USARC Regulation 25-2

Information Management: Management of Subdisciplines

Information Management Regional Support

SUMMARY OF CHANGE

USARC Reg 25-2
Information Management Regional Support

This revision of USARC Reg 25-2 --

ο Incorporates changes to paragraph 3-2. Information Management/Information Technology (IM/IT) support provided by host activity.

ο Adds Chapter 4, Information Technology (IT) support for unit actions.

ο Prescribes use of USARC Form 126-R, Information Technology Unit Action Support Form.

Department of the Army
Headquarters, US Army Reserve Command
1401 Deshler Street SW
Fort McPherson, GA 30330-2000
1 February 2004

Information Management: Management of Subdisciplines
INFORMATION MANAGEMENT REGIONAL SUPPORT

For the Commander:

JAMES A. KELLEY
Brigadier General, USA
Chief of Staff

OFFICIAL:

ARTHUR R. TAYLOR
Director
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History. This is the second printing of US Army Reserve Command (USARC) Regulation 25-2. It was originally published on 2 September 2002.

Summary. This regulation contains policies and assigns responsibilities for the management of information resources and information technology by USARC Regional Readiness Commands (RRCs) and USARC installations in support of its units and tenant activities.

Applicability. This regulation applies to the USARC Headquarters, USARC Major Subordinate Commands (MSCs) and USARC installations. Local reproduction is authorized. A link to this regulation and other Command publications is at https://usarcintra.

Proponent and exception authority. The proponent of this regulation is the USARC DCS, G-2/6. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority in writing to a division chief within the proponent agency in the grade of major/lieutenant colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARC DCS, G-2/6 (AFRC-CI), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

DISTRIBUTION: B

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*This regulation supersedes USARC Reg 25-2, dated 1 September 2002.

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Information Management/Information Technology (IM/IT) Support

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Chapter 1
Introduction

1-1. Purpose
This regulation prescribes policies and assigns responsibilities for information management regional support within the USARC area of responsibility. The primary intent is to ensure adequate support is available when needed.

1-2. References
Required and related publications and referenced forms are listed in appendix A.

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

1-4. Command, Control, Communications, and Computer Systems (C4S)
C4S is a term used to define integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control across the range of military operations.

    a. The term C4S will include all resources or activities involved in the management of information within the Army Reserve.

    b. The C4S encompasses the five disciplines of automation, telecommunications, visual information, records management, and publications/printing.

    c. The C4S activities and their associated assets are under the operational control of the host activity. Exceptions include Visual Information (VI) support obtained through designated supporting activities.

    d. Host activity IT support requirements are those functions that are necessary for operating and maintaining Reserve facilities and support to tenants. Support to tenants is further defined in this regulation (see Chapter 3).

1-5. Command critical items
The MSC or installation DCS, G-6/Information Management Officers (IMOs)/Directors of Information Management (DOIMs) have the authority to designate command-critical IT equipment that must remain at the facility for continuity of operation. The IT critical items remain under the control of the DCS, G-6; IMO; or DOIM and will not be removed from the facility/unit location.

1-6. Reserve Center Complex (RCC)
    a. An RCC is defined as a building or group of buildings housing primarily Army Reserve units and owned/managed by the RRC.

    b. An RCC may be located on an Active Component installation, Federal facility, Army Reserve installation, or it may be in leased or government-owned facilities independent of an installation.

    c. Each RRC owns/manages any number of RCCs located within its geographical areas of responsibility. The RRC DCS, G-6 are responsible for managing and controlling their IM/IT resources at each RCC within its geographical area of responsibility, regardless of whether the facility is occupied by its own units or units belonging to another MSC or other agency.

    d. Army Reserve units located at an Army installation receive DOIM-type support as defined in AR 25-1 and DA Pam 25-1-1 from the installation.

Chapter 2
Responsibilities

2-1. Commanders of USARC RRCs and USARC installations
    a. The RRC commanders will appoint a senior IMO to perform applicable duties described in AR 25-1, para 2-16b through 2-16y.

    b. Installation commanders will appoint a senior IMO to perform the duties described in AR 25-1, para 2-26b through 2-26f.

2-2. Senior Information Management Officers (IMOs)
    a. Senior IMOs will –

      (1) Provide support to all tenants on a fair and equitable basis in accordance with AR 5-9, AR 25-1, AR 25-30, AR 25-51 with USARC Suppl 1, AR 25-400-2, USARC Reg 25-10, and other applicable regulations. The customer will fund any support above and beyond that which is normally provided to a tenant activity.

      (2) The RRC senior IMOs will perform applicable duties described in AR 25-1.

      (3) The DOIMs will perform the duties described in AR 25-1, para 2-26b through 2-26f.

    b. In addition to para 2-2a above, the RRC DCS, G-6, will –

(1) Provide center level Information Management/Information Technology (IM/IT) support to RRC units and tenants located on RRC facilities throughout their region of responsibility.

(2) Coordinate IM/IT support for RRC units located in facilities outside of its region.

(3) Establish a joint regional support plan with Active/USARC installations collocated in the region, and in coordination with the USARC DCS, G-2/6 in order to maximize IM/IT assets and provide maximum support to all units and tenants within the region.

(4) Ensure that military construction projects (as directed by the Army Reserve Information Management(ARIM)) include and accommodate real-property C4S requirements at the most operationally efficient level of technology equal to HQ USARC established standards (see Chapter 3). Funding support for these projects will be coordinated with the construction project manager, the ARIM and USARC DCS, G-2/6 as appropriate.

c. In addition, para 2-1a above, the DOIM will –

(1) Provide support to installation staff and tenants using guidance in DA Pam 25-1-1 and applicable directives.

(2) Establish a joint regional support plan with the area RRC, and in coordination with the USARC DCS, G-2/6 in order to maximize IM/IT assets and provide maximum support to all units and tenants within the region.

(3) Program, budget, and fund for all administrative support functions.

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

(5) Ensure tenants are assessed a proportionate reduction in support should a reduction of standard level of support become necessary.

(6) Consider geographical accessibility to off-post customers and take availability of such services into account when determining the best source of support for Reserve units.

2-3. Unit commanders and tenants of RRC/installation facilities

a. All RRC unit commanders and other tenants will coordinate their IM/IT regional support requirements through their chain of command to the host activity.

b. When a host activity is unable to solve a tenant support issue with the requesting unit, contact the USARC, DCS, G-2/6 Policy Management Office (AFRC-CIS-P) for assistance and coordination with the USARC DCS, G-2/6 staff.

c. Any RCC tenant may contact the USARC DCS, G-2/6 in the event support is denied or is less than satisfactory.

2-4. Executive agents to RRCs

a. The RRC DCS, G-6, are not staffed to station full time support staff at each facility within its region and, therefore, must rely on the assistance and support from each unit commander. The senior commander's unit administrator normally manages the day-to-day administrative support requirements of the center.

b. Executive Agent IM/IT support. Host activities shall coordinate with unit commanders for the assignment of an IM unit representative or executive agent to assist with the day-to-day IM/IT support to tenants. The host activity representative ensures telephone services, facsimile machines, and copiers are operational at all times. The host activity representative also operates an official mail and distribution center as required.

Chapter 3
Information Management/Information Technology (IM/IT) Regional Support

3-1. IM/IT support - general

a. The IM/IT support provides the USARC and its subordinate commands and installations with the capability to support peacetime operations, training, mobilization, force projection, split-base operations, and redeployment. The goal of IM/IT support is to implement a seamless operational environment between CONUS and deployed locations.

b. Information management encompasses all the disciplines associated with IM/IT support: telecommunications, automation, VI, records management, and publishing/printing. These activities and their associated assets are under the operational control of the USARC MSC IMOs. Exceptions include VI support that is obtained through designated supporting activities.

c. The IM/IT Center Level Support requirements are funded by the RRC and provided to each RRC unit and tenant. Support includes costs associated with Direct Reporting Command (DRC) requirements for LAN drops, switches, and other general network infrastructure required for connectivity.

d. Center Level and installation IM/IT support are those functions, which are necessary for:

(1) Operating and maintaining RCC and facilities.

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

e. The IM/IT support is organized into the following categories:

(1) Category 1: RRC Regional IM/IT support. The following support is provided by the host activity, either directly, through contract or other arrangement, or through an assigned executive agent or IM representative:

(a) Limited technical assistance based on availability of manpower.

(b) Telephone services.

(c) Emergency radio.

(d) Coordination of Reserve Component Automation System (RCAS) support.

(e) Communications Security services (other than tactical mission requirements).

(f) Limited printing.

(g) Records holding and records retirement services.

(h) Maintenance and accountability of IT resources.

(i) Optional automation equipment maintenance contract agreement (as agreed by tenant and host activity).

(2) Category 2: Mission IM/IT support.

(a) Encompasses all IM/IT support essential to the completion of a unit's mission, including automation support. With few exceptions, mission IM/IT support is provided by the unit, its headquarters, and/or through Memorandum of Agreements (MOAs) with supporting organizations.

(b) The RRC DCS, G-6 is only required to provide Category 1 and 3 IM/IT services common to all tenants within an RCC or USARC installation.

(c) Non-RRC units (i.e., DRC) requiring mission IM/IT support that is either unique to their mission, or beyond that provided by the host activity, must program and budget for those requirements through the Unfinanced Requirement Request (URR) process. The USARC validates all such requests.

(3) Category 3: Army Reserve installation common services. Support is provided to tenants and off post customers by the host installation in accordance with AR 5-9, AR 25-1 and DA Pam 25-1-1.

3-2. IM/IT support provided by host activity

The following paragraphs describe the type of support that is normally provided by the host activity. Shortage of funds/personnel resources may cause a degradation of services. Host activities will establish mutually agreeable service requirements.

a. Document/Records management support available to RCCs are:

(1) Official mail. The host activity operates a consolidated mail center for all tenant activities and units located on the RCC or installation. The consolidated mail center processes mail and distribution in accordance with USARC Suppl 1 to AR 25-51, AR 25-1, DOD 4525.8-M and this regulation. Where an RRC is collocated with an Active Army installation, the most effective means of providing official mail services to all tenants, as determined by the host DOIM, will be used.

(2) Records Holding Area (RHA).

(a) The host activity will not establish an RHA unless an exception has been requested through this Headquarters (AFRC-ESI-D), and granted by the US Army Records Management and Declassification Agency (USARMDA), Fort Belvoir, VA. Major subordinate commands and their subordinate units will transfer hardcopy records with a "T" (transfer) code disposition (over 6 years retention period and permanent) to the regional records holding area designated by the USARMDA.

(b) The AR 25-400-2, Army Records Information Management System (ARIMS) and the ARIMS website (www.arims.army.mil) provides detailed guidance for records transfer to an RHA and the Army Electronic Archives (AEA).

(3) Copier support. The host activity will provide common user copier support to USARC tenants based on the availability of funds. As a minimum, one copier will be assigned to each Reserve center. The host activity may negotiate a single vendor, cost-per-copy contract to service the RCC.

(4) Printing/duplication. The host activity may request the establishment of a Duplicating Center under the provisions of AR 25-30. Duplicating support given to tenants that are not subordinate to the host activity should be on a reimbursable basis. Tenants may seek direct printing support from the Document Automation and Production or Government Printing Office as appropriate.

(5) Publications and blank forms stockroom services. The host activity will not establish a centralized publications and blank forms stockroom for HQDA and USARC publications and forms, but should ensure USARC subordinate units establish publications accounts directly with the appropriate organizations.

b. Installation telephone system/telecommunication operation management.

(1) Telephone services. This service is an essential element of a command. Control by the RRC/installation commander is essential to mission accomplishment. Accordingly, Private Branch Exchanges (PBX) and Key Service Unit (KSU) telephone systems on installations/facilities are under the operational control of the installation/facility commander.

(a) Installation telephone services. The installation commander as Class A, C, or D should assign telephone services on an installation that are connected to a PBX or KSU. Class of service may be further subdivided to identify class of service features, inventories, or accounting purposes. The installation commander determines the class of service assigned to a subscriber based on the availability of government and commercial service.

(b) Official telephone service. Official government telephone service includes class A, C, and D telephones. Official telephone service will not be provided to quasi-official or nonappropriated fund activities. These activities will use commercial service when available. When commercial service is not available the installation/facility commander may authorize the use of official telephone service.

- Class A - telephone service is authorized for the transmission of official business when access to commercial long-distance or government-owned telephone trunks is required.

- Class C - telephone service (official-restricted) is authorized for the transmission of official government business throughout an installation/facility. This service is restricted from having access to local commercial or toll, Foreign Exchange, FTS 2000, and DSN. The installation/facility commander may authorize access to the operator if the PBX or KSU is designed for reporting emergencies, telephone troubles, or directory service.

- Class D - telephone service (official-special) is installed as required throughout an installation/facility for special types of service.

(c) Unofficial telephone service. Unofficial government telephone service is designated class B telephone service. Class B telephone service is connected to a USARC PBX. It is for use by military family housing occupants and other unofficial subscribers. Class B service should only be provided when commercial service is not available.

(d) Telephones with special features. The host activity is the approving authority for the procurement of telephone instruments with special features. Customers requiring special features will submit their DA Form 3938 (Local Service Request (LSR)) directly to the servicing host activity for review and consideration.

(e) Customer-owned special telephone equipment. Customer-owned/procured special telephone features and equipment must be approved before connection to any USARC system. The user's commander or staff director must validate the requirement as mission essential. Requests must be approved and certified by the host activity as compatible with the installation/facilities information telephone system.

(f) Key systems. Key systems offer many features found in most modern telephone digital systems. Key system should be used to the maximum extent possible within RCCs.

(2) Telecommunications support to RRC and installation tenants. The telecommunications discipline includes telephone, non-tactical radios, facsimile (including secured communications coordinated with the USARC DCS, G-3), switches, PBX, calling card services, and other components of the system supplying transmission services. The USARC installations provide base telecommunications services to its tenants and off post customers in accordance with AR 25-1, DA Pam 25-1-1 and other applicable regulations. Types of telecommunications support available to tenants include the following services:

(a) Local service. The host activity is responsible for requesting local telephone service and establishing/administering Communications Service Authorizations for tenants within its region. The host activity or its executive agent is responsible for supplying common user telephone service to tenants in their facility. Exceptions must be agreed upon via MOA between the parties concerned.

(b) Long distance service. Service will be provided via FTS 2001. Cumulative invoices will be paid by the respective host activity. The unit's higher headquarters will pay the active component tenant bills. Call Detail Records will be sent to the user for validation.

(c) Long Distance and toll-free service. Service will be provided via FTS 2001 for all long distance. "10-10-###" type service and operator assisted calls are unauthorized and will be blocked. The USARC DCS, G-2/6, Financial Management Division (AFRC-CIP-P), will pay cumulative invoices. Both HQ USARC and the host activities will receive a monthly CD-ROM with Call Detail information. The user will submit a monthly validation of their respective Call Detail Report to the USARC DCS, G-2/6 Telecommunications Division (AFRC-CIS-T).

(d) *Telephone Switch*. Management and ownership of telephone switches and plant operations are the responsibility of the host activity.

(3) Telecommunications support for contracted personnel.

(a) Contractors will receive only standard base communications support (voice and data service), including facsimile support. Base communications support does not include pagers, calling cards, and cellular phone support. The contract must specify authorized service as government furnished equipment and service.

(b) When official telephone service is authorized, the host activity, contracting officer, or contracting officer's representative for specific contracts will determine whether to provide Class A or Class C service. The contracting officer, in coordination with the host activity, must determine which service will be most advantageous to the Government.

c. Automation support. Non-RRC units and non-installation staff obtain their automation support from their higher headquarters. Inventory responsibilities for IT equipment, other than that provided by the host activity, is the responsibility of the individual tenant unit. Support and maintenance requirements for automation equipment owned by individual tenant units are the unit's responsibility. The host activity may offer maintenance and technical support under MOAs. Tenant units do not always have full IT capabilities; therefore senior IMOs must weigh all support options to ensure maximum support is provided to tenant activities.

3-3. Enterprise asset management

Regionally supported applications (dynamic host configuration protocol, Norton Anti Virus, Exchange, Internet, firewall services, Regional Level Application Software, CACHEFLOW, RCAS server services, engineer applications, and any other functional area applications) will be executed across all facilities within a region. The RRC DCS, G-6 and installation DOIMs manage these applications. All units must have points of contact for asset management for each given geographical area. The RRC DCS, G-6/DOIM will manage all IM/IT assets in their assigned region.

Chapter 4
Information Technology (IT) Support for Unit Actions

4-1. Directives. USARC Regulations 25-1 and 25-10 provide policy and guidance regarding G-6 support responsibilities to units within their geographical areas. USARC Regulation 140-1 is the governing regulation for Force Stationing actions. The USARC G-2/6 reviews all force structure actions to determine IT impact.

4-2. Unit Actions. A unit action is defined as a Force Stationing action (e.g., activation, inactivation, reorganization, relocation, conversion (see USARC Reg 140-1)) initiated by a unit commander or higher headquarters.

4-3. Information Technology Unit Action Support Form, USARC Form 126-R. The USARC Form 126-R will be used to identify IT impact associated with a unit action. When completed, it will be included in the unit action Force Stationing packet.

4-4. Responsibilities. When a unit action is initiated by the MSC DCS, Force Development/Army Reserve Force Program (ARFP) office, the unit commander or representative in coordination with the supporting MSC G-6 and IMO will prepare USARC Form 126-R. The form will be included in the Force Stationing packet.

    a. Unit commander or designated point of contact (POC) will:

        (1) Serve as lead POC for completing USARC Form 126-R.

        (2) Use USARC Form 126-R to conduct a thorough assessment of the activating or relocating unit's IT support requirements and as a guide for other unit actions.

        (3) Use the Information Assurance (IA) checklist (Section II) to meet IA requirements as appropriate.

        (4) Coordinate with gaining and losing activities as appropriate.

        (5) Resolve any base support issues with the respective service provider prior to forwarding document to Force Program. Address all non-support issues and determine best course of action to solve the problem.

        (6) Submit completed form to the responsible MSC G-6/IMO for review and validation (Section V). Once validated include the completed form, along with any supporting documents, with the unit action Force Stationing packet and return to the MSC Force Development POC.

    b. The MSC G-6/IMO will:

        (1) Assist the unit commander or designated POC in completing USARC Form 126-R.

        (2) Identify and provide disposition instructions for IT equipment as applicable.

        (3) Resolve any IT related disputes and non-concurrences affecting the unit action.

        (4) Determine if the requirement as shown on Part II will be supportable by the EDATE and identify funding source for those IT requirements. The USARC DCG requires that all unit activations be C3 or higher on EDATE.

        (5) Validate requirements and return the signed form "THRU" the unit commander to the MSC Force Development office having initiated the unit action.

    c. The MSC DCS, Force Development Office will ensure a completed copy of USARC Form 126-R is included in the Force Stationing packet when delivered to USARC ARFP for review. The USARC G-2/6 requires that a copy of the form be included in the Force Stationing packet.

    d. The USARC ARFP will ensure a copy of USARC Form 126-R is in the Force Stationing packet prior to delivery to the USARC G-2/6 for review.

    e. The USARC G-2/6 will, upon receipt, review the Force Stationing packet, coordinate with Enterprise Services Activity (ESA) as appropriate, and return to the ARFP with appropriate recommendation.

4-5. USARC Form 126-R Instructions
Check mark the appropriate block (activation, inactivation, reorganization, relocation, or conversion).

        Section I – Unit Information
Use the information contained in the completed USARC Form 122-R (Change in Status of USAR Organizations) to fill in Section I items number 1 through 6b on USARC Form 126-R.

1. DESIRED DATE OF IMPLEMENTATION (EDATE).	Self-explanatory
2. UIC	Self-explanatory
3. UNIT DESIGNATION	Self-explanatory
4. MSC	Unit's higher headquarters
5a. PRESENT LOCATION	Self-explanatory
5b. FACILITY ID	Self-explanatory
6a. PROPOSED LOCATION	Self-explanatory
6b. FACILITY ID	Self-explanatory

Section II, Information Technology (IT) Equipment and Information Assurance Requirements

7.a. Use this section to identify the quantity and estimated total cost of required IT equipment necessary to support the unit action. This section primarily applies to a unit activation. Do not list equipment that is currently on hand. Identify additional requirements and cost estimates using a separate sheet. Indicate total IT cost to support the unit action.

7.b. Information Assurance (IA) Checklist. Use this list as appropriate to determine unit IA requirements.

Section III - Checklist

8. Section III is optional and primarily used for unit actions other than an inactivation. You may use the checklist to ensure all IT requirements are identified and actions taken to ensure timely execution of the unit action.

Section IV - Unit Inactivation Checklist

9. Section IV is optional. You may use the checklist to assist in the unit inactivation process.

Section V – Funding, Coordination, and Comments

Completion of this section is required for all unit actions. Unit commander or POC must ensure funding sources in support of IT requirements are identified and requirements validated by the respective MSC G-6/IMO. Ensure documentation is submitted as soon as unresourced requirements are known.

10. Validate section II and identify funding sources.

11. The MSC G-6/IMO Review and Validation: MSC G-6/IMO uses this block to validate requirements. If the unit action is not supportable, state reason under "COMMENTS".

12. Coordination: Check mark as appropriate.

13-15. Self-explanatory

**Appendix A
References**

*Section I
Required Publication(s)*

AR 5-9
Area Support Responsibilities.

AR 25-1
Army Information Management.

AR 25-30
The Army Publishing Program.

AR 25-51, USARC Supplement 1
Official Mail and Distribution Management.

AR 25-400-2
The Army Records Information Management Systems (ARIMS).

DA Pam 25-1-1
Installation Information Services.

DOD 4525.8-M
DOD Official Mail Manual.

USARC Reg 25-10
Telecommunications Management Program.

*Section II
Related Publication(s)*
A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

USARC Pam 25-30
USARC Publications and Blank Forms Index

*Section III
Prescribed Forms*
The following form is available on the USARC Intranet web site (https://usarcintra) and on the Army Reserve Component portion of the Army Knowledge Online (AKO) web site.
*[**Note:** A PDF version is also included at the end of this publication.]*

USARC Form 126-R
Information Technology Unit Action Support Form

*Section VI
Referenced Form*

DA Form 3938
Local Service Request (LSR)

Glossary

*Section I
Abbreviations*

CONUS
Continental United States

DCS, G-2/6
Deputy Chief of Staff, G-2/6

MOA
Memorandum of Agreement

MSC
Major Subordinate Command

PBX
Private Branch Exchange

RHA
Records Holding Area

Section II
Terms

CACHEFLOW
A web proxy machine.

Host Activity
The RRC or USARC installations having responsibility for providing support to tenants within their geographical areas of responsibility.

Senior Information Management Officer (IMO)
A commanders' executive agent (USARC, G-2/6; DOIM; RRC G-6; or DRC G-6 or IMO) for information management programs.

Section III
Special Abbreviations and Terms

ARIM
Army Reserve Installation Management

C4S
Command, control, communications, and computer systems

DISA
Defense Information Systems Agency

DOIM
Director of Information Management

DRC
Direct Reporting Command

FTS 2001
Federal Technologies System 2001

IM
Information Management

IMO
Information Management Officer

IT
Information Technology

KSU
Key Service Unit

RCAS
Reserve Component Automation System

RCC
Reserve Center Complex

RRC
Regional Readiness Command (formerly Regional Support Command (RSC))

URR
Unfinanced Requirement Request

USARC
US Army Reserve Command

VI
Visual Information

Information Technology Unit Action Support Form
(For use of this form see USARC Reg 25-2; the proponent agency is the DCS, G-2/6)

INSTRUCTIONS: The unit commander/POC will complete and forward this form, along with all other supporting documents, to the unit's higher headquarters G-6 or IMO for review and concurrence. The MSC G-6/IMO will validate the information and make changes as necessary in coordination with the unit commander. The MSC G-6/IMO will identify funding source and submit the form THRU the unit commander to the supporting MSC DCS, Force Development for inclusion in the unit action packet.

☐ ACTIVATION ☐ INACTIVATION ☐ REORGANIZATION ☐ RELOCATION ☐ CONVERSION

SECTION I - Unit Information

1. DESIRED DATE OF IMPLEMENTATION (EDATE): _____

2. UIC	3. UNIT DESIGNATION	4. MSC

5. PRESENT LOCATION: a. Street Address, City, State, ZIP code   b. Facility ID

6. PROPOSED LOCATION: a. Street Address, City, State, ZIP code   b. Facility ID

SECTION II - Information Technology Equipment and Information Assurance Requirements
(DO NOT list equipment currently on hand.)

7. Certain unit actions (e.g., activation, relocation) may require the purchase and/or cross-leveling of IT equipment to meet mission requirements. Indicate below the quantity and estimated total cost of the IT equipment in support of the unit action. If not applicable, enter "N/A" in the "QUANTITY" column. The unit's MSC is generally responsible for funding requirements. The MSC G-6/IMO is responsible for coordinating procurement of IT equipment.

a. **IT REQUIREMENTS**	**QUANTITY**	**COST ESTIMATE(S)**
(1) AV support equipment *		
(2) Computer, desktop		
(3) Computer, portable (laptop)		
(4) Copier		
(5) Docking station		
(6) Facsimile machine		
(7) Pager		
(8) Portable Electronic Device (PED)		
(9) Postage meter		
(10) Printer, stand-alone		
(11) Printer, network		
(12) Scanner		
(13) STU/STE equipment		
(14) Telephone instrument		
(15) Telephone, cellular		
(16) Other IT equipment not listed		
(17) Network upgrades (list equipment on separate sheet)		
(18) ID special software required (list on separate sheet)		
(19) Infrastructure expenses (list on separate sheet)		

* Identify required Audio Visual (AV) equipment on separate sheet, include QUANTITY and COST ESTIMATE.

TOTAL IT COST TO SUPPORT UNIT ACTION: _____

USARC FORM 126-R
1 OCT 03

b. **INFORMATION ASSURANCE CHECKLIST**

(1) Implement Information Assurance (IA) personnel structure as listed below; or, coordinate with applicable higher or supporting command to determine which, if any, of the positions listed below need to be appointed.

(a) Information Assurance Manager (IAM) is appointed, in writing, and the position designated ADP II.   ___ YES ___ NO ___ N/A

(b) Information Assurance Network Officer (IANO) is appointed, in writing, the position is designated ADP II.   ___ YES ___ NO ___ N/A

(c) Information Assurance Security Officer (IASO) is appointed, in writing, the position designated ADPII.   ___ YES ___ NO ___ N/A

(d) A Designated Accreditation Authority (DAA) is identified for all systems processing classified or sensitive but unclassified (SBU) information (MSC level only).   ___ YES ___ NO ___ N/A

(2) Ensure all systems are accredited. If equipment is transported to MOB duty site, ensure equipment is properly protected during transport (IAW AR 380-5) and that accreditation documentation is provided to supporting IA representative at that site.   ___ YES ___ NO ___ N/A

(3) Ensure users have appropriate personnel security background checks or clearances for access to Information System (IS).   ___ YES ___ NO ___ N/A

(4) Verify availability of labels and GSA-approved storage containers. Ensure media used to process classified information is labeled and stored According to the highest classification of data processed.   ___ YES ___ NO ___ N/A

(5) Verify proper security configuration settings on equipment (LOGON warning banner, user account configuration, audit policy configuration, event log settings).   ___ YES ___ NO ___ N/A

(6) Verify all IS have a DoD-procured anti-viral product installed and that the definition set is up to date. Ensure definition sets and scan engines are updated at least weekly.   ___ YES ___ NO ___ N/A

(7) Verify adequate space and physical security measures are available for Network Operations Center (NOC) and server rooms (if applicable). Additionally, ensure physical security measure as available to secure all equipment.   ___ YES ___ NO ___ N/A

(8) Ensure all users have received an information systems security briefing.   ___ YES ___ NO ___ N/A

(9) Ensure DA-approved sanitizing/clearing tools are available (e.g., degausser clearing/purging software)   ___ YES ___ NO ___ N/A

(10) Prior to turn in of equipment, ensure all hard drives are degaussed or erased, or that hard drives are removed and properly destroyed or protected commensurate with the level of information processed. Erasing is the minimum standard for turn in of SBU hard drives. Classified hard drives must be degaussed, properly destroyed, or protected commensurate with the level of information processed.   ___ YES ___ NO ___ N/A

(11) Coordinate procedures with IASO prior to connecting or reconnecting any equipment to the network.   ___ YES ___ NO ___ N/A

8. Each unit action requires certain procedures to be followed and completed. USARC Regulation 140-1 contains a checklist for unit inactivations or you may use the list in Section IV below. Use the checklist below to help identify requirements.
*[NOTE: The completion of Section III of this form is **OPTIONAL**.]*

a. **AUTOMATION SUPPORT**

(1) LAN/WAN connectivity established.	___ YES	___ NO	___ N/A
(2) Individual network access accounts established.	___ YES	___ NO	___ N/A
(3) Unit systems/network administrator(s) appointed.	___ YES	___ NO	___ N/A
(4) System/network administrator access established.	___ YES	___ NO	___ N/A
(5) Unit Information Assurance Officer appointed.	___ YES	___ NO	___ N/A
(6) RLAS accounts established.	___ YES	___ NO	___ N/A
(7) New facility infrastructure requirements identified and work orders/contracts submitted.	___ YES	___ NO	___ N/A
(8) Other requirements (list on separate sheet).	___ YES	___ NO	___ N/A

b. **ADMINISTRATIVE COPIER SUPPORT** *(use to determine equipment needs)*
   (1) Estimated copy volumes: _____
   (2) Estimated recurring costs: _____
   (3) Number of copiers currently in facility: _____
   (4) Additional copiers required: _____

c. **UNIT PUBLICATIONS SUPPORT**

(1) Established new publications account (12 series)/forms account.	___ YES	___ NO	___ N/A
(2) Updated all blank forms/publications accounts.	___ YES	___ NO	___ N/A
(3) Published new unit mailing address.	___ YES	___ NO	___ N/A
(4) Transfer Pinpoint Distribution/Pubs of relocated unit.	___ YES	___ NO	___ N/A
(5) Transfer all on-hand pubs/forms/test materials to new location.	___ YES	___ NO	___ N/A
(6) Other requirements (list on separate sheet).	___ YES	___ NO	___ N/A

d. **POSTAL OPERATIONS SUPPORT**

(1) Mail and distribution requirements and supporting activity identified.	___ YES	___ NO	___ N/A
(2) Obtain postage meter and establish account where access to central mail services is not available.	___ YES	___ NO	___ N/A
(3) Other requirements (list on separate sheet).	___ YES	___ NO	___ N/A

e. **TELECOMMUNICATIONS SUPPORT REQUIREMENTS**

(1) Identified the total number of telephone instruments that are required.	___ YES	___ NO	___ N/A
(2) Identified the total number of required calling cards by type:	___ YES	___ NO	___ N/A

     CONUS   QTY:_____
     OCONUS (overseas calling cards)   QTY: _____

(3) Collected all government-owned equipment at losing facility, as required.	___ YES	___ NO	___ N/A
(4) Plan in place for the installation/transfers of telephone & network connections, and other communications considerations.	___ YES	___ NO	___ N/A
(5) Defense Message System connectivity established.	___ YES	___ NO	___ N/A
(6) COMSEC accounts established.	___ YES	___ NO	___ N/A
(7) Other requirements (list on separate sheet).	___ YES	___ NO	___ N/A

9. Check each completed task or, if not applicable, enter "N/A". *[**NOTE:** The completion of Section IV of this form is **OPTIONAL**.]*

   a. **CONTRACTS AND FUNDING**

     _____ Identify and schedule termination of unit contracts.
     _____ Identify funding impact other than that associated with contracts and equipment (i.e.,postal, telephone, and supply orders).
     _____ Coordinate and cancel, if applicable, unfinanced requirements submitted to higher Headquarters.
     _____ Modify current multi-unit contracts as required.
     _____ Determine if copier or postal meter/scale maintenance contract will need to be modified or cancelled.

   b. **EQUIPMENT TRANSFERS**

     _____ Cancel installation of new Army-owned or leased equipment as required.
     _____ Coordinate transfer of Army-owned or leased equipment as required.
     _____ Inventory all IT equipment and software packs.
     _____ Schedule the return of any leased or loaned equipment.

   c. **TELECOMMUNICATIONS**

     _____ Identify all active data and voice transmission lines and ensure connectivity is terminated.
     _____ Inventory all telecommunications assets (e.g., phones, secured phones, cell phones, pagers) and submit inventory to higher
             headquarters G-6/IMO to determine disposition.
     _____ Close out COMSEC account, to include turn-in of materials and equipment.
     _____ Cancel phone service and retrieve government-owned equipment as necessary.

   d. **AUTOMATION**

     _____ Inventory and turn-in automation equipment as directed by higher headquarters.
     _____ Prior to turn-in of equipment, ensure data is erased from all hard drives. Degauss and sanitize as appropriate.
     _____ Turn in all RLAS and other application software.
     _____ Package all government-owned software and documentation and turn-in to higher headquarters as instructed.
     _____ Close out all ADP user IDs with issuing agency.

   e. **PUBLICATIONS AND BLANK FORMS**

     _____ Close out all Pin Point Publications and blank forms accounts

   f. **FILES DISPOSITION**

     _____ Identify Army Records Information Management System (ARIMS) files for transfer to higher headquarters or destruction.
     _____ TransferARIMS files (including publications and blank forms) to higher headquarters or destroy as appropriate.

   g. **POSTAL OPERATIONS**

     _____ Prior to closing out postal account, if there are funds remaining, notify the supporting MSC G-6/IMO for disposition.
     _____ Cancel postal account if required. Clear ADTA accounts and postal meter license with supporting post office.

SECTION V - Funding, Coordination, and Comments
(To be completed by Unit Commander in coordination with the MSC G-6/IMO)

10. **FUNDING IMPACT**

    a. IT "validated" funding requirements (Section II) will be provided by: _____

    b. Identify funding source for IT requirements other than the MSC.

       FUNDING SOURCE:_____

       POC NAME/OFFICE/PHONE NUMBER:_____

    c. If this is an unresourced funding requirement (UFR), has a UFR been submitted to higher headquarters?
       _____ YES _____ NO _____ N/A
       If "YES", Date UFR submitted: _____

11. **MSC G-6/IMO REVIEW AND VALIDATION** *(Non-support replies require a statement)*

    a. This action was reviewed and the MSC G-6/IMO: _____ SUPPORTS _____ NON-SUPPORTS _____ N/A

    b. Gaining MSC G-6/IMO: _____ Office Phone _____
                                    NAME/RANK/TITLE

    c. Signature of reviewer: _____

12. Coordination *(Check where applicable):*
    a. Unit Commander   _____ SUPPORT   _____ NON-SUPPORT   _____ N/A
    b. Losing MSC G-6/IMO   _____ SUPPORT   _____ NON-SUPPORT   _____ N/A
    c. Gaining MSC G-6/IMO   _____ SUPPORT   _____ NON-SUPPORT   _____ N/A
    d. Gaining Installation DOIM _____ SUPPORT   _____ NON-SUPPORT   _____ N/A

13. COMMENTS *(If this unit action is not supportable, state rationale below)*:

14. NAME/GRADE OF UNIT COMMANDER/POC	15. PHONE NUMBER	16. DATE

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