

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
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Information Management: Automation
DOIM NETWORK USER GUIDE

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1. **PURPOSE.** This pamphlet provides instructions on how to establish a Fort Sill domain account and using the features included with the account.

2. **SCOPE.** This pamphlet pertains to all organizations using the Fort Sill domain.

3. **GETTING AN ACCOUNT.** Contact your Information Systems Security Officer (ISSO). This individual can submit an FS Form 180 to request new accounts or make changes to an existing account. Directorate of Plans, Training, and Mobilization, Security Division maintains a listing of all ISSOs.

4. **LOGGING ONTO THE FORT SILL DOMAIN.**

a. Once you have received your userid and password, you are ready to log onto the Fort Sill domain.

b. When you turn-on your computer a screen appears requesting your userid, password, and domain name. Insert your userid, password, domain name (fortsill), and press "enter." If you receive the screen shown in figure 1, you have successfully logged onto the Fort Sill Domain. Press "yes" to continue.

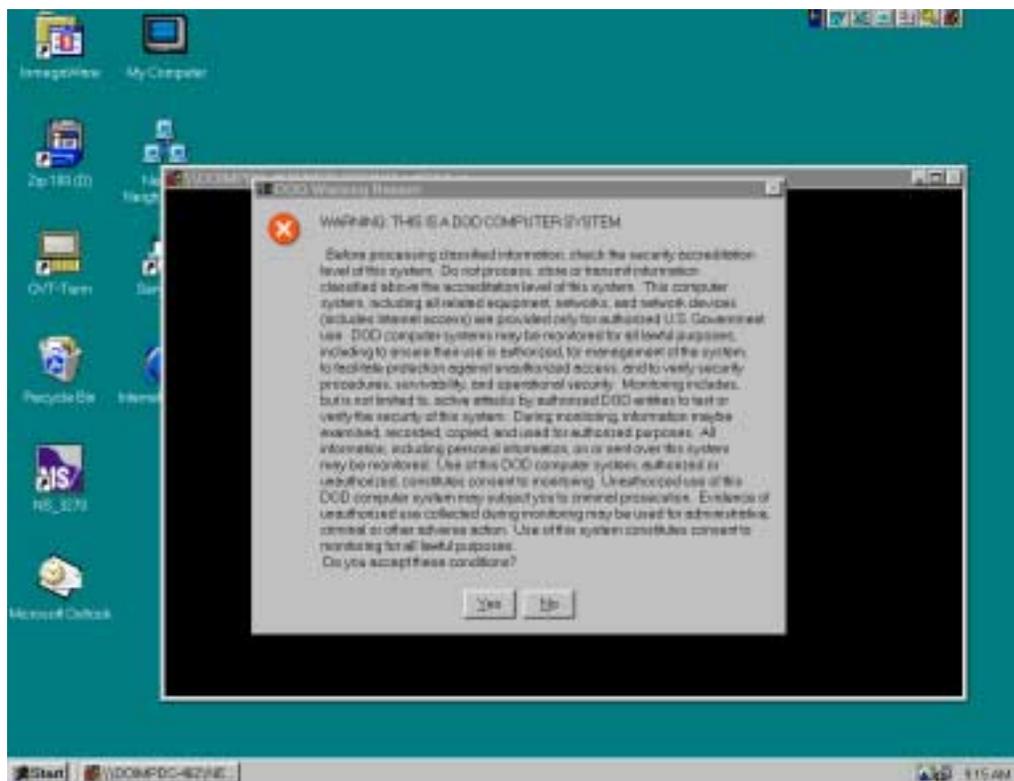


Figure 1. Warning: This is a DOD Computer System Screen

5. **DOMAIN SERVICES.** Using the "start" button at the bottom left of your screen, you can access the domain services (see figure 2).

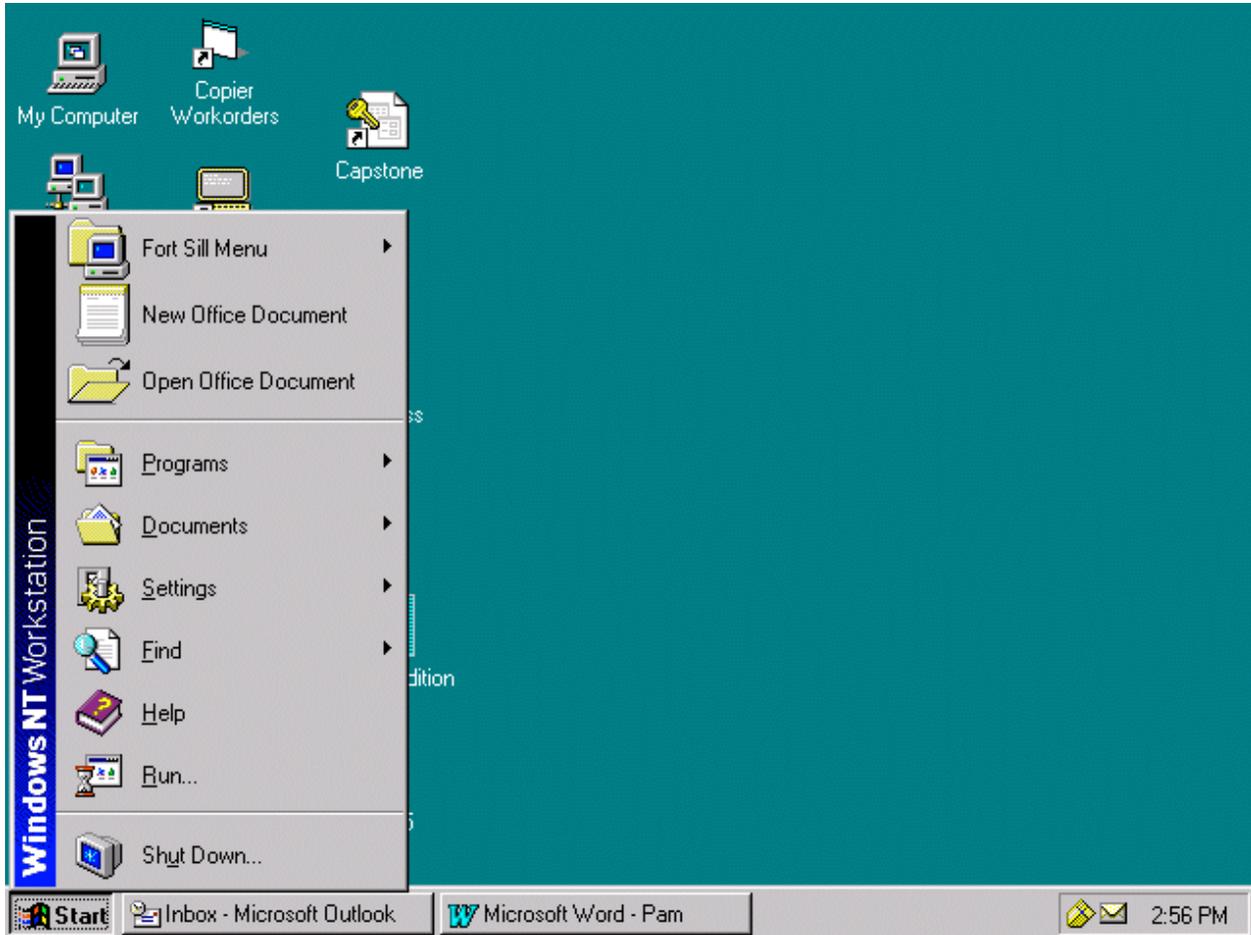


Figure 2. Start Button Screen

a. Local Applications. By pressing the "start" button and clicking on "Fort Sill Menu," you can access local applications (see figure 3). These local applications are--

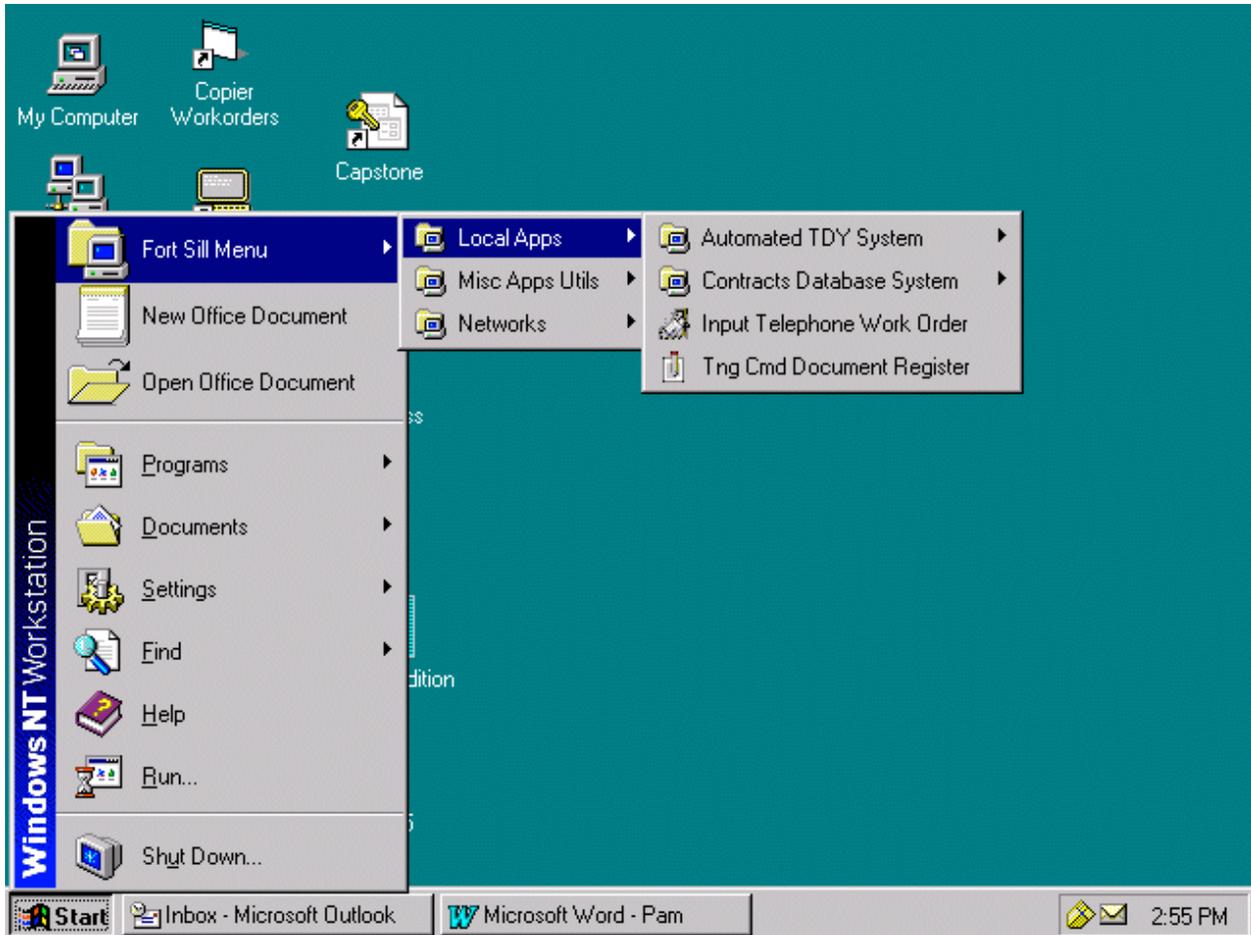


Figure 3. Fort Sill Menu Screen (Local Applications)

(1) The Automated Temporary Duty System. This system allows users to submit and route travel orders. For assistance contact, call 442-5914.

(2) The Contracts Database System. This is systems managers AFP Reports and Document Registers. For assistance contact, call 442-5914.

(3) Input Telephone Work Orders. This system loads a telephone work request and provides instructions on how to route electronically.

(4) Training Command Document Register. This system is for use by Training Command Budget Analysts.

b. Miscellaneous Applications Utilities. By pressing the "start" button and clicking on "Fort Sill Menu," you can access miscellaneous applications utilities (see figure 4). These applications are--

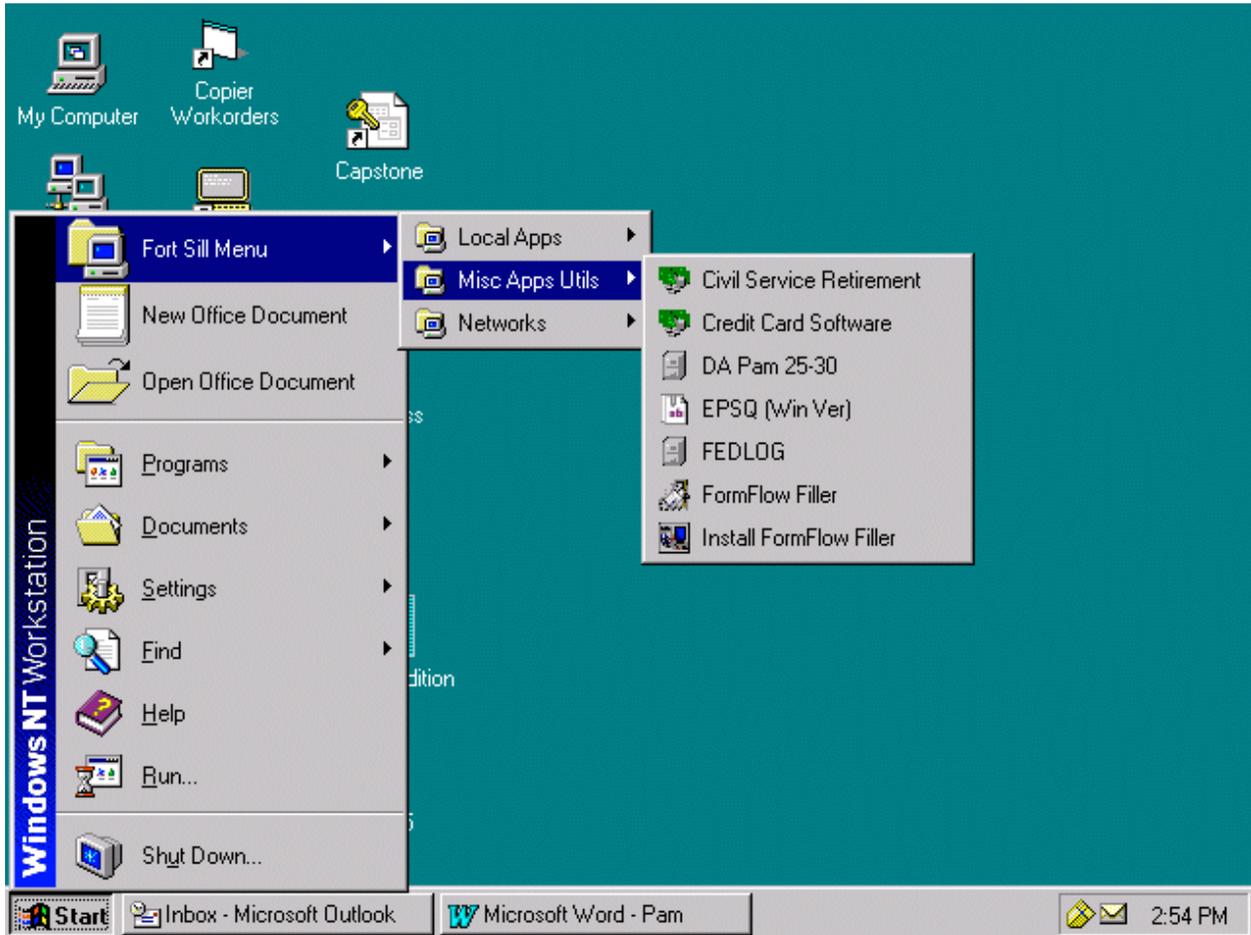


Figure 4. Fort Sill Menu Screen (Miscellaneous Applications Utilities)

(1) Civil Service Retirement. This is a program that calculates civil service retirement date and salary.

(2) Credit Card Software. This program is used by Fort Sill IMPAC card holders. Program will run only if installed in C:\ccard folder on your computer. For assistance contact, call 442-5914.

(3) DA Pam 25-30. This is the current electronic version of DA Pam 25-30.

(4) EPSQ (Win Ver). This program is Security Clearance Update. It will install to your computer. For assistance contact, call 442-2914.

(5) FEDLOG. This is the current online FEDERAL LOGistics.

(6) FormFlow Filler. This program loads the FormFlow program. Use #7 from this menu for proper installation. Electronic forms are available on the Fort Sill Intranet (<http://www1.doim.sill.army.mil>). Fort Sill electronic forms are available on the IASB Home Page (<http://sill-www.army.mil>).

(7) Install FormFlow Filler. This silent install will setup FormFlow on your computer so you can use #6 on this menu.

c. Networks. By pressing the "start" button and clicking on "Fort Sill Menu," you can access network applications (see figure 5). These applications are--

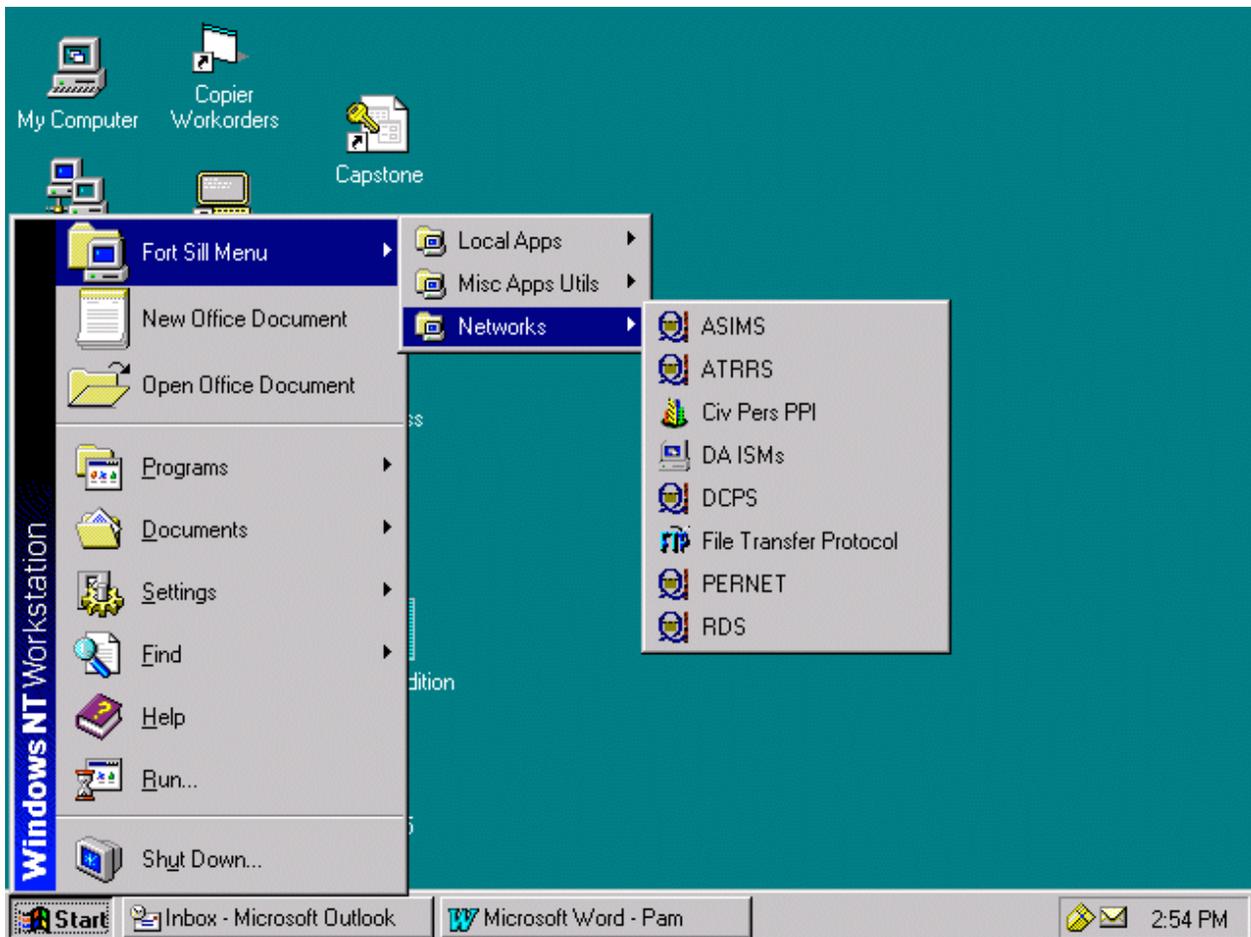


Figure 5. Fort Sill Menu Screen (Networks)

(1) ASIMS. Allows access to ASIMS authorized users. ASIMS systems include STARFIARS-MOD, SEES, STANFINS, and SRDI. For assistance, contact 442-5527/5823.

(2) ATRRS. Allows access to ATRRS authorized users. Organization ISSOs must submit requests for access to this program. For assistance, contact 442-2182.

(3) Civilian Personnel PPI. This program provides access to the Civilian Personnel System for valid users. For assistance, contact 442-5259.

(4) DA Installation Support Modules (DAISMS). This program allows access to DAISMS. DAISMS include CIF, Post Locator, EDMIS, In- and outprocessing, TRANSORD, TRANSPROC II, AIMS-PC, and DENTRAD. Users must have a valid account to access these systems. You must send your request for access to the DOIM ISSO. For assistance contact, 442-2182. NOTE: AIMS-PC is a DAISM but local access is controlled by the AIMS-PC functional manager. For assistance, contact 442-3611.

(5) File Transfer Protocol. This tool allows file transfers. For more file sharing options see Filing Sharing.

(6) PERNET. This system allows connection for authorized users of PERNET.

6. THE FORT SILL INTRANET. To access this site, open your web browser (i.e., Internet Explorer, Netscape) and in the address box type-- <http://www1.doim.sill.army.mil>.

a. The Intranet contains information that is relevant to the internal affairs at Fort Sill. **It cannot contain Privacy Act Information.** This information is viewable only to the Fort Sill network community and is blocked to the general public. This page should be set as your browser's home page or you should view it regularly for up-to-date virus information, policies, departmental information, and other official notices. The opening page offers a menu on the left and hot links at the bottom of the screen (see figure 6). Click on any menu to navigate the site.

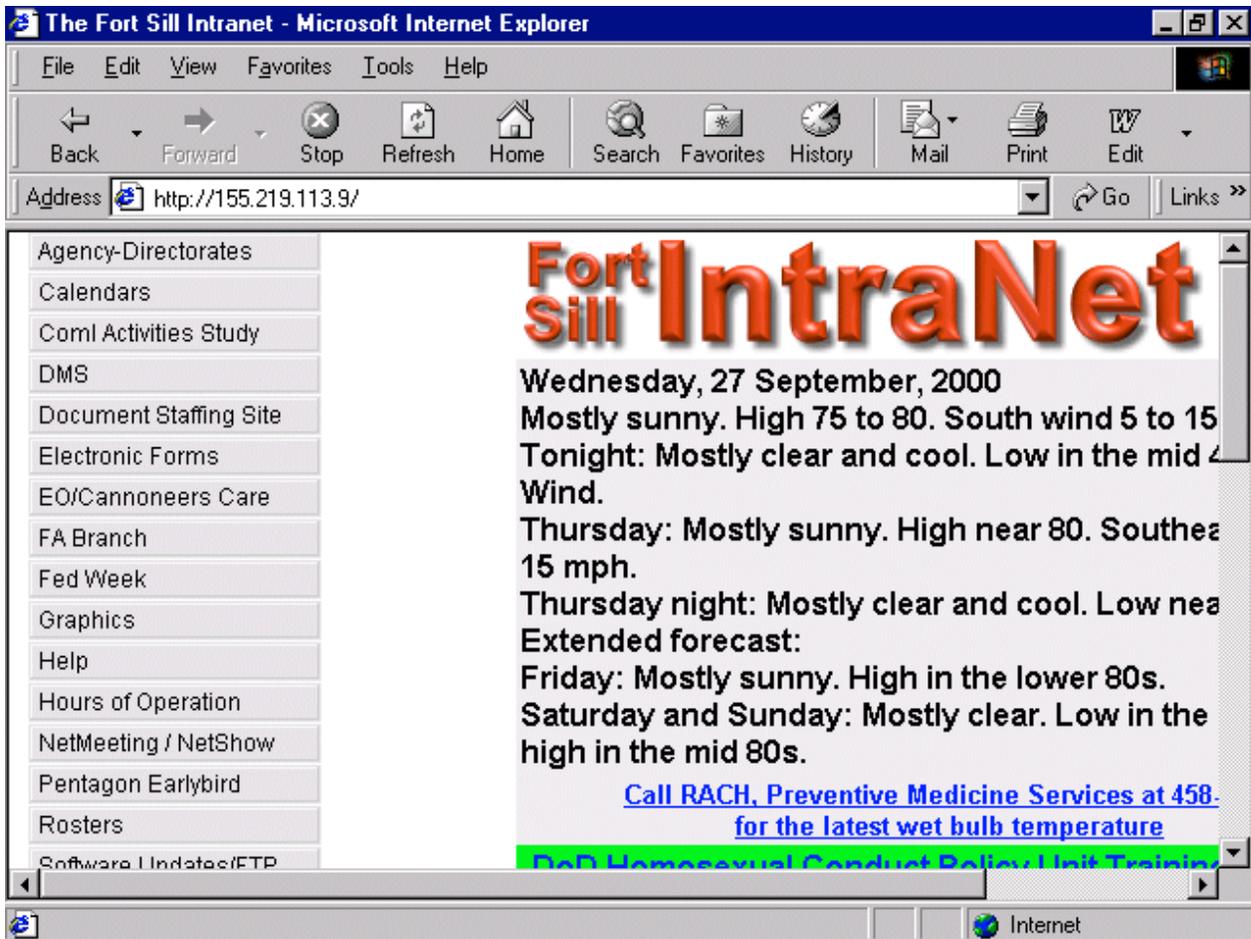


Figure 6. Fort Sill Intranet

b. For information about the Fort Sill Intranet, send e-mail to the Fort Sill Webmaster (donnellb@sill.army.mil).

7. FORT SILL HOME PAGE. To access this site open your web browser, (i.e., Internet Explorer, Netscape) in the address box type-- <http://sill-www.army.mil>.

a. The Fort Sill home page contains information about Fort Sill and is viewable to the Internet community worldwide. **It cannot contain Privacy Act Information.** There is a menu on the left and hot links at the bottom of the screen to assist you in navigating this Fort Sill site (see figure 7).



Figure 7. Fort Sill Home Page

b. For information about the Fort Sill Home Page, send e-mail to the Fort Sill Webmaster (donnellb@sill.army.mil).

8. NETWORK PRINTERS/COPIERS. There are network printers and copiers located throughout the installation. If you would like to add a network printer or copier in your area, contact 442-1942. To add a network printer or copier to your computer, click on the start button, settings, control panel, add printer, click on "Network Printer Server, and press "Next." System will automatically access Network Neighborhood (see figure 8). You need to browse to "PS-FDDI" and select the appropriate printer or copier (see figure 9). Follow instructions on your screen to complete the addition of the printer or copier to your computer.

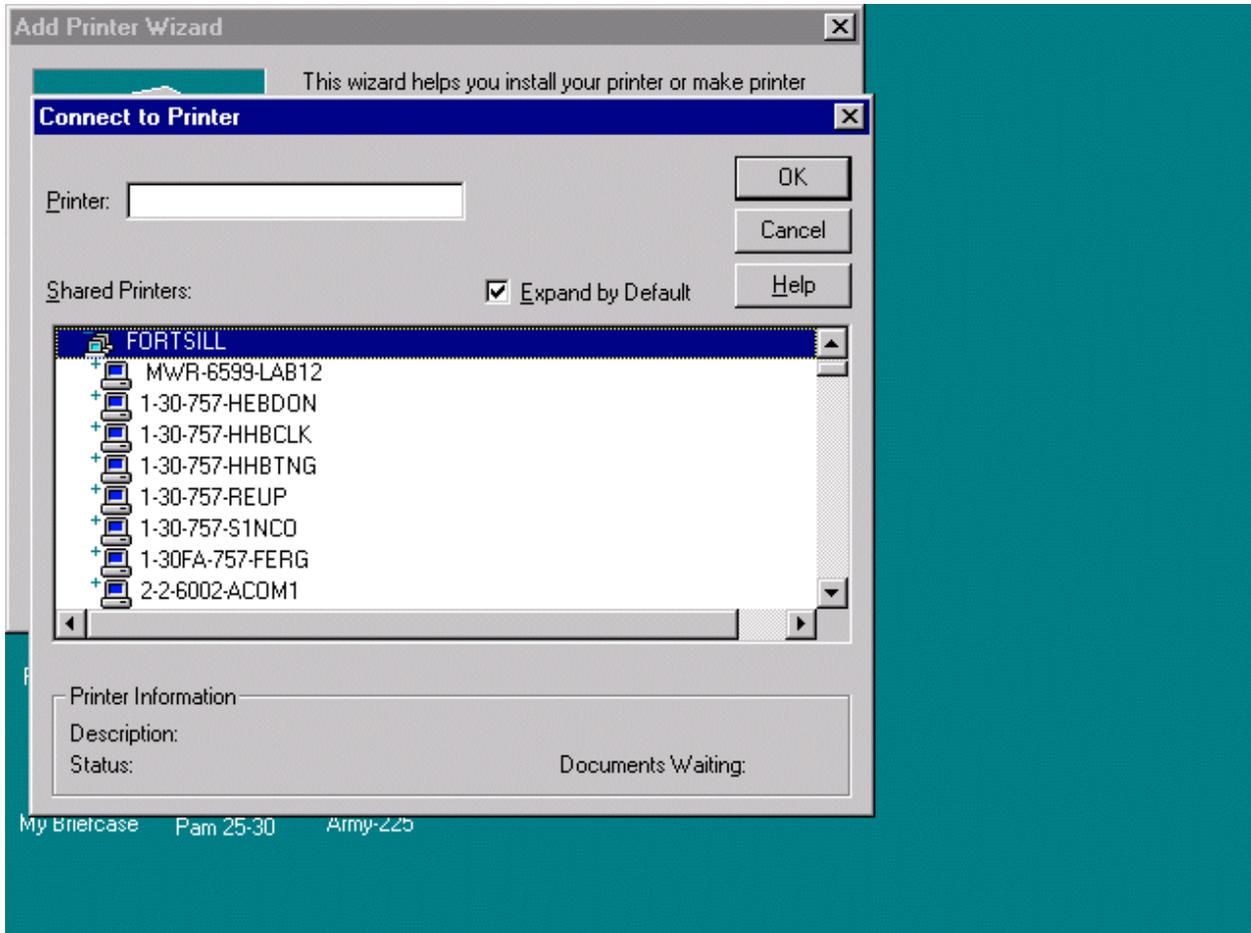


Figure 8. Network Printers/Copiers

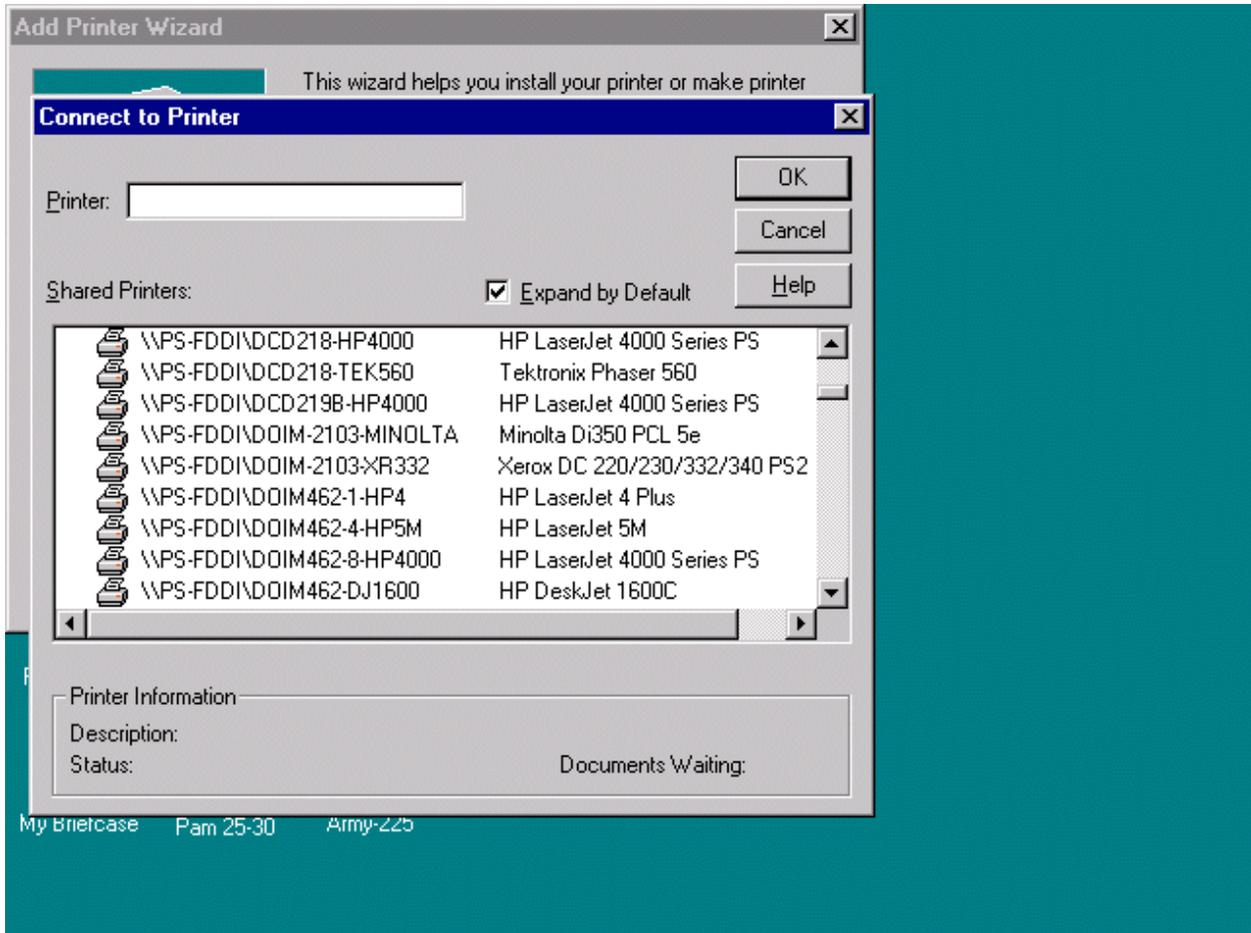


Figure 9. Network Printers/Copiers (Finding Printer/Copier)

9. FILE SHARING. There are several ways to share files. E-mail is not always the way to get files to other users. There is a limit on e-mail size (5MB), which includes attachments. Sending large files puts an unnecessary burden on the e-mail system. There are three other ways to provide these files to others. **These drives cannot contain Privacy Act Information.**

a. Network Drives (preferred method). Several network drives are available to you when you successfully log onto the Fort Sill Domain. They are--

(1) S Drive. This drive is setup for sharing files within your department only. You are a member of your department's group and only members of your group can access this drive. Others do not have access to it. You are responsible for keeping this drive clean. When data is no longer needed, please delete it.

(2) P Drive. This is a public drive for **temporary** storage. Files have a 2 week life cycle and are then deleted from the drive. This is the preferred method of sharing files with other Fort Sill NT domain users rather than over-burdening the E-mail system with large file attachments.

(3) J Drive. This drive contains various Fort Sill applications. You cannot write to this drive. You can only copy files from this drive such as forms, graphics, etc.

b. Large File Transfers Using ASP. You can use the ASP File Upload Site to share large files with users on Fort Sill and outside world (see figure 10). To access--

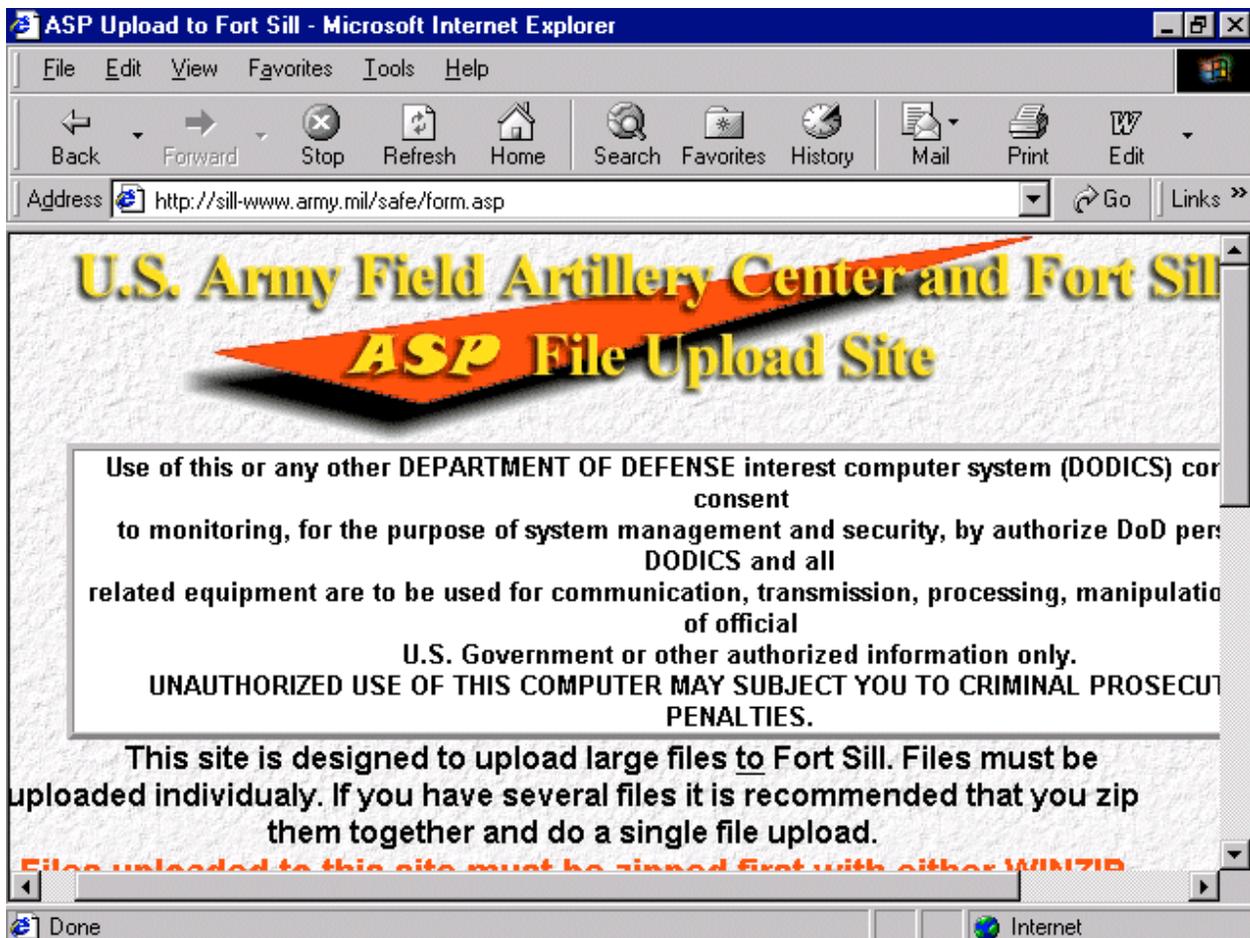


Figure 10. Large File Transfers Using ASP

(1) Open Internet Explorer or Netscape and go to--
<http://sill-www.army.mil/safe/form/asp>.

(2) Instructions are on the screen and easy to follow.

(3) Files that are uploaded are stored at FTP://sill-www.army.mil.

(4) Use your web browser to reach this site to download stored files.

c. File Transfer Protocol (FTP). To access-- (see figure 11)

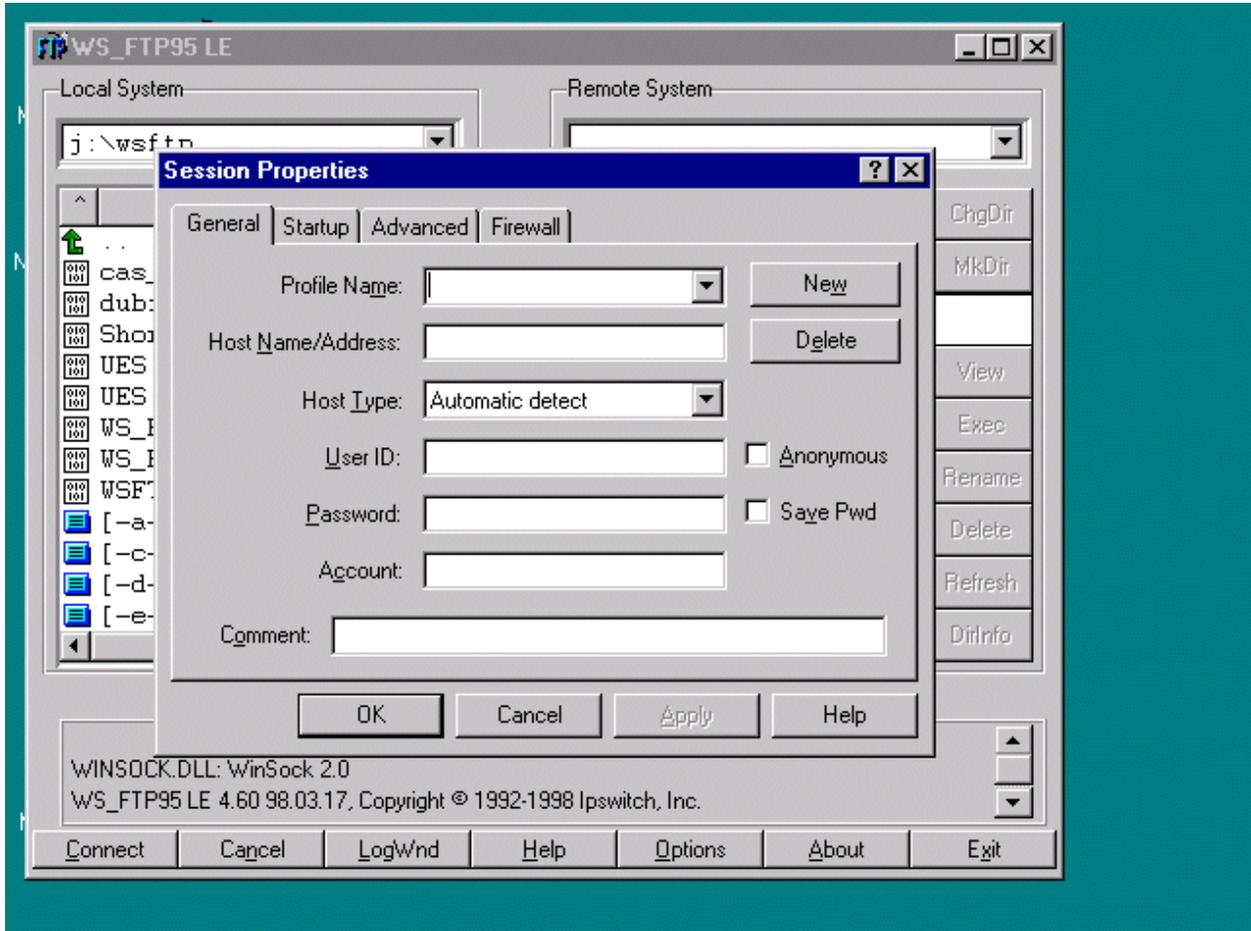


Figure 11. File Transfer Protocol (FTP)

(1) Click on lower left corner on the Start button to find the Fort Sill Menu.

(2) Select Networks.

(3) Select File Transfer Protocol.

(4) Enter the Profile name - this is the name you will refer to the next time you start this program (i.e., sill).

(5) Enter the FTP address less the [FTP://](ftp://www.army.mil), i.e. sill-
www.army.mil).

(6) Click on the anonymous button if a unique userid is not required at the FTP site.

(7) If an unique userid is required, enter it.

(8) If an unique password is required, enter it.

(9) Click the apply button to save these settings for the next time you wish to access this site.

(10) To connect to the site click the OK button.

(11) The FTP directory and files will appear in the right window.

(12) The local directory appears in the left window.

(13) To upload a file, change directories in the left window until you find the files you wish to upload. Click on the greater than button to upload the file.

(14) To download a file, change directories in the left window to where you want the file to finally reside. Select the file to download in the right window and then click the less than arrow to begin the download.

d. ISS Risks. To mitigate the ISS risks associated with FTP services, Fort Sill has implemented the following procedures.

(1) Use of network shares/files permissions (i.e., shared folders/directories).

(2) E-Mail attachments (less than 5MB).

(3) Use File Transfer Protocol (FTP).

(4) The Fort Sill Internet FTP site - <ftp://sill-www.army.mil>. You will use the site only to--

(a) Transfer those files in access of 5MB.

(b) Transfer files to **recipients off-post** or **not connected to the Fort Sill domain**.

(c) Receive files **from senders off-post or not connected to the Fort Sill domain.**

(5) Zip and password protect all files uploaded to all publicly accessible Internet FTP sites with either WINZIP or PKZIP. You can download a copy of the site-licensed version from the Fort Sill Intranet at-
<http://ww1.doim.sill.army.mil/soft/win2k.htm>.

(6) DOIM will monitor the FTP site and will remove those files that are not zipped or have remained on the site for more than 24 hours.

(7) Files that require transmission **within Fort Sill** but are excess of the 5MB E-mail limit will--

(a) Use network shares/files permission (i.e., shared folders/directories).

(b) Use of the Fort Sill Intranet FTP site (<FTP://ww1.doim.sill.army.mil>). Files transferred to this site are **not accessible from off-post** and therefore you are not required zip them.

(8) You can find the procedures to use the commercial program WINZIP on the Fort Sill Intranet at-
<http://ww1.doim.sill.army.mil/help/winzip.ppt>.

(9) For assistance call, 442-5739 or E-mail (donnellb@sill.army.mil).

10. GETTING HELP.

a. Help Desk. To call the help desk, dial 103. **Do not use the prefix 2-.**

b. You will get a guided message that allows you to get--

(1) Telephone outage assistance.

(2) Interactive help (if you are able to log onto the Fort Sill domain). Please know your PC name. If you do not know, right click on Network Neighborhood on your desktop, go to properties, and identification tab.

(3) Copier repair assistance (CPC Contract Copiers only (Minoltas)). For all others, except tactical, call 442-3816.

(4) Hardware repair status.

(5) Status on Fort Sill network outages and maintenance schedules.

(6) An operator who will submit a trouble ticket for you.

c. Submitting a Trouble Ticket (see figure 12).



Figure 12. Open a New Call (Trouble Ticket)

(1) Open your browser, either Internet Explorer or Netscape.

(2) Go to the Fort Sill Intranet-
<http://ww1.doim.sill.army.mil>.

(3) From the menu, select help.

(4) Open DOIM Help Desk.

(5) Double click on Open a New Trouble Call.

(6) Type in Client ID. Use one of the following that is applicable to your organization.

- (a) Garrison.
 - (b) TngCmd
 - (c) Tenant.
 - (d) Other.
- (7) Select a subject.

(8) Type in description of problem. Include the following in the Description Box. POC and phone number, e-mail address, office, building and room number, and description of your problem.

- (9) Click on Open a New Call.
- (10) Write down your Call Number of future reference.

d. Hardware Repair.

- (1) Submit a trouble ticket as described above.
- (2) Select Hardware as subject.

(3) In the Description Box, be sure to include the equipment make, model and serial number, POC, e-mail address and Office and phone number **or** call 103 and ask an operator to submit a trouble ticket for you.

(4) Take your equipment to the basement of Bldg 462, room 11.

(5) Direct questions concerning hardware upgrades or repairs to 442-4093.

NOTE: If the equipment had not arrived after 10 working days, DOIM will close the work order.

11. FORT SILL ELECTRONIC MAIL (E-MAIL).

a. Open Outlook.

(1) Type your USER NAME (*this is your Domain User ID, typically lastname, first initial*).

- (2) Type the DOMAIN NAME (fortsill) *if not retained in name block*.
- (3) Type your PASSWORD (*this password is case sensitive*).
- (4) See figure 13.



b. Your Mailbox.

- (1) Creating a Message.

(a) On the File menu, point to New, click Mail Message or point to Actions, then New Mail Message.

(b) In the To, Cc or Bcc boxes, enter recipient names separating each with a semicolon.

(c) On the File menu, point to Check Name, or use the short cut ALT + K or click Address Book on the Tools menu; select a name from the Global Address List, Personal Address Book, or others; or to address a recipient outside the Fort Sill Domain, type the full email address of the recipient.

Example:

user@tradoc.army.mil

- (d) In the Subject box, type the Subject of the message.

(e) In the text box, type the message. **If your text or attachment contains Privacy Act information, type "FOR OFFICIAL USE ONLY" in big, bold letters directly under the subject box as your first line of text.**

(f) Click Send.

c. Open a Message.

(1) Click Inbox.

(2) In the message list, double-click the message you want.

d. Reply to a Message.

(1) Open the message you want to reply to.

(2) To reply to only the sender of the message, click Reply. This does not return attachments to sender.

(3) To reply to all of the recipients in the To and Cc boxes, click Reply to All. By default, this does not return attachments to the recipients.

e. Forward a Message.

(1) Click Inbox.

(2) Select the message you want to forward.

(3) Click Forward. By default, this also forwards attachments.

(4) Enter recipient names in the To, Cc, or Bcc boxes (To select recipient names from a list, click the To, Cc, or Bcc button.)

(5) Click Send.

f. Delete Messages.

(1) Click Inbox.

(2) Select the messages you want to delete.

(3) Click Delete.

g. Email bandwidth reduction procedures.

(1) Use graphics sparingly in e-mail attachments. Avoid rich context pictures requiring large amounts of memory. Where possible, use text and graphics in black and white. Omit logos and seals on all but the title slide of a briefing.

(2) Use government provided e-mail services vice commercial web-based e-mail services, except where Government provided services are not available. Bandwidth overhead associated with the use of web-based e-mail is excessive and can constrict communication paths.

(3) Reduce lengthy e-mail document attachments and addressees, including the number of courtesy copies. Place documents on web servers whenever possible. Provide a Uniform Resource Locator (URL) indicating where recipients can easily access documents via the Internet.

(4) Download large files from Web sites only when absolutely necessary and for official business. However, downloading from a Web site is preferable to sending lengthy files by e-mail to large lists of addressees. Install documents of high interest on the organization's Intranet or on the Internet.

(5) Compress large e-mail attachments to conserve bandwidth.

(6) Limit official subscriptions to newsgroups to those that support the organization's missions and functions. Reduce or eliminate individual personal subscriptions to newsgroups. Eliminate personal web services such as Pointcast.

(7) When using the "Reply" and "Reply to All" e-mail feature, avoid quoted replies/in-line replies (i.e., complete e-mail strings) to the maximum extent possible.

(8) Do not use the "Return Receipt" e-mail feature as a matter of routine. Use only on official e-mail when you must positively verify receipt (e.g., where the e-mail has a direct bearing on the mission).

(9) Use Intranets or shared network drives (P: and S:) for sharing widely used documents.

h. Personal Address Book.

(a) Saving an Address of an Incoming Message to your Personal Address Book.

1 Open message.

2 In the from area, right click the from address.

3 Click Add to Personal Address Book.

(b) Create a personal distribution list.

1 On the Tools menu, click Address Book.

2 Click New Entry.

3 In the Select the entry type box, click Personal Distribution List, and then click OK.

4 In the Name box, type a name for the List.

5 Click Add/Remove members.

6 In the Show names from the box, select the address book that contains the names you want to add to your personal distribution list.

7 In the Type name or select from list box, type each name you want to add. In the list below, double-click each name.

i. Personal Folders. You cannot use personal folders within E-mail to retain documents IAW AR 25-400-2.

(1) Creating New Personal Folders.

(a) From the folder list, right click on Personal Folders.

(b) Select New, Folder.

(c) Give it a name.

(2) Saving Messages to Personal Folders. From any folder in the Mailbox, click and drag messages to the desire personal folder.

j. Backing Up Personal Folders. A Personal folder file has a .pst extension and is located on your PC's hard disk, not on the server. You work with a personal folder file as you would with any other file, and you can save, copy, and move a .pst file to another location on your hard disk, a 3.5" disk, or a server. To find your personal folder file do the following.

(a) On the Menu Bar, go to tools.

(b) Select Services.

(c) Double click on Personal Folders.

(d) Look at Path, this tells you where your folders are (i.e., c:\exchange\userid.pst).

k. Managing Your Exchange Mailbox. Your mailbox has a size limit. When you exceed that limit, you get a note from the System Administrator telling you so. You will not be able to send mail until it is cleaned up. Users with excessive amounts of mail will not be able to send or receive until cleanup is accomplished. To do so: delete or move messages to Personal Folders from the Mailbox (this includes ALL folders in the Mailbox).

l. Public Folders.

a. Public folders are a way to share information with others who have access to Fort Sill Email. Public folders are created and designed by the Administrator and designated persons in your organization who have been given the appropriate permission to control the folder. These designated persons are the only ones who can post to, and delete items in the folder.

b. Due to the increased overhead public folders place on the Fort Sill mail servers, this method is the least favored and will be used only as a **last resort**. To share information, use one of the three methods mentioned in the file sharing section of this pamphlet. To share information to the largest audience possible, consider using the Fort Sill Intranet or Internet.

c. For information on public folders, contact the Fort Sill E-mail Administrator, 442-6289.

12. REMOTE ACCESS.

a. Terminal Server Access Controller System (TSACS). TSACS allows remote access to the Fort Sill Network (see figure 14).



Figure 14. Remote Access to E-Mail

(1) You must have a current TSACS account. Your ISSO can request one for you. For assistance, contact 442-2182 or 442-3013.

(2) Your computer must have a modem and Dial-up Networking setup. Complete instructions can be found on the Fort Sill Intranet -

<http://www1.doim.sill.army.mil>.

(3) To connect to the TSACS server locally, dial 442-6998.

NOTE: DA and TRADOC has mandated all TSACS users must use the local number first for access. If you are traveling to another installation, check the Intranet link

<http://www1.doim.sill.army.mil/TSACS/index.htm>

to find that installation's local TSACS number. Lastly, if you are in an area that does not have access to a local TSACS number, only then are you allowed to use the toll free number (1-877-210-9547).

(4) TSACS validates your user ID and password. You now have access to the Fort Sill Network.

13. WEB ACCESS. Web Access allows you to check your e-mail from your home or TDY site.

- a. You must have Internet access.
- b. Enable your browser with 128 bit cipher strength encryption.
- c. Using your browser, in the address box, type:

<http://webmail.sill.army.mil>.
- d. Click on the box "click here."
- e. Logon screen prompts you for USERID. Use your Fort Sill Domain user ID.
- f. The next screen prompts for your userid and password. Again, use your Fort Sill Domain user ID and password.
- g. You now have access to your mailbox. Note: You are not using Outlook as on your computer at work, so all options are not available to you.

14. DEFENSE MESSAGE SYSTEM (DMS).

a. The Defense Message System (DMS) for Organizational Messaging is now operational at Fort Sill. DOIM is currently posturing itself to provide continued messaging support for organizations using AUTODIN, by transitioning them to DMS. HQDA has mandated this requirement, and the scheduled transition from the Automatic Digital Network (AUTODIN) messaging system to the DMS system is currently underway.

b. DOIM is currently adding users and issuing Fortezza cards for this system. In order to minimize disruption of messaging service, organizational accounts must be enabled, operational, and messaging rerouted before the scheduled AUTODIN shutdown. This section is to advise you of what must be done.

c. DOIM has established a DMS Resource Page on the Fort Sill Intranet server (<http://www1.doim.sill.army.mil/dms>) regarding Fort Sill DMS implementation and general guidelines/procedures on establishing accounts.

d. DMS Organizational Messaging is a new technology replacement for the over-the-counter AUTODIN Messaging System and

DINAH/SARAH message services provided by the DOIM's Telecommunications Center (TCC) in Bldg 1645. DMS provides messaging on two **separate** platforms: Sensitive-But-Unclassified (**SBU**) messaging, and Classified (**SECRET**) messaging. Classified (Secret) messaging requires special connectivity to the SIPR network. Only a few organizations will have this access. Organizations not having this connectivity are required to visit DOIM TCC to access the Classified (Secret) network and access their DMS mailbox. If a user needs **both** messaging services, (Unclassified and Classified), the organization must request an Organization Account and Fortezza card for **each** service.

e. From a user's workstation, DMS provides messaging capability using an augmented commercial electronic mail client and a physical security token. The DoD Information Services Agency (DISA) and the Army designed, funded, acquired, and installed the infrastructure to satisfy the Fort Sill organizational messaging requirement. DOIM will initially support approximately 32 of the core organizational users across the installation for Unclassified (SBU) messaging. DOIM will also be supplying Classified (Secret) messaging support for a smaller number of organizational users.

f. There will be two separate DMS e-mail platforms replacing the current AUTODIN system. One server will provide Unclassified (SBU) service and another will provide Classified (Secret) messaging service. Your organization must register for the appropriate service. If your organization needs support for both Unclassified (SBU) and Classified (Secret), your organization's ISSO must submit a Fort Sill Form 598 (X.509 Certificate Request Form) for **each** service. This form is located at <http://sill-www.army.mil/doim/>.

g. **DOIM TCC will no longer function as a walk-in, over-the-counter message center after AUTODIN shutdown.** Organizations that have depended on this type service in the past must now have an **established mailbox** on the appropriate DMS platform in order to continue messaging service. Make sure your organization has a DMS mailbox for the support you are currently receiving on AUTODIN prior to shutdown. If not, your messaging service could be disrupted.

h. If your organization does not have the necessary network connectivity for Classified (Secret) messaging, DOIM TCC in Bldg 1645 and the DOIM server facility in Bldg 462 will provide secure work areas with a PC and DMS client software loaded in order to provide access to the appropriate DMS Server/mailbox and messaging capability.

i. DOIM intends to conduct DMS training/orientation for organizational users prior to official shutdown of AUTODIN at Fort Sill.

j. Fort Sill Pam 25-10 and Reference Guides will be available for handout during these training sessions.

k. For assistance in DMS contact 442-6513 or e-mail cunningj@sill.army.mil.

15. TRAINING.

a. New User Training. DOIM will provide training to all new users prior to issuance of Domain User ID and password. This will familiarize the user with the local services available and give an overview of Fort Sill automation policy. DOIM will notify new users of the next scheduled class.

b. DMS Training. DOIM will provide training to all new DMS users prior to issuance of Fortezza card and pin letter. DOIM will also train ISSOs on how to complete Fort Sill Form 598 (X.509 Certificate Request Form) for DMS accounts. DOIM will notify new users and ISSOs of the next scheduled class.

(ATZR-UO)

FOR THE COMMANDER:



DAVID C. RALSTON
Colonel, FA
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