT/IM and information systems in the FMS. To use FMS, an individual must have been previously appointed as an IMO. The functional proponent for FMS is the Area II Information Center (IC). The Area II IC will issue log-ins and passwords to all IMO users upon request with IMO duty assignment memorandum signed by unit commander. The following information is required for an FMS user account: Full user name, rank, organization, telephone number, DEROS date.

b. Reporting Procedures. Unit IMOs will use FMS to add, change, and delete, all IT/IM and information systems as required.

c. Accessing FMS.

(1) Access the Area II IC Web site at <https://144.59.238.16/icweb>. You will be brought to the security screen, then initial menu. Select "Logon to FMS".

(2) The logon screen appears next, along with minimum information necessary to start using the system.

For detailed guidance select “Getting Started in FMS” or “FMS User Guide”.

(3) Access the FIP inventory database through “Logon to FMS” on the logon screen where you enter your username and password. At that point, you are at the main FIP management screen. The selections here are simple and straightforward. You can view, add, change, delete, and search your data.

(4). Many protections have been built into the system. If you make a mistake, or bad data is entered, you will receive an error/warning message. As an additional precaution, when you delete a record, that record is copied into a ‘Deleted Table’ for recovery, if needed. All adds, changes, and deletes are time-stamped and will contain your username for auditing purposes.

d. Eighth Army MSC Commanders and Staff Directors, and other assigned organizations utilizing FMS will certify annually (NLT 31 Aug) that their FIP data is 100% accurate.

8. IT Performance Measurements.

In accordance with AR 25-1, paragraph 3-6i, IT Metrics:

a. Data Collection. The process for collecting data includes a combination of existing enterprise management tools, trouble ticket databases, Interactive Customer Evaluation (ICE) submissions, and limited data calls.

b. This methodology allows resource managers and commanders to identify current levels of availability and performance of IT services. Decisions can then be made regarding reallocation of materials or budget resources, or shifting of management focus.

c. Compilation of IT Metrics data at each installation will also facilitate the Area DOIM's ability to provide input to the IT portion of the Installation Status Report (ISR), Part III. Currently being deployed by the Assistant Chief of Staff for Installation Management (ACSIM), the ISR, Part III attempts to capture the installation's ability to provide IT services. A broad range of installation services (i.e., Personnel, Law Enforcement, Logistics, Housing, IT Support, etc.) are covered, and that evaluation is reported in a Green/Amber/Red summary format. The data collected as a part of the IT Metrics program provides the detailed foundation under those summary ratings for IT infrastructure.

9. IT Acquisition Process.

In accordance with AK Supplement to AR 25-1, paragraph 3-7d, Requirement Document:

a. Sample Requirement Document (See Figure 3-1):



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1st BATTALION, 43rd AIR DEFENSE ARTILLERY REGIMENT
Suwon AB, UNIT #XXXXXX
APO AP 96XXX-XXXX

REPLY TO
ATTENTION OF:

EAAD-AA6

15 May 2006

MEMORANDUM FOR Area XX DOIM (Deputy Area DOIM, Area XX),
Unit #XXXX, APO AP 96XXX-XXXX

SUBJECT: Replacement of Cellular Phone

1. REQUIREMENTS DOCUMENT NUMBER:
2. SHORT TITLE: ST2004M Motorola
3. DATE OF REQUEST: 11 May 2006
4. SERVICE REQUIREMENT DATE: 18 May 2006
5. REQUESTING ORGANIZATION AND LOCATION: 43rd Air Defense Artillery Regiment, Suwon AB.
6. TYPE OF REQUIREMENT: Replace existing Cellular Phone
7. POINT OF CONTACT: Mr. David Smith, 788-XXXX, XXXXXXX@us.army.mil,
8. REQUIREMENT: Replacement Cellular Phone

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
ST2004M Motorola	1 EA	W160,000	W160,000

9. CHANGES TO EXISTING SERVICE: None
10. SECURITY PROTECTION: Classified information will not be transmitted on this equipment.
11. COMPATIBILITY: Must be compatible with existing resources and services.
12. RESOURCES: IMPAC
13. IMPACT IF NOT PROVIDED: The cellular phone presently used by the Chief, Maintenance Branch

to communicate on a 24 hour basis with Battalion elements concerning emergency/exercise, operational and force protection issues.

14. REMARKS: None

STEVEN R. JONES
LTC,
Deputy Commander

Figure 3-1. Sample Requirement Document

b. Requirement Document Flow Chart (See Figure 3-2):

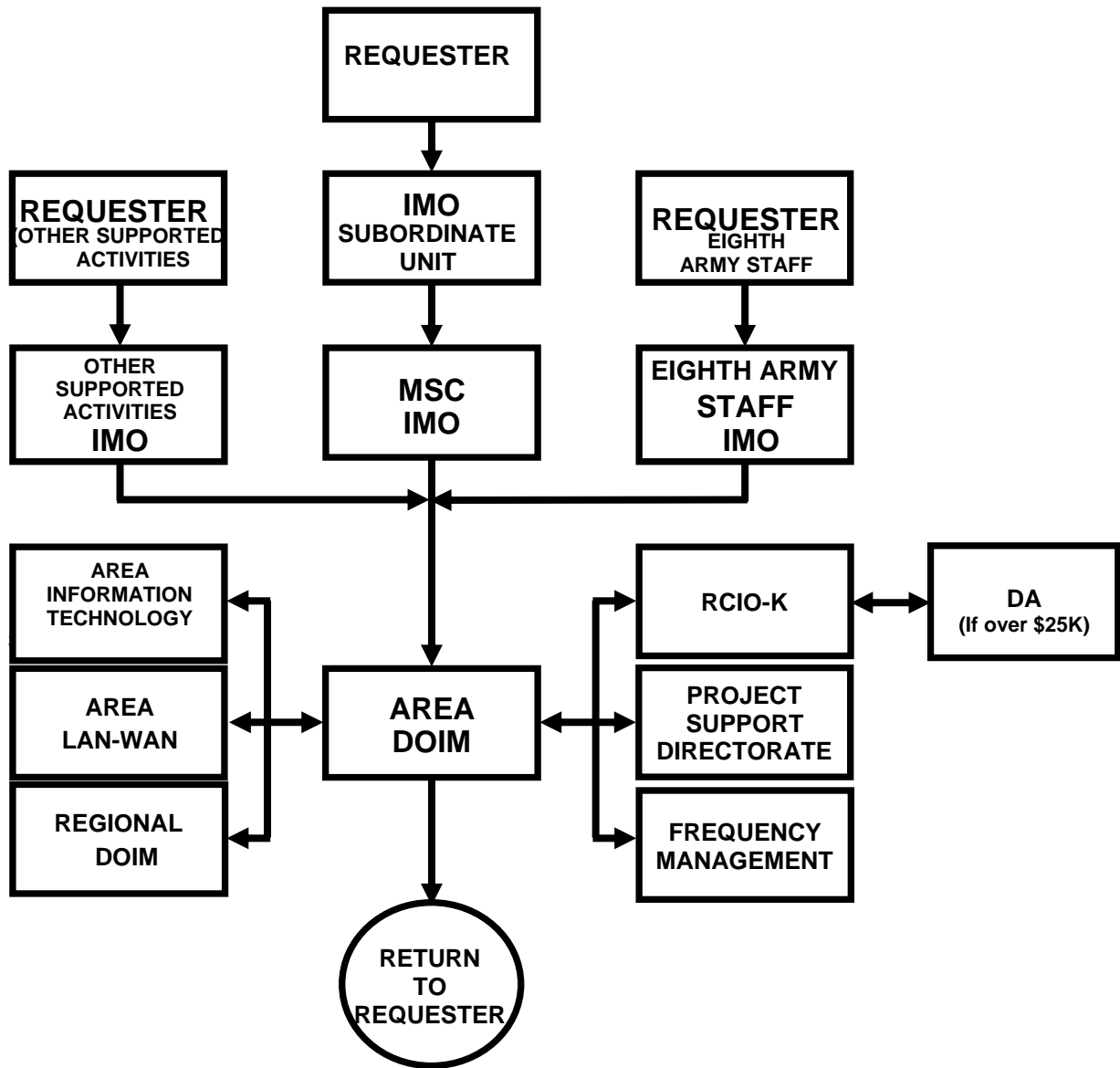


Figure 3-2. Requirement Document Flow Chart

c. Equipment items which are exempt from the Requirement Document process and do not require DOIM approval (See Figure 3-3):

AB SWITCH BOX (KVM requires a Requirement Document)
ADAPTERS, CELLULAR TELEPHONES
ANTENNA, VEHICLE, CELLULAR TELEPHONE
BATTERY CHARGER
BATTERIES
BOOKS/MANUALS
CABLES
CABLE END CONNECTORS
CARRYING CASES
CASE STORAGE, DISKETTE
CARTRIDGES
CLEANING KITS
CLEANING PADS
DIGITAL CASSETTES
DUST COVERS
ERASER, MAGNETIC
FILE STORAGE, DISKETTES
FILE STORAGE, TAPE
GENDER BENDER
KEYBOARDS (no Bluetooth)
LABELS
LOCKING DEVICES FOR PCs
MICROPHONES FOR HAND HELD RADIOS
MONITOR, GLARE SCREEN
MOUSE (no Bluetooth)
MOUSE PADS
PAPER, COMPUTER, COPIER, FAX, ETC.
POWER CORDS
PRINTER, FONT CARTRIDGES
PRINTER, RIBBONS
PRINTER, SHEET FEEDER
PRINTER, TONER CARTRIDGES
SPEAKERS (under \$35)
STORAGE CABINET
SURGE SUPPRESSER
SURGE PROTECTOR OUTLET STRIP
TAPE, CARTRIDGES
TAPE, MILAR
TELEPHONE, ANSWERING MACHINE
TELEPHONE, SINGLE LINE
TISSUE, CLEANING
TOOL KITS
TONER CARTRIDGES
TRACK BALL DEVICES
TRAY, DISKETTE FILE OR STORAGE

Figure 3-3. Requirement Document Exempted Items That Do Not Required DOIM Approval

d. Equipment items which are exempt from the Requirement Document process, but require DOIM approval and a Requirement-Documents-exempt memorandum (See Figure 3-4):

CD/DVD-R/RW DRIVES (internal/external)
CHIPS, MEMORY
COOLING FANS
EXTERNAL STORAGE DEVICE AND CARTRIDGES/DISKS
FACSIMILE MACHINES (unclassified only – classified requires Requirement Document)
FLOPPY DISK DRIVES
HARD DISK DRIVES, NTE \$400 EACH
MICROFICHE READERS AND READER/PRINTERS
MODEMS
NETWORK INTERFACE CARDS
PCMCIA MEMORY CARDS
PCMCIA CARD READERS
PRINTERS, NTE \$250 EACH
SCSI INTERFACE CARDS
SHREDDER (unclassified – classified requires Requirement Document)
SOUND CARDS
TAPE BACKUP UNITS, NTE \$400 EACH
USB MEMORY STICK
UPS, NTE \$500 EACH
WebCams

Figure 3-4. Requirement Document Exempted Items That Do Required DOIM Approval

e. Global Command & Control System—Army (GCCS-A) Acquisition. Obtain a blank acquisition form at http://8army/sites/command/1SIG/DOIM/Shared%20Documents/gccs-a_acct_req_form.doc.

f. Global Command & Control System—Joint (GCCS-J) / Global Command & Control System—Korea (GCCS-K) Acquisition. Obtain a blank Requirement Change Request (RCR) at https://www.j6ircr.korea.army.mil/RCR/RCR_Frame.cfm.

10. Enterprise License Agreements (ELAs). In accordance with AK Supplement to AR 25-1, paragraph 3-7e (2), Software: A six-year Microsoft (MS) Enterprise License Agreement (ELA) was established on 31 May 2003 to reduce the cost of purchasing Microsoft software and to support Army Knowledge Management (AKM) goals by standardizing the desktop configuration, deploying Active Directory (AD) technology, and managing the Army's infrastructure. Request a Microsoft license by preparing the appropriate MS Enterprise License Request Form and submitting the request to the Area DOIM for processing. Units and organizations acquiring MS products that require MIPR and customer funding above \$2,500 must also obtain contract offload approval from the Assistant Chief of Staff Acquisition Management FKAQ. Refer to paragraph 20, USFK Regulation 715-2 for more details at http://www-hr.korea.army.mil/Programs_Policy/.

11. Blanket Purchase Agreements (BPAs). In accordance with AK Supplement to AR 25-1, paragraph 3-7f, in an effort to reduce Total Cost of Ownership, improve help-desk response, and simplify client/server and intranet application deployments, the Regional Chief Information Office-Korea established the standard office automation (OA) configuration for printers, desktop computers, and notebook computers on the Army network in Korea. The source of these standard OA requirement purchases is determined by the US Army Contract

Command Korea (USACCK) against existing Blanket Purchase Agreement contracts managed by the Army Small Computer Program.

a. All Army in Korea units and organizations will acquire desktop PCs, notebook PCs, and printers using these standards unless exempted by existing contract obligations, centrally-funded programs, or exception-to-policy approval from RCIO-K. Units or organizations having a valid mission requirement for exceptions to the standard must document their request for exception to policy in the basic Requirement Document.

b. Purchases of all standard OA desktop and laptop computers are pre-imaged and based on the Army Gold Master. Request for MS ELA licenses must be submitted to Area DOIM for new desktop/laptop requirements.

c. Standard OA configurations can be obtained by contacting the Area DOIM.

12. IT/IM Human Capital Management. In accordance with AR 25-1, paragraph 3-8, Methods of Information Technology Training:

a. The Computer Based Training (CBT) process allows soldiers, civilians (GS and KGS), and KATUSAs an opportunity to access over 1500 courses at no cost to the individual. For instructions, go to the U.S. Army e-Learning portal at <http://usarmy.skillport.com>.

b. US Army Information Assurance Training. U.S. Army Information Assurance courses are available at http://ia.gordon.army.mil/ia_courses.htm. Phase two certification training is required for classified/unclassified system administrators (military, civilian, or US contractor) that are performing Level II and III duties. Prior to attendance at Phase II training, individuals must complete the on-line Information Assurance Security Officer (IASO) Management Level I and the IA Technical Level I courses. Contact your local Area DOIM for course agendas, locations, and dates.

(a) Level I Tasks – Performed by a System Administrator (SA) with day-to-day operations such as backups; restores; adding/modify/deleting user accounts; installing operating systems, applications and peripherals; troubleshooting user problems; debugging command language scripts; and assisting the IASO in access control security (passwords, etc).

(b) Level II Tasks – Performed by an SA who is responsible for taking the lead in solving day-to-day operational problems; implementing complex operating system changes with the IASO; ensuring that established security mechanisms are functioning properly; debugging operating system, application and network problems; following domain parameters; defining default environment for systems for users; maintaining and enforcing adherence to standards; monitoring and balancing load among servers and networks within the domain; interacting with developers, operations centers and support personnel to maintain daily operations; and keeping the environment up and running smoothly.

(c) Level III Tasks – Performed by an SA responsible for turning general direction from management and into well thought out solutions for design, setting, and or interpreting standards; planning and designing the architecture of their domain; working with the Information Assurance Manager (IAM) and IASOs; planning domain security procedures, mechanisms, and architecture; tuning the performance of existing domains; solving the tough problems that others have not been able to fix; leading teams to tackle complex problems; teaching other system administrators; and publishing guidance and lessons learned.

c. Organizational Training: Organizations may contact their Area DOIM for use of IT resources to assist them in automation training.

Section IV
THE ARMY ENTERPRISE ARCHITECTURE

13. DOD Architecture Framework (DODAF). For information on how the DODAF applies to AK, see DA Pamphlet 25-1-1 “Information Technology Support and Services,” paragraph 4-4 “Development.”
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf.

Section V
INFORMATION ASSURANCE

14. Guidance. For further guidance on Information Assurance, see AR 25-2 “Information Assurance.”
http://www.army.mil/usapa/epubs/pdf/r25_2.pdf.

Section VI
COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS/INFORMATION TECHNOLOGY SUPPORT AND SERVICES

15. Official Uses of Telecommunications and Computing Systems. In accordance with AR 25-1, paragraph 6-1d, Recoupment of Charges for Misuse of DSN:

a. Eighth Army, CIO/G-6 reviews call detail records monthly for possible misuse of DSN telephone services. The call detail records are also posted on the Eighth Army Intranet for organization IMO or Telephone Control Officer review.

b. Listing of telephone calls exceeding two hours are provided to Commanders and staff principals each month. Commanders and staff principals may establish a lower threshold for review by their IMO/TCO.

c. If review of the telephone call listings reveals unauthorized use of DSN service, the cost of the call(s) should be recouped from the individual making the call. Regulatory guidance for recouping costs can be found in AR 25-1.

d. Payment procedures are as follows:

(1) Military personnel:

(a) The TCO of the unit receives a report from 1st Signal Brigade.

(b) The TCO monitors the list for any abnormalities. He/she can forward the calls in question to the Section Chief.

(c) The Section Chief in turn verifies the official nature of the calls.

(d) If the nature of a call can not be verified as official, the commander can forward a DD Form 139 (Pay Adjustment Authorization) on a transmittal to FINANCE to recoup the charges from the service-member.

(e) The funds go directly to the Treasury of the United States; funds are not returned to the Command IM budget.

(2) Civilian personnel:

(a) The procedures are similar to those of the military. The TCO forwards the calls in question to the section supervisor.

(b) The supervisor and commander/director make a determination if the calls in question are unofficial.

(c) If it is determined that the employee is financially liable for unofficial calls, payment is made to the Treasury, or the debt is forwarded to DFAS Charleston or 175th Finance Command, Korean Pay Division (KN Employees) for collection from the individual's pay.

(d) The funds go directly to the Treasury of the United States; funds are not returned to the Command IM budget.

16. Installation-Level Technical Support and Service. In accordance with AR 25-1, paragraph 6-1r, Trouble Call Reporting (TCR):

a. For technical support, call the Theater Support Center Help Desk at: TECH (8324).

b. List of equipment that can be issued a TCR: Under the terms of current contracts the Theater Support Center Help Desk can provide support on the follow types of equipment:

COMPUTERS (TO INCLUDE ALL INTERNAL COMPONENTS)

Desktop (Pentiums)

Laptop/Notebook (Pentiums)

File Server

COMPUTER PERIPHERALS DEVICES

Monitor

Printers, (All Types)

UPS

External CD-ROM

Tape Drive

Scanners

Plotters

Digitizer

LAN COMPONENTS

Routers

Hubs

Concentrators Bridges

DSU/CSU

OFFICE AUTOMATION EQUIPMENT

Facsimile (SECURE, UNSECURE, MULTIFUNCTION)

NON-TACTICAL RADIOS

Radio, Base Stations

Radio, Hand Held

Radio, Model Repeaters

Remote Control Units

MRTI Units Phone Patch Intercom unit Desk Sets

Converta Comm units

Charger Unit, Hand Held Radio (Single or Multiple)

Replacement of broken case components on Hand Held radios
Preventive Maintenance of Radio Base Stations and components
Removal and installation of Mobil Radio, Repeaters and Base stations

SURVEILLANCE SYSTEMS

Surveillance Cameras, Surveillance Monitors, Surveillance Video Recorders

PAGING SYSTEMS

Paging Central Systems
Pagers, Personnel
Replacement of Cases and Clips on Personnel Pagers Chargers for Personnel Pagers
Removal and installation of Paging Central Systems

MISCELLANEOUS EQUIPMENT

Light Bar Assembly
Dictaphone (Recorders for Emergency Lines, Fire Departments, Emergency Rooms, and MP Desks Only)
Cellular Phone

THE FOLLOWING EQUIPMENT IS NOT SUPPORTED:

Copiers
Shredders
Typewriters
Desk Top STU III Phones
Cellular STU III, secure portion (Cellular Phone portion is covered) Answering Machines

17. Redistribution and Disposal of IT Assets. In accordance with AR 25-1, paragraph 6-2k, Redistribution Information:

a. Reporting Excess IT/IM Equipment. All excess IT hardware equipment over 3 years old without original equipment manufacturer warranty can be turned-in directly to the Defense Reutilization and Marketing Office (DRMO) if there is no known requirement.

b. All other excess IT equipment must be reported to RCIO-K for screening for redistribution within Eighth United States Army. Hard Drives are not to be removed from CPU's, notebooks, and/or servers prior to receipt of disposition instructions. Reference DOD Directive 8500.1, Information Assurance and AR 25-2, paragraph 4-18, Clearing, purging (sanitizing), destroying of media, for disposition guidance of hard drives prior to turn-in to DRMO or transfer to another DOD entity.

c. Excess Reporting Procedure. Documents should be submitted through unit PBO for report number assignment, then to RCIO-K. Standard Form 120, REPORT OF EXCESS PERSONAL PROPERTY also can be used if there are fewer than 10 items in the report. The reporting document is a cover memo with an EXCEL file enclosure containing the list of excess equipment. Document formats can be obtained from Army Knowledge Online (AKO) web site:

https://www.us.army.mil/suite/doc/5391187	Cover Memo Format
https://www.us.army.mil/suite/doc/5391181	Enclosure Template in Excel Format
https://www.us.army.mil/suite/doc/5262044	Field Description of Enclosure
https://www.us.army.mil/suite/doc/5391186	Sample Cover Memo
https://www.us.army.mil/suite/doc/5391182	Sample Enclosure in Excel Format

(1) End-users will identify, as early as possible, equipment that will not be required for mission

performance. Excess or forecasted excess equipment should be reported to the responsible hand-receipt holder for reporting under the Eighth Army redistribution program.

(2) IMOs will:

- (a) Maintain visibility of equipment assets assigned to the organization.
- (b) Coordinate the identification and reporting of excess equipment with end-users and hand-receipt holders by certifying condition of excess equipment.
- (c) Ensure that Hard Drives are not removed from Desktops, Notebooks, and/or Servers prior to receipt of disposition instruction from RCIO-K.
- (d) Ensure that excess equipment is not transferred to another activity without prior approval obtained under the Requirement Document process from RCIO-K.
- (e) Ensure that Hard Drives are properly managed in accordance with AR 25-2, paragraph 4-18, before turn-in to DRMO upon receiving disposition instruction from RCIO-K.
- (f) Delete the excess equipment from the FIP Management System (FMS) after equipment is turned-in to DRMO.

(3) Hand-receipt holders will:

- (a) Coordinate with the organization IMO to ensure the condition of equipment and continued visibility of information systems assets assigned to the organization.
- (b) Ensure that cables, documentation, and other configuration items are retained for turn-in with the excess equipment.
- (c) Document report of excess equipment with format provided as template in web site:
Cover Memo: <https://www.us.army.mil/suite/doc/5262042>
Enclosure: <https://www.us.army.mil/suite/doc/5262044>
- (d) Submit report of excess prior to equipment availability date to permit redistribution screening while equipment is still in use with approximate releasing date. Delays in submission of the report may require retention in storage pending receipt of disposition instructions.
- (e) Coordinate with organization IMO to ensure computer hard disk is properly destroyed IAW DOD Policy when being turned-in to DRMO.
- (f) Forward a copy of DRMO turn-in documentation to the RCIO-K.

(4) Unit Security Manager will: Certify that no classified material exists on magnetic media (personal computers, hard disks, floppy disks, tape drives, etc.)

(5) The RCIO-K, Excess Manager will:

- (a) Review excess equipment reports for accuracy and completeness. Return incorrect reports to submitting activity for correction.
- (b) Collect requirements from IMOs and manage the base line of screening to determine feasibility of

redistribution.

(c) Coordinate with hand-receipt holder and get a written IMO certification for unserviceable equipment condition.

(d) Issue disposition instructions for unserviceable equipment, not being feasible to redistribute.

(e) Maintain the available excess list at AKO Web site: <https://us.army.mil/suite/doc/5295629>. Equipment has to stay in announcement list for minimum of one month period until disposition instruction can be issued.

(f) Review incoming Requirements Documents and match the requirement with existing excess list and approve lateral transfer of equipment between units.

(6) Property Book Office (PBO) will:

(a) Validate the serial numbers of reported excess equipment from hand-receipt holders, assign a report number and forward the report to RCIO-K for screening of redistributions.

(b) Store, or direct the hand-receipt holder to retain, in storage, reported excess equipment pending receipt of disposition instructions.

(c) Provide preparation instructions to hand-receipt holder for turn-in documentation of equipment approved for disposal (DA Form 2765-1, Request for Issue or Turn-In or DD Form 1348-1, DOD Single Line Item Release/Receipt Document).

(d) Coordinate turn-in of equipment to the DRMO for disposal.

d. Lateral Transfer of Equipment. Excess equipment filtered for redistribution is posted on the AKO Web site: <https://us.army.mil/suite/doc/5295629>. Units requiring equipment from excess list should submit a Requirement Document (RD), signed by the unit IMO, to RCIO-K. Equipment will not be transferred from unit to unit without prior approval. Upon identifying equipment for lateral transfer:

(1) The RCIO-K, Excess manager will issue lateral transfer instructions to losing/gaining unit(s).

(2) The losing unit will:

(a) Forward a copy of lateral transfer memorandum to its PBO.

(b) Coordinate with its PBO preparing DA Form 3161 (Request for Issue or Turn-In).

(c) Forward a copy of DA Form 3161 to its IMO for updating the FIP Database.

(d) Forward a copy of completed DA Form 3161 to HQ, NETCOM, RCIO-K, UNIT #15271, APO AP 96205-5271.

(3) The losing unit PBO will:

(a) Provide preparation instructions to the hand-receipt holder for transfer documentation of equipment approved for redistribution (DA Form 3161).

(b) Coordinate with gaining unit PBO to transfer equipment.

(c) Transfer the accountability of the equipment to the gaining unit (Pickup is the responsibility of gaining unit).

(4) The gaining unit will:

(a) Forward a copy of lateral transfer memorandum to its PBO.

(b) Get DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, from its PBO for signing DA Form 3161 to pickup equipment from losing organization.

(c) Pickup the equipment from the losing unit and sign off on DA Form 3161.

(d) Forward copy of completed DA Form 3161 to its IMO for updating FIP Database.

(e) Forward a copy of completed DA Form 3161 to its PBO for updating property book.

(5) The IMO (losing unit) will remove equipment from the FIP Database.

(6) The IMO (gaining unit) will update the FIP Database records changing organization, point of contact (POC), phone, bldg number, and room number, thereby ensuring that maintenance contracts and warranties are maintained.

Redistribution Information: <https://www.us.army.mil/suite/doc/5262022>.

Excess Report Cover Memo: <https://www.us.army.mil/suite/doc/5391187>.

Excess Report Enclosure – Excel Format: <https://www.us.army.mil/suite/doc/5391181>.

Excess Report Cover Memo Sample: <https://www.us.army.mil/suite/doc/5391186>.

Excess Report Enclosure – Excel Format Sample: <https://www.us.army.mil/suite/doc/5391182>.

e. Excess Report Information.

(1) Excess Report Excel Template (See Figure 6-1):

REPTNO: Report Number as identified in cover MEMO (i.e. WT4GDL61230001)

ITEMNO: Number of item in sequence

COMPNAME: Component Nomenclature (i.e. Printer, Monitor, CPU Pentium IV, etc)

MFRNAME: Manufacturer Name

MFRDATE: Manufacture date (YYMM, where YY: Year, MM: Month)

MODEL: Model number

SERIAL: Serial number (only one serial number should be entered in a row, another serial number should be entered in next row if there is more than one of same type)

PRICE: Original acquisition price of the property (Estimated price can be entered if not known)

CONDITION: Condition of the property identified with code as follows:

- A1 NEW AND IN EXCELLENT CONDITION.
- A4 USED, OR REPAIRED AND IN GOOD WORKING CONDITION.
- A5 USED, OR REPAIRED AND IN FAIR WORKING CONDITION.
- A6 USED, OR REPAIRED AND IN POOR WORKING CONDITION.

- E7 LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN GOOD CONDITION.
- E8 LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN FAIR CONDITION.
- E9 LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN POOR CONDITION.

- F7 UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D - GOOD.
- F8 UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D - FAIR.
- F9 UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D - POOR.

- G8 INCOMPLETE UNITS OR PARTS FOR BUILDING/MAINTAINING OTHER UNITS.

- HS UNITS DETERMINED TO HAVE NO VALUE EXCEPT FOR BASIC MATERIAL CONTENT.
- HX UNITS DETERMINED TO BE ECONOMICALLY IMPRACTICAL TO REPAIR.

Figure 6-1. Excess Report Excel Template

(2) Excess Report Sample (See Figure 6-2):

REPTNO	ITEM NO	COMPNAME	MODEL	MANUFACT NAME	MFR DATE	COND TION	PRICE	SERIAL
W90YRJ60773801	1	CPU, PENTIUM IV	GX260S	DELL	0307	A7	\$1,063.00	5HFRG31
W90YRJ60773801	1	CPU, PENTIUM IV	GX260S	DELL	0307	A7	\$1,063.00	99FRG31
W90YRJ60773801	1	CPU, PENTIUM IV	GX260S	DELL	0307	A7	\$1,063.00	BLFRG31
W90YRJ60773801	1	CPU, PENTIUM IV	GX260S	DELL	0307	A7	\$1,063.00	17FRG31
W90YRJ60773801	2	CPU, PENTIUM IV	GX260S	DELL	0307	A7	\$1,063.00	78V1J31
W90YRJ60773801	3	LAPTOP, PENTIUM IV	PP05L (D600)	DELL	0402	A7	\$1,671.00	18HHT61
W90YRJ60773801	3	LAPTOP, PENTIUM IV	PP05L (D600)	DELL	0402	A7	\$1,671.00	89HHT61
W90YRJ60773801	3	LAPTOP, PENTIUM IV	PP05L (D600)	DELL	0312	A7	\$1,671.00	B7HHT61
W90YRJ60773801	3	LAPTOP, PENTIUM IV	PP05L (D600)	DELL	0312	A7	\$1,671.00	F6HHT61
W90YRJ60773801	4	LAPTOP, PENTIUM	CF48	PANASONIC CORP	0312	F7	\$299.00	1CYUA07006
W90YRJ60773801	5	FAX MACHINE	6110	HEWLETT-PACKARD CO	0308	F7	\$299.00	MY394H7357
W90YRJ60773801	6	MONITOR	712D	DAEWOO INC	0406	F7	\$297.00	GC084J1353
W90YRJ60773801	7	MONITOR	P793	DELL	0311	F7	\$350.00	0254760225VDC7M
W90YRJ60773801	7	MONITOR	P793	DELL	0311	F7	\$350.00	0254760225VDC7H
W90YRJ60773801	8	MONITOR	PF70	PANASONIC CORP	0401	F7	\$300.00	FD7350906
W90YRJ60773801	9	PRINTER, COLOR LASER	C510N	LEXICON	0407	A7	\$654.34	5802MXX
W90YRJ60773801	10	MONITOR, FP 17"	1704FPV	DELL	0312	A7	\$400.00	30447603517A40D
W90YRJ60773801	10	MONITOR, FP 17"	1704FPV	DELL	0312	A7	\$400.00	30447603517A4Q6

Figure 6-2. Excess Report Sample

(3) Excess Report Cover Memorandum Format (See Figure 6-3):

UNIT LETTERHEAD

Unit OFFICE SYMBOL DATE
MEMORANDUM THRU Area XXX / Unit PBO, APO AP 962XX-XXXX

FOR Network Enterprise Technology Command (NETCOM), RCIO-Korea (Information Resource Management Division), APO AP 96205-5271

SUBJECT: SF-120 (Report of Excess of Personal Property)

1. The enclosed spreadsheet file is forwarded for AR redistribution screening.

2. The following information is provided:
REPORT NO: XXXXXYYDDDZZZZ
XXXXXX – DODAAC
YDDD - Julian date (i.e., 6122 is 1 May 2006)
ZZZZ - Sequence number.

ACTIVITY: Enter the organization.
OFFICE/SECTION: Enter the section.
CITY: Enter the name of city where equipment is located. (Yongsan).
AVAILABLE DATE: Enter the availability (releasing) date of the property (YYDDD).
YYDDD - Julian date (i.e., 06122 is 1 May 2006)

3. The POC for SF 120's is (name of individual, telephone no. and E-mail address).

Encl HANDRECEIPT HOLDER SIGNATURE

Figure 6-3. Excess Report Cover Memorandum Format

(4) Excess Report Cover Memorandum Sample:

http://8army/sites/command/1SIG/DOIM/Shared%20Documents/excess_memo_sample.pdf

18. Local Area Network (LAN) Administration. In accordance with AR 25-1, paragraph 6-3e, LAN Administration Information:

a. Requesting a LAN for your unit. A LAN is a system that enables all of your computers to be connected together into a network. By connecting your computers into a network you can significantly increase the capabilities of your computers by:

- (1) Sharing resources such as printers, scanners, modems, and other hardware.

(2) Efficiently transferring information from person to person thereby saving distribution time, and other resources.

(3) Efficient backup and storage of critical data.

b. LAN Installation. Either the local DOIM LAN/WAN Team or a commercial LAN provider will install your LAN. Prior to entering into a contract with a commercial LAN provider, check with the DOIM.

19. Defense Switched Network (DSN). In accordance with AR 25-1, paragraph 6-4a (1), DSN Information:

a. This section provides procedures for requesting new DSN service, upgrading existing service or terminating service when no longer required. References: CJCS Instruction 6215.01B (Department of Defense Voice Networks) and DISA-PAC Circular 310-v70-2 (Pacific Area DSN Administration and Operations).

b. Authorized user (Official). U.S. forces military personnel, DOD civilians, CFC personnel in accordance with (IAW) international agreements, and direct-hire Local National personnel employed by the USFK or other Government Agencies only, are authorized to use the DSN telephone system. Invited contractors, technical representatives, and other personnel employed by the USFK may also be authorized use of the DSN if contract provisions specify the requirement for use of Government telephone service.

c. Precedence. The Joint Uniform Telephone Communications Precedence System establishes order of preference and preemption: Calls designated FLASH takes precedence over and preempts calls designated IMMEDIATE, PRIORITY or ROUTINE. Additional information regarding the use of call precedence is provided at paragraph 20.b.

d. General Information:

(1) DSN is a worldwide general-purpose switched voice network of the Defense Communication System. DSN is the primary system for all intra-DOD voice calling. The network is provided for the transmission of official, essential information only.

(2) DSN is the principal voice communications network used by USFK. It provides long-distance direct dial or operator-assisted service worldwide through a system of Government-owned and leased automatic switching facilities.

(3) DSN service is controlled by: Biennial revalidation of service requirements, IAW CJCS Instruction 6215.01B; restriction of telephone calling areas to the minimum required for mission performance; and monthly review of all chargeable DSN calls to identify potential abuse.

(4) Incoming DSN calls may be placed directly to your military telephone, without assistance from the operator. Collect calls from telephones outside the DSN system may not be accepted on DSN official service telephones.

(5) Outgoing calls may be restricted to the user's installation, to the Korean peninsula, or may have worldwide access. DSN users with restricted calling areas may obtain control numbers from their organization TCO when needed for mission performance. Control numbers are required for all calls booked through a telephone operator.

(6) The official telephone directory is maintained at the K-TNOSC website: <https://tnosc.korea.army.mil>.

e. Procedures for Requesting DSN Service:

(1) DSN will be used only for official business of the U.S. Government and must be used cost-effectively; calls will not exceed 30 minutes, unless otherwise approved by the organization/activity commander.

(2) All activities that submit requests for activation, change or termination of DSN official service will document requirements as follows:

(a) Document the legitimate mission requirement for DSN service using the USFK automated Local Service Request (LSR) system at <http://weblsr.korea.army.mil>. Justification must include mission need supported, specific locations to be called, and negative impact if the request is disapproved.

(b) Attach justification for DSN service signed by the first O-5 or civilian equivalent in the organization chain of command, a building diagram and any other supporting documentation to the electronic LSR submission.

(3) Precedence capabilities (Priority or Immediate access) allow preemption of Routine service users.

(4) DSN official service usage will be monitored by Eighth Army, CIO/G6 and organization TCO using call detail records of all chargeable DSN calls, provided monthly by the Defense Information Systems Agency (DISA). Call detail records include the originating number, called number, date and time of call, elapsed time, and cost.

f. DSN Support during Exercise Periods:

(1) Cost of DSN telephone service is an area for continuing concern and command emphasis. In the past, there has been a reliance on the same DSN service used in day-to-day office operations to satisfy exercise communications requirements, rather than a shift to the tactical communications systems that are more likely to be available in contingency. Reduced budgets make continued widespread use of DSN during exercises no longer an option.

(2) The following guidance is provided for use of DSN service for exercise support:

(a) Requests for exercise DSN services will be submitted using the same automated process described in Paragraph 19f above. Requesting units must provide fund cite on LSR submission.

(b) DSN service, if approved by Eighth Army, CIO/G6, will be provided for in-country, Routine service only, with these exceptions: General Officers will be authorized Priority, worldwide service if requested; Operations Centers may be authorized Priority, out-of-country service; common-user telephones may be established for out-of-country service where determined necessary.

(c) All out-of-country calls will be logged; call logs will be forwarded to Eighth Army, CIO/G6 for analysis and reporting. Log format and reporting procedures will be established and distributed separately.

(d) Health, Morale and Welfare (HMW) calls will be suspended from STAFFEX/COMMEX through ENDEX.

g. The POC for the Telephone Control Management System (TCMS) is the Eighth Army, CIO/G6, Information Systems Support Branch, DSN 723-4436.

20. Classes of Telephone Service. In accordance with AR 25-1, paragraph 6-4b, classes of service are as follows:

a. Classes of Service:

DSN Classes	
Class	Purpose
A	Official use, access to long distance
B	Unofficial use, in support of DOD requirements
C	Official use, on-post only

b. Precedence Designators: Joint Uniform Telephone Communications Precedence System

PRECEDENCE DESIGNATOR	APPROVAL AUTHORITY	APPLICATION
FLASH	JCS	Reserved for alerts, warnings, or other emergency actions having immediate bearing on national, command, or area security. Examples: presidential use; announcement of an alert; opening of hostilities; land, air, or sea catastrophes, intelligence reports on matters leading to attack; potential or actual nuclear accident or incident; implementation of unilateral emergency procedures.
IMMEDIATE	USPACOM	Reserved for vital communications which: could have immediate operational effect on tactical operations; directly concerns safety or rescue operations; affects the intelligence community operation role. Examples: initial vital reports of damage due to enemy action; intelligence reports on vital actions in progress, natural disasters or widespread damage; emergency weather reports having immediate bearing on missions in progress; use by tactical command posts for passing immediate operational traffic.
PRIORITY	USPACOM	Reserved for calls which require prompt completion for national defense and security, successful conduct of war, or safeguard of life or property and which do not require higher precedence. Examples: reports of priority land, sea or air movements; administrative, intelligence, operational or logistics activity calls requiring priority action.
ROUTINE	USFK	Reserved for all other official communications. All calls place with military switchboards will be handled as ROUTINE unless the user indicates a higher precedence.

c. Commercial Telephone Service: To request commercial telephone service, Telephone Control Officers must:

(1) Submit a Local Service Request (LSR) at USFK WebLSR: <http://weblsr.korea.army.mil>.

(2) Coordinate with 1st Signal Brigade, Operations Division; email 1SIGS-3SUPPORTOPS@us.army.mil, for cost of service (installation and initial service fee). The cost will vary based on the commercial carrier service provider. The commercial carrier service provider will forward a bill to the 1st Signal Brigade, Billing Section. 1st Signal Brigade, in turn, will contact the appropriate unit Resource Management office for payment.

(a) LSR submitted for commercial service, must include a complete address and map of the location the telephone service is required. Temporary request must have a completion of service date on the LSR.

(b) DD Form 448, Military Interdepartmental Purchase Request (MIPR), must be completed by the unit's Resource Management or Budget office with the cost quoted by 1st Signal Brigade, Operations Division.

(c) Submit LSR and justification for commercial service to the first O-5 or civilian equivalent in the organization chain of command for review and approval.

(d) 1st Signal Brigade will review documents for accuracy and compliance with regulatory guidance.

(e) Requests for commercial service must be submitted at least three weeks prior to required service activation date. This service must be coordinated with the locally available commercial service provider office.

(f) Sample format for justification (See Figure 6-4):

DEPARTMENT OF THE ARMY
HEADQUARTERS 2D INFANTRY DIVISION
UNIT #XXXX
APO AP 96XXX-XXXX

EAID-GI-ACE

DATE

MEMORANDUM FOR EIGHTH ARMY CIO/G6

SUBJECT: Justification for Installation of Commercial Phone and NCOS 26 Service

1. The Counterfire Simulation Program, a program that will provide DIVARTY the capability to train on our counterfire mission without requiring extensive external resources allocated for exercises, is scheduled to begin 18 May XXXX in Bldg T-2249 at Camp Stanley. DIVARTY requests 1 Commercial telephone line and 1 DSN line with NCOS 26 service.

2. Justification.

a. The Commercial telephone line is needed to contact the CONUS-based technical support staff to resolve urgent technical problems through commercial means.

b. The DSN line with NCOS 26 will meet the requirement of having CONUS/PACIFIC DSN service to conduct daily business with CONUS-based military units.

3. Respectfully request that both services be completed by 8 May XXXX.

4. POC for this memorandum is CPT Jones, 2ID/G6, at 732-XXXX.

Signed by O-5 or Civilian Equivalent

Figure 6-4. Sample Justification for Commercial Service

21. E-mail. In accordance with AR 25-1, paragraph 6-4m, E-mail Account Request Form can be located at: http://8army/sites/command/1SIG/DOIM/Shared%20Documents/ntwk_access_req.pdf.

22. Army Management of Electromagnetic Spectrum. In accordance with AR 25-1, paragraph 6-4bb, Frequency Management Information:

a. This information outlines IMO frequency management responsibilities and procedures for requesting radio frequency (RF) support and maintaining the Joint Frequency Management Office (JFMO) frequency management database. Users must be aware of the importance of complying with military directives and ROK requirements for operating RF spectrum dependent equipment in the ROK.

b. The IMO will serve as the POC and administer all matters pertaining to frequency requirements and usage within their unit. This includes, but is not limited to:

(1) Processing requests for new frequencies and equipment with the Eighth Army, Frequency Manager.

(2) Ensuring all two-way radio traffic is encrypted according to PACOM and USFK policies (Type-1 encryption, waivable to 3DES or AES).

(3) Educating the users of frequencies in their units on Army frequency management procedures, doctrine, and policy.

(4) Coordinating with Installation Management Agency (IMA) and RCIO-K for use of Army in Korea repeaters and trunked radio systems.

(5) Reporting and/or resolving interference problems IAW the Army Interference Resolution Program (AIRP) as outlined in AR 5-12, appendix C.

(6) Ensure that frequency assignments used within their areas of responsibility are valid. Such authorizations must be obtained IAW AR 5-12.

(7) Ensure that their units RF emitters operate within the geographical and technical parameters assigned to promote electromagnetic compatibility with other equipment.

(8) Keep records on the types and locations of RF spectrum dependent equipment within their unit.

(9) Process and forward requests for temporary frequency assignments, which cannot be met from authorized resources through the Eighth Army, Frequency Manager to the JFMO. Contact JFMO by email at: J6-JFMO@korea.army.mil.

(10) Review all frequency assignments annually.

c. Republic of Korea (ROK) Policies and Restrictions. Any use of the RF spectrum must be authorized by the Korean Ministry of Information and Communication (MIC), which is the controlling authority for use of the RF spectrum within the ROK.

d. Joint Military Frequency Committee (JMFC) makes temporary frequency assignments to support training and exercises. These assignments are made on a strict noninterference basis (NIB).

e. Types of Frequency Actions.

(1) The types of frequency actions unit IMOs will process are described below. Organizations and activities requiring RF spectrum support must submit their requests in the Standard Frequency Action Format (SFAF) format. A complete description of the SFAF can be found in Figure 6-12. The data in some items will be the same for all U.S. Army frequency requests in the ROK. Those items are:

200. USA
400. KOR

300. KOR
206. YONGSAN

(2) For assistance with station classes (SFAF item 113), emission designators (SFAF item 114) and standardized transmit/receive locations (SFAF items 301/401) refer to Figure 6-12. All distances and lengths are to be in metric. Templates for the most common types of frequency actions follow the descriptions below.

(3) New Frequency Requests. There are two types of new frequency requests, temporary and permanent. Temporary requests are for a specified period of time not to exceed one (1) year. The prescribed minimum leadtime for temporary requests is 60 days. Temporary frequency assignments automatically expire unless action is taken to extend them prior to the expiration date. Permanent frequency requests are for requirements that exceed one (1) year. The prescribed minimum leadtime for permanent requests is 120 days. The applicant must provide an impact statement justifying the urgency in the description of requirement if these leadtimes are not met.

(4) Renewal of frequency assignments with expiration dates. If a user requires an extension to a frequency assignment with an expiration date, a request must be submitted not later than 120 days prior to the expiration date. When submitting a request for a frequency renewal, the user will update the assignment data to reflect any changes to the existing assignment.

(5) Assignment modifications. A frequency modification is submitted when any of the authorized parameters of a permanent frequency assignment are changed. This includes administrative changes such as operating unit or net description as well as operational changes such as relocation or replacement of equipment, change in power output, etc. Any changes to the operational parameters of a frequency assignment must be processed and approved before the changes are made. Users may request modification of any item in the assignment except for the frequency. Changing the frequency requires an application for a new frequency assignment as described above. The request for modification must be submitted not later than 120 days prior to the modification being made.

(6) Five year review program. All permanently assigned frequencies must be reviewed at least every five years to insure the requirement still exists for that frequency and to insure the data in the record is correct. Five year reviews are processed in the same manner as modifications. Frequencies that are no longer required will be deleted as described below. A list of frequencies requiring review will be provided by the JFMO at least annually.

(7) Assignment deletions. The RF spectrum is a limited resource and the demand for frequencies is high. Permanently assigned frequencies which are no longer required must be deleted from the user's database so they can be reassigned to satisfy other mission requirements.

(8) Temporary Frequency Request (See Figure 6-5):

TEMPORARY FREQUENCY REQUEST

<u>NOTE</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>
	005. _____	Security Classification
	010. _____	Type of Action
	110. _____	Frequency(ies)
	113. _____	Station Class
	114. _____	Emission Designator
	115. _____	Transmitter Power
	140. _____	Required Date
	141. _____	Expiration Date
	200. _____	Agency
	207. _____	Operating Unit
	300. _____	Transmitter Country
	301. _____	Transmitter Antenna Location
1	303. _____	Transmitter Antenna Coordinates
	340. _____	Transmitter Equipment Nomenclature
2	345. _____	Radar Tunability
2	346. _____	Pulse Duration
2	347. _____	Pulse Repetition Rate
	400. _____	Receiver Country
	401. _____	Receiver Antenna Location
1	403. _____	Receiver Antenna Coordinates
	440. _____	Receiver Equipment Nomenclature
	502. _____	Description of Requirement
	803. _____	Requester Data

NOTE 1: Required only for line-of-sight (LOS), TROPO, NAVAIDS, air traffic control, and radar systems.

NOTE 2: Required only for pulsed emitters.

Figure 6-5. Temporary Frequency Request

(9) Permanent Frequency Request (See Figure 6-6):

PERMANENT FREQUENCY REQUEST FOR AIR TO AIR SYSTEMS

<u>NOTE</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>
	005. _____	Security Classification
	010. _____	Type of Action
	110. _____	Frequency(ies)
	113. _____	Station Class
	114. _____	Emission Designator
	115. _____	Transmitter Power
	130. _____	Time
	140. _____	Required Date
	200. _____	Agency
	206. _____	Installation Frequency Manager
	207. _____	Operating Unit
	300. _____	Transmitter Country
	301. _____	Transmitter Antenna Location
	303. _____	Transmitter Antenna Coordinates
	306. _____	Authorized Kilometer Radius
	340. _____	Transmitter Equipment Nomenclature
	362. _____	Transmitter Antenna Orientation
	363. _____	Transmitter Antenna Polarization
	400. _____	Receiver Country
	401. _____	Receiver Antenna Location
	403. _____	Receiver Antenna Coordinates
	440. _____	Receiver Equipment Nomenclature
	462. _____	Receiver Antenna Orientation
	463. _____	Receiver Antenna Polarization
	502. _____	Description of Requirement
	711. _____	Service Range and Height
	803. _____	Requester Data

Figure 6-6. Permanent Frequency Request for Air To Air Systems

(10) Frequency Assignment Modification Request (See Figure 6-7):

**MODIFICATION TO A PERMANENT FREQUENCY ASSIGNMENT
FIVE YEAR REVIEWS AND FREQUENCY RENEWALS**

Listed below are the minimum SFAF items required for a frequency modification, five year review, or frequency renewal. Include any other items necessary to provide a complete update of the actual frequency assignment you are planning to modify or renew.

<u>NOTE</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>
	005. _____	Security Classification
1	010. _____	Type of Action
	102. _____	Agency Serial Number
	110. _____	Frequency(ies)
	300. _____	Transmitter Country
	301. _____	Transmitter Antenna Location
2	400. _____	Receiver Country
2	401. _____	Receiver Antenna Location
	502. _____	Description of Requirement
	803. _____	Requester Data

NOTE 1: Always enter the letter M.

NOTE 2: Required only for downlink satellite frequency assignments.

Figure 6-7. Frequency Assignment Modification Request

(11) Frequency Assignment Deletion Request (See Figure 6-8):

DELETION OF A PERMANENT FREQUENCY ASSIGNMENT

<u>NOTE</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>
	005. _____	Security Classification
1	010. _____	Type of Action
	102. _____	Agency Serial Number
	110. _____	Frequency(ies)
	300. _____	Transmitter Country
	301. _____	Transmitter Antenna Location
2	400. _____	Receiver Country
2	401. _____	Receiver Antenna Location
	803. _____	Requester Data

NOTE 1: Always enter the letter D.

NOTE 2: Required only for downlink satellite frequency assignments.

Figure 6-8. Frequency Assignment Deletion Request

(12) Frequency Equipment Station Classes (See Figure 6-9):

STATION CLASSES. Listed below are the most common station class symbols for equipment in the DOD inventory. If your equipment does not fit any of these station classes contact the JFMO for assistance.

<u>SYMBOL</u>	<u>DEFINITION</u>
BC	Broadcasting station (sound).
BT	Broadcasting station (television).
EC	Fixed satellite (space station).
EM	Meteorological satellite (space station).
EN	Radio navigation satellite (space station).
EU	Land mobile satellite (space station).
FA	Used to indicate communications between a fixed station and aeronautical mobile stations.
FB	Used to indicate communications between a fixed station and land mobile stations.
FC	Used to indicate communications between a fixed station and maritime mobile stations.
FL	Used to indicate communications between a fixed station and land mobile stations, aeronautical mobile stations, and maritime mobile stations.
FX	Used to indicate communications between fixed stations.
LR	Radio location land station. A station in the radio location service not intended to be used while in motion.
MA	Used to indicate communications between aeronautical mobile stations.
ML	Used to indicate communications between land mobile stations.
MLP	A portable station in the land mobile service.
MO	Used to indicate communications between land mobile stations, aeronautical mobile stations, and maritime mobile stations.
MOB	A mobile station, the emissions of which are used to determine its location.
MR	Radio location mobile station. A station in the radio location service intended to be used while in motion or during stops at unspecified points.
MS	Used to indicate communications between maritime mobile stations.
RL	Radio navigation land station. A station in the radio navigation service not intended for use while in motion.
RLB	Aeronautical radio beacon station. A radio beacon station in the aeronautical radio navigation service intended for the benefit of aircraft.
RLG	Glidepath (slope) station. A radio navigation land station in the aeronautical radio navigation service which employs the ILS glidepath.
RLL	Localizer station. A radio navigation land station in the aeronautical radio navigation service which employs the ILS localizer.

RLO	Omnidirectional range station. A radio navigation land station in the aeronautical radio navigation service directly indicating the bearing of that station from an aircraft.
RLS	Surveillance radar station. A radio navigation land station in the aeronautical radio navigation service employing radar to display the presence of aircraft within its range.
TC	Fixed satellite (earth station).
TM	Meteorological satellite (earth station).
TN	Radio navigation satellite (earth station).
TU	Land mobile satellite mobile earth station. A mobile earth station in the land mobile satellite service.
WXD	Meteorological radar station.
WXR	Radiosonde station. A station in the meteorological aids service employing a radiosonde.
WXRG	Radiosonde ground station. A station in the meteorological aids service employing a ground station associated with a radiosonde.

Figure 6-9. Frequency Equipment Station Classes

(13) Emission Designators (See Figure 6-10):

EMISSION DESIGNATORS. Listed below are the most common emission designators for equipment in the DOD inventory. If your equipment does not fit any of these emission designators call the JFMO for assistance.

HF (2-30 MHz)

Carrierwave (CW)	100HA1A
Single channel single sideband (SSB) voice	3K00J3E
Single channel teletype (TTY)	1K10F1B
Multi-channel independent sideband (ISB), 2 sidebands both TTY	6K00B7B
Multi-channel independent sideband (ISB), 2 sidebands both voice	6K00B8E
Multi-channel independent sideband (ISB), 2 sidebands combined voice/tty	6K00B9W

VHF/FM (30-88 MHz)

Single channel digital data	25K0F2D
Single channel analog data	25K0F3D
Single channel digital voice	25K0F2E
Single channel analog voice	25K0F3E
Single channel voice	30K0F3E
Single channel voice (secure)	32K0F1E or 37K5F1E
Single channel data	32K0F1D or 37K5F1D

VHF/FM (138-174 MHz)

Single channel voice	8K50F3E or 16K0F3E
Single channel voice (PRC127)	12K0F3E
Single channel voice (DES)	8K50F1E or 20K0F1E

VHF/AM (118-137 MHz)

Single channel voice UHF/FM (420-470 MHz)	6K00A3E
Single channel voice Single channel voice (DES)	8K50F3E or 16K0F3E 8K50F1E or 20K0F1E
UHF/AM (225-400 MHz) Single channel voice Single channel voice (secure)	6K00A3E 25K0A1E or 37K5A1E

Figure 6-10. Emission Designators

(14) Standardized Transmit/Receive Locations (See Figure 6-11)

STANDARDIZED TRANSMIT/RECEIVE LOCATIONS. Standardized data in the SFAF is critical to insure retrievals collect all the records being researched. The following list is the correct spellings for SFAF item 301 (transmit location) and item 401 (receive location). Coordinate any location not on this list with the JFMO prior to submitting your frequency requests.

<u>LOCATION</u>	<u>CORRECT SPELLING</u>
AIRCRAFT	Don't use. Enter name for area of operation.
BEASON	YONGMUNSAN
BONGUISAN	BONGUISAN
BROOKLYN	YANGSAN
BUCKET/ BUCKET SITE	OSAN
BUPYONG	PUPYONG
CHANGSAN	CHANGSAN
CHEJUDO/CHEJU-DO	CHEJUDO
CHEOLWEON	CHEOLWEON
CHINHAE	CHINHAE
CHONGJU	CHONGJU
CHUNCHON	CHUNCHON
CONCORD/CONCORD SITE	CONCORD
CAMP BONIFAS	CP BONIFAS
CAMP CARROLL	CP CARROLL
CAMP CASEY/CAMP CASEY HILL	CP CASEY
CAMP COINER	CP COINER
CAMP EAGLE	CP EAGLE
CAMP GEORGE	CP GEORGE
CAMP HENRY	CP HENRY
CAMP HOWARD	CP HUMPHREYS
CAMP HUMPHREYS	CP HUMPHREYS
CAMP JACKSON	CP JACKSON
CAMP KITTY HAWK	CP KITTY HAWK
CAMP LIBBY	CP LIBBY
CAMP LONG	CP LONG
CAMP MARKET	CP MARKET
CAMP MORRIS	NAMSAN
CAMP PELHAM	CP PELHAM

CAMP RED CLOUD
CAMP STANLEY
CAMP WALKER
DARTBOARD
DMZ/DMZ AREA
EVENREACH
FAYETTEVILLE
HIGHPOINT
HOBYONGSAN
HUKSONGSAN
HWAAKSAN
HYANGNOBONG
HYONGRI
INCHON
INDIA RANGE
JSA
KANAMNI
KANGHWADO
KANSUNG
KHUPARYONG
KIMHAE
KIMPO
KOONI RANGE
KOR/KOREA
KORYUSAN
KOTAR/KOTAR RANGE
KUMCHON
KUMDANSAN
KUMOSAN
KUNSAN/KUNSAN AB
KWANGJU/KWANGJU AB
KWANGKYONGSAN
KWANUGOJI
KYERYONGSAN
K16/K-16
MADISON
MAEBONG
MANGKYONGDAE/MYD
MOBILE
MUNAEMI
MUNSAN
NAMSAN
OSAN/OSAN AB
PAEGUNSAN
PAEGYONGDO/PAENGYONGDO
PAJURI
PALGONGSAN
PANMUNJOM
PAPYONGSAN
PILSUNG/PILSUNG RANGE
POHANG
PULMOSAN

CP RED CLOUD
CP STANLEY
CP WALKER
SANGWONSAN
DMZ
HWAAKSAN
MANGILSAN
HUKSONGSAN
HOBYONGSAN
HUKSONGSAN
HWAAKSAN
HYANGNOBONG
HYONGRI
INCHON
INDIA RANGE
PANMUNJOM
KANAMNI
KANGHWADO
KANSUNG
KHUPARYONG
KIMHAE
KIMPO
KOONI RANGE
KOR
KORYUSAN
PILSUNG RANGE
KUMCHON
KUMDANSAN
KUMOSAN
KUNSAN
KWANGJU
KWANGKYONGSAN
KWANUGOJI
KYERYONGSAN
K16
KWANGKYONGSAN
MAEBONG
MANGKYONGDAE
Don't use. Enter name for area of operation.
MUNAEMI
MUNSAN
NAMSAN
OSAN
PAEGUNSAN
PAEGYONGDO
PAJURI
PALGONGSAN
PANMUNJOM
PAPYONGSAN
PILSUNG RANGE
POHANG
PULMOSAN

PUPYONG
PUSAN
PYONGTAEK
REYNOLDS RANGE
RICHMOND
RODRIGUEZ/RODRIGUEZ RANGE
ROK 6 RANGE
SALEM
SANGWONSAN
SEONGNAM/SONGNAM
SEOUL
SHIPS
SIKCHANGSAN
SINSAN
SOKCHO
SONGTAN
SUWON
TAEGU
TAEJON
TAESONGSAN
TANGO
TERRITORIAL WATERS
TONGDUCHON
TV HILL
UIJONGBU
UNCHONNI/UNCHON-NI
WAEGWAN
WONJU
YANGSAN
YOCHON
YONGIN
YONGMUNSAN
YONGSAN

PUPYONG
PUSAN
PYONGTAEK
REYNOLDS RANGE
SIKCHANGSAN
RODRIGUEZ RANGE
ROK 6 RANGE
KUMOSAN
SANGWONSAN
SEONGNAM
SEOUL
Don't use. Enter name for area of operation.
SIKCHANGSAN
SINSAN
SOKCHO
SONGTAN
SUWON
TAEGU
TAEJON
TAESONGSAN
TANGO
TERRITORIAL WATERS
TONGDUCHON
CP RED CLOUD
UIJONGBU
UNCHONNI
WAEGWAN
WONJU
YANGSAN
YOCHON
YONGIN
YONGMUNSAN
YONGSAN

Figure 6-11. Standardized Transmit/Receive Locations

(15) Standard Frequency Action Format (SFAF) (See Figure 6-12):

All data items listed in this guide are not required for every frequency request. Required data items are based on type of radio service. Many items in the SFAF do not have significance at your level of frequency management and will be noted as higher HQ use only in this guide. The break down of the SFAF data item categories is shown below. A detailed description of each individual SFAF item follows.

005 - 108	Administrative data	415 - 419	Space station data
110 - 116	Emission characteristics	440 - 443	Receiver equipment data
130 - 152	Time/date information	454 - 463	Receiver antenna data
200 - 209	Organizational information	470 - 472	Space systems
300 - 306	Transmitter location data	500 - 531	Supplementary details
315 - 321	Space station data	701 - 716	Other assignment identifiers
340 - 349	Transmitter equipment data	801 - 807	Additional information
354 - 363	Transmitter antenna data	900 - 999	Computer generated, Joint Spectrum Center Use
400 - 408	Receiver location data		

ADMINISTRATIVE DATA

005 Security Classification

Enter the overall security classification of the frequency proposal or assignment and the appropriate special handling code if required, from the following list:

Classification codes

U - Unclassified
C - Confidential
S - Secret

Special handling codes

F - Not releasable to foreign nationals.
NOTE: use of this item must be justified and will mean the user accepts an unprotected frequency assignment with no recourse of action in the event of receiving interference. If the user causes interference the frequency assignment will be immediately canceled.
H - Releasable to host nation.

Declassification/review Instructions

For SECRET or CONFIDENTIAL records, follow the classification with a comma and the declassification/review date in the DDMMYY format.

Examples:

005. S,971231
005. CF
005. UH

006. Security classification changes.

If the record's security classification, special handling code, or declassification/review date is to be changed, enter the new security classification data and make appropriate classification code changes to the items that are affected.

Examples:

006. S,251231
006. UH

010. Type of action

Enter a single letter to describe the type of action as shown below:

- A - Administrative modification. Used if ONLY a 200 series item changes.
- D - Delete the record.
- M - Modification to the record.
- N - New request.
- R - Renewal. Used to extend the expiration date of a temporary record. Other data may be changed as necessary.

020. Higher HQ use

101. Higher HQ use

102. Agency serial number

The serial number assigned to your frequency assignment. This item will be added by the JFMO on all new (N in item 010) requests.

103. Higher HQ use

104. Higher HQ use

105. Higher HQ use

106. Higher HQ use

108. Higher HQ use

EMISSION CHARACTERISTICS

110. Frequency(ies)

Enter the discrete frequency or frequency band

assigned to or required by the unit in item 207.
Precede the frequency with a unit indicator as follows:

- K - if the frequency is less than 30 MHz.
- M - if the frequency is at least 30 MHz, but less than 100 GHz.
- G - if frequency is at least 100 GHz, but less than 3 THz.
- T - if frequency is 3 THz or greater.

Insert a decimal point only if there is a significant digit to the right of the decimal point. (Example A).

If more than one frequency is listed, enter the first data item as 110A., the second as 110B., etc. (Example B).

A reference frequency (if required) is the frequency a transmitter operating in the HF frequency band (K2000 – 29999) tunes to. This frequency will appear in parentheses behind the assigned frequency. (Example C).

For new requests (item 010. N) where one or more frequencies is required in a specific frequency band, enter request as shown below. (Example D).

Example A:

110. M148.175

Example B:

110A. M226.5
110B. M332.9

Example C:

110. K3575.5(3574)

Example D:

110. One frequency in the band M225 – 399.975

111. Excluded frequency band

Enter the frequency band(s) the equipment to be used will not tune to.

Example:

110. One frequency in the band M402 - 470
111. M438 - 450

112. Higher HQ use

113. Station class

Enter the standard station class symbol (refer to figure 6-8). Separate multiple entries with a slant bar. Multiple entries must include a corresponding multiple entry in items 114 and 115.

Examples:

113. WXD
113. FB/ML

114. Emission designator

The emission designator contains the necessary bandwidth and the emission classification symbols. The bandwidth will be entered with the unit designator in the position that the decimal would normally occupy. Use:

- H - if the value is less than 1000 Hz.
- K - if the value is at least 1 KHz, but less than 1000 KHz.
- M - if the value is at least 1 MHz, but less than 1000 MHz.
- G - if the value is 1 GHz or higher.

The emission classification symbols are more complicated and will not be listed here. If the list of the most common emission designators in figure 6-9 does not fit the exact characteristics of the equipment in your request, contact the JFMO for assistance.

Examples:

114. 15K0F1D
114. 8K50F3E/8K50F3E

115. Transmitter power

Enter the peak envelope power (PEP) of the transmitter, except as noted below. Express the power to a maximum of five decimal places and precede the entry with the following unit designators:

- W - if the power is less than 1000 watts.
- K - if the power is at least 1 Kilowatt, but less than 1000 Kilowatts.
- M - if the power is at least 1 Megawatt, but less than 1000 Megawatts.
- G - if the power is 1 Gigawatt or greater.

For transmitters in the AM/FM radio and television service, enter the carrier power.

For systems using unkeyed full carrier and frequency modulated emissions, enter the mean power.

Examples:

- 115. W50
- 115. K1/W500

116. Higher HQ use

TIME/DATE INFORMATION

130. Time

The period indicated here is not a limitation or restriction but rather the normal period of time during which the frequency(ies) is used or required. Use one of the following four codes:

- 1 - regular, not limited to workweek.
- 2 - regular, workweek.
- 3 - occasional, not limited to workweek.
- 4 - occasional, workweek.

For station in the fixed service below 29890 KHz (HF), the above numbers will be followed by one of the following:

- HX - for stations operating intermittently throughout the 24 hour day or for circuits with no specific working hours.
- HN - night service only.
- HJ - day service only.
- H24 - continuous 24 hour service.
- HT - for transition period service or the specific time (Universal Greenwich Time). Enter as a four-digit number in parentheses the actual time per period of the operation during the 24 hour day.

The first two digits are the nearest whole hour of start time, the last two digits are the nearest whole hour of end time.

Examples:

- 130. 1
- 130. 3HX
- 130. 2(1014)

131. Higher HQ use

140. Required date

Enter the year, month, and day (YYMMDD) the assignment or modification is required. **Note:** This item is not stored in the central database.

Example:

140. 971015

141. Expiration date

Enter the year, month, and day (YYMMDD) the assignment will no longer be required. **Note:** Assignments will be automatically canceled and deleted from the central database on their expiration date.

142. Review date

The year, month, and day the assignment is due a five year review. Entered by higher HQ.

144. Higher HQ use

145. Higher HQ use

146. DCS trunk ID

Enter the DCS trunk identifier assigned by DISA (if required). See chapter 66 of DCAC 310-65-1.

147. Higher HQ use

151. Higher HQ use

152. Higher HQ use

ORGANIZATIONAL INFORMATION

200. Agency

Standard entry for all US Army records is USA.

201. Higher HQ use

202. Higher HQ use

203. Higher HQ use

204. Higher HQ use

205. Subcommand

Enter the standardized unit designator for the IMO responsible for maintaining this frequency record. This list is currently being developed. Contact the JFMO for assistance.

206. Higher HQ use

207. Operating unit

Enter the standardized unit designator for the unit using/controlling this frequency. This list is currently being developed. Contact the JFMO for assistance.

208. Higher HQ use

209. Higher HQ use

TRANSMITTER LOCATION DATA

300. State/Country

The standardized entry for all assignments in Korea is KOR.

301. Antenna location

Enter the name of the city, base, or geographic area where the transmitter antenna is located. Refer to figure 6-10 for the standardized spellings for all locations.

302. Higher HQ use

303. Antenna coordinates

Enter the geographic coordinates in degrees, minutes, and seconds for the antenna location. Use leading zeros as appropriate. Degrees latitude require two digits; degrees longitude require three digits. The latitude ends with the letter N; longitude with the letter E. Do not enter this item for area assignment where the equipment is mobile, transportable or there are multiple fixed transmitters in the area. These assignments will have KOR entered in item 301. If you are modifying the antenna coordinates or if you are submitting a new request (permanent or temporary) and you do not know the latitude and longitude, you can enter the military grid coordinates and the JFMO will convert it when your request is processed.

Examples:

303. 370430N1270226E

303. 52SCS231568

304. Higher HQ use

306. Authorized radius

If the station is portable, mobile, and/or transportable, enter a radius of operation (in kilometers) from the geographic coordinates. Suffix the entry with a T if the radius applies only to the transmitter (example A), or a B if the radius applies to both the transmitter and receiver (example B). Note if both the transmitter and receiver use the same frequency, leave this item blank and enter the radius in item 406 (example C).

Example A:

113. MOB
306.48T

Example B:

113. ML
306.12B

Example C:

113. FA/MA
306. (do not enter)
406. 150

SPACE STATION DATA

- | | |
|-----------------------------|----------------------------------|
| 315. Equatorial inclination | Contact the JFMO for assistance. |
| 316. Apogee | Contact the JFMO for assistance. |
| 317. Perigee | Contact the JFMO for assistance. |
| 318. Period of orbit | Contact the JFMO for assistance. |
| 319. Number of satellites | Contact the JFMO for assistance. |
| 321. Power density | Contact the JFMO for assistance. |

TRANSMITTER EQUIPMENT DATA

- | | |
|-----------------------------|--|
| 340. Equipment nomenclature | Enter one of the following equipment codes followed by the transmitter nomenclature, or model number for civilian equipment. For civilian equipment precede the model number with the three character manufactures code. Contact the JFMO for these codes.
G - government nomenclature.
C - commercial model number. |
|-----------------------------|--|

Examples:

340. G, AN/GRC164
340. C, MOTSABERIII

- | | |
|---------------------------|---|
| 341. Number of equipments | For LMR systems enter the number of radios in the network using this frequency. Including repeaters, transmitting base stations, mobiles and handheld radios. Follow the number |
|---------------------------|---|

with a comma and the letter N.

Example

341. 52, N

343. Higher HQ use

345. Radar tunability

For all radars enter one of the following codes:

- FA - frequency agile radars that operate on various frequencies within a band, either specified or random mode.
- FV - radars that operate on a discrete frequency determined by the characteristics of a fixed magnetron or similar radio frequency generating device.
- FX - radars capable of operating on a single discrete frequency.
- TC - radars capable of being tuned to any frequency within the requested band.
- TS - radars capable of being tuned across the authorized or requested band in discrete steps or increments includes crystal control.

346. Pulse duration (PD)

For all stations using pulsed emissions, insert a numeric value(s) indicating the characteristic PD(s) of the equipment at the half power point. PD will be indicated in microseconds up to and including 999 microseconds (example A), and in milliseconds at one millisecond and above, adding the letter M (example B). Fractions may be shown to the nearest tenth by using a decimal point (example C). Multiple PD's can be separated by a slant bar (example D). For equipment having continuously varying PD's over a wide range enter the upper and lower values separated by a dash (example E).

Example A:

346. 850

Example B:

346. 2M

Example C:

346. 86.5

Example D:

346. 86.5/900/3M

Example E:

346. 86.5-900

347. Pulse repetition rate (PRR)

For all stations using pulsed emissions, enter the numeric value(s) the PRR. PRR's will be indicated pulses per second (PPS) up to and including 999 PPS (example A), and in thousands of PPS at 1000 PPS and above, adding the letter K (example B). Separate multiple PRR's with a slant bar (example C). For equipment having continuously varying PRR's over a wide range enter the upper and lower values separated by a dash (example D).

Example A:

347. 145

Example B:

347. 1K

Example C:

347. 85/145/350/1K

Example D:

346. 45-1K

348. Higher HQ use

349. Higher HQ use

TRANSMITTER ANTENNA DATA

354. Antenna name

Enter the name (type) of the antenna. Do not enter this item if:

- a. Frequency is below 29,890 KHz.
- b. Space or earth stations in the satellite service.
- c. Transmitter is mobile.

Examples:

354. WHIP

354. DIPOLE
354. PARABOLIC

355. Higher HQ use

356. Higher HQ use

357. Antenna gain

Enter the antenna gain in dB. For stations in the satellite service (space and earth) up to three antennas may be shown. Separate multiple entries with a slant bar. For negative gains in the satellite service precede the value with a dash. Do not enter this item if:

- a. Frequency is below 29,890 KHz.
- b. Transmitter is mobile.

358. Antenna elevation

Enter the site elevation in meters above sea level. Do not enter this item if:

- a. Frequency is below 29,890 KHz.
- b. Transmitter is mobile.
- c. KOR is entered in item 301.

359. Antenna feedpoint height

Enter the height above ground level (in meters) for the feedpoint of the antenna. Do not enter this item if:

- a. Frequency is below 29,890 KHz.
- b. Transmitter is mobile.
- c. KOR is entered in item 301.

360. Antenna horizontal beamwidth

Required only for earth and space stations in the satellite service. Enter the antenna beamwidth (in degrees) at the half power point. For fractional beamwidths prefix the decimal with a zero (example A). For space stations up to three antenna may be shown separated by a slant bar (example B).

Example A:

360. 0.5

Example B:

360. 12/20/30

361. Higher HQ use

362. Antenna orientation

Enter the three digit azimuth in degrees from true north or one of the following codes:

- ND - nondirectional.
- R - rotating through 360 degrees.
- S - fixed direction but steerable in the horizontal plane.
- SSH - scanning horizontally through a limited sector.
- SSV - scanning vertically (nodding).
- T - tracking that can observe a moving object.

For earth stations in the satellite service, enter the antenna's minimum operating elevation in degrees preceded by the letter V. Follow the vertical data with a three digit azimuth in degrees from true north to the geostationary satellite (example A). For two nongeostationary satellites, enter the three digit azimuth to each separated by a slant bar (example B). For more than two nongeostationary satellites, enter the maximum range of the azimuth angle in three digit degrees separated by a dash (example C).

For space stations enter either NB for narrowbeam or EC for earth coverage.

Example A:

362. V09,133

Example B:

362. V10,032/050

Example C:

347. V12, 122-160

363. Antenna polarization

Enter the antenna polarization using one of the following codes:

- A - elliptic, left
- B - elliptic, right
- D - rotating
- E - elliptical
- F - 45 degrees
- H - fixed horizontal
- J - linear
- L - left-hand circular
- M - oblique, angled left
- N - oblique, angled right

SPACE STATION DATA

- | | |
|-----------------------------|----------------------------------|
| 415. Equatorial inclination | Contact the JFMO for assistance. |
| 416. Apogee | Contact the JFMO for assistance. |
| 417. Perigee | Contact the JFMO for assistance. |
| 418. Period of orbit | Contact the JFMO for assistance. |
| 419. Number of satellites | Contact the JFMO for assistance. |

RECEIVER EQUIPMENT DATA

- | | |
|-----------------------------|---|
| 440. Equipment nomenclature | Enter one of the following equipment codes followed by the receiver nomenclature, or model number for civilian equipment. For civilian equipment precede the model number with the three character manufactures code. Contact the JFMO for these codes. |
|-----------------------------|---|

G - government nomenclature.
C - commercial model number.

Examples:

- 440. G,AN/GRC164
- 440. C,MOTSABERIII

443. Higher HQ use

RECEIVER ANTENNA DATA

- | | |
|-------------------|---|
| 454. Antenna name | Enter the name (type) of the antenna. Do not enter this item if : <ul style="list-style-type: none">a. Frequency is below 29,890 KHz.b. Space or earth stations in the satellite service.c. Receiver is mobile. |
|-------------------|---|

Examples:

- 454. WHIP
- 454. DIPOLE
- 454. PARABOLIC

455. Higher HQ use

456. Higher HQ use

457. Antenna gain
- Enter the antenna gain in dB. For stations in the satellite service (space and earth) up to three antennas may be shown. Separate multiple entries with a slant bar. For negative gains in the satellite service precede the value with a dash. Do not enter this item if:
- Frequency is below 29,890 KHz.
 - Receiver is mobile.
458. Antenna elevation
- Enter the site elevation in meters above sea level. Do not enter this item if:
- Frequency is below 29,890 KHz.
 - Receiver is mobile.
 - KOR is entered in item 401.
459. Antenna feedpoint height
- Enter the height above ground level (in meters) for the feedpoint of the antenna. Do not enter this item if:
- Frequency is below 29,890 KHz.
 - Receiver is mobile.
 - KOR is entered in item 401.
460. Antenna horizontal beamwidth
- Required only for earth and space stations in the satellite service. Enter the antenna beamwidth (in degrees) at the half power point. For fractional beamwidths prefix the decimal with a zero (example A). For space stations up to three antenna may be shown separated by a slant bar (example B).
- Example A:
460. 0.5
- Example B:
460. 12/20/30
461. Higher HQ use
462. Antenna orientation
- Enter the three digit azimuth in degrees from true north or one of the following codes:
- ND - nondirectional.
R - rotating through 360 degrees.
S - fixed direction but steerable in the horizontal plane.
SSH - scanning horizontally through a limited sector.

SSV - scanning vertically (nodding).
T - tracking that can observe a moving object.

For earth stations in the satellite service, enter the antenna's minimum operating elevation in degrees preceded by the letter V. Follow the vertical data with a three digit azimuth in degrees from true north to the geostationary satellite (example A). For two nongeostationary satellites, enter the three digit azimuth to each separated by a slant bar (example B). For more than two nongeostationary satellites, enter the maximum range of the azimuth angle in three digit degrees separated by a dash (example C).

For space stations enter either NB for narrowbeam for EC for earth coverage.

Example A:

462. V09,133

Example B:

462. V10,032/050

Example C:

447. V12, 122-160

463. Antenna polarization

Enter the antenna polarization using one of the following codes:

A - elliptic, left
B - elliptic, right
D - rotating
E - elliptical
F - 45 degrees
H - fixed horizontal
J - linear
L - left-hand circular
M - oblique, angled left
N - oblique, angled right
O - oblique, crossed
R - right-hand circular
S - horizontal and vertical
T - right and left-hand circular
V - fixed vertical

- | | |
|---|----------------------------------|
| 470. Space station receiving noise temperature | Contact the JFMO for assistance. |
| 471. Earth station receiving system noise temperature | Contact the JFMO for assistance. |
| 472. Equivalent satellite link noise temperature | Contact the JFMO for assistance. |

SUPPLEMENTARY DETAILS

- | | |
|--------------------------------|---|
| 500. Higher HQ use | |
| 501. Higher HQ use | |
| 502. Discretion of requirement | This is a free text description of the requirement. For new requirements be as detailed as necessary to clearly describe the requirement. |
| 503. Higher HQ use | |
| 504. Higher HQ use | |
| 505. Higher HQ use | |
| 520. Higher HQ use | |
| 530. Authorized areas | This data item is used to describe areas that cannot be described under authorized radius (item 306) contact the JFMO for assistance in completing this item. |
| 531. Higher HQ use | |

OTHER ASSIGNMENT IDENTIFIERS

- | | |
|--|----------------------------------|
| 701. Higher HQ use | |
| 702. Higher HQ use | |
| 704. Higher HQ use | |
| 705. Higher HQ use | |
| 707. Higher HQ use | |
| 710. Higher HQ use | |
| 711. Aeronautical service range and height | Provide maximum flight level and |

service range for all navigational aids and air traffic control assignments for frequencies above 29,890 KHz and low frequency beacons. Enter the service range (in nautical miles) using three digits followed by the flight level (in thousands of feet) using three digits. The following example indicates a 250 mile range at 50000 feet.

Example:

711. 250050

715. Higher HQ use

716. Higher HQ use

ADDITIONAL INFORMATION

801. Higher HQ use

803. Requester Data

Enter the name, phone number, and email address of the person making the request. This information is not stored in the central database.

804. Higher HQ use

805. Higher HQ use

806. Higher HQ use

807. Higher HQ use

COMPUTER GENERATED

All 900 series items are computer generated at the Joint Spectrum Center and are used in maintaining the DOD central database.

Figure 6-12. Standard Frequency Action Format

f. Multi-channel Radio Transmission

(1) Sensitive unclassified information transmitted electronically on all military, multichannel, radio systems, and DCS Satellites, including tactical, non-tactical, government-owned/commercial leased, or acquired domestic multichannel radio and satellite systems or services, will be encrypted by means of on-line encryption devices approved by the National Institute of Standards and Technology (NIST) or NSA. If any encrypted sensitive unclassified circuit exists in a data stream, bulk encryption is mandatory.

(2) Access Instructions. At your scheduled time, ensure the transmitter output control is set for minimum. Set switch S-2 on the MD-945 MODEM to "O/W ONLY". Acquire the satellite and obtain maximum signal strength on the beacon or communications carrier. Verify that the converters are set to the operational frequencies in the SAA. Set the transmitter output to online. Slowly increase the transmitter output level to the contact power. Ring the GMFSC Network Center (GNC) using the "CT RING" on the FMOW (RT-1287). Once the GNC responds, request permission to access the satellite in data mode. Follow all GNC instructions.

(3) Negative GNC Contact Instructions. If you do not establish orderwire contact with the GNC within thirty (30) minutes VIA the FMOW, set the transmitter output control to minimum output. Set the transmitter output to dummy load. Monitor the FMOW for a ring from the GNC or lead terminal. Contact the GNC VIA an alternate means. If necessary, contact your communications systems planning element (CSPE) or command group to assist you in contacting the GNC.

(4) Reaccess Instructions. Ensure the transmitter output control is set for minimum output. Set switch S-3 on the MD 945 MODEM to "O/W ONLY". Acquire the satellite and obtain maximum signal strength on the beacon or communications carrier. Verify that the converters are set to the operational frequencies in the SAA. Set the transmitter output to online. Slowly increase the transmitter output level to the contact power. Ring the GNC using the "CT RING" on the FMOW (RT-1287). Once the GNC responds, request permission to access the satellite in data mode. Follow all GNC instructions.

(5) Reporting. The network terminals will provide a status report to the GNC three (3) times a day. Contact the GNC for reporting times. The CSPE and the GNC are required to submit and after action report (AAR) within ten (10) working days of mission completion IAW ASC-1, VOLUME 1.

23. Long-Haul and Deployable Communications. In accordance with AR 25-1, paragraph 6-5, Leased Commercial Circuits:

a. This section provides procedures for the requesting of on-peninsula commercial lease service. This chapter will cover the start, change, termination of leased commercial circuits, and official commercial telephone lines.

b. Procedures for requesting commercial circuits.

(1) If determined by the requesting activities TCO or IMO that commercial leasing of telecommunications service is required, the requesting activity should contact the 1st Signal Brigade, Lease Circuit Coordinator, via email: 1SIGS-3SUPPORTOPS@us.army.mil or call DSN 723-7001 for a cost estimate.

(2) For local commercial circuit lease, a LSR should be submitted with a MIPR with sufficient funds to cover the cost estimate using the Eighth Army, WebLSR <http://weblsr/lsr/login.jsp>. A copy of the MIPR should be forwarded to:

Commander, 1st Signal Brigade

APO AP 96205-5271

ATTN: NETC-SKC-RM-P

For MIPR assistance, email: 1SigDRMTaskings@us.army.mil or call DSN 723-3534/7249 or Fax 723-7825

(3) For on-peninsula long haul communications, the requesting activities TCO or IMO should contact the 1st Signal Brigade, Lease Circuit Coordinator for a cost estimate. The requester should submit a Telecommunications Service Request, reference DISA Circular 310-130-1, with MIPR to the 1st Signal Brigade, Circuit Action Manager. A copy of the MIPR should be sent to the same address for commercial telephone service.

(4) If service can be provided using the Defense Information Systems Network (DISN), the Enhanced Planning Process (EPP) initiatives have mandated the introduction of subscription based ordering for all DISN services. The DISA Direct Order Entry (DDOE) is the single source for entering DISN service orders. In order to use DDOE you must first register. Go to DISA home page <https://www.ditco.disa.mil/products/asp/ewlcome.asp>, and follow all instructions.

Dedicated Circuits and Trunks:

a. This section provides procedures for requesting of start, change, or discontinuance of dedicated circuit or trunks. Provide timely, cost-effective dedicated circuit service for official requirements.

b. All requesting activities will prepare a FRFS IAW the format in Figure 6-13 of this pamphlet. Submit the FRFS to Eighth Army, CIO/G6, Signal Operations Branch through the supporting communications organization, local DOIM, or directly, dependent upon requirements, via message or E-Mail. The procedures for major network service are below:

(1) Korea Wide Area Network (KWAN): These requirements must be submitted through the local DOIM to the KWAN management office, 1st Signal Brigade, NETC-SKC-O. This network is behind Eighth Army premise routers connected to the DISA NIPRNET Node.

(2) Secure Wide Area Network (SWAN): These requirements must be submitted through the local DOIM to the SWAN management office, 1st Signal Brigade, NETC-SKC-O. This network is behind Eighth Army premise routers connected to the DISA SIPRNET Node.

(3) Combined Enterprise Regional Information Exchange-Korea (CENTRIX-K) and Global Command and Control System-Korea (GCCS-K): Requirements for these Command Control networks must be submitted to USFK J64.

(4) Pacific ADP Server Site Korea (PASS-K): Requirements for this intelligence data network must be submitted to PASS-K, 532nd MI Battalion, Camp Walker.

(5) NOTE: If a supporting communications activity is not available, the FRFS may be submitted directly to Eighth Army, CIO/G6, Signal Operations Branch.

c. Eighth Army, CIO/G6, Signal Operations Branch, will verify and validate the requirement and take appropriate action as indicated below.

(1) If a Telecommunication Service Order (TSO) is required, forward the FRFS to the RFS Section, 1st Signal Brigade, for processing through DISA RFS channel.

(2) If Communications Service Order (CSO) is required, release the CSO to appropriate offices based on FRFS prepared IAW DISA Circular 310-70-1, chapter 8.

(3) If Operational Directive Message (ODM) is required (exercise requirements):

(a) Forward the FRFS to USFK J6, Plans Branch (FKJ6-O-OP) for validation.

(b) Prepare draft ODM with proposal transmission path after validation by USFK J6, Plans Branch, and submit draft ODM to DISA-K for validation and release.

(4) If local lease is required, request lease of commercial service by 1st Signal Brigade, Lease Office (NETC-SKC-O), with appropriate service order and funding source.

d. A completion report is required for every service order issued, unless otherwise specified in the Service Order. Submit the completion report directly to the originator, and to all addressees of the service order (TSO, ODM, and CSO), IAW DISA Circular 310-70-1, chapter 8, paragraph 4.

e. Call-up Circuit Requests.

(1) Call-up requests for on-call circuits traversing an existing path from a known location to a known location will be coordinated through the servicing Technical Control Facility (TCF) and authorized call-up user. The user contacts the TCF telephonically or via e-mail at least 48 hours prior to the requested service date and time. If the on-call circuit is required to support an exercise, the call-up message is sent to USFK J6, Plans Branch.

(2) Call-up requests for on-call circuits going from a known location to an undetermined location will be submitted by the requiring activity, at least one month prior to the requested service date, to Eighth Army, CIO/G6, Signal Operations Branch.

(3) The following information is required when calling up on-call circuit(s):

CCSD

Geographical location from/to with building number and room number.

If not on a military base, provide commercial address.

Service dates.

POC with name and phone number.

If lease is required, funding POC at unit budget office with e-mail address.

f. The FRFS and Call-up message are sent to USFK J6, Plans Branch email: J64-PLAM@us.army.mil

g. Normal lead times are contained in DISA Circular 310-130-1, table 12. The lead times for Eighth Army, CIO/G6 are:

(1) On-peninsula 90 days.

(2) Off-peninsula 270 days.

(3) Call-up on-call circuit for undetermined location 30 days.

h. If funding is required for leased service or network service, the funding POC should be provided in item 417 of FRFS, including name, telephone number, position, unit address, and e-mail address.

i. Urgent Circuit Requests.

(1) An urgent requirement is one which, due to the urgency of need for service, does not allow normal lead-times for FRFS processing. To be considered urgent, lack of service by the required date must have one or more of the following consequences:

(a) Seriously degrade mission performance and operations in direct support of national security emergency preparedness.

(b) Seriously degrade or impair the execution of deliberate plans, crisis action operations and intelligence operations.

(c) Seriously degrade or impair the ability of the U.S. to maintain favorable foreign relations.

(2) The following temporary exercise telecommunications service may be designated as an "Urgent Operational Requirement":

(a) The minimum quantity of services essential to permit safe conduct of an exercise and/or achievement of primary exercise objectives. Only those services in support of exercises which involve the movement of personnel, weapons systems, munitions, and other critical materials or the control of aircraft are included.

(b) Short-notice exercise services resulting from changes in exercise locations or scenarios, which could not have been reasonably foreseen, and without which the exercise cannot be conducted safely or effectively.

(3) Justification for Urgent Requirements must be provided in item 417 of FRFS that meets the criteria stated above. Justification must also include certification by the Commander or designated officer of the requestor's major command of the urgency of the requirement to include the name, position, telephone number, and e-mail address of the certification authority. Certification authority will not be delegated below major command directorate or equivalent level.

(4) If urgent requirement requests off-peninsula leased circuit, include funding that will be provided to cover the maximum amount of overtime and expediting charges to be authorized for the contractor on item 118 of FRFS.

j. User Responsibilities.

(1) Prior planning is paramount to guarantee the requiring activity actually receives the service requested. To ensure this, the activity must take into consideration the following items prior to preparing a FRFS:

(a) The user should know what type of service is needed, exactly where it needs to go, and how the circuit should operate.

(b) The user is responsible for obtaining terminal equipment (computers, modems, etc) and cryptographic equipment, if required. The user should know who will provide and install such equipment.

(2) Once the TSO or CSO is issued, the user's servicing Technical Control Facility (TCF) is responsible for providing adequate service to the user. The user must provide the TCF with specific information to ensure the TCF can accomplish this mission. The user must complete the following actions once the circuit is established/activated:

(a) Immediately report circuit problems to the nearest servicing TCF.

(b) Maintain coordination with the servicing TCF until service is restored and accepted by the user. A circuit is not restored until service is extended from user to user and meets circuit conditioning standards.

(c) Cooperate with the TCF in the performance of circuit quality control checks.

(d) Coordinate with the TCF prior to performing any maintenance, troubleshooting, scheduled downtime, or other actions affecting quality/continuity of service. The user must coordinate with the distant end user to release the circuit for scheduled downtime. Such downtime is occasionally necessary to ensure quality service from the TCF. The user will obtain concurrence for the downtime from higher HQ when required.

(3) All circuit configuration and equipment changes must be processed through the circuit request procedures outlined in applicable regulations. Users are not authorized to make circuit configuration changes without prior coordination and approval through proper channels. This includes changing equipment, data rates, user locations, circuit routing, etc. Such changes often require permission from DISA. Users will submit a FRFS (See figure 6-14) identifying the changes; DISA normally approves such changes through the release of a TSO.

(4) If the user fails to activate or operate the telecommunications circuit within 90 days of the requested service date, the service may be terminated. If the user subsequently determines that the service is necessary, the entire circuit request process must be repeated, with restarted lead times.

k. Telephone Extensions. Under the single line concept, there will only be one phone line per subscriber.

Use of Asymmetrical Digital Subscriber Line (ADSL) in Quarters.

a. Due to the nature of the existing communication infrastructure on the peninsula and the demand for adequate communications 24 hours a day, ADSL circuits are authorized in General Officer's quarters for the purpose of conducting Official Business after office hours.

b. These circuits are limited and expensive to install and maintain, therefore coordination and approval will be processed through the Eighth Army, CIO/G6.

Feeder Request for Service

a. Instructions for preparing feeder request for service (FRFS) telecommunication service request (TSR) worksheet can be found in DISA Circular 310-130-1.

b. Sample "Start" Feeder Request for Service (FRFS) of KWAN (See Figure 6-13):

R 010001Z FEB 98
FM: CDR201STSIGCO SEOUL KOR//AFSK-EI-DOIM//
TO: COMUSKOREA SEOUL KOR//FKJ6-O-OMT//
UNCLAS
SUBJ: FEEDER REQUEST FOR SERVICE
A. MEMORANDUM FOR MR JONES, DSN 723-9611 ON 15 JAN 98.
101. 34TH01FEB980010
103. START
105. DEDICATED
106A. 150001Z MAR 98
106B. 150001Z MAR 98
107. TO BE ASSIGNED
110. FULL DUPLEX
111. 1.536MB
112. FULL PERIOD
118. NO
119A. N/A
119D. N/A

120A. YONGSAN MAIN (KWAN NODE)
 124A. BLDG 2320
 125A. 116
 126A. CISCO 7026 ROUTER
 127A. UNSECURE
 128A. CAMPUS-T1 WITH RS-422/RS-449 INTERFACE
 A. 77 CABLE 4 WIRE, BALANCED
 B. 100FT, 22GANL
 C. ARMY
 D. 1.0DB
 129A. 4W
 130A. KWAN ADMIN, DSN 722-3430
 131A. CDR, 169TH SIG CO
 ATTN: AFSK-DB-YSF
 APO AP 96218-0184
 120B. CP COINER
 124B. BLDG 1108
 125B. F-CLAIMS OFFICE
 126B. CISCO 2514 ROUTER
 127B. UNSECURE
 128B. CAMPUS-T1 WITH RS-422/RS-449 INTERFACE
 A. 77 CABLE 4 WIRE, BALANCED
 B. 1,000FT, 24GANL
 C. ARMY
 D. 1.0DB
 129B. 4W
 130B. PRI: MR BLACK, DSN 724-2222
 E-MAIL: XXXXXX@US.ARMY.MIL
 131B. CDR, 34TH SUPPORT GP
 ATTN: XXXX-XX-XX
 APO AP 96205-NNNN
 401. START DEDICATED CIRCUIT BETWEEN YONGSAN MAIN AND
 CP COINER IN SUPPORT OF KOREA WIDE AREA NETWORK.
 402. MR JONES, DSN 723-9611
 E-MAIL: XXXXX@US.ARMY.MIL
 415B. KOREA WIDE AREA NETWORK (KWAN)
 417B. A. FUNDING POC, IF REQUIRED.
 MR BOB SMITH, DSN 723-XXXX, FAX 723-XXXX
 E-MAIL, XXXXXXX@US.ARMY.MIL
 CDR, 1ST SIG BDE
 ATTN: AFSK-RM-P
 APO AP 96205-004
 503. CDR, 34TH SUPPORT GP
 521. N/A
 526A. N/A
 526B. N/A
 526C. N/A
 529. N/A

Figure 6-13. Sample “Start” Feeder Request for Service (FRFS) of KWAN

c. Sample “Change” Feeder Request for Service (FRFS) of KWAN (See Figure 6-14):

R 020001Z FEB 98
FM: CDR201STSIGCO SEOUL KOR//AFSK-EI-DOIM//
TO: COMUSKOREA SEOUL KOR//FKJ6-O-OMT//
UNCLAS
SUBJ: FEEDER REQUEST FOR SERVICE
A. MEMORANDUM FOR MR JONES, DSN 723-9611 ON 15 JAN 98.
101. 34TH02FEB980011
103. CHANGE
105. DEDICATED
106A. 150001Z MAR 98
106B. 150001Z MAR 98
107. TO BE ASSIGNED
110. MCGH
111. 1.536MB
112. FULL PERIOD
118. NO
119A. N/A
119D. N/A
120A. YONGSAN MAIN (KWAN NODE)
124A. BLDG 2320
125A. 116
126A. CISCO 7026 ROUTER
127A. UNSECURE
128A. CAMPUS-T1 WITH RS-422/RS-449 INTERFACE
 A. 77 CABLE 4 WIRE, BALANCED
 B. 100FT, 22GANL
 C. ARMY
 D. 1.0DB
129A. 4W
130A. KWAN ADMIN, DSN 722-3430
131A. CDR, 169TH SIG CO
 ATTN: AFSK-DB-YSF
 APO AP 96218-0184
120B. YONGSAN SOUTH POST
124B. BLDG 4304
125B. 107
126B. CISCO 2514 ROUTER
127B. UNSECURE
128B. CAMPUS-T1 WITH RS-422/RS-449 INTERFACE
129B. 4W
130B. PRI: MR BLACK, DSN 724-2222
 E-MAIL: XXXXX@US.ARMY.MIL
131B. CDR, 34TH SUPPORT GP
 ATTN: XXXX-XX-XX
 APO AP 96205-NNNN
401. REQUEST TO CHANGE MODULATION RATE TO 1.536MB VICE 56KB
IN SUPPORT OF KOREA WIDE AREA NETWORK.
402. MR JONES, DSN 723-9611
 E-MAIL: XXXXX@US.ARMY.MIL
415B. KOREA WIDE AREA NETWORK (KWAN)

417B. A. FUNDING POC, IF REQUIRED.
MR BOB SMITH, DSN 723-XXXX, FAX 723-XXXX
E-MAIL, XXXXXXXX@US.ARMY.MIL
CDR, 1ST SIG BDE
ATTN: AFSK-RM-P
APO AP 96205-004
503. CDR, 34TH SUPPORT GP
521. N/A
526A. N/A
526B. N/A
526C. N/A
529. N/A

Figure 6-14. Sample "Change" Feeder Request for Service (FRFS) of KWAN

d. Sample "Discontinue" Feeder Request for Service (FRFS) of KWAN (See Figure 6-15):

R 030100Z FEB 98
FM: CDR201STSIGCO SEOUL KOR//AFSK-EI-DOIM//
TO: COMUSKOREA SEOUL KOR//FKJ6-O-OMT//
UNCLAS
SUBJ: FEEDER REQUEST FOR SERVICE
A. MEMORANDUM FOR MR JONES, DSN 723-9611 ON 15 JAN 98.
101. 34TH03FEB980012
103. DISCONTINUE
105. DEDICATED
106A. 150001Z MAR 98
106B. 150001Z MAR 98
107. TO BE ASSIGNED
110. MCGX
111. 56KB
112. FULL PERIOD
118. NO
119A. N/A
119D. N/A
120A. YONGSAN MAIN (KWAN NODE)
124A. BLDG 2320
130A. KWAN ADMIN, DSN 722-3430
131A. CDR, 169TH SIG CO
ATTN: AFSK-DB-YSF
APO AP 96218-0184
120B. YONGSAN SOUTH POST
124B. BLDG 4304
130B. PRI: MR BLACK, DSN 724-2222
E-MAIL: BLACKDA@US.ARMY.MIL
131B. CDR, 34TH SUPPORT GP
ATTN: XXXX-XX-XX
APO AP 96205-NNNN

- 401. REQUEST TO DISCONTINUE CIRCUIT, MCGX IN ITS ENTIRETY.
NO LONGER REQUIRED.
- 402. MR JONES, DSN 723-9611
E-MAIL: XXXXXX@US.ARMY.MIL
- 415B. KOREA WIDE AREA NETWORK (KWAN)
- 417B. N/A
- 503. CDR, 34TH SUPPORT GP

Figure 6-15. Sample "Discontinue" Feeder Request for Service (FRFS) of KWAN

e. Sample "Off-Peninsula" Feeder Request for Service (FRFS) of KWAN (See Figure 6-16):

FM COMUSKOREA SEOUL KOR//FKJ3-ED-BSC-TC//
TO COMUSKOREA SEOUL KOR//FKJ6-O-OMT//
INFO COMUSKOREA SEOUL KOR//FKJ6-O-OP//
CDR1STSIGBDE USAISC SEOUL KOR//AFSK-OS-SNS//
SUBJ: FEEDER REQUEST FOR SERVICE
A. TSRE (DATANDCS, LEASED, INTERNATIONAL)
B. <A.>
101. KBSC01FEB980001 URGENT
103. TEMPORARY
104. CIRCUIT ONLY/SINGLE VENDOR
105. DEDICATED
106A. 080001Z JUN 98
106B. 080001Z JUN 98
108. EX
109. Y1
110. FULL DUPLEX
111. 1.536 MB
112. TEMP-EXEC
114. 042359Z SEP 98
115. NO SIGNALING
116. LEASED COMMERCIAL
117. TBD
118. YES, \$2,000.00
119D. YES/ALLSAT
120A. YONGSNMN
121A. KS
122A. 7
123A. CPV
124A. BLDG. 2386
125A. ROOM 107
126A. GFE TIMEFLEX LINK/2 MULTIPLEXER
127A. KG-194
128A. GFE ONS-150 WITH RS-422/RS-449 INTERFACE, TIMING FROM
COMMERCIAL VENDOR.
A. 77 CABLE, 4 WIRE, BALANCED
B. 500FT, 22GANL

C. ARMY
D. 0.5DB
129A. 4W
130A. PRI: MR JONES, DSN 315-723-8121, COML
011-82-2-7913-8121 ALT: CPT SMITH, DSN
315-723-6102/2233, COML 011-82-2-7913-6012/2233
131A. KOREA BATTLE SIMULATION CENTER
ATTN: FKJ3-ED-BSC-TS
APO AP 96204-0050
120B. FT HOOD
121B. 20
122B. 1
123B. CPV
124B. 4501
125B. 239
126B. GFE TIMEFLEX LINK/2 MULTIPLEXER
127B. KG-194
128B. GFE ONS-150 WITH RS-422/RS-449, TIMING FROM COMMERCIAL
VENDOR.
129B. 4W
130B. PRI: MR. BLACK, DSN 312-736-4015
ALT: MR WHITE, DSN 312-737-9760
COML: 817-287-9760/4015
131B. CDR, III CORPS
ATTN: AFZF-GT-BS
FORT HOOD, TEXAS 76544
401. A. START A DEDICATED 1.536 MB CIRCUIT BETWEEN YONGSAN MAIN
AND FT HOOD, TEXAS IN SUPPORT OF UFL '98 EXERCISE.
B. REQUEST ASSIGNMENT TSP.
402. SFC JONES, RFS NCO, DSN (315) 723-8848
COML (011) 82-7913-8848
E-MAIL: XXXXXX@US.ARMY.MIL
405. N
408. UNACCEPTABLE TIME DELAY AND TIMING TROUGH COML SAT DURING
PAST EXERCISE
409. YONGSNMN, KS, TCG, DSN (315) 723-8303
410A. YONGSNMN, KS, CXR, DP1, BLDG 2386, RM 107.
ADDRESS: KOREA BATTLE SIMULATION CENTER
ATTN: FKJ3-ED-BSC-TS
HANKANG-RO, YONGSNMN-KU, SEOUL, KOREA
410B. FT HOOD, TEXAS, BLDG 4501, RM 239
ADDRESS: 761ST, FT HOOD TEXAS, 76544
415A. N/A
415B. EXERCISE UFL '98
417. A. FUNDING: POC MR. WOOD, DSN (315) 736-8240, FAX 725-8127.
COML (011) 82-2-7913-8127,
EMAIL: XXXXX@US.ARMY.MIL
B. IF ADDITIONAL FUNDING IS REQUIRED FOR OVERTIME AND EXPEDITE
CHARGES, CONTACT THE FUNDING POC SHOWN ABOVE.
C. JUSTIFICATION FOR URGENT:
THIS LEASED SERVICE SUPPORTS EXERCISE REQUIREMENTS FOR
EXERCISE UFL '98. THIS EXERCISE CAN NOT MEET ITS MAIN

OBJECTIVES WITHOUT COMPLETION OF THIS LEASING ACTION.
CERTIFICATION AUTHORITY FOR THIS REQUIREMENT IS
COL FRISKEY, CHIEF, J6 OPERATIONS, DSN (315) 723-5432,
COML (011) 82-2-7913-5432.

418. ACOS J3 //FKJ3-ED-BSC-TS//

425. PKOFEB980107/108/109/110/111

426. 1 TIMES 10 TO THE MINUS 7 IN 24 HOURS.

429. CIRCUIT MUST BE:

A. 1.544MB, B8ZS, ESF BETWEEN SERVICING COMMERCIAL VENDOR(S)
AND GFE DSU/CSU'S. THROUGHPUT TO USER MUST BE 1.536MB.

B. ROUTE/VENDOR CHOICE: COMMERCIAL UNDERSEA FIBER OPTIC LINK
BETWEEN CONUS AND KOREA AND VENDOR TO PROVIDE MAXIMUM
DIVERSITY WITH PKOFEB980108. RECOMMENDATION OF COMMERCIAL
EENDOR IN KOREA ARE; THIS RFS CONTRACTS WITH DACOM KOREA
AND THE OTHER RFS PKOFEB980108 CONTRACTS WITH KOREA TELECOM
TO MEET DIVERSITY PURPOSE.

C. REQUEST COMMERCIAL VENDOR(S) PROVIDE EXTERNAL TIMING WITH
STRATUM LEVEL 1 REFERENCE FROM COMMERCIAL LINE TO BOTH
DEMARKATION POINTS.

D. T&A TEST (BERT) SHOULD BE PERFORMED END-TO-END INCLUDING
GFE DSU/CSU AT THE DEMARKATION POINTS. LOOP TESTS ARE
UNACCEPTABLE.

431. N

437A. CPIWI-NO/CPIWM-NO

437B. CPIWI-NO/CPIWM-NO

438A. NONE

438B. NONE

440A. WILL NOT LEAK - CAT 4

440B. WILL NOT LEAK - CAT 4

444. INTERSTATE USE, 100 PERCENT

501. THIS RFS IS FOR A LEASED 1.536MB CIRCUIT IN SUPPORT OF
ULCHI FOCUS LENS '98 EXERCISE. GOVERNMENT LINE CAPABILITIES TO
SUPPORT THIS REQUIREMENT ARE NOT AVAILABLE BETWEEN THESE SITES.

503. COMMANDER, USFK J3, CONCURS

512. N/A

514.

521. A

525. A1;B1;C1;D1;E1;F1;G1

526A. B

526B. 3

526C. 2

529. THIS IS A DA DIRECTED EXERCISE. RESTORATION PRIORITY FOR THESE
CIRCUITS IS ESSENTIAL. WITHOUT HIGH PRIORITY THE EXERCISE
SUCCESS WILL BE IN JEOPARDY, CAUSING SUBSTANTIAL WASTE OF
MANPOWER AND FUNDS.

531. 2100

Figure 6-16. Sample "Off-Peninsula" Feeder Request for Service (FRFS) of KWAN

24. Network Remote Access. In accordance with AK Supplement to AR 25-1, paragraph 6-5a (2).

Terminal Server Access Control System (TSACS) Information:

a. This section provides procedures for requesting TSACS accounts, changing existing accounts or terminating accounts when no longer required. It also provides network connectivity for authorized users when required for official business.

(1) Because of dwindling use and increasing security risk (by connecting the LandWarNet to the commercial telephone grid), TSACS's days may be numbered.

(2) TSACS accounts are established to support personnel who do not have access to a LAN, are required to perform frequent travel, or are required to connect to hosts/networks not supported by a local area network.

(3) A TSACS account expires after six months or on the individual's DEROS; extension of tour will require submission of request for TSACS account change.

b. Procedures for requesting Terminal Server Access Control System (TSACS).

(1) All activities that submit requests for establishment, change or termination of TSACS accounts will document requirements as follows:

(a) Document a legitimate mission requirement for TSACS access. Justification must include mission need supported and negative impact if the request is disapproved.

(b) Submit justification for new TSACS account or change to existing account to the first O-5 or civilian equivalent in the organization chain of command for review and approval.

(c) Forward approved justification to supporting Area DOIM for action.

(2) Upon completion of administrative processing and update of the TSACS data base, the Area DOIM will provide the user-id and password required for Terminal Server access. Password protection will be as follows:

(a) Individual users are required to sign acknowledgment of receipt of user-id and password.
http://8army/sites/1SIG/DOIM/Shared%20Documents/ntwk_access_req.pdf.

(b) Password issued for terminal server access may only be used by the individual to whom it is issued. Sharing of a password is not authorized.

(c) Report compromise of TSACS passwords through your organization IMO for initiation of password changes.

Virtual Private Network (VPN) Information:

a. The 1st Signal Brigade, VPN services allows authorized users to "tunnel" through commercial broadband Internet connections into the Korea Wide Area Network. VPN services provide access to the same network resources available at the worksite. To use the VPN services the following requirements must be met:

(1) The user must have a Terminal Services Access Control System (TSACS) account. The TSACS account username and password is used to authenticate the VPN user. To obtain a TSACS account, follow the procedures in paragraph 24.b.

(2) The client must be installed and used only on a government-issued computer system.

b. The Cisco VPN client software can be downloaded to a workstation (laptop) on the KWAN or through a TSACS dial-up connection (slow but it works). The client can also be saved onto a CD. Download the VPN client at: <https://tnosc.korea.army.mil> under VPN Documentation & Downloads. Area I and II customer should use the Yongsan VPN Client and Area 3 and 4 users should use the Walker VPN Client. Installation and configuration instructions are also available.

(1) Download and save the VPN “zip” file to the computer, do not run from the TNOSC web.

(2) To load the Cisco VPN client software run the .BAT file (follow instructions closely) and it will configure the Cisco VPN client for use with the 1st Signal Brigade, VPN services.

c. While connected to the VPN server, local LAN (non-KWAN) services are not available for those who have networked printers or other networked devices at home.

d. Customers (users) who have an IP address that falls within a range blocked by DOD or DA, will not be able to use the VPN client to connect.

25. The Defense Message System (DMS). In accordance with AR 25-1, paragraph 6-5f:

a. RCIO-Korea provides DMS and AMHS program management oversight for the Army in Korea (AK).

b. Area Directorate of Information Management Office (DOIM) will:

(1) Provide user training for AK and other DOD tenant units which require DMS or AMHS support. Contact local DOIM offices at:

Areas I & II Northern Node (NN): DMS_SPT_NORTH@us.army.mil or 723-3734/4509

Areas III & IV Southern Node (SN): DMS_SPT_SOUTH@us.army.mil 764-5809 or 768-9021

(2) Users who require a DMS/AMHS account should complete the standard NIPR/SIPR request form routed through the AREA DOIM. If a DMS account is needed the user must attach a completed X.509. The request is then processed by the NN/SN and Fortezza card is cut.

c. DMS/AMHS is organizational messaging and is supported at three levels:

(1) UNCLAS to SECRET HIGH service is provided by 1st Signal Brigade. The 1st Signal Brigade will provide:

(a) Messaging technical assistance, account registration guidance, Directory Information Tree management, and Certificate Authority Workstation operations.

(b) DMS/AMHS account creations, encryption certificates, and user access.

(2) TOP SECRET COLLATERAL (TS-C). TS-C messaging support is provided by Pentagon Telecommunications Center (PTC). AK organizations requiring TS-C messaging must process the request through the PTC. To establish an account the Organizational Registration Authority (ORA), System Authorization Access Request (SAAR), and X.509 Certificate Request forms must be submitted, approved,

and processed by PTC, DSN 312 227-3729, CmcI: 703 697-3729.

(3) TOP SECRET SPECIAL COMPARTMENTED INFORMATION (TS-SCI). TS-SCI messaging support is provided by the 501 MI BDE for AK requirements. Units must complete a request through USFK J2.

d. Army in Korea units and Non-Army Units requesting SECRET HIGH Accounts (Unclas to Secret):

(1) Must have SIPRNET access (account and terminal) before requesting a DMS/AMHS account.

(2) Download and fill out the standard NIPR/SIPR request form routed through the AREA DOIM. If a DMS/AMHS account is needed, the user must attach a completed X.509. The request is processed by the NN/SN and Fortezza card is cut.

Section VII VISUAL INFORMATION

26. General. In accordance with AR 25-1, paragraph 7-1:

a. The Multimedia/Visual Information Support Center (MM/VISC) has four centers. The main center is located at Camp Coiner with sub-centers located at Camp Casey, Camp Humphreys and Camp Henry. When a particular service is not offered at the local sub-center, the work order will be transferred by MM/VISC to the nearest sub-center that can do the work.

b. Requesters of Visual Information (VI) products or services will be required to provide transportation for MM/VISC personnel and equipment to, and prompt return from, the specified location.

27. VI Activities. In accordance with AR 25-1, paragraph 7-4:

a. No organization or individual will perform, provide, or contract VI products or services without authorization from the Korea Regional VI Manager unless specifically excluded.

b. Dedicated VI capabilities within the authorized Department of Defense Visual Information Activity Number (DVIAN) will be maintained to support medical, safety, criminal investigation, or intelligence.

c. The Korea Regional MM/VISC, Area II, has established satellite facilities in Area's I, III, and IV; and they do not require a separate DVIAN.

d. The Korea Regional VI Manager/Regional Chief Information Office-Korea (RCIO-K) will submit a VI Annual Workload and Cost Data Report (RCS CSIM-59).

e. All installation DOIMs, in coordination with the Korea Regional MM/VISC and Korea Regional VI Manager will plan, program, and budget for all authorized VI requirements.

(1) The Korea Regional MM/VISC will establish a standard level of support document that identifies the customers and resourced capabilities. This document will align services with the funded Service Support Programs (SSP) of the Department of the Army's, Common level of Support (CLS) plan. Requests for above baseline or Mission services, as listed in the CLS plan, will be provided to the customer on cost reimbursable basis when available.

(2) VI activities within Korea, through coordination with the Korea Regional MM/VISC and the Chief,

MM/VISC will establish and maintain a list of current charges for all reimbursable products and services.

28. Equipment and Systems. In accordance with AR 25-1, paragraph 7-7:

a. Definition. VI equipment also includes equipment items normally considered non-VI equipment, (computers, software, peripherals, etc.) when their use is dedicated to VI imaging, production or presentation functions.

b. Funding requirements. Expense items of equipment costing less than \$50,000 may be procured locally upon approval of the Korea Regional VI Manager/RCIO-K.

c. Resourcing. The Korea Regional MM/VISC in coordination with the Korea Regional VI Manager will plan for VI equipment to meet their current and projected needs per the Army VI strategy. Requirements for investment equipment will be developed and forwarded annually by the Korea Regional VI Manager in a consolidated 6-year plan. This plan is the basis for establishing annual funding increments for equipment replacement. The Korea Regional VI Manager will also submit investment VI equipment requirements for inclusion in the regional/FOA Program Objective Memorandum (POM) submissions.

(1) The following statement from AR 25-1 does not pertain to Korea VI: Investment VI equipment requirements for Government-owned, contractor-operated VI activities that use Government-furnished equipment will be acquired through the VISP, and, consistent with the terms of the contract, will only support contractor services provided to the Government.

(2) The Korea Regional VI Manager may designate specific non-production, end-user VI equipment that is subject to high-volume, continuous use, to be authorized for procurement, ownership, and operation by organizations normally supported by the authorized VI activity. Examples include consumer-grade video cameras, video/data projectors, viewgraph projectors, 35mm projectors, self-developing cameras, VHS tape players, TVs, or portable projection screens, DVD players or plasma screen monitors. Requests for these items will be prepared as a Requirement Document and approved by the Korea Regional VI Manager prior to being forwarded to the local DOIM for final approval. Once items have been received, the end-user will ensure nonexpendable items are added to the unit/activity's property book.

(3) The Korea Regional MM/VISC in coordination with the Korea Regional VI Manager must establish annual review procedures to validate VI equipment and repair part allowances and inventories. They will also ensure that obsolete or under-utilized equipment and repair parts are redistributed where needed or turned in for disposal. The VI managers may procure repair parts locally.

d. Procurement of VI Equipment

(1) VI equipment items used on a continuous basis (e.g. a TV/VCR combination) may be procured and placed on the unit's property book. However, this "high volume" equipment must have a per item/system cost under \$15,000.00

(2) The VI equipment will not be procured without prior validation of the Korea Regional VI Manager.

(3) Requests for procurement of VI equipment should be made via Requirement Document (see figure 3-1 for sample letter) to the Korea Regional VI Manager/RCIO-K. The request should contain only VI requirements and must be validated by the unit IMO.

(4) Forward IMO validated Requirement Documents to: RCIO-K, Regional Visual Information Manager, VI_Req@us.army.mil.

(5) The Requirement Document may also be faxed to (DSN) 723-5960, ATTN: Korea Regional VI Manager.

29. Products. In accordance with AR 25-1, paragraph 7-8a, Multimedia/VI productions:

a. AFN-Korea manages television and radio spot announcements, public service announcements, and news clips.

b. The Regional VI Manager, who manages the resources for the area to be supported, in coordination with the RCIO-K, will validate VI production requirements. The functional proponent will evaluate the production objective and confirm that it is a legitimate requirement in support of an authorized program or mission, does not duplicate an existing production, and is the best method of presentation. In making this determination, the functional proponent will consider these factors: communication objective; doctrinal accuracy; target audience; production costs; user costs; life span of the information to be conveyed; frequency of use; immediacy of requirement; necessity for periodic updating; distribution format; method, level, and cost of distribution; and compatibility with other existing communication programs.

c. Requests for release of multimedia/VI productions for loan or viewing by foreign military audiences will be forwarded to the Korea Regional VI Manager and the RCIO-K, who will forward to JVISDA for necessary administrative clearance.

d. Requests for purchase of unclassified media by foreign civilian sources will be routed through the Korea Regional VI Manager and RCIO-K, who will route through JVISDA to the U.S. Army Security Assistance Command for clearance.

30. Services. In accordance with AR 25-1, paragraph 7-9, the following services can be obtained from the MM/VISC:

a. Fabrication. Korea wide support is provided for fabrication. The fabrication location is Camp Coiner. Requests can be made for fabrication of devices that directly support training (i.e. charts, displays, banners, signs, maps, mounting, and lamination).

b. Photography. Requests can be made for photography services (i.e. DA Photos, passport, passes, historic/significant events, chain of command, awards/ceremonies, and processing).

(1) Photography support, both studio and location, is provided Korea wide.

(2) Still photo production prints will be limited to two copies each, in the standard sizes of 5 X 7 or 8 X 10 inches. Contact prints will not be provided. Only high quality prints will be produced.

(3) Photographs can not be produced for use as decorative material, souvenirs or other personal use. Production of devices and signage is limited to direct support of training projects.

(4) Volume production of VI media is limited to: Photo prints of historic/significant events, 1 copy 5 X 7 and 2 CD/DVD copies; Color Document Copies, 2 copies or 1 per General Officer. Limits on other media may be established by the Chief, MM/VISC.

c. Computer Graphics:

(1) MM/VISC will accept requests for computer graphics services (i.e. scanner, artwork, conversions to Hangul, capture camera, color copier, plotter, and hand illustration.)

(2) Korea wide support is provided for computer graphics. The computer graphics locations are Camp Coiner, Casey, and Henry, with limited support at Camp Humphreys.

d. Motion Video:

(1) Requests can be made for motion video services (i.e. training documentation, historical/ceremonial, and productions.)

(2) Korea wide support is provided for motion video documentation. The primary motion video editing location is Camp Coiner with limited capabilities at Camp Casey, and Camp Henry.

e. Audiovisual Loan:

(1) Requests for loan of videotapes and audiovisual equipment can be made to the MM/VISC. A complete line of audiovisual equipment such as TVs, VCRs, LCD projectors, digital, and 35mm still photographic cameras, camcorders, etc., is on hand to support most training needs when support cannot be provided by the MM/VISC.

(2) Korea wide support is provided for the loan of audiovisual equipment.

(3) Equipment on loan must be returned to the loaning activity for preventive maintenance services. Exceptions to this policy will be handled on a case-by-case basis.

(4) Defense Automated Visual Information System (DAVIS) is a DOD-wide automated catalog system for management of VI products and interactive multimedia instruction (IMI) material (includes production, procurement, inventory, distribution, production status, and archival control of multimedia/VI productions and IMI materials). The DAVIS will be searched prior to any start of a new VI production to determine if a suitable product already exists. The DAVIS is accessible at Web site: <http://dodimagery.afis.osd.mil>.

31. VI Records Management. In accordance with AK Supplement 1 to AR 25-1, Paragraph 7-10:

a. The Korea Regional VI Manager, in coordination with the Korea Regional MM/VISC, will maintain continuous custody of permanent or unscheduled VI records prior to their retirement or submission to the Component Accessioning Point.

b. The Chief, MM/VISC will prevent the accidental or deliberate alteration (see DODD 5040.5) or erasure of VI records.

32. Restrictions. In accordance with AR 25-1, paragraph 7-12, modification of VI productions: The editing or modifying of any Army VI production, either in-house or by commercial contract may have legal encumbrances that limit their use. Therefore, completed and distributed official productions or copies may not be cut or otherwise modified without prior approval from the RCIO-K in coordination with the Korea Regional VI Manager.

Section VIII
RECORDS MANAGEMENT POLICY

33. Records Management Information Site. Records Management Information can be found at: [http://www-hr.korea.army.mil/Programs_Policy/PublicationsRecords/Publications/EA%20Pam%](http://www-hr.korea.army.mil/Programs_Policy/PublicationsRecords/Publications/EA%20Pam%20)

[2025-1%20Pubs%20&%20Rcds%20Mgt%20Proc%20Guide.pdf](#) or call Ms. Yang at 724-6391 or Mr. Morris at 724-6499.

Section IX
PUBLICATIONS AND PRINTING

34. Records Management and Printing Information Site. Publications and Printing Information can be found at www.usfk.mil or call Publications and Records Management at 724-6499/8359.

GLOSSARY

Abbreviations.

All abbreviations that appear in this pamphlet are listed at the US Army's Abbreviations, Brevity Codes, and Acronyms Web site: <http://www2.arims.army.mil/abbreviation/MainMenu.asp>, in the AR 25-1 glossary or AK Supplement 25-1 glossary except the following:

CFC	Combined Forces Command
CLS	Common Level of Support
EPP	Enhance Planning Process
FRFS	Feeder Request for Service
GNC	GMFSC Network Controller
JMFC	Joint Military Frequency Committee
K-TNOSC	Korea- Theater Network Operations and Security Center
KWAN	Korea Wide Area Network
MIC	Ministry of Information and Communication
PASS-K	Pacific ADP Server Site Korea
PSD	Project Support Division
SWAN	Secure Wide Area Network
TCMS	Telephone Control Management System
TCF	Technical Control Facility
TCR	Trouble Call Reporting