



DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000



REPLY TO
ATTENTION OF:

APVR-RDL-CJE (710)

MAY 23 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Standard Operating Procedure (SOP) for Requisitioning of Geospatial Information and Services (GI&S) Products

1. References:

- a. AR 708-1, Cataloging of Supplies and Equipment Cataloging and Supply Management Data.
- b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
- c. AR 725-50, Requisitioning, Receipt and Issue System.
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures).
- e. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures.
- f. DA PAM 735-750, The Army Maintenance Management System.
- g. FM 10-27, General Supply in Theaters of Operations.
- h. CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts & Heraldic Items).
- i. CATP1V01, Aeronautical Charts, Flight Information Publications, and Related Products.
- j. CATP1UBD, Aerospace Products Bulletin Digest.
- k. CATP2V01U, Nautical Charts and Publications.
- l. CATP2V01UBD, Hydrographic Products Bulletin Digest.
- m. CATP3V01U, Topographic Maps and Related Products.
- n. CATP3V01UBD, Topographic Products Bulletin Digest.

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SUBJECT: Memorandum of Instruction for Requisitioning Geospatial Information and Service (GI&S) Products

- o. CATP7V01, Terrain, Feature and World Vector Shoreline Data.
- p. CATP7V03, ARC Digitized Raster Graphics (ADRG).
- q. CATP7V04, Controlled Image Base (CIB) Products.
- r. CATP7QB, Digital Data Products Quarterly Bulletin.

2. Purpose: To establish uniform guidance and procedures for obtaining unclassified Geospatial Information and Services (GI&S) products under the Standard Army Retail Supply System Objective (SARSS-O) concept for all previously supported customers of the Map Supply Office, Property Control Branch, Supply and Services Division, Directorate of Logistics, United States Army Alaska (USARAK).

3. General:

a. Unclassified military GI&S products used in the support of training, major exercises, and contingency stockage will be requisitioned using the units/organizations Department of Defense Activity Address Code (DODAAC).

b. United States Geological Survey (USGS) products, topographic maps, are not stocked by Defense Supply Center Richmond (DSCR), but are available to Department of Defense (DOD) activities as interim products for unavailable, stated requirements. DOD commands must identify **all** USGS product requirements and quantities over 50 copies to their National Imagery and Mapping Agency (NIMA) Customer Support Team (CST) for approval. CST telephone numbers: DSN 570-3001/COM (703) 264-3001.

(1). USGS products for Alaska, if the quantity is less than 50 copies, can be purchased from the local USGS offices in Anchorage or Fairbanks by using USGS Order Form 67-0002 (Enclosure 1) with continuation sheet. To purchase by credit card fill in appropriate blocks with authorized signature.

(2). USGS products for outside of Alaska, if the quantity is less or greater than 50 copies, can be purchased from USGS Information Services, Denver, Colorado by faxing the USGS Order Form 67-0002 with continuation sheet with authorized signature to (303) 202-4693.

(3). USGS CD-ROM products must be approved by the NIMA supporting CST and include the user's DODAAC, area coverage, scale and media required, justifications, point of contact and telephone.

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c. Units/organizations will establish an account with the Richmond Map Facility using DLA Form 1832 (Enclosure 2) for all existing and new accounts. Send the form to: Defense Logistics Agency, Defense Supply Center Richmond, 8000 Jefferson Davis Highway, Richmond, Virginia 23297-5335; FAX to: DSN 695-6510 or COM (804) 279-6510; or Email to: pc9@dscr.dla.mil

d. Units/organizations will establish an Authorized Stockage List (ASL) for GI&S products, up to a 15-day stockage is authorized, based on allowances in CTA 50-970. See Enclosure 3 for configuring quantities, reference from FM 10-27, General Supply in Theaters of Operations, to be used as a guide.

e. GI&S products are a Class II expendable item. To find the NIMA Reference Number and convert it to a National Stock Number (NSN), the publications listed above in paragraphs 1i through 1r should be used. If the NIMA Reference Number is known, the Federal Logistics (FEDLOG) can be used by inputting the NIMA Reference Number in the Part Number area and it will automatically convert to a National Stock Number (NSN).

4. Procedure:

a. Requisitioning Military GI&S Products:

(1). Unit/organization personnel will submit a list of required GI&S products to the units/organizations central authorized office (intelligence/training or plans and operations offices) for consolidation.

(2). Units/organizations central authorized office will consolidate all requests and submit by filling out a DA Form 2765-1, Request for Issue or Turn-in, or a SF 344, Multiuse Standard Requisitioning/Issue System Document (Enclosure 4), and submit either form to their supporting level of supply or Property Book Office (PBO) for document number assignment and supply system input.

(3). Units/organizations central authorized office will pick up GI&S products from their supporting level of supply or PBO and distribute to requestor.

b. Requisitioning USGS Products from USGS Anchorage and Fairbanks, Alaska and USGS Denver, Colorado or National Imagery and Mapping Agency see paragraphs 3b through 3b(3) above.

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c. Requisitioning special GI&S products from the NIMA Remote Replication System - Hawaii use a SF 344 and send by FAX to DSN 449-6665 or COM (808) 449-6665.

d. Requisitioning Canadian Topographic Maps and Aeronautical Charts, Central Intelligence Agency (CIA), and Defense Intelligence Agency (DIA) products contact the inventory manager for guidance at DSN-384-7001 or COM (907) 384-7001; FAX DSN 384-7068 or COM (907) 384-7068; or E-mail: morgans@richardson-emh2.army.mil.

e. Requisitioning procedure for crises/emergency and training exercises. To be an authorized customer, users must register their DODAAC account on DLA Form 1832 with the DLA representative, DSN 449-2100, FAX DSN 449-6665 or by E-mail raymond.akaka@hickam.af.mil. After receipt of confirmation that assets are available at the DLA Map Support Office (MSO) located at Hickam Air Force Base, Hawaii, Battalion S2 or designated office, FAX the SF 344 to MSO, Battalion S2 or, as appropriate, hand-carry. SF 344 must be validated at the originating organization by an 04 or GS13 or above on a signed activity memorandum letterhead. At a minimum, under column 23, remarks, sub-paragraphs (1) through (4) data below will be provided.

(1). Unit current DODAAC.

(2). Point of contact (POC) to include name and rank, DSN and commercial telephone numbers.

(3). Specific ship-to-address to include complete unit's designation, street name and building number. All crises/emergency orders must be shipped to an official government address and the POC or alternate must be at the ship-to-address to sign for the shipment. For classified products, the POC or alternate must have an equal security clearance or higher as the GI&S shipment classification.

(4). If the delivery is for after non-duty hours, i.e., weekend, FAX document must state that the POC or alternate will be available at the ship-to-address to sign for the shipment. The same security procedure as stated above will be followed.

(5). Products and quantities are required. Large quantities must be justified. If the justification is classified or sensitive, contact the PC9 Staff Duty Officer (SDO) at 1-800-826-0342 to arrange submission of the request by alternate means (secure FAX or SIPRNET E-mail senterd@reston.nima.smil.mil).

(6). FAX your MILSTRIP requisitions to DSCR, DSN 695-6510, and confirm by contacting the SDO at telephone numbers DSN 695-6500 or toll free 1-800-826-0342.

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(7). If assets are not available at MSO, Battalion S2 or designated office, will forward their consolidated requirements to the Battalion S4 or designated office for submission of the MILSTRIP requisitions by FAX to DSCR, DSN 695-6510.

(8). Map products in support of a crises operation can be obtained from the Richmond Map Facility within 2-5 days OCONUS. Requisitions must be validated at the originating organization by a 05 or GS14 or above on a signed activity memorandum letterhead and comply with paragraph 4e, (1) through (6).

f. Materiel Management Inventory Manager will provide customer assistance and training on GI&S catalogs and bulletins in regard to GI&S and USGS product questions at DSN-384-7001 or COM (907) 384-7001; FAX DSN 384-7068 or COM (907) 384-7068; or Email: morgans@richardson-emh2.army.mil.

5. The units/organizations supply or PBO personnel will pick-up the GI&S products received in the warehouse at Building 804, Fort Richardson or Building 3030, Fort Wainwright. The warehouses are closed on all Federal and USARAK training holidays. These activities are open for operation Monday through Friday, 0900-1100 and 1200-1430 hours.

6. Point of contact is Sheryl Ann Morgan-Lawrence at DSN 384-7001 or COM (907) 384-7001; FAX DSN 384-7068 or COM (907) 384-7068; or Email: morgans@richardson-emh2.army.mil

FOR THE COMMANDER:

4 Encl
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THOMAS M. SHEA
COL, TC
Director of Logistics

DISTRIBUTION:
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U.S. Geological Survey Maps, Books, and Other Published Products Order Form

1. Use this form to order U.S. Geological Survey (USGS) maps, books, and other published products.

Refer to the USGS Maps Price list for the most recent prices of all USGS maps.

2. Domestic Orders. Payment (check, money order, purchase order, major credit card, or Government account) must accompany order. Please include a **\$5** handling fee. Make all drafts payable to the Department of the Interior-USGS. **Do not send cash.** Delivery will be provided by a Government-selected courier. If you request a specific courier

service, please provide your courier account number.

3. International Orders. Payment for orders shipped outside the United States must be made by any major credit card or international money order drawn on U.S. funds. All international orders must be prepaid and include a **\$20** shipping fee plus a **\$5** handling fee. Orders exceeding **50** items will be charged actual shipping cost. Recipients will be responsible for paying customs fees.

4. The Stock Number column refers to the stock, ISBN, or book series number.

5. To order by mail, return order form and payment to:

USGS Information Services
Box 25286
Denver, CO 80225

To order by fax, call 303-202-4693 and transmit order form. You can also order through the World Wide Web at <http://edcwww.cr.usgs.gov/webglis/>.

6. For information or ordering assistance, call 1-888-ASK-USGS.

Name (first, middle initial, last)		Telephone Number (required)	Date
Company or Agency		Customer Purchase Order Number	
Address (street address preferred)		USGS Vendor Code or Account Number	
City, State, and ZIP Code		Major Credit Card Number	
Ship to (if different from above):		Expiration Date	Signature
Remarks:			

Quantity	Stock Number	State	Scale	Product Name or Title	Unit Price	Total Price
Subtotal						
Subtotal (from reverse)						
Handling Charge (per order mailed)						5.00
International Shipping Charge (per order mailed, if applicable)						
Total Order Cost						

Encl. 1

GEOSPATIAL INFORMATION & SERVICES (GI&S) ACCOUNT DATA

1. ACCOUNT NUMBER (DODAAC/FEDAAC)	2. DATE (MM/DD/YYYY)	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. COMMAND/ ADMIN ADDRESS TAC 1 <i>(Must match TAC 1 Address loaded with DAAS)</i>		5. SHIP TO/ BULK ADDRESS TAC 2 <i>(Must match TAC 2 Address loaded with DAAS)</i>
6. Which address do you want administrative mail and products mailed to? a. <input type="checkbox"/> TAC 1 b. <input type="checkbox"/> TAC 2		

SECTION I - GENERAL

7. REQUEST A GI&S ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:

REQUISITIONS
 AUTOMATIC DISTRIBUTION
 FLIP AUTOMATIC DISTRIBUTION

8. UNIT DESCRIPTION DATA

a. Component *(Contractors must complete Block 8c and/ or 8d.)*

Army
 Air Force
 Coast Guard
 Foreign Military Sales
 DoD Activity
 Navy
 Marine Corps
 Foreign Exchange
 Other Government Agency
 OTHER _____

b. Unit Identification Code (UIC)	c. Commercial and Government Entity (CAGE) Code <i>(Contractors)</i>	d. Contract Number <i>(if applicable)</i>
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9. GI&S OFFICER FOR THIS ORGANIZATION WILL BE:

a. Typed Name, Grade and Title	b. E-Mail Address	c. Signature
d. Commercial Phone Number	e. DSN Phone Number	f. Commercial FAX Number DSN FAX Number

SECTION II - ACCOUNT CLASSIFICATION LEVEL

10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT:

UNCLASSIFIED
 SECRET

11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:

a. Typed Name, Grade and Title	b. Signature	c. Commercial and DSN Telephone Number
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SECTION III - CHANGE OF ADDRESS

12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i>	12b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i>
Effective Date (MM/DD/YYYY):	

REMARKS *(All change of address must also be forwarded to Defense Automated Addressing System (DAAS) through your service point):*

SECTION IV - AUTHENTICATING OFFICIAL (O-5/GS-14 or higher)

13a. Typed Name, Grade and Title of Commander	b. Signature	D. Commercial and DSN Phone Number
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Encl 2

INSTRUCTIONS FOR COMPLETING DLA FORM 1832 (Geospatial Information Services (GI&S) Account Data).

THIS FORM HAS BEEN CREATED AND MAILED TO ENHANCE CUSTOMER SERVICE AND VALIDATE ACCOUNT REQUIREMENTS. IT IS A MANDATORY REQUIREMENT TO HAVE A DLA FORM 1832 FOR EACH ACCOUNT RECEIVING MAPS, CHARTS, FLIGHT INFORMATION PUBLICATIONS, AND DIGITAL PRODUCTS. ANY ACCOUNT NOT HAVING THIS FORM ON FILE IS SUBJECT TO CANCELLATION UNTIL ONE IS RECEIVED.

1. The account number by which GI&S products (maps) are ordered. It consists of six characters and could be a DoDAAC (Army, Air Force); UIC (Navy); RUC (Marines); OPFAC (Coast Guard) or FEDAAC (Federal Agencies). All Notice to Mariners recipients will find the applicable account number on the first line of the mailing label.
2. The date the form is prepared/sent to the Richmond Map Facility (RMF).
3. If this is the first submission of the form for this account, mark the initial block. If this is a change, mark the change block. If this account is being closed, mark the close block.
4. Must match the TAC 1 address shown in the Defense Automated Addressing System (DAAS).
5. Must match the TAC 2 address shown in the Defense Automated Addressing System (DAAS).
6. Where map shipments and admin mail are to be sent. If TAC 1 is selected and a shipment is too large for postal mail, the TAC 2 address will be used.
7. To request maps through MILSTRIP channels, check the "requisition" block. To establish a subscription account, check either or both distribution blocks. Product listings and quantities must be provided by the GI&S Officer to receive items via subscription.
- 8a. Check the appropriate block.
- 8b. If a unit identification code exists for this account, enter it here. If not, leave this block blank.
- 8c/d. Only DoD or Government Contractors need to fill in these blocks.
- 9a. The individual who manages this account and is responsible for the ordering and maintaining of the map account. This is the individual RMF will contact as the need arises.
- 9b/c/d/e. E-mail addresses, phone numbers and signatures of this individual ARE REQUIRED.
10. There must be a justifiable need to establish a classified account and the account security manager is responsible for the safekeeping of classified products.
11. Enter Security Officer information. This is MANDATORY for all classified accounts.
12. If the address has changed, enter the new and old addresses in these blocks. Contact your appropriate Service Point found on our web page: www.dscr.dla.mil/pc9/. The Service Point will notify DAAS of the change. Please notify RMF as a courtesy.
13. THESE BLOCKS ARE MANDATORY.

DLA FORM 1832

In order to standardize the process of establishing an account with the Richmond Map Facility, DLA Form 1832 is now required for all existing and new accounts. This form was mailed to each of our customers in August 1999. Please fill out this completely as possible and return to Product Center 9 (the inventory management and accounting management element of the Richmond Map Facility). Existing accounts that do not submit this form to the Richmond Map Facility by 15 November 1999 may have their accounts suspended or cancelled.

Mail it to:

DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER RICHMOND
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND VIRGINIA 23297-5335

FAX TO: (804) 279-6510 DSN 695-6510

EMAIL TO: pc9@dscr.dla.mil

Foreign Exchange Accounts do not complete this Form. Contact the international office at The National Imagery and Mapping Agency (NIMA).

Encl. 3

Table 4-1 Headquarters Map Allowances
 from Field Manual 10-27, General Supply in Theaters of Operations, dated November 1984, Chapter 4, Section III Map Supply Support, page 4-6

UNIT	SMALL-SCALE		MEDIUM-SCALE		LARGE-SCALE		ROADMAPS		AERONAUTICAL	
	MAPS		(1:500,000 & 1:250,000)		MAPS		(BELOW 1:250,000)		(VARIES)	
	(WORLD & ABOVE 1:500,000)						(VARIES)		(VARIES)	
ARMY HQ	25		75		50		75		50	
CORPS HQ	15		40		75		50		25	
DIV HQ	5		25		55		50		10	
BDE HQ	1		7		14b		15		3	
BN HQ	0		3		12b		5		0	
CO HQ	0		1c		7d		1		0	
a - Add two per organic aircraft.										
b - For service units, use 50 percent of the number shown.										
c - Add one per three administrative use vehicles.										
d - Add one per two track vehicles.										

Table 4-2 Large-Scale Map Initial Issue Allowances
 from Field Manual 10-27, General Supply in Theaters of Operations, dated November 1984, Chapter 4, Section III, Map Supply Support, page 4-6

UNIT TYPE	PLANNING FACTOR
Armored and infantry (mech)	Two copies per platoon, plus one per tank and carriage, plus two per armored personnel carrier with armament, plus two per organic Army aircraft, plus headquarters allowances.
Infantry and combat engineer	Two copies per platoon plus headquarters allowances. One copy per squad if a small unit operation.
Air assault (airborne)	Two copies per platoon plus headquarters allowances plus two per organic aircraft.
Field artillery	Headquarters and service batteries are same as for infantry unit. One copy per section for a firing battery plus one copy per forward observer and liaison officer.
Air defense	One copy per fire unit and two per headquarters for air defense artillery automatic weapons unit and forward area missile unit. One per officer for all other air defense artillery fire units.
Other units*	One copy per officer plus one copy per reconnaissance noncommissioned officer.
*Headquarters and service companies.	

