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FM DA WASHINGTON DC//DAMO-AOC-CAT//  
TO RUEOEGA/CDRARCENT KUWAIT DOHA KU  
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INFO RUEADWD/DA WASHINGTON DC//DACSZD/SAIS-ZA/DAMH-ZB/DAPE-ZA/DAMI-C  
H/TAPC-PDR/DAPE-PRO-PCC//  
RUEAUSA/CDRUSAVIC WASHINGTON DC//DAM-OPV-CD//  
RUEKJCS/JOINT STAFF WASHINGTON DC//SJS/IMD/RMS//  
RUFDAAU/CDRUSAREUR HEIDELBERG GE//AEACG//  
RUEASRB/CDRFORSCOM FT MCPHERSON GA//FCCS//  
RUERSOC/CDRUSASOC FP FT BRAGG NC//SOCS//  
RUDHAAA/CDRUSAINSCOM FT BELVOIR VA//IAIM-RP//  
RUCJACC/USCENTCOM MACDILL AFB FL//COS//  
BT  
UNCLAS  
SUBJ:ARMY RECORD KEEPING FOR OPERATION ENDURING FREEDOM  
A. REF AR 25-1, ARMY INFORMATION RESOURCES MANAGEMENT PROGRAM, 15  
FEB 00, PARA 8-4C.  
B. REF AR 25-400-2, THE MODERN ARMY RECORDKEEPING SYSTEM, 1 OCT 00,  
PARA 1-4E.

PAGE 02 RUEADWD4861 UNCLAS  
C. REF AR 220-15, JOURNAL AND JOURNAL FILES, 1 DEC 83, PARA 4B AND  
PARA 7.  
D. REF TAG QUICK REFERENCE GUIDE (QRG), DOCUMENTING OPERATIONS FOR  
DEPLOYED UNITS.  
E. REF AR 40-66, MEDICAL RECORD AND HEALTH CARE DOCUMENTATION, 3 MAY  
99, PARA 5-30.  
F. REF AR 40-400, PATIENT ADMINISTRATION, 12 MAR 01, PARA 3-17.  
G. REF AR 380-5, DA INFORMATION SECURITY PROGRAM, 29 SEP 00, CHAPTER  
2, SECTION IV AND CHAPTER 3, SECTION I, PARA 1.  
1. OPERATION ENDURING FREEDOM HAS BEEN DECLARED A CONTINGENCY  
OPERATION AND ALL RECORDS ASSOCIATED WITH OPERATION ENDURING FREEDOM  
ARE PERMANENT PROPERTY OF THE U.S. GOVERNMENT. THE PURPOSE OF THIS  
MESSAGE IS TO ENSURE THAT PROPER DOCUMENTATION IS CREATED AND  
PRESERVED. ONE OF THE LESSONS LEARNED FROM OPERATION DESERT  
STORM/SHIELD WAS THE ARMY'S FAILURE TO COLLECT OPERATIONAL LOGS AND  
DOCUMENTS. THIS HAS A DIRECT IMPACT ON THE RIGHTS AND INTERESTS OF  
SOLDIERS AND OPERATIONAL PLANNING.  
2. THE COMMANDER OF THE ARMY COMPONENT OPERATING UNDER A JOINT,  
SPECIFIED OR UNIFIED COMMAND WILL ENSURE THROUGH A DESIGNATED  
CONTACT THAT RECORDS ARE CREATED AND PRESERVED THROUGHOUT THE ARMY

PAGE 03 RUEADWD4861 UNCLAS  
COMPONENT IN ACCORDANCE WITH ARMY RECORDS PROCEDURES.

3. THE COMMANDER, US ARMY FORCES CENTRAL COMMAND (ARCENT) WILL DESIGNATE A SINGLE POC NLT 15 JUN 02, AND PROVIDE THAT NAME AND ADDRESS TO THE U.S. ARMY RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY (RMDA) AT INFO@RMDA.BELVOIR.ARMY.MIL. THE POC WILL ESTABLISH THE PROCESSES FOR THE COLLECTION AND TRANSFER OF UNIT RECORDS. RMDA WILL SEND THE TAG QUICK REFERENCE GUIDE (QRG), DOCUMENTING OPERATIONS FOR DEPLOYED UNITS (REF D), TO THE POC FOR DISTRIBUTION ASAP AFTER IDENTIFICATION. EACH SEPARATE COMPANY AND ABOVE WILL DESIGNATE A POC AND FORWARD THAT NAME AND ADDRESS THROUGH THEIR CHAIN OF COMMAND TO THE SINGLE POC DESIGNATED IN ACCORDANCE WITH THE INSTRUCTION AT THE START OF THIS PARAGRAPH NLT 30 DAYS AFTER DATE OF THIS MESSAGE FOR OPERATION ENDURING FREEDOM - 30 JUN 02. MILITARY INTELLIGENCE UNITS WILL PROVIDE POC TO MS. STANTON, AT LASTANT2@VULCAN.BELVOIR.ARMY.MIL NLT - 15 JUN 02.

4. THIS MESSAGE APPLIES TO ALL RECORDS REGARDLESS OF MEDIA, E.G., PAPER, COMPUTER DISKS AND TAPES, MICROFORM, PHOTOGRAPHIC FILM, E-MAIL AND OTHER ELECTRONIC FORMATS. ELECTRONIC RECORDS (RECEIVED OR TRANSMITTED) WILL BE PROVIDED IN THE FORMAT IN WHICH THEY WERE SAVED. TRANSMIT UNCLASSIFIED E-MAIL TO BE PRESERVED AS A RECORD TO:

PAGE 04 RUEADWD4861 UNCLAS

CONOPS@ARIMS.ARMY.MIL. OTHER UNCLASSIFIED ELECTRONIC RECORDS MAY BE ATTACHED TO AN E-MAIL AND SENT TO THE SAME ADDRESS. PUT OPERATION ENDURING FREEDOM IN THE SUBJECT LINE. CLASSIFIED ELECTRONIC RECORDS WILL BE SENT VIA SIPRNET; CONTACT INFO@RMDA.BELVOIR.ARMY.MIL FOR TRANSMISSION COORDINATION. CLASSIFIED E-MAIL WILL BE COPIED TO AND PROVIDED ON ELECTRONIC MEDIA ALONG WITH OTHER CLASSIFIED ELECTRONIC RECORDS. DO NOT MIX CLASSIFIED AND UNCLASSIFIED RECORDS ON ELECTRONIC MEDIA.

5. UNITS, SEPARATE COMPANIES AND HIGHER, WILL SEND DAILY OPERATION TOC DUTY LOGS (DA FORM 1594, DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG) IN PAPER OR ELECTRONIC FORMAT ON A MONTHLY BASIS BEGINNING 15 JUL 02. RECORDS WILL BE ACCEPTED IN ANY FORM: PAPER COPIES, FLOPPY DISKS, CD, ETC. NORMAL MARKS PROCESSING (AR 25-400-2) IS CANCELLED IN AN EFFORT TO EASE THE PROCESS. SEND PAPER LOGS TO THE U.S. ARMY RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY, RECORDS RESEARCH DIVISION (TAPC-PDD-U), 7798 CISSNA ROAD, SUITE 101, SPRINGFIELD, VA 22150-3197 UNTIL FURTHER ADVISED. ELECTRONIC LOGS CAN BE SENT BY CONTACTING INFO@RMDA.BELVOIR.ARMY.MIL TO ESTABLISH SIPRNET COORDINATION. US ARMY SPECIAL OPERATIONS COMMAND IS AUTHORIZED, AS NECESSARY, TO RECEIVE AND FORWARD TO RECORDS RESEARCH DIVISION.

PAGE 05 RUEADWD4861 UNCLAS

UNITS WILL ENSURE THAT THE HEADINGS ARE FILLED OUT ON THE LOGS AND A SIMPLE COVER SHEET (HANDWRITTEN, TYPED OR ELECTRONIC NOTE) IS INCLUDED INDICATING THE UNIT'S UIC, INCLUSIVE DATES OF THE LOGS AND SUBJECT (E.G., DAILY JOURNALS). SECRET HARDCOPY RECORDS AND THOSE SECRET RECORDS CONTAINED ON REMOVABLE ELECTRONIC MEDIA MAY BE SENT REGISTERED US (APO/FPO) MAIL.

6. SEND OTHER HARDCOPY OR ELECTRONIC OPERATIONAL RECORDS TO THE ADDRESS IN PARA 4 OR 5 AS APPLICABLE, INCLUDING COMMAND REPORTS,

SITREPS, OPREPS, OPSUMS, MAPS, OVERLAYS, ACCIDENT AND INCIDENT REPORTS, NEWS AND MEDIA RELEASES, OPLANS AND OPORDS, TDY ORDERS, AGREEMENTS, IG REPORTS, CASE FILES, NUCLEAR CHEMICAL OR BIOLOGICAL INCIDENTS OR ACCIDENT REPORTS, ABSENTEE CASES, ORGANIZATIONAL HISTORY FILES, PASSENGER FILES, PASSENGER MANIFESTS, CLINIC LOGS AND COMMAND HEALTH REPORTS, AND ANY OTHER RECORDS THAT DOCUMENT OPERATIONS.

7. FORWARD THE FOLLOWING MILITARY INTELLIGENCE RECORDS TO CDR, U.S. ARMY INTELLIGENCE AND SECURITY COMMAND RECORDS CENTER, ATTN: IAIM-RP-R, 8825 BEULAH STREET, FORT BELVOIR, VA 22060-5246: MILITARY INTELLIGENCE OPERATIONAL FILES AND REPORTS, NON-OPERATIONAL FILES AND REPORTS, MISSION ASSIGNMENTS, PROJECT CASES, SCIENTIFIC AND

PAGE 06 RUEADWD4861 UNCLAS

TECHNICAL INTELLIGENCE PRODUCTS, CAPTURED INFORMATION, AND INTELLIGENCE COLLECTION RECORDS.

8. FORWARD THE FOLLOWING RECORDS TO CDR, 902D MI GP, INVESTIGATIVE RECORDS REPOSITORY, ATTN: IAMG-C-IRR, 4552 PIKE ROAD, FT. MEADE, MD 20755-5995: INTELLIGENCE/COUNTERINTELLIGENCE SOURCES, COUNTERINTELLIGENCE COLLECTION FILES, FOREIGN PERSONNEL AND ORGANIZATION FILES, U.S. POW/MIA DETAINEE INTELLIGENCE, COUNTERINTELLIGENCE SPECIAL OPERATIONS RECORDS.

9. MEDICAL RECORDS. UNITS PROVIDING MEDICAL CARE WILL TRANSMIT RECORDS IN ACCORDANCE WITH ARMY REGULATION 40-66 (MEDICAL RECORD AND HEALTH CARE DOCUMENTATION, REF E), HQDA LTR 40-01-1 AND AR 25-400-2 (THE MODERN ARMY RECORDKEEPING SYSTEM, REF B) AS FOLLOWS: MILITARY INPATIENT TREATMENT RECORDS - NON-FIXED MEDICAL FACILITIES WILL FORWARD MONTHLY COMPLETED INPATIENT TREATMENT RECORDS ON ALL PATIENTS DISCHARGED DURING THE MONTH TO NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132.

10. CIVILIAN INPATIENT TREATMENT RECORDS. NON-FIXED FACILITIES WILL FORWARD MONTHLY COMPLETED RECORDS ON ALL PATIENTS DISCHARGED DURING THE MONTH TO THE NATIONAL PERSONNEL RECORDS CENTER, 111 WINNEBAGO STREET, ST. LOUIS, MO 63118.

PAGE 07 RUEADWD4861 UNCLAS

11. NATO PERSONNEL INPATIENT TREATMENT RECORDS. AFTER FINAL DISCHARGE, FORWARD THE COMPLETED INPATIENT TREATMENT RECORD TO THE APPROPRIATE NATIONAL MILITARY MEDICAL AUTHORITY LISTED IN AR 40-66, (REF E) TABLE 9-1.

12. FOREIGN NATIONAL INPATIENT TREATMENT RECORDS. FORWARD MONTHLY COMPLETED INPATIENT TREATMENT RECORDS TO NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE AVENUE, ST. LOUIS, MO 63132.

13. MILITARY OUTPATIENT TREATMENT RECORDS. HEALTH RECORDS/OUTPATIENT TREATMENT RECORDS (DA FORM 3444-SERIES AND DA FORM 8005-SERIES) DO NOT ACCOMPANY DEPLOYED MILITARY MEMBERS. INSTEAD, FILE FOLDERS KNOWN AS DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET) WILL BE SENT TO COLLECT RECORDS DOCUMENTING OUTPATIENT CARE. COMMANDER OF THE MEDICAL UNITS IN CONTINGENCY'S AREA OF RESPONSIBILITY WILL COORDINATE WITH SUPPORTED MILITARY UNITS TO ASSURE THAT DD FORM 2766'S ARE INTEGRATED WITH THE SOLDIERS'

HEALTH RECORDS UPON RETURN TO HOME STATION. SEE HQDA LTR 40-01-1 (ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET), PUBLISHED 26 MAR 99.  
14. FOREIGN NATIONAL OUTPATIENT TREATMENT RECORDS. FORWARD MONTHLY TO NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132.

PAGE 08 RUEADWD4861 UNCLAS

15. FORWARD ALL STILL IMAGERY, VIDEO AND AUDIO RECORDINGS, INCLUDING THOSE MADE BY COMBAT CAMERA UNITS AND PUBLIC AFFAIRS UNITS, TO DIRECTOR, U.S. ARMY VISUAL INFORMATION CENTER, ATTN: JDHQS-AV-E-L, ROOM 1A256, 3001 ARMY PENTAGON, WASHINGTON, DC 20310-3001. SUCH RECORDINGS INCLUDE VIDEOTAPES, STILL AND DIGITAL PHOTOGRAPHS, ILLUSTRATIONS, AND AUDIOTAPES. ASSIGN EACH IMAGE, VIDEO SCENE, OR RECORDING A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN) CONSISTING OF THE FOLLOWING FOUR ELEMENTS, EACH SEPARATED BY A DASH: (A) THE YEAR, MONTH, AND DAY (YYMMDD) THE IMAGE IS ACQUIRED OR ORIGINATED, (B) THE LETTER "A" - DESIGNATING THAT THE IMAGE/AUDIO RECORDS WERE MADE BY AN ARMY SERVICE MEMBER, (C) THE LAST FOUR NUMBERS OF THE PHOTO/VIDEO GRAPHER/ILLUSTRATOR'S SOCIAL SECURITY NUMBER PLUS THE FIRST INITIAL OF THEIR LAST NAME, (D) A THREE DIGIT SEQUENTIAL NUMBER STARTING WITH 001 TO ACCOUNT FOR THE TOTAL NUMBER OF IMAGES/VIDEO SHOT IN A GIVEN DAY BY AN INDIVIDUAL. EACH IMAGE/SCENE MUST BE ACCOMPANIED BY A WRITTEN CAPTION DESCRIBING WHO, WHAT, WHERE, WHEN, AND WHY THE IMAGE WAS ACQUIRED. CAPTIONS MUST ALSO INCLUDE THE PHOTO/VIDEO GRAPHER/ILLUSTRATOR'S NAME, UNIT, SHOOTING LOCATION, AND EXERCISE NAME. TO FACILITATE IMAGERY IDENTIFICATION, PHOTO/VIDEO GRAPHERS SHOULD SHOOT A 3X5 CARD TO

PAGE 09 RUEADWD4861 UNCLAS

DIFFERENTIATE BETWEEN INDIVIDUAL SCENES. THIS CARD SHALL CONTAIN THE FOLLOWING INFORMATION: PHOTO/VIDEO GRAPHER'S NAME, RANK, VIRIN, DATE, EXERCISE NAME, AND SHOOTING LOCATION.

16. PROCESS PERSONNEL RECORDS IAW AR 600-8-104 AND OTHER ASSOCIATED DIRECTIVES. DOCUMENTS FOR FILE IN THE MPRJ, MPF (ACTIVE OFFICERS), AND OMPF MUST BE FORWARDED FOR FILING IAW AR 600-8-104.

17. COMMANDERS WHO NEED TO RETAIN RECORDS IN ORDER TO MEET OPERATIONAL REQUIREMENTS SHOULD CONSIDER KEEPING COPIES AND RELEASING THE ORIGINAL AS PRESCRIBED ABOVE. IN THOSE INSTANCES WHERE COPYING IS INAPPROPRIATE OR UNAVAILABLE, COMMANDERS MAY, ON A LIMITED BASIS, WITHHOLD RECORDS UNTIL NO LONGER NEEDED. HOWEVER, IN SUCH INSTANCES COMMANDERS WILL SUBMIT A LIST OF THE RECORDS THAT ARE WITHHELD FROM THE NORMAL MONTHLY SUBMISSION, ALONG WITH THE RATIONALE FOR WITHHOLDING SUCH SUBMISSION TO: INFO@RMDA.BELVOIR.ARMY.MIL. ALL RECORDS MUST BE SUBMITTED UPON REDEPLOYMENT.

18. CONTACT INFO@RMDA.BELVOIR.ARMY.MIL FOR ASSISTANCE. UPON SUBMISSION, RECORDS WILL BE MADE AVAILABLE FOR LATER REFERENCE.

19. IAW AR 380-5, DA INFORMATION SECURITY PROGRAM, REF G, CHAP 3, SEC I, PARA 1, DECLASSIFY ALL RECORDS AS SOON AS POSSIBLE.

PAGE 10 RUEADWD4861 UNCLAS

SUBMISSIONS THAT CONTAIN CLASSIFIED RECORDS MUST INCLUDE A DECLASSIFICATION GUIDE IAW AR 380-5, DA INFORMATION SECURITY PROGRAM, REF G, CHAP 2, SEC IV. BEFORE SUBMITTING RECORDS SPECAT OR TS, CONTACT INFO@RMDA.BELVOIR.ARMY.MIL.

20. FROM TIME TO TIME ORGANIZATIONS SUCH AS THE CENTER FOR ARMY LESSONS LEARNED AND MILITARY HISTORY DETACHMENTS WILL VISIT DEPLOYED UNITS TO COLLECT COPIES OF RECORDS. GIVE THEM COPIES; DO NOT GIVE THESE ORGANIZATIONS THE RECORD COPY OF INFORMATION TO BE PRESERVED. HANDLE THE RECORD COPY IN ACCORDANCE WITH THESE INSTRUCTIONS.

21. POC FOR THIS MESSAGE IS MR. GREENHALGH, US ARMY RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY, DSN 656-3258; E-MAIL HOWARD.GREENHALGH@RMDA.BELVOIR.ARMY.MIL . POC FOR ARMY RECORDS MANAGEMENT IS MS. LIGHT, TAPC-PDD-RR, DSN 656-3556, E-MAIL KANDY.LIGHT@RMDA.BELVOIR.ARMY.MIL. POC FOR MI RECORDS IS MS. STANTON, HQ, INSCOM, DSN 235-1206, E-MAIL LASTANT2@VULCAN.BELVOIR.ARMY.MIL. POC FOR MEDICAL RECORDS IS MS. FOLEY, OTSG, DSN 761-3109, E-MAIL TERESA.FOLEY@OTSG.AMEDD.ARMY.MIL. POC FOR VISUAL INFORMATION RECORDS IS MR. O'SHAUGHNESSY, JDHQS-AV-E-L, DSN 225-6934, E-MAIL THOMAS.OSHAUGHNESSY@HQDA.ARMY.MIL, OR MS. EWINGS, EMAIL

PAGE 11 RUEADWD4861 UNCLAS

LINNEA.EWINGS@HQDA.ARMY.MIL.

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