



**INSTALLATION VISUALIZATION TOOL
(IVT)**

CHARTER

Sep 2003

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INSTALLATION VISUALIZATION TOOL MANAGEMENT FRAMEWORK CHARTER

1. INTRODUCTION.

Purpose. This document constitutes the charter for the Installation Visualization Tool (IVT) Management Framework.

2. IVT MISSION AND OBJECTIVES.

Background. From critical base closures and realignments to modernizing business practices for real property accountability as well as homeland defense planning, senior leaders across the Services and the Office of the Secretary of Defense (OSD) need enhanced situational awareness of the complex basing situation. The new DoD GeoBase initiative aims to organize a single enterprise-wide defense installation spatial data infrastructure (DISDI) enabling shared, efficient use of trusted georeferenced information delivering situational awareness across defense installations and helping address DoD mission needs. The Undersecretary of Defense for Acquisition, Technology and Logistics has deemed the challenges faced by the Military Departments in meeting the 2005 Base Realignment and Closure mandates can be better addressed through a capability known as the Installation Visualization Tool (IVT). Furthermore, successful fielding of the IVT will serve as proof of concept for the value of an imagery-based DISDI to help meet other DoD mission needs.

Objectives

- a. Impart enhanced awareness of defense basing situations through ready access to accurate geospatial information necessary to support strategic decisions of defense installations and their associated ranges.
- b. Efficiently implement a “one installation, one map” capability providing accurate geospatial information in a controlled manner from one official, approved source to satisfy BRAC 2005 visualization needs.
- c. Blend existing geospatial information resource investments across the Services to yield a single, normalized view of defense installations through a federated management framework.
- d. Offer an objective technology forum that allows all services to reach consensus on BRAC 2005 visualization requirements and capabilities meeting both OSD and the Services’ needs.
- e. Provide an official forum to shape interim policies endorsing sharing of BRAC 2005 defense installation geospatial data both within and beyond the defense sector.

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3. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES.

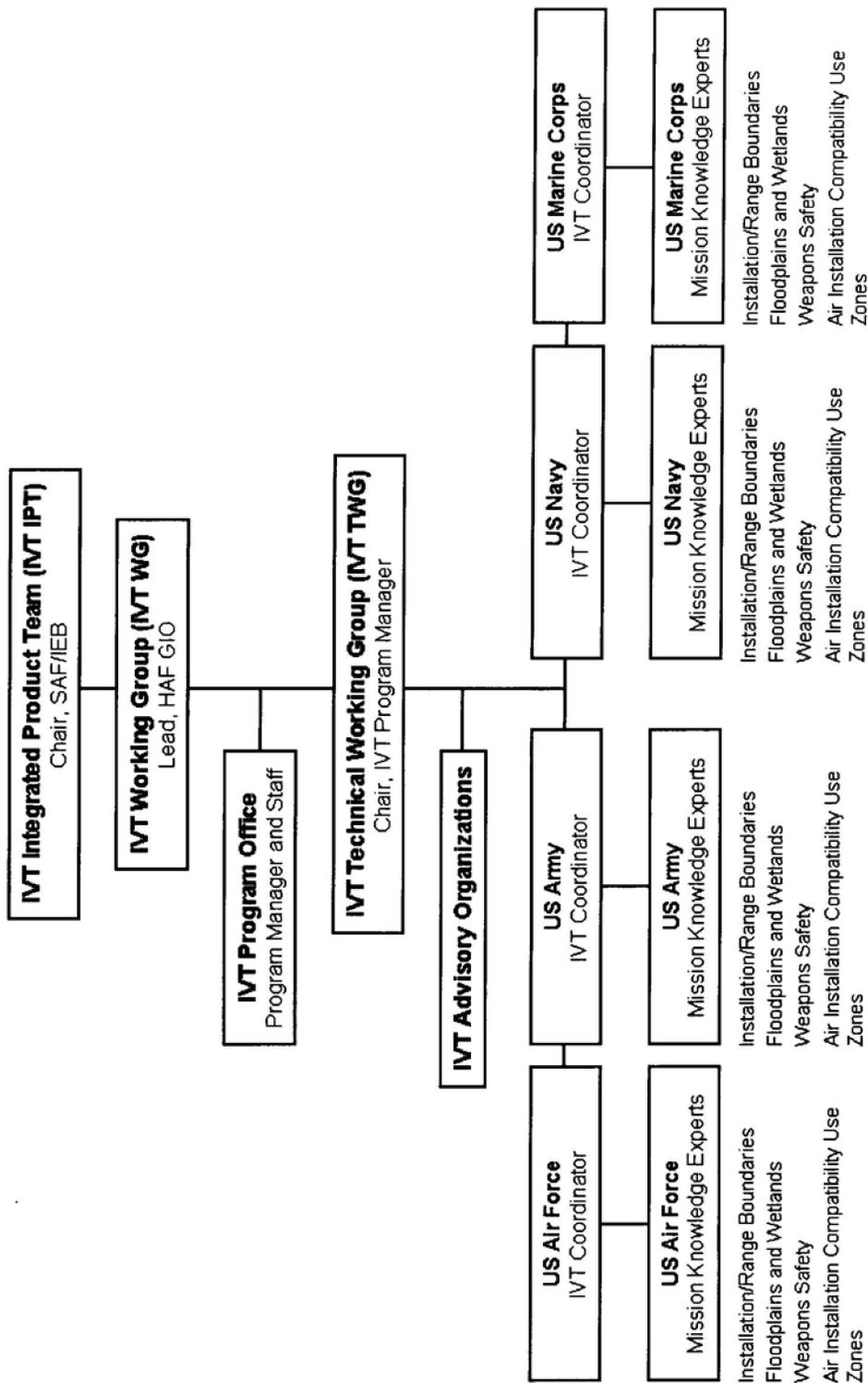


Figure 1. IVT Management Organization

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IVT Integrated Product Team (IPT)

a. **Mission.** The IPT ensures standardization in IVT data configuration/collection, hardware and software tools, and inter-service operability and use. It provides effective fiscal and management controls to field the necessary capabilities of common benefit to the Military Departments and OSD.

b. **Membership.** The overarching IVT Integrated Process Team consists of:

Director (BRAC), Deputy Undersecretary of Defense for Installations and Environment
Deputy Asst Secretary of the Army (Infrastructure Analysis)
Deputy Asst Secretary of the Navy (Infrastructure Strategy and Analysis)
Deputy Asst Secretary of the Air Force (Basing and Infrastructure Analysis (Chair))

c. **Responsibilities.** The IPT issues requirements and secures programmed resources to develop and sustain the IVT capability. The IPT members identify those individuals within their offices who represent their offices on the IVT Working Group and the IVT Technical Working Group. The IPT directs the efforts of the IVT Working Group.

d. **Meetings.** The IPT meets as required to address action items submitted by the WG.

IVT Working Group (WG)

a. **Mission.** The WG is responsible for steering the development, implementation, and sustainment of a common IVT capability across the services. The WG works tasks and coordinates actions to ensure IVT objectives are completed to the satisfaction of the IPT.

b. **Membership.** The WG consists of O-6/O-5 or civilian equivalent rank from those offices noted below:

Office of the Deputy Undersecretary of Defense, I&E (BRAC)
Chief, Headquarters Air Force Geo Integration Office (Chair)
Deputy Asst Secretary of the Navy for Infrastructure Strategy and Analysis
Chief of Naval Operations, Ashore Readiness Division
Deputy Assistant Secretary of the Army for Infrastructure Analysis
Headquarters US Marine Corps, Facilities and Services

c. **Responsibilities.** The WG ensures visualization requirements approved by the IPT are implemented. Furthermore, the WG ensures the IVT architecture is compliant with current DOD information resource management policies. The WG validates and nominates all changes to the IVT architecture configuration and forwards these changes to the IPT for formal approval. The WG is also responsible for developing long range planning goals and associated resource programming requirements.

d. **Meetings.** The WG meets as required to share action items with the IPT.

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IVT Program Office

a. Mission. The IVT Office directly supports the IVT Working Group in accomplishing IVT objectives. Per USD/AT&L direction, the US Air Force is the lead service for IVT. Therefore, the Headquarters Air Force Geo Integration Office (HAF GIO) exercises operational oversight of the contracted IVT Staff.

b. Responsibilities for the respective members of the IVT Program Office are outlined below:

1) The IVT Program Manager manages daily operations of the IVT Management Team, chairs IVT Technical Working Group operations, implements the IVT imagery, data, systems, and technical architectures, and compiles the IVT Quality Assurance Plan.

2) The IVT Analysts and Database Administrator assists the IVT Program Manager in accomplishing the objectives of the IVT program. This includes centrally managing the requirements submission, acquisition, and redistribution of commercial defense installation imagery secured through the National Geospatial Intelligence Agency. They also coordinate IVT data collection with the Services, assemble approved technical solutions and administer the IVT system. Finally, they serve as the final quality assurance reviewer as outlined in the IVT Quality Assurance Plan for all IVT data submittals from the services.

3) The HAF GIO Resource Manager serves as the focal point for all IVT programming actions and maintains a current status of all obligated and executed funds with the assistance of designated Army, Navy and Marine Corps IVT programmers.

IVT Technical Working Group (TWG).

a. Mission. The TWG is responsible for technical development and implementation of the IVT, based on requirements directed by the WG. The TWG works tasks and coordinates actions across the services to ensure IVT objectives are completed to the satisfaction of the WG.

b. Membership. The TWG is comprised of IVT Coordinators from the four services and is chaired by the IVT Program Manager from the OSD IVT Office.

c. Responsibilities. The TWG submits draft technical, systems, data and imagery architectures and protocols to meet the operational requirements stipulated by the IPT and approved by the WG. Upon their approval, the IVT Office staff works in tandem with service TWG representatives to implement the approved architectures and protocols. The TWG continually evaluates IVT functions for potential process improvements. The TWG may entertain information briefings from the defense and commercial sectors and recommend configuration changes providing new capabilities to the WG.

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d. Meetings. The TWG meets as required to establish technical solutions for IVT, track IVT development progress, discuss additional IVT functional requirements and present recommendations/findings to the WG.

Service IVT Coordinators and Mission Knowledge Experts

a. The IVT Coordinators identified within lead efforts to prepare, validate and deliver IVT data and metadata to the OSD IVT Office. IVT Coordinators are responsible for working with Mission Knowledge Experts (MKEs) within the Service and at installations meeting BRAC Section 2687 threshold manpower criteria to identify valid sources for IVT and to document those sources in IVT metadata. IVT Coordinators are responsible for working with MKEs and installation-level GIS/mapping offices to determine the existing format of IVT source data and to convert IVT sources to specifications defined in the QAP. At least one IVT Coordinator from each Service will represent that Service on the IVT Technical Working Group. IVT Coordinators are responsible for ensuring IVT data are collected and submitted through appropriate service and OSD channels as defined in the QAP.

b. MKEs are responsible for selecting the most appropriate source(s) for each IVT layer identified in the IVT Quality Assurance Plan, assisting their service IVT coordinator in developing appropriate metadata and for confirming selection of those sources with the base-level command authority. MKEs are also responsible for identifying when a given IVT layer is not applicable at a given installation and providing a short written statement stating that fact for acknowledgement by the base-level command authority.

Advisory Organizations

a. Advisory organizations may be invited to participate in IVT WG and TWG meetings. These advisory organizations may include, but are not limited to:

- National Geospatial Intelligence Agency
- Tri-Services CADD/GIS Technology Center
- USACE Construction Engineering Research Laboratory (USA)
- USACE Cold Regions Research Laboratory (USA)
- Air Force Civil Engineer Support Agency (USAF)
- Air Force Center for Environmental Excellence (USAF)
- Naval Facilities Engineering Services Center (USN)
- Naval Facilities Engineering Center (USN)
- Army Range Representative (DCSOPS)
- Navy Range Representative
- Air Force Range Representative (AF/XOO-R&A)
- US Marine Corps Range Representative

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3. AUDIT OVERSIGHT

a. Since the Air Force was tasked to lead development of the IVT, the Air Force Audit Agency (AFAA) also has an associated lead role in guiding IVT audit oversight of processes peculiar to IVT data collection and operations. The AFAA will be responsible for assisting the respective service audit functions in understanding the IVT Quality Assurance Plan and nominating best practices for assuring the quality of IVT data. The respective service audit functions have access to all IVT data and metadata to best satisfy their mandated objectives. Auditors may elect to perform audits of IVT systems, technical, operational and information architectures, service compliance with the published IVT Quality Assurance Plan, as well as sample the validity of IVT deliverables.

b. The Inspector General DoD is available to assist the services by providing advice on the development and implementation of its IVT Quality Assurance Plan and in validating the accuracy of IVT data.

c. The Comptroller General in the General Accounting Office is required to submit a report to Congress and the Commission containing a detailed analysis of the Secretary of Defense's recommendations and selection process shortly after the Secretary provides his BRAC recommendations to the Commission. To facilitate the GAO review, GAO auditors have full and open access to all elements of the IVT compilation process and to all IVT data supporting the SECDEF final recommendations as they are developed and implemented.

4. OPERATIONS

a. All IPT, WG and TWG meetings convene in the Washington DC region.

b. Agendas are forwarded to assigned members prior to each meeting.

c. The IVT Program Office prepares and distributes meeting minutes after approval by the TWG chair. All unresolved issues are deferred until the WG or TWG can complete additional research or coordination. The recorders incorporate these taskings and their associated suspense dates in the meeting minutes.

5. CHARTER CANCELLATION AND MODIFICATIONS.

a. The IVT Management Framework, to include all component groups, continues to operate at the pleasure of DUSD/I&E and the Services.

b. Modifications to this charter will be approved by the IPT.

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Appendix A

Definitions

Spatial data infrastructure (SDI) - the technology, policies, standards, and human resources necessary to acquire, process, store, distribute, and improve use of geospatial data. (Executive Order 12906, Apr 1994)

Geospatial data - information that identifies the geographic location and characteristics of natural or constructed features and boundaries on the earth. This information may be derived from, among other things, remote sensing, mapping, and surveying technologies. (Executive Order 12906, Apr 1994)