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DEPARTMENT OF THE AIR FORCE

WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

12 4 DEC 2003

MEMORANDUM FOR ALMAJCOM/CE  
ANG/CE

11 CES/CC  
HQ USAFA/CE

SUBJECT: Air Force Implementation Plan for DoD Installation Visualization Tool (IVT)

REFERENCES: (a) 4 Nov 03 Joint SAF/IEB and AF/ILE Memo, Installation Visualization Tool  
(b) 28 Jul 03, Air Force Internal Control Plan for 2005 Base Realignment and Closure Process

Request you and your Command's base civil engineers comply with the AF-specific IVT Implementation Plan (attached). This plan is directed by the Quality Assurance Plan (QAP) transmitted by Reference (a), and clarifies AF-specific elements of the QAP. It also describes the hosting and utilization of IVT data for BRAC 2005. This Plan is consistent with reference (b). The AF IVT Implementation Plan has been reviewed by the AF Audit Agency to ensure the AF-specific IVT data collection, protection and certification procedures are congruent with those developed for data collection using AF BRAC 2005 Web-based Information Data Gathering Entry Tool (WIDGET). We expect that you will ensure that your IVT data collection and certification process will synchronize with that effort about to start by your Command XP using WIDGET.

OSD approved an 8<sup>th</sup> IVT overlay that describes the Nation's airways, Military Operation Areas and Special Use Airspace. While this information will be centrally overlaid based on National Geospatial-Intelligence Agency (NGA) and FAA corporate information, the overlay will be available and visible to all IVT users. Wing Commanders will not be required to certify this overlay, since it will be corporately applied. This new overlay will require that the DoD QAP be updated. Additionally, the QAP will be clarified to incorporate the issues raised in Atch 2. We are targeting for a QAP update by the end of the year.

For your information, your staff is provided an IVT Weekly Activity Report (WAR), which includes fast-breaking or urgent QAP updates, Frequently Asked Questions, and related IVT items of interest. The IVT WAR is the recommended reference source for future QAP clarifications and updates. Our POC for the IVT implementation plan is Mr. Timothy Homan and he can be reached at DSN 222-5526 or email at Timothy.Homan@Pentagon.af.mil.

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Attachment:  
AF IVT Implementation Plan

**Air Force Implementation Plan  
for  
DoD Installation Visualization Tool**

**Identification**

This AF Implementation Plan for DoD Installation Visualization Tool (IVT) is a requirement of the DoD IVT Quality Assurance Plan (QAP), 31 October, 2003 (Version 1.0).

**Scope**

This plan outlines the steps by which the implementation of the IVT will be accomplished within the AF. This plan recognizes that the AF will execute an accelerated implementation timeline and will provide recurring feedback to the OSD IVT Office in order to assist with refinement of the IVT requirements. This plan recognizes the fact that some elements of the IVT and related QAP may evolve throughout the IVT development cycle.

**Purpose and Objectives**

The purpose of this plan is to ensure effective and timely implementation of IVT within the AF in conjunction with the guidance provided by the IVT QAP. The objectives of this plan include qualifying and quantifying the AF with Service-specific elements of the QAP, and presenting the method of utilizing IVT within the BRAC 2005 process.

**Status and Schedule**

The Headquarters Air Force Geo-Integration Office (HAF GIO) serves as the Service IVT Office for the AF and will perform the coordination and reporting of the AF IVT implementation. The HAF GIO will establish a means to collect and present IVT data development and submission status. The status will be published via the AF/ILE Weekly Activity Report (WAR) and/or the OSD IVT WAR.

This plan establishes a proposed timeline with major milestones for the AF implementation of IVT as detailed in Figure 1. Within the AF, the process of data collection began in early CY03 using an interim list of installations and leased facilities meeting BRAC Section 2687 threshold manpower criteria. Figure 2 is the finalized list of installations and leased facilities for which IVT data will be submitted. Note: this is a subset of the total list of AF installations. Significant milestones are listed in the following table:

Date	Milestone
30 Sep 2003	OSD established cutoff date for IVT source data.
28 Feb 2004	Submission deadline for IVT data to the HAF GIO.
16 Apr 2004	Submission deadline for IVT data to the OSD IVT Office.
01 May 2004	IVT data available for utilization by the BRAC Office (BCEG).

### The Plan

Various sections of the IVT QAP require Service-specific guidance. The following items detail the AF guidance for the indicated sections of the QAP:

- *3.0 Applicability:* Large stand-alone leased facilities meeting BRAC Section 2687 threshold **will** be included as separate installations for the purposes of IVT.
- *5.2 Geographic Extent:* Wetlands and floodplains **will** be depicted up to one mile beyond the installation boundary where feasible.
- *5.5.2 IVT Overlay Layers:* **No additional attributes**, other than those specifically required, are elected to be acquired for IVT. However, in the interest of leveraging this effort for further return on investment within the GeoBase community, if additional attribute data presents itself during the process of data development, the data may be collected but will not be submitted to IVT office.
- *8.1 Certification and Approval:* IVT overlay layers will **not** be used in deliberative analysis and therefore do not require certification.
- *8.2.5 Step 5: Approval by Base-Level Command Authority:* **Four (4)** read only CD-ROMs will be prepared for submission and signature. One copy will be retained by each of the following: Installation, MAJCOM, HAF GIO, and OSD IVT Office. Each CD-ROM will be labeled in accordance with QAP section 8.2.5 Step 5, item 5.
- *8.2.5.1 Chain of Custody:* The base-level command authority will submit the portfolio (a collection of hardcopy and/or digital information as described in QAP section 8.2.5 step 5) to the AF IVT Office **via** the appropriate MAJCOM.
- *8.3.1 Disclaimers:* A standard BRAC header and/or footer, as appropriate, **will** be included on all documents generated for submission to the IVT Office. This includes the portfolio cover letter, maps, and CD-ROM labels. See the AF Internal Control Plan For 2005 Base Realignment And Closure Process, releasability, page 9, for a copy of the header/footer.
- *8.3.4 Non-Disclosure Agreements:* - Individuals responsible for preparing, reviewing, or handling IVT data and metadata, including mission knowledge experts within the AF assisting with IVT source selection, are **not required** to sign a BRAC 2005 non-disclosure agreement. See the Air Force Internal

Control Plan For 2005 Base Realignment And Closure Process, Appendix B for a copy of the non-disclosure agreement.

- *7.0 IVT Data Specifications:* The SERVICE\_ID attribute **will** be populated with the 4-digit DoD installation code.
- *7.3 Range Complex Boundaries:* Range complex boundaries **will** be collected and submitted in the same manner as Installation Boundaries. This will require a Base Command Authority signature from the associated installation during the submission process.

The following QAP item is repeated in this plan to emphasize its importance for successful IVT implementation:

- *6.1 Relationship Between IVT and Certified BRAC Data:* The same data source(s) should be selected, where possible, to ensure equivalency between the pictorial representation in IVT and the certified BRAC data presented in the Web-based Information Data Gathering Entry Tool (WIDGET). IVT data sources should be selected by mission knowledge experts rather than by the AF IVT coordinators. In this fashion, it is reasonably assured that the IVT picture portrays conditions at each installation in a fashion consistent with certified BRAC data responses.

The AF will use the DoD IVT QAP Section 8.2, IVT Data Collection and Quality Assurance/Quality Control Procedures, as the framework for IVT data development and submission. Diagrams depicting the procedures described in this section are illustrated in Figure 3 and Figure 4. Note that the QAP is not service specific and therefore, the Chain of Custody section (8.2.5.1) regarding the actual AF submission and review of IVT data is further detailed by this plan for implementation by the IVT Coordinators as follows:

- Once an installation's portfolio has been reviewed and signed by the appropriate BCA representative, a portfolio containing three CD-ROMs, with electronic copies of the signed cover letter, will be packaged and physically submitted, in accordance with QAP section 8.2.5 step 5, to the appropriate MAJCOM IVT Coordinator. The 4<sup>th</sup> CD-ROM is retained at the installation. Do not electronically transmit IVT files.
- The MAJCOM IVT Coordinator will review the installation portfolio and validating submittal content, ensuring compliance with IVT specifications, and assessing visual quality. (Figure 4, Section 8.2.5.1a)
- After review and approval by the MAJCOM IVT Coordinator, a portfolio containing 2 CD-ROMs, with electronic copies of the signed cover letter, will be packaged and physically submitted to the HAF GIO IVT Coordinator.
- The HAF GIO ICVT Coordinator will then review the installation portfolio validating submittal content, ensuring compliance with IVT specifications, and assessing visual quality. (Figure 4, Section 8.2.5.1b). Do not electronically transmit IVT files.

- After review and approval by the HAF GIO IVT Coordinator, a portfolio containing 1 CD-ROM, with an electronic copy of the signed cover letter, will be submitted to the OSD IVT Coordinator. Do not electronically transmit IVT files.

The HAF GIO will review and compile approved IVT data for use by the AF BRAC 2005 Office. Upon initial receipt of an installation's IVT datasets on CD-ROM, the datasets will be copied onto a stand-alone developmental workstation. The datasets will then be reviewed by the HAF GIO IVT Coordinator. Upon successful review, the datasets will then be copied from the original CD-ROM to the production stand-alone workstation. Once all IVT datasets have been populated on the production workstation, the workstation will be moved inside the BCEG conference room for exclusive use by the BCEG.

Should significant changes be required during the HAF GIO review, then the affected MAJCOM will be consulted on the proposed change in the IVT file. Appropriate documentation will be forwarded.

A system control for tracking any changes to the IVT data residing on the production workstation will be implemented. This control will record the date and time when data is changed (added/deleted/updated), the person making the change, and the reason for the change.

The production workstation will have licensed copies of the appropriate GIS software installed. The workstation will be connected to an external display and overhead projector system for viewing of the datasets by the BCEG staff. The datasets will be organized by MAJCOM and/or by installations alphabetically. Each installation's dataset will be able to be viewed one overlay at a time or as an aggregation of multiple overlays. The workstation and software will provide for basic viewing capabilities such as zooming, panning, adjustment of layer properties, etc. Data displays will be able to be screen captured and/or printed to files for later reference and review.

To reinforce the concept outlined in the QAP Section 7.1, Imagery, page 17, the basic National Geospatial-Intelligence Agency (NGA - formerly NIMA) certified reference layer may be used at all time by the BCEG members. However, the submitted IVT overlay layers may only be used as a reference. Conclusions will not be derived exclusively from IVT overlay layers. IVT may be used as an initial visualization, but then BRAC deliberative data must be used to finalize the deliberative process.



# USAF IVT Timeline



## 2003 - 2004 Timeline

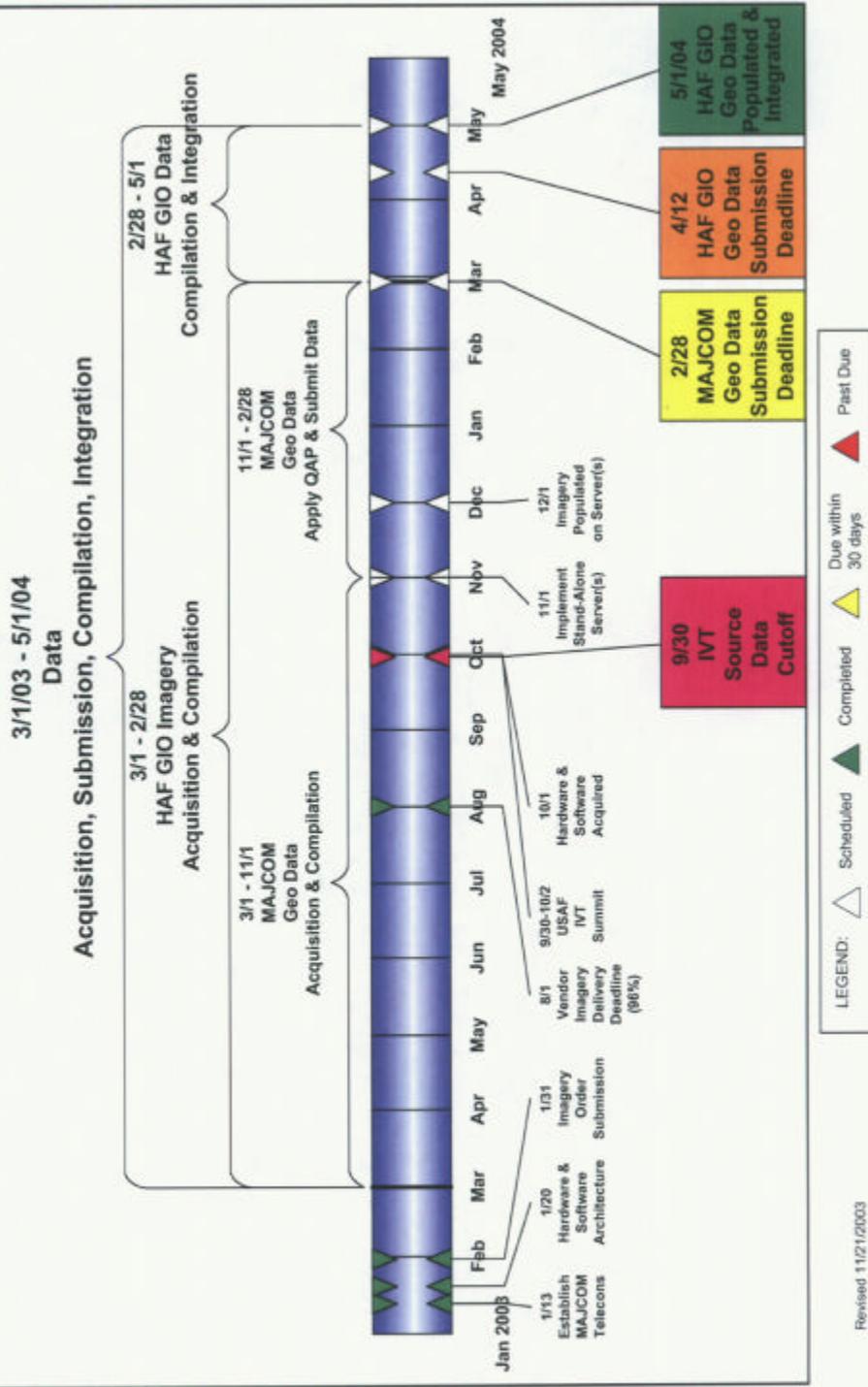


Figure 1. AF IVT Timeline and Milestones.



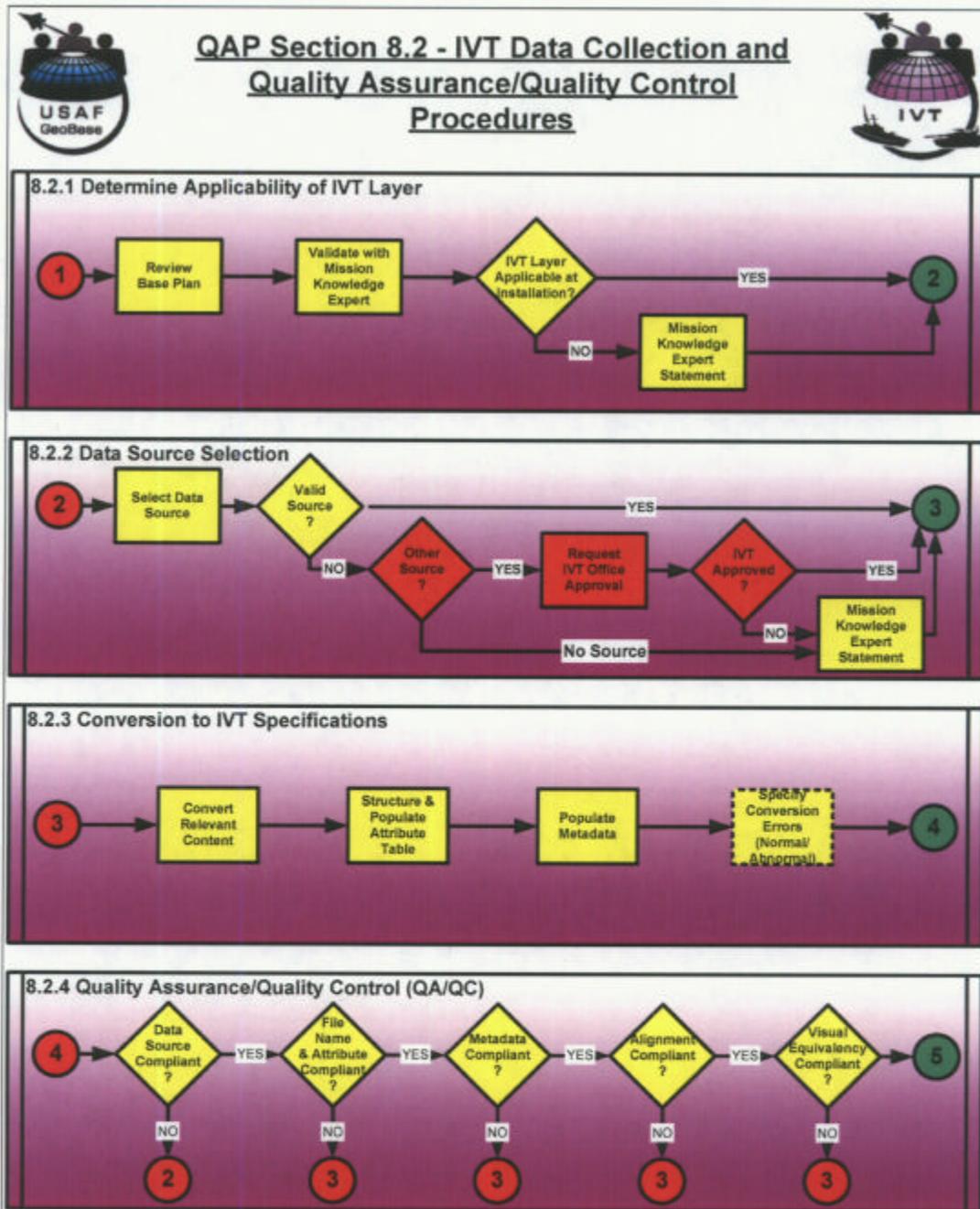


Figure 3. QAP Section 8.2

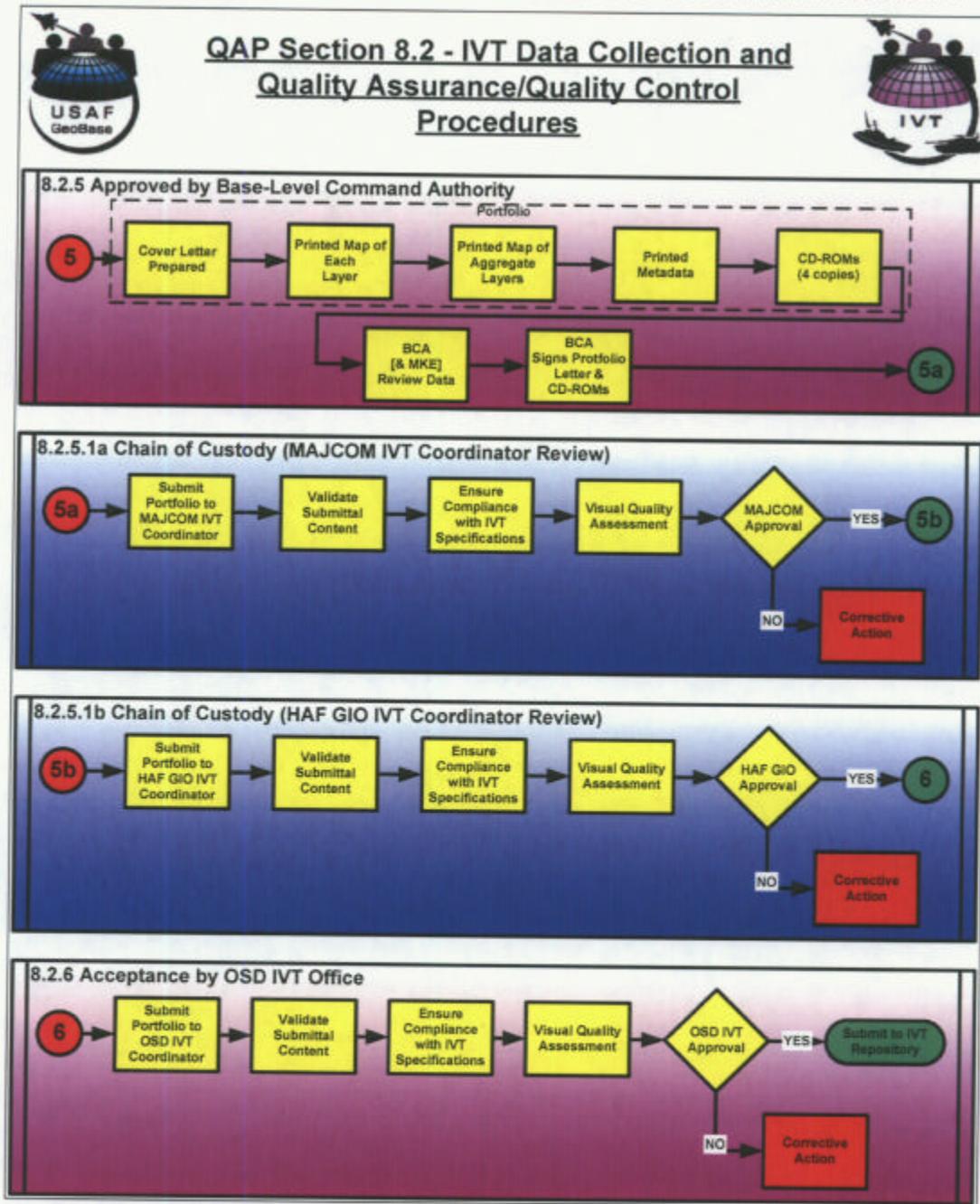


Figure 4. QAP Section 8.2 (continued)

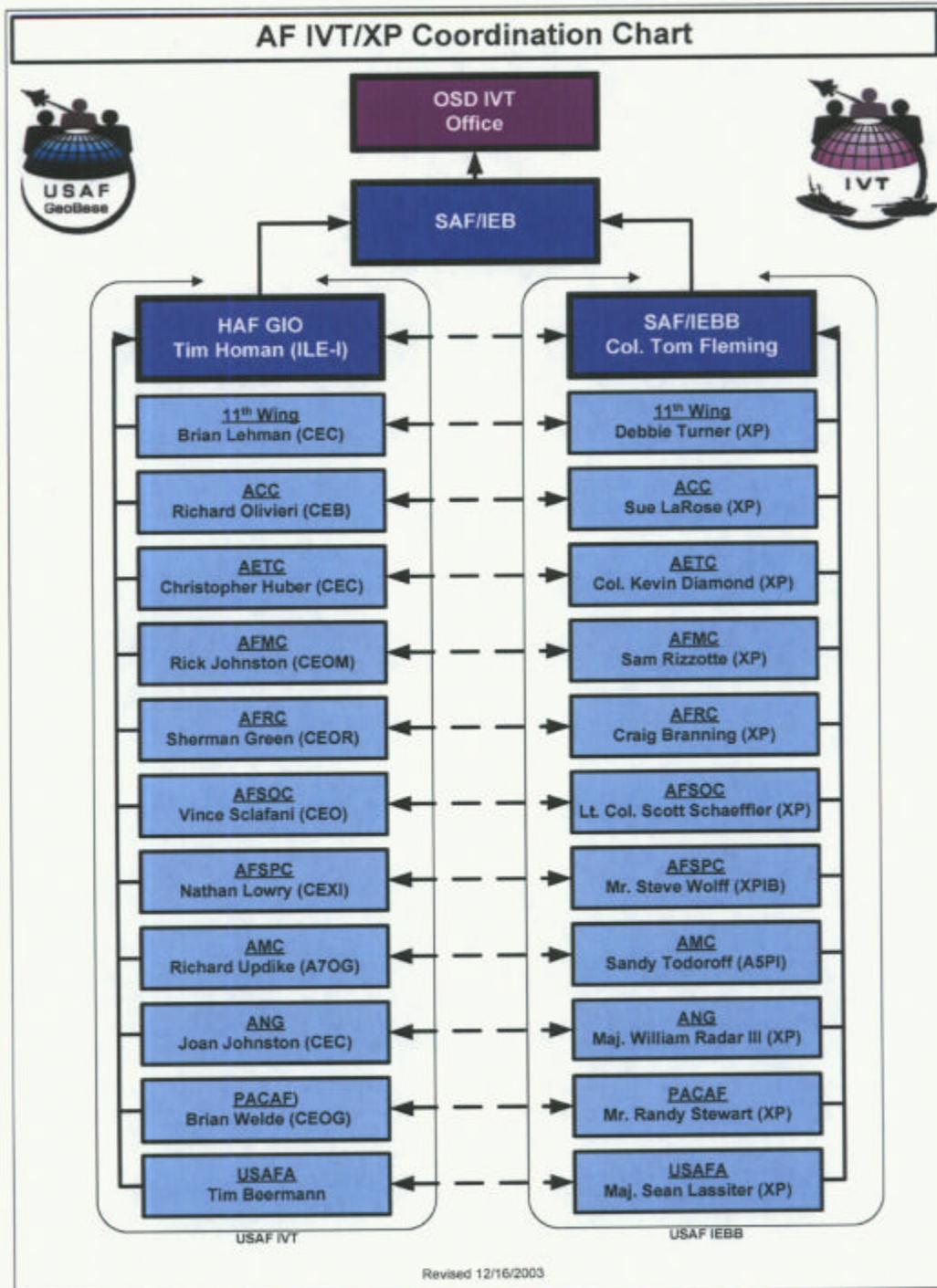


Figure 5. AF IVT/XP Coordination Chart