

Chapter 1

Operational Concept

1-1. Background

a. Battlefield Information Services (BIS) are information services provided on the battlefield. They combine the Information Mission Area (IMA) disciplines of printing, publications, and records management. BIS include functions and resources used to organize, distribute, retrieve, dispose, and manage all records, regardless of media.

b. Under the IMA, signal organizations provide information services in garrison as well as when a unit deploys. In garrison, the Director of Information Management (DOIM) organization supplements these services. When a maneuver unit deploys, the organic signal element provides information services in the combat environment. These services are tailored to the commanders' battlefield needs using the unit's organic equipment.

c. BIS are essential information services needed to support the maneuver commander in the field and do not duplicate the services in garrison. In garrison, information services are more extensive than those for the deployed unit. In garrison, the DOIM supplements the installation's post and units with information services and resources which are external to the maneuver unit. For example, when a corps or division is in garrison, the DOIM provides support for information services; printing; automated systems; and post, camp, and station telephone access. When the unit deploys, its organic signal element ensures essential BIS are provided in a tactical environment.

d. The signal element provides essential information services or BIS. The BIS are defined below. See References for appropriate regulatory publications.

(1) **Printing.** Printing is the processes of composition, plate making, press work, and binding to include micropublishing for producing publications. Printing is putting an image on paper in volumes over 5,000 units of a single original and no more than a total of 25,000 units of a multipage document.

(2) **Publications.** Publications are items on which information is printed or reproduced, mechanically or electronically, for distribution. They include directives, pamphlets, posters, forms, manuals, brochures, magazines, and newspapers produced in any printed media for the Army.

(3) **Forms management.** Forms are officially prescribed documents with prepared spaces for inserting information.

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(4) **Reproduction.** Reproduction is recreating an original document by mechanical means. These means include printing, duplicating, and copying which are defined in AR 25-30. In the field, this is done by automatic copying-processing, copier-duplicating, or printing machines using electrostatic, thermal, or other copying processes.

(5) **Classified document control.** Classified document control are procedures developed to ensure classified material is accounted for and protected. See AR 380-5 for further guidance.

(6) **Distribution/official mail.** Distribution is a system for providing receipt, collation, additional reproduction, and the proper routing of messages and printed material in a specific organization or between organizations. Official mail is part of the distribution system. It contains official information and is normally addressed to the commander of a military unit. Delivering mail is a US postal responsibility. However, when official mail is turned over to the Army, the Signal Corps' Information Services Support Office (ISSO) assumes distribution responsibility. See AR 25-51 for further guidance.

(7) **Correspondence.** Correspondence refers to communications media which may be produced, reproduced, or transmitted manually or electronically. It may also be magnetic media or other special purpose correspondence or forms used in official Army business. Correspondence includes all forms and formats contained in AR 25-50.

(8) **Files/records management.** Files consist of any materials created, saved, or stored. These include books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of content, or their physical form. See AR 25-400-2 for further guidance.

(9) **Freedom of Information Act (FOIA).** The FOIA program implements DOD policy. This policy requires activities be conducted in an open manner consistent with the need for security and adherence to other requirements of law and regulation. The program's objective is to ensure that only information which is exempt from disclosure by the FOIA is withheld from the public. See AR 25-55 for further guidance.

(10) **Privacy Act (PA).** The PA program protects an individual's privacy from unwarranted invasion. This is done by ensuring the recorded information about the individual is necessary, timely, accurate, complete, and confidential. See AR 340-21 for further guidance.

1-2. BIS Responsibilities

a. Information management is a command responsibility at all levels. The signal element is the executive agent for providing BIS in the field.

b. The signal commander/staff is responsible for managing BIS for the maneuver commander. To aid in this effort, division-size or larger units have a staff element. This staff element is the ISSO. In units without an ISSO, the S1 is responsible for performing and managing BIS. These units are the maneuver brigade and the battalion. The requirement for BIS at the maneuver brigade is minimal because of the maneuver unit's mission.

c. The signal element provides a framework or procedural guidance for functional staffs to operate, obtain, or perform information services. The functional user/staff receives, passes, and obtains information within the BIS framework.

d. The signal element establishes the framework and format for services. However, the functional proponent/user is responsible for the content. For example, the signal element is responsible for controlling and providing guidance on forms management or developing a uniform records management system (files) IAW AR 25-400-2. The functional user is responsible for the design and content of the form or information contained within the file. The ISSO establishes classified document control procedures; however, the user is responsible for generating and storing classified material.

e. The operating element that provides BIS, under the control of the signal commander, is the ISSO.

f. Division, corps, and theater levels have an ISSO. The ISSO coordinates and supports BIS requiring centralized management internal to the headquarters. It also guides and regulates services that are not centrally managed. The ISSO falls under the assistant corps signal officer's (ACSO) control at corps and the assistant division signal officer's (ADSO) control at division.

g. The theater has an ISSO and an Information Services Support Branch (ISSB). The ISSO is an element of the office of the Chief of Staff. The ISSB is assigned to the Deputy Chief of Staff for Information Management (DCSIM). The ISSB oversees theater BIS which include operations of reproduction detachments, and it coordinates BIS requirements with the sustaining base.

h. At battalion and brigade, the S1 performs ISSO functions. The functional staff officers (S1, S2, S3, S4) execute services in their respective staff sections. Users are responsible for obtaining and following their unit's BIS directives.

i. The primary functions of the ISSO are--

(1) Providing centralized management and executing distribution, reproduction, publications and forms account management, and FOIA/PA at division, corps, and theater.

(2) Advising and assisting the commander with BIS.

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(3) Providing staff supervision for all BIS to units and tenant units in the field.

j. Figure 1-1 shows the BIS organization from theater through battalion.

1-3. BIS Management

BIS is managed through direct control of the activity or through promulgation of policies. Management by policy occurs when the signal element sets the policy and the user follows the policy.

a. **Direct action.** Under the control of the signal element, a specified point of contact (POC) receives and routes all requests concerning a service. Distribution, reproduction, and FOIA/PA require direct control or action.

(1) **Distribution.** The ISSO/S1 establishes a distribution process and is responsible for internal distribution. Internal distribution is the distribution between functional staff elements of the same headquarters including official mail. External distribution is the movement of official mail (including publications) and distribution between command posts (CPs). Official mail requires postage once it enters the Army postal office. At division and above, the ISSO provides the distribution center. At brigade and below, the S1 provides the distribution center. The recipient is responsible for collecting the distribution from the distribution center.

(2) **Reproduction requirements.** Reproduction requirements are centrally managed through the ISSO. The ISSO receives user printing requests and routes them to the theater printing detachments or the proper sustaining base supporting activity. The user is responsible for his own organic reproduction equipment; for example, topographic, psychological, and intelligence operations and public affairs reproduction applications.

(3) **FOIA/PA.** Requests for information and PA administration require centralized execution. The ISSO/S1 is the central POC for all FOIA/PA requests. His responsibility is to determine the appropriate approving authority for FOIA/PA requests.

b. **Management by policy.** The signal element sets local policies by supplementing standing regulations. The functional staff and users are responsible for their own BIS requirements. Users must comply with appropriate ARs and local policies promulgated by the ISSO.

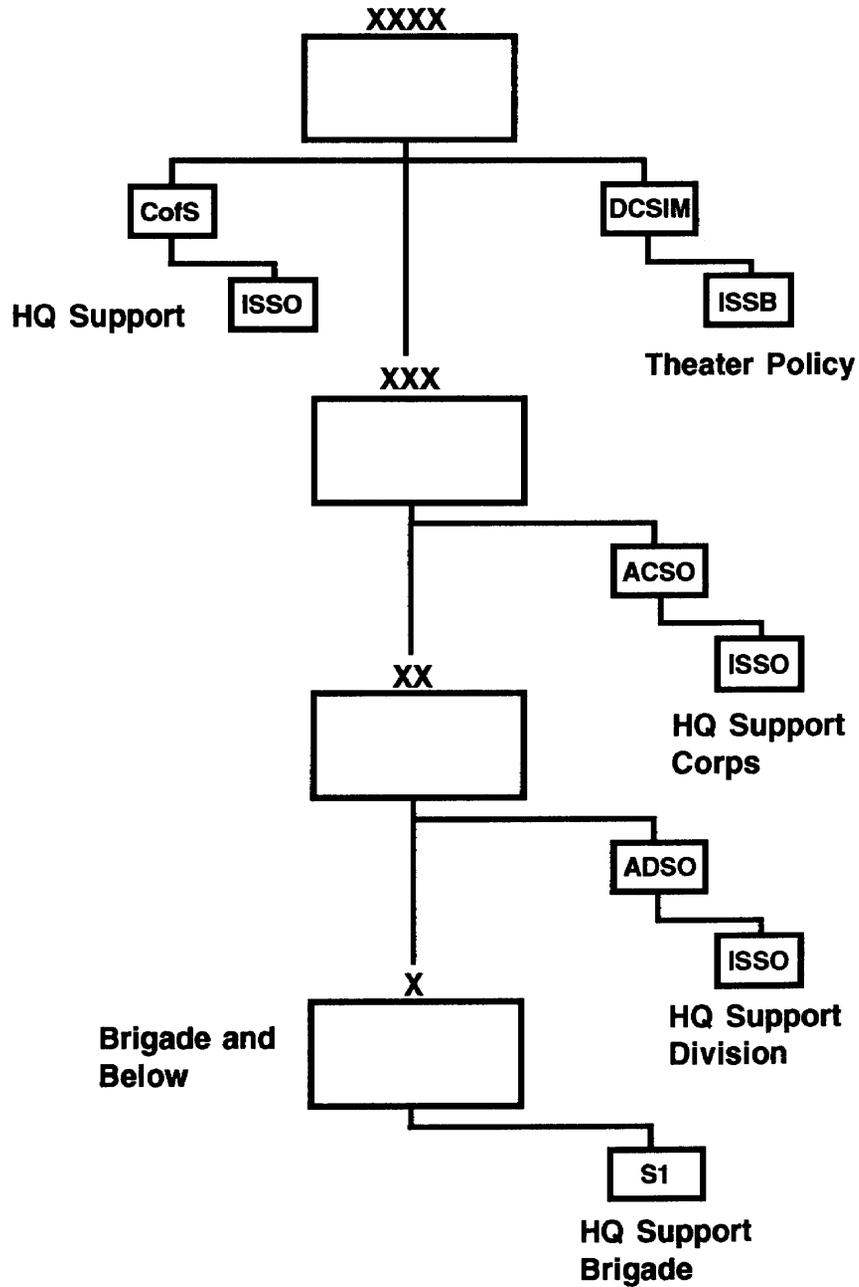


Figure 1-1. BIS organization.