Headquarters
Department of the Army
Washington, DC
11 January 1991

*DA Memo 25-30

Information Management

Army Information Book

Applicability. This memorandum applies to the Headquarters, Department of the Army agencies only.

1. Purpose

This memorandum prescribes Headquarters, Department of the Army (HQDA) responsibilities for publishing the classified Army Information Book (AIB).

2. Background

a. The AIB provides a single source of consistent information on Army policies and programs that HQDA agencies and major Army commands use to deal with the Congress, the Office of the Secretary of Defense, and other agencies outside the Army.

b. At the beginning of fiscal year 1986, the responsibility for publishing and maintaining the AIB was transferred from The Adjutant General's Office to the U.S. Army Information Systems Command-Pentagon (USAISC-P).

3. Explanation of abbreviations

a. AIB ------- Army Information Book

b. DCSINT ---- Deputy Chief of Staff for Intelligence

c. HQDA ------ Headquarters, Department of the Army

d. PAED ------ Program Analysis and Evaluation Directorate, Office of the Chief of Staff, Army

e. USAISC-P -- U.S. Army Information Systems Command-Pentagon

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*This memorandum supersedes CSR 310-8, 25 January 1986.

4. Responsibilities

a. The Director of the Army Staff will establish AIB policies.

b. The Deputy Chief of Staff for Intelligence (DCSINT) will review all proposed AIB entries and changes to ensure that all AIB data receive proper security classification.

c. The Program Analysis and Evaluation Directorate (PAED), Office of the Chief of Staff, Army will review proposed AIB entries and changes to ensure that Army program information is accurate.

d. Proponents of AIB sections will--

(1) Review and validate all classified and unclassified AIB information.

(2) Submit page changes to their portions of the AIB to ensure that data are accurate and current.

(3) Forward recommended changes to USAISC-P (ASQNS-OP-M-A). Updated information will be highlighted and submitted in duplicate.

(4) Obtain statistical clearance from USAISC-P (ASQNS-OP-M-S) before submitting AIB information.

(5) Coordinate entries with PAED and DCSINT to ensure that the program information and the proper security classification are accurate. Coordination will be reflected on the back of the first page of the duplicate copy for each article.

(6) Submit cleared and coordinated information to USAISC-P (ASQNS-OP-M-A) in camera-ready copy on standard size (8 1/2 x 11-inch) paper in the format shown in figure 1. Classified pages will be marked in accordance with AR 380-5.

(7) Furnish USAISC-P (ASQNS-OP-M-A) the name and telephone number of the agency point of contact and alternate for AIB matters.

(8) Report any problems in the AIB to USAISC-P (ASQNS-OP-M-A) for resolution.

(9) Submit a summary page, figure 2, for each section that outlines changes considered significant. Summary pages are cover sheets for revised or added pages.

5. Procedures.

USAISC-P will provide the support necessary to publish the classified portion of the AIB by--

a. Establishing suspense dates for agencies to submit their changes.

b. Ensuring that all proposed entries and changes have been coordinated with PAED for program accuracy, DCSINT for proper security classification, and Statistical Clearance and Policy Branch (USAISC-P) to ensure that statistical information is uniform, consistent, and accurate.

c. Organizing chapters according to the AIB summary listing in appendix A.

d. Reviewing all new and changed material for compliance with the proper format.

e. Editing revised pages.

f. Ensuring that classified pages show proper security markings and classified information downgrading instructions.

g. Assisting HQDA agency points of contact in analyzing their portions of the AIB and advising them in the preparation of AIB numerical tables and graphic displays.

h. Making arrangements with the Defense Printing Service to print the AIB.

i. Distributing revised classified pages in accordance with the distribution list in appendix B.

Army Information Book Format

SECURITY CLASSIFICATION
(Do not include TOP SECRET information)

Functional Area

Date Published_____
(entered by USAISC-P)
Data as of_____
(provided by HQDA agencies)
(serves as point of reference)
Last Updated_____
(provided by USAISC-P) (shows actual date last published in AIB)
Estimated Date New Data Available_____
(provided by HQDA agencies)

SUBJECT

1. This figure provides instructions to HQDA agencies relative to the AIB. Information will be typed on standard size paper (8-1/2 by 11-inch), keeping left and right margins at 1 inch.

2. Each page will be stamped at the top and bottom with the highest level of security content. Mark each classified paragraph, subparagraph, and statistical table to show the level of classification. Show the classification authority and date of declassification review in the lower left corner of each page. Other warning notices (e.g., Formerly Restricted Data (FRD) and Not Releasable To Foreign Nationals (NORFORN) will be shown when appropriate.

3. Use footnotes when necessary to provide additional information/references or to clarify tabular or textual information. Prepare footnotes in accordance with the Government Printing Office Style Manual.

4. Type the page number in the lower right corner about 1 inch from the bottom of page. Contact the USAISC-P to obtain page numbers for new and added pages; changed or revised pages will reflect the same page number.

Figure 1. Army Information Book sample format

5. Show the action officer's rank, last name, telephone number, and office symbol in the lower right corner above the page number.

Footnotes

Classified By_____
(Declassification/Downgrading Instructions)

Rank/Last Name/Telephone Number of Action Officer Office Symbol

SECURITY CLASSIFICATION
(Do Not Include TOP SECRET Information)

Figure 1. Army Information Book format (continued)

SECURITY CLASSIFICATION

DATE:

Summary of Significant Changes/Added Pages

Section 1 - Readiness

Page number	Subject	Summary of changes
1.10	DAMPL	Definition of Force/Activity Designator (F/AD) II revised.
1.19	POMCUS	Changes in location of Div Set 1 and 3.
1.20	Active Maneuver Battalions	5th AR Div mix changed for FY89 (7AR/3MX Bns). 12th IN Div mix changed for FY89 (1AR/4MX/4IN).
1.21	Active ADA Battalions	New page added which provides mobilization capability data on active and reserve Air Defense Artillery battalions.

Classified By_____
(Declassification/Downgrading Instructions)

Figure 2. Army Information Book summary page format

Appendix A

Army Information Book Summary

CHAPTER	PROPONENT	DESCRIPTION
1 READINESS	ODCSOPS Office Deputy Chief of Staff for Operations and Plans	Readiness status of Major Active Component and Reserve Component Combat Units; Department of the Army Master Priority List Order of Precedence; Prepositioning Materiel Configured to Unit Sets status.
2 FORCE STRUCTURE AND DESIGN	ODCSOPS	Current and Program Years Major Army Units, Force Design Initiatives, and Active Force Structure.
3 TRAINING	ODCSOPS	Reserve Component Training, and Significant Joint Chiefs of Staff Exercises With U.S. Army participation.
4 PERSONNEL MANAGEMENT	ODCSPER Office Deputy Chief of Staff for Personnel	Historical and projected statistical information (for example), recruiting, reenlistment, distribution, strengths for Active and Reserve Component by categories.
5 LOGISTICS	ODCSLOG Office Deputy Chief of Staff for Logistics	Army Energy Costs, Foreign Military Sales, Equipment Diversions by category, Materiel Condition Status, POMCUS current and projected, and strengths by categories.
6 RESEARCH, DEVELOPMENT AND ACQUISITION	OASARDA Office Assistant Secretary of the Army for Research, Development and Acquisition	Materiel Program Data Sheets including the description, basis of issue, funding, milestones, congressional issues of key weapon systems being fielded; Research, Development, Test and Evaluation and New Start Projects by categories.

CHAPTER	PROPONENT	DESCRIPTION
7 FINANCIAL MANAGEMENT	OSA Office Secretary of the Army	Army Obligations and Outlays funding by category, Status of Reprogramings in Progress, President's Budget Submission, Defense Legislation, Operation and Maintenance, Army, 101st Congress, Second Session.
8 PROGRAM MANAGEMENT	OCSA Office Chief of Staff, Army	Budget and manpower summaries of current Program Objective Memorandum and the Defense Program by categories.
9 ENGINEER FACILITIES ACCOUNTS	OCOE Office Chief of Engineers	Statistical presentation of current facilities accounts (for example), Military Construction Army, Army Family Housing, and Real Property Maintenance Activity.
10 INTELLIGENCE	ODCSINT Office Deputy Chief for Intelligence	Threat analysis and intelligence summaries.
11 SPECIAL INTEREST	OTSG Office, The Surgeon General and ODCSOPS	Subjects not related to any other sections (for example), Medical Corps Officer Shortage and Discipline Indicators.
12 SPEAKING WITH ONE VOICE	OSAPA Office Secretary of the Army, Public Affairs	Army policy or position statements on a variety of important topics having Army-wide impact (for example), Airland Battle, Draft Registration, and Sexual Harassment.

Appendix B

Army Information Book Distribution List

ORGANIZATION	COPIES
Office of the Secretary of the Army	15
Office of the Chief of Staff, Army	13
Other Headquarters, Department of the Army Agencies	58
Commanders-In-Chief	
U.S. European Command	4
U.S. Army, Europe and Seventh Army	1
Major Army Commands	
Forces Command	3
U.S. Army Materiel Command	1
U.S. Army Training and Doctrine Command	1
U.S. Army Corps of Engineers	1
U.S. Army Information Systems Command	1
U.S. Army Special Operations Command	1
U.S. Army Pacific	3
Military Traffic Management Command	1
U.S. Army Criminal Investigation Command	1
U.S. Army Health Services Command	1
U.S. Army Intelligence and Security Command	1
U.S. Army Military District of Washington	1
Other Commands/Agencies	
U.S. Army Audit Agency	7
U.S. Army Command and General Staff College	1
U.S. Army Concepts Analysis Agency	2
U.S. Army Soldier Support Center	1
U.S. Army Operational Test and Evaluation Agency	1
U.S. Army Logistics Evaluation Agency	1
U.S. Army Inspector General Agency	1
U.S. Army 7th Signal Command	1

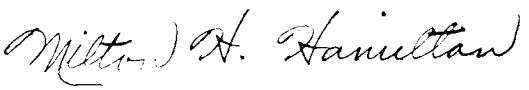
DA Memo 25-30

(SAAA-IM)

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

Distribution:

Headquarters, Department of the Army agencies