

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

**Air Force Implementation Plan
for
DoD Installation Visualization Tool
Version 1.2**

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). Implementation plan (version 1.1) incorporated direction regarding the cut off dates of source data used in support of IVT data development. This revision (version 1.2) includes specific language on how IVT data shall be handled and secured once final IVT portfolios have been submitted.

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

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

subset of the total list of AF installations. Significant milestones are listed in the following table:

Date	Milestone
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.
- *6.2 Data Source Identification*: Data source cutoff dates may extend beyond 30 Sep 2003 in agreement with Air Force BRAC Operating Instruction 04-1: Guidelines for BRAC Data Calls, Attachment 5: Data Collection Cutoff Dates, paragraph A.5.3: The Summary of Data and their Sources/Cut Off Dates.
- *6.3 Time Period of Source Data Content*: Data source cutoff dates may extend beyond 30 Sep 2003 in agreement with Air Force BRAC Operating Instruction 04-1: Guidelines for BRAC Data Calls, Attachment 5: Data Collection Cutoff Dates, paragraph A.5.3: The Summary of Data and their Sources/Cut Off Dates.
- *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.

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

- *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

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

- MAJCOM IVT Coordinator. The 4th 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 IVT 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 we 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.

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

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.

After submission of the IVT final portfolio to the HAF GIO IVT coordinator, steps must be made to ensure IVT data protection. This implementation plan requires four copies of the final IVT portfolio submission to be created, two delivered to the HAF GIO, one kept at the MAJCOM, and one sent to the installation. Ensure that the IVT data adheres to the below procedures:

1. The CD-ROMS containing the installation's final portfolio that have been reviewed and signed by the appropriate base-level command representative, should be secured in order ensure compliance with DoD IVT Operational Instruction, 1 June 2003, (Version 1.0) As stated in this instruction, copies of those data provided by installations to HAF GIO, and OSD for use in IVT, are considered BRAC support data and are governed by BRAC policy and data sharing protocols. The BRAC community shall not share copies of installation-provided geospatial data or related metadata with any individuals or organizations outside the BRAC community itself.
2. The CD copy (copies) of the IVT data that are held at the MAJCOM should ensure that IVT data and IVT metadata are not stored on a server, and the CD copy should be kept in a locked location (i.e. locked file cabinet or desk) that is under the supervision of the MAJCOM GIO.
3. The CD copy(copies) of the IVT data that are held at the Installation level should ensure that the IVT data and IVT metadata are not stored on a server, and the CD copy should be kept in a locked location (i.e. locked file cabinet or desk) that is under the supervision of the installation GIO OR the CD should be given to the XP/BRAC office for proper handling.
4. As outlined in DoD IVT Operational Instruction, 1 June 2003, (Version 1.0), releasability of IVT data should be handled accordingly. To protect the integrity of the BRAC 2005 process, all IVT data and metadata provided in the IVT portfolio are deemed deliberative and internal to DoD. Requests for release of IVT data and metadata in support of BRAC 2005, including those under the Freedom of Information Act (FOIA), received prior to the Secretary of Defense forwarding his realignment and closure recommendations to the BRAC Commission shall be forwarded to the IVT IPT (or the IVT IPT via the IVT Program Office) for approval. The IVT Program Office will vet the request with the IVT Integrated Product Team as necessary before authorizing release of the requested data or metadata. Consistent with the organizational controls set forth in the DoD BRAC Internal Control Plan in BRAC Policy Memo No. One, access to data and metadata in the installation-provided IVT portfolios will not be

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

granted to any individual, to include technical experts or outside consultants, without the consent of the IVT IPT. Such access carries a responsibility for ensuring that IVT data and information are treated as sensitive and predecisional.

DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY - NOT RELEASABLE UNDER FOIA

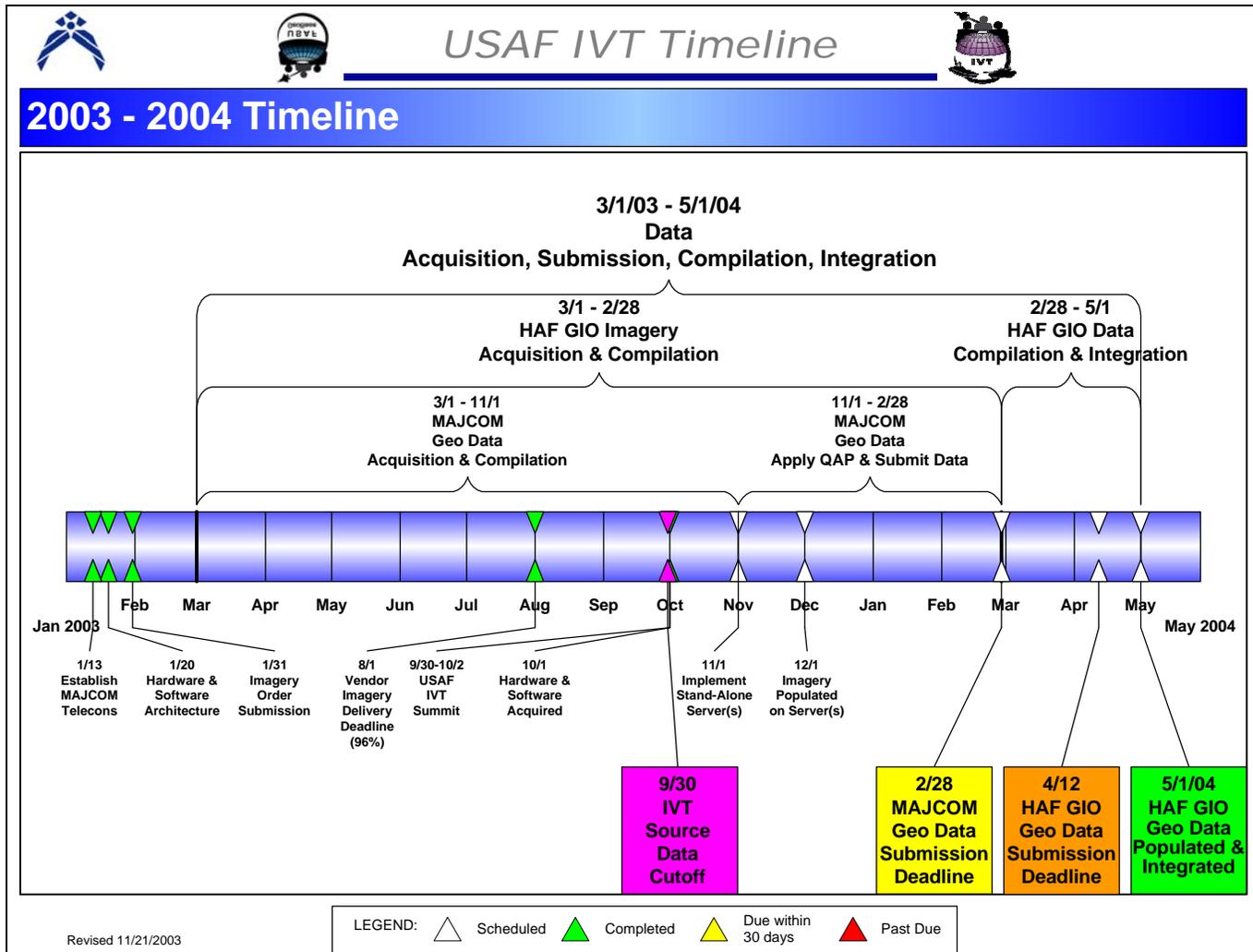


Figure 1. AF IVT Timeline and Milestones.

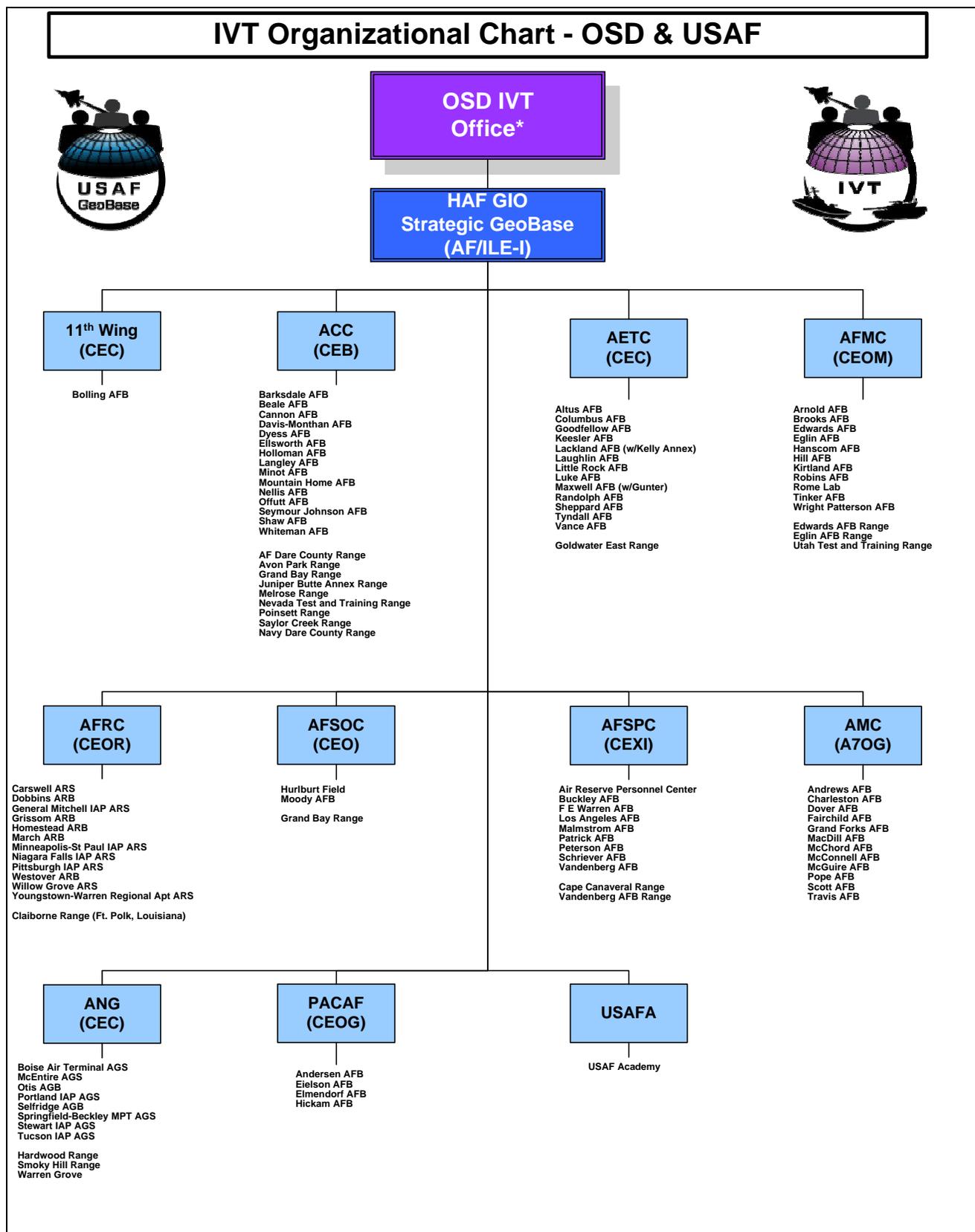


Figure 2. IVT Organizational Chart

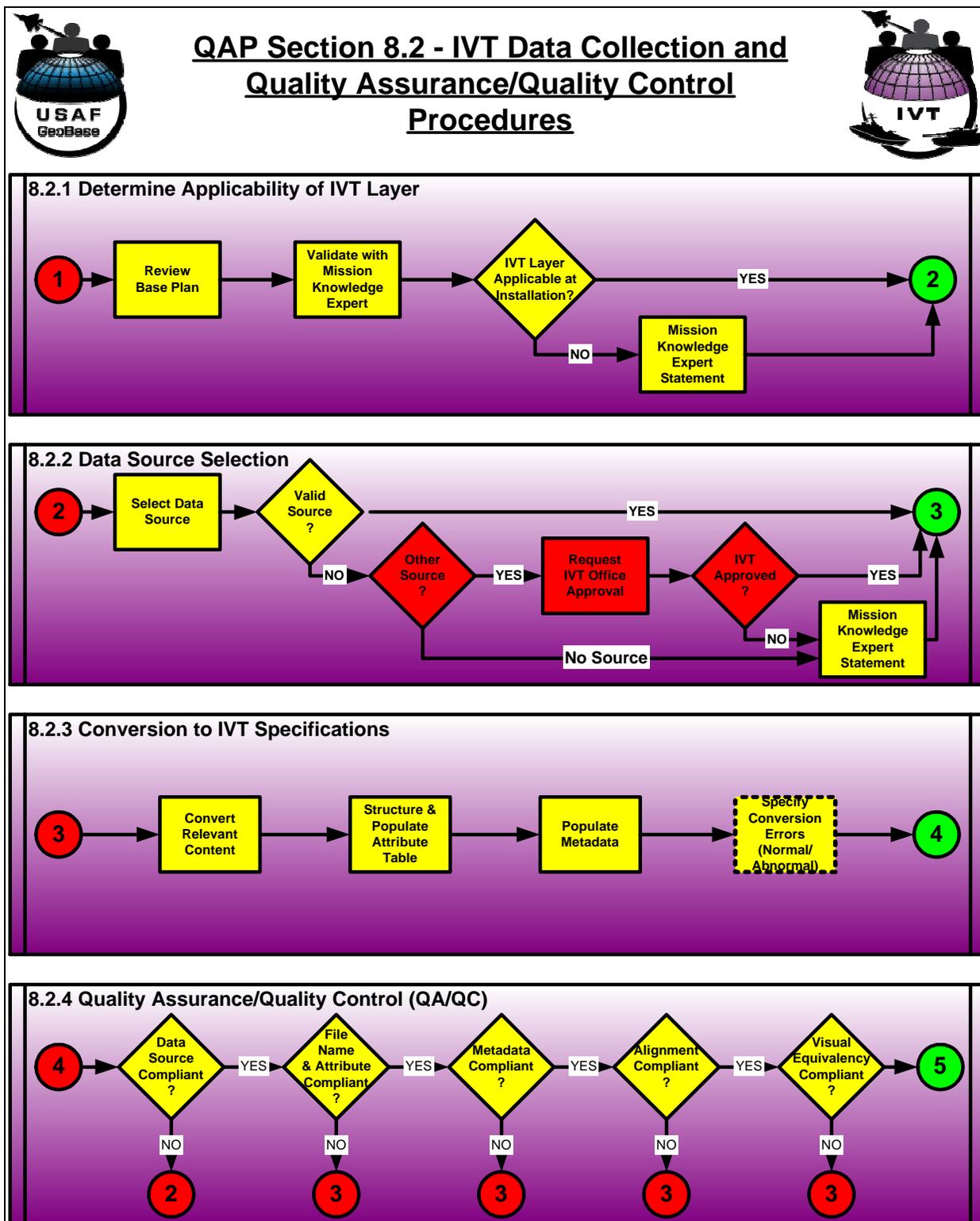


Figure 3. QAP Section 8.2

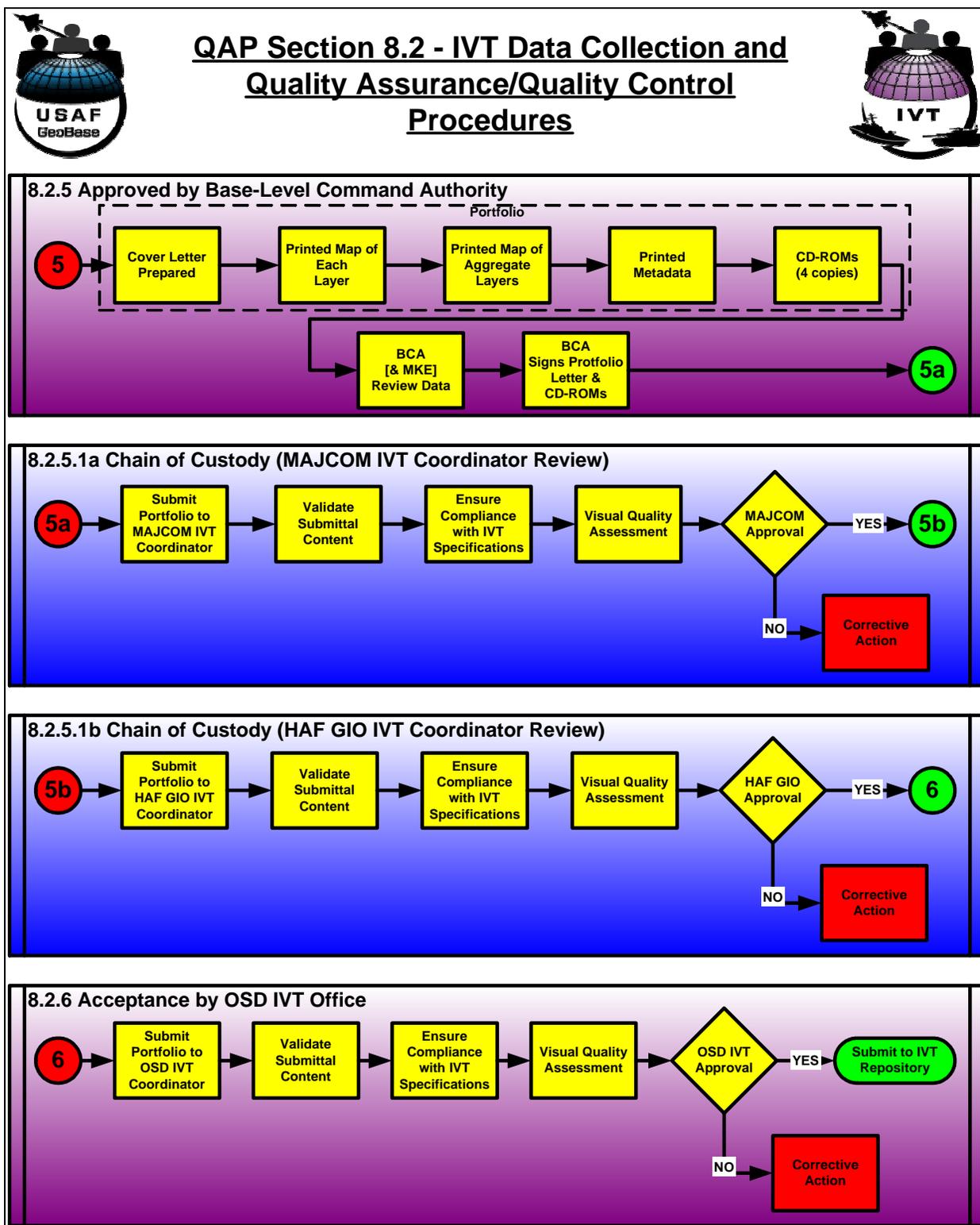


Figure 4. QAP Section 8.2 (continued)

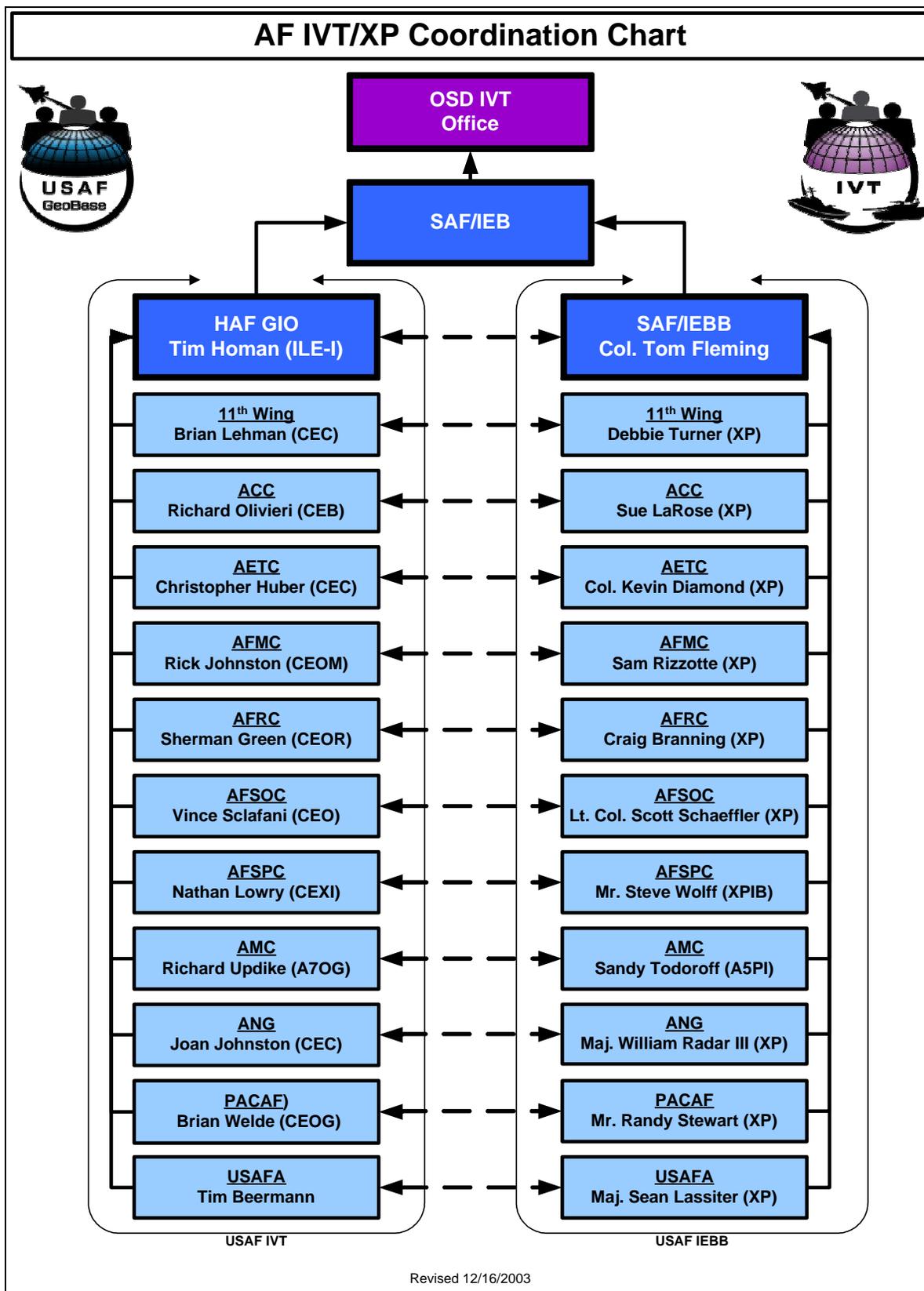


Figure 5. AF IVT/XP Coordination Chart