

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 51-105

25 SEPTEMBER 2014



Law

**AUTOMATED LEGAL INFORMATION
SERVICES AND LIBRARY SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFLOA/JAS

Certified by: AF/JAA
(Mr. Gregory Girard)

Supersedes: AFI 51-105, 16 April 2010

Pages: 15

This instruction implements AFPD 51-1, *The Judge Advocate General's Department*, 19 November 1993, and Department of Defense (DoD) Directive 5160.64E, *Legal Information Technology*, 23 August 2005. This instruction applies to Air Force military and civilian personnel at all levels including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. It assigns legal automation responsibilities to the Legal Information Services Directorate of the Air Force Legal Operations Agency (AFLOA/JAS) and to Air Force legal offices. Chapter Two only applies to ANG legal offices that receive centrally funded law library materials. It also provides guidance and procedures concerning the operation of Air Force law libraries. The term major command (MAJCOM), as used in this instruction, includes field support centers, operating agencies and equivalents when the responsibilities of those entities are not separately addressed. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of AFI 51-105 identifies Tiered waiver authorities for unit level compliance items, restricts the timeframe for legal offices to conduct their annual law library inventories to the month of April, eliminates the requirement for all legal offices to maintain a law library, eliminates the 12-month notification requirement to close a law library, and incorporates IC-1, which provides guidance to legal offices regarding location and movement of video teleconference (VTC) equipment.

Chapter 1

LEGAL AUTOMATION

Section IA—Responsibilities

1.1. The Judge Advocate General's Corps (TJAGC). TJAGC controls the use of AFLOA/JAS legal automated systems by Air Force Judge Advocate General Corps' legal offices and personnel.

1.2. AFLOA/JAS. AFLOA/JAS has primary responsibility within TJAGC for legal automation. AFLOA/JAS:

1.2.1. Is executive agent for DoD in the operation, maintenance, and continuous development of the Federal Legal Information Through Electronics (FLITE) system and the Defense Emergency Authorities Retrieval and Analysis System (DEARAS) and responsible for hosting Internet sites for the Court of Appeals of the Armed Forces (CAAF), service branch courts, administrative decisions from the Boards for Correction of Military Records, Discharge Review Boards of all services, and Air Force, DoD, other government agencies, or the Congress of the United States data repositories approved by AFLOA/CC.

1.2.2. As executive agent for DoD in the operation, maintenance, and continuous development of the FLITE system, AFLOA/JAS will:

1.2.2.1. Create and maintain full-text, on-line, retrievable databases of legal and related information which has research value for authorized users of the FLITE system. (T-0)

1.2.2.2. Provide computer-assisted legal research (CALR) capabilities and on-line interactive search capabilities to non-DoD federal government agencies on a reimbursable basis in accordance with 31 U.S.C. §1535, when practical. (T-0)

1.2.2.3. Produce computer-hosted and portable media-based products in support of full-text CALR, Knowledge Management (KM), and Enterprise Information Management (EIM) capabilities for authorized users. (T-0)

1.2.2.4. Provide advisory service on CALR to other government agencies when resources permit. (T-2)

1.2.2.5. Implements Continuity of Operations Plan (COOP) procedures to assure high availability of operations. (T-1)

1.2.3. Operate automated information system (AIS) programs for TJAGC as directed by The Judge Advocate General (TJAG) or AFLOA/CC. (T-1)

1.2.4. Plan and implement data automation initiatives for TJAGC organizations. (T-1)

1.2.5. Plan, evaluate, and acquire automation hardware and software for use by Air Force legal offices as directed by The Judge Advocate General (TJAG) or AFLOA/CC. (T-1)

1.2.6. Ensure access by authorized users to AFLOA/JAS-controlled (web/Internet) assets and capabilities. (T-1)

1.2.6.1. Provide training and other resources designed to assure the ability of TJAGC offices and personnel to use all programs and applications listed on TJAGC sites. (T-3)

1.3. AF/JA and AFLOA Directors, MAJCOM Staff Judge Advocates (SJAs), Legal Office SJAs, or equivalents will:

1.3.1. Ensure members of their staffs are completely familiar with and capable of using all information technology (IT) tools and applications associated with their areas of responsibility, whether developed and provided by AFLOA/JAS or a commercial vendor (T-3).

1.3.2. Ensure members of their staffs periodically review and keep current information in Roster and are responsive to TJAG requests for information and various certification requests and requirements (T-3).

1.3.3. Are responsible for properly configuring, accounting for, and securing all their respective legal office Automated Information System (AIS) (T-3).

1.3.4. Ensure Roster accurately reflects their office's current manning, organizational structure, duty titles, contact information, and any other details as required (T-3).

1.3.5. Ensure that all information media of any kind (including but not limited to hard drives, thumb drives, CDs, DVDs, etc.) of unclassified computer equipment being disposed of are wiped/sanitized of data in conformance with the most current guidance promulgated by DoD and Air Force communications agencies. (T-2)

1.3.6. Ensure all members of their staffs are aware of their obligations to use CALR search tools (asset locators, license locator, etc.) and databases only in the course of official business (T-3).

1.3.7. Immediately send to AFLOA/JAS informational reports of all incidents involving unauthorized access to TJAGC data or whenever a security information file is established and the member's security clearance is revoked (T-2).

1.3.8. Utilize all required applications and programs as directed by TJAG (T-3).

1.4. Users of Legal AIS Equipment will:

1.4.1. Comply with this instruction and with other DoD, Air Force, and local computer security and operations procedures.

1.4.2. Certify the accuracy of personal data in Roster and professional responsibility information annually (T-3).

1.4.3. Update the data in Roster as changes occur (T-3).

1.4.4. Comply with their obligations to use CALR search tools (asset locators, license locator, etc.) and databases only in the course of official business (T-3).

1.5. Legal Office Computer Systems Manager (ISSM) will:

1.5.1. Ensure all standard system files and all data maintained on stand-alone computers are backed up on an as needed basis. However, all personnel should be trained that daily back up is the optimum solution (T-3).

1.5.2. Fully train new legal office personnel in the use of AIS equipment, security measures, and protocols before they are allowed access (T-3).

Section 1B—Administration and Operation

1.6. Protection of Privileged and Sensitive (but Unclassified) Information.

1.6.1. **Privileged and Sensitive Information.** Information stored on computers may include For Official Use Only (FOUO) information, such as Personally Identifiable Information (PII), privileged attorney-client information, or information covered by the Privacy Act. Protecting this information from unauthorized users is of paramount importance.

1.6.1.1. **Protecting Privileged and Sensitive Information.** Protect the integrity and accuracy of this data against unauthorized access or disclosure. All users must maintain proper configuration management and physical security of the equipment itself so that this information is adequately safeguarded. For sensitive information, the use of password-protected files and directories is recommended. For further guidance, see AFMAN 33-363, *Management of Records*, AFI 31-401, *Information Security Management*, AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoD 5400.11-R, *DoD Privacy Program*, and DoDI 5200.01, *DoD Information Security Program and Protection Of Sensitive Compartmented Information*.

1.6.1.2. **Reporting PII Breaches.** Should a suspected breach occur, users must notify their supervisor immediately and reporting actions should be promptly initiated. SJAs must ensure suspected breaches of AFJAGC systems are reported to AFLOA/JAS (T-1).

1.6.1.3. **Attorney-Client and Work-Product Doctrine Privileged Information.**

1.6.1.3.1. Judge advocates and Air Force attorneys representing the Air Force who use government computers and communications systems to transmit and store attorney-client privileged information do so with the consent of their client, the Air Force, when done in the furtherance of official business.

1.6.1.3.2. In situations where a judge advocate or Air Force attorney is representing a client other than the Air Force, the TJAG Advisory Committee on Professional Responsibility and Standards and an overwhelming number of state bar associations that have considered the issue, have determined the electronic transmission and storage of information does not, in and of itself, compromise the privileged nature of information between an attorney and client. Attorneys should be aware of the ethics requirements of their respective state bars and if there is an apparent conflict, consult with their supervisory attorney prior to requesting guidance from the TJAG Advisory Committee on Ethics and Standards.

1.6.1.3.3. Regardless of whom their clients are, users must maintain attorney-client privileged, source selection sensitive information or other FOUO information in such a way that unauthorized personnel cannot access it (T-1). Refer to DoD 5200.01-R, *Information Security Program*, for proper marking and security of FOUO material. This is particularly problematic when the information is stored on a Local Area Network (LAN) or on a computer connected to a LAN and military or contract personnel not assigned to TJAGC administer or have access to that system. Users must ensure that privileged or sensitive computer information is stored in folders that

are clearly labeled as such with access restricted to the appropriate users and that e-mail messages containing such information are also clearly identified (T-1). System administrators may not read, review, inspect, disseminate, or disclose the substance of any material that may be considered attorney-client privileged information without first coordinating such efforts with their servicing SJA. In these types of cases, it may be prudent to consider securing a search authorization from the appropriate authorities. The servicing SJA will ensure that all systems administrators assigned to the installation are aware of this coordination requirement (T-1). If the servicing SJA or functional equivalent is the subject of an investigation, coordination should be made with next higher SJA in the functional chain of command.

Chapter 2

AIR FORCE LAW LIBRARIES

Section 2A—Responsibilities

2.1. AFLOA/JAS will:

- 2.1.1. Establish TJAGC-wide policies and procedures for the operation and management of the Unified Law Library (ULL). The ULL encompasses all available legal research sources, including FLITE, commercial legal research services, and TJAGC and external Internet sites. (T-3)
- 2.1.2. Evaluate, plans for, and purchases the best combination of electronic and paper legal research resources within authorized funding levels. (T-3)
- 2.1.3. Provide guidance for all Air Force law libraries. (T-3)
- 2.1.4. Centrally order and track centrally purchased law library system materials. (T-3)
- 2.1.5. Approve disposition of excess centrally purchased law library materials, including materials from scheduled office closures. (T-3)
- 2.1.6. Ensure the Unified Law Library Handbook is available on the Resource Allocation Management System (NetRAMS) Home Page. The handbook establishes procedures for managing centrally purchased library materials. (T-3)

2.2. MAJCOM SJAs or equivalent:

- 2.2.1. Appoints, in writing, a Law Library Accountable Officer (LLAO) and furnishes an electronic copy of the appointment to AFLOA/JASR via digital signature email. This officer serves as the contact between AFLOA/JAS and subordinate-level LLAOs. Ensures appointments are updated in NetRAMS to reflect the current LLAO.
- 2.2.2. Upon AFLOA/JAS request, surveys law offices within their commands to determine if they can use excess law library publications.
- 2.2.3. Serves as the approving official for legal offices (or equivalents) desiring to discontinue receipt for AFLOA/JAS centrally purchased law library materials.

2.3. Other SJAs and Their Functional Equivalents will:

- 2.3.1. Appoint LLAOs. Ensure appointments are updated in the NetRAMS to reflect the current LLAO for their office (T-3).
- 2.3.2. Budget and request local funding for purchase of law library materials not provided by AFLOA/JAS (T-3).
- 2.3.3. Ensure library resources are maintained in good condition (T-3).

2.4. LLAOs will:

- 2.4.1. Maintain records and conduct inventories as required by this AFI and local procedures (T-3).
- 2.4.2. Dispose of non-serviceable or obsolete publications as provided by this AFI (T-3).

2.4.3. Conduct an annual inventory and validation of law library materials in NetRAMS during the month of April (T-3).

2.4.4. MAJCOM or equivalent LLAOs coordinate on requests for additional centrally purchased library materials from law offices within their commands.

Section 2B—Administration and Operation

2.5. Maintaining Law Libraries. Each Air Force legal office that receives law library materials (as discussed in Section 2C) centrally purchased through AFLOA/JAS will maintain a law library (T-3). Law libraries can also contain locally purchased materials, or materials purchased by or donated by other organizations or individuals.

2.6. Receipt of Library Materials. LLAOs will update NetRAMS to reflect the receipt of all centrally purchased law library materials and maintain NetRAMS information to reflect the current state of all centrally purchased law library materials (T-3).

2.7. Reconciling Ordered Material:

2.7.1. AFLOA/JAS will update NetRAMS to indicate what publications have been centrally purchased for each law library. (T-3) LLAOs will monitor NetRAMS to stay aware of publications currently on order for their respective libraries and update the information once the publication arrives (T-3).

2.7.2. LLAOs will immediately advise AFLOA/JAS, in writing, of any discrepancy between what was ordered and what was received (T-3). This notification must contain the book title, publisher of the affected material, and a description of the problem.

2.8. Publisher Correspondence. Send all renewal notices, bills, and cancellation notices for centrally purchased material to AFLOA/JAS for action

2.9. U. S. Government Property. All publications in the law library are U.S. Government property, whether centrally purchased or acquired by other means. LLAOs must stamp each book on the inside cover and on the front edge of the pages with the words "U.S. Government property" -- stamp periodicals on the front cover (T-3).

2.10. Missing, Damaged, or Destroyed Library Materials. If an inventory reveals missing, damaged, or destroyed library materials, the SJA or equivalent will initiate a Report of Survey (ROS), if appropriate (T-3).

2.10.1. The LLAO must annotate NetRAMS to reflect any missing, damaged, or destroyed centrally purchased law library materials (T-3).

2.11. Excess, Obsolete, or Nonserviceable Materials. Report excess materials to AFLOA/JAS. If AFLOA/JAS determines these excess materials are not required elsewhere in TJAGC, follow local base policy for disposition

2.12. Transferring Materials. The SJA must ensure that AFLOA/JAS is contacted for approval before transferring centrally purchased materials between libraries (T-3).

2.13. Closure of Legal Offices. MAJCOM or equivalent offices will notify AFLOA/JAS as soon as possible prior to closure of a subordinate legal office. AFLOA/JAS will then provide guidance on how to dispose of centrally purchased library materials.

2.14. Correspondence with AFLOA/JAS. Send all correspondence for AFLOA/JAS to AFLOA/JASR, Unified Law Library, 51 East Maxwell Blvd, Bldg 678, Maxwell AFB AL 36112. Include the LLAO's name, e-mail address, DSN telephone number, law library unit designation, and the book title.

Section 2C—Centrally Purchased Law Library System

2.15. The Centrally Purchased Law Library System. This system consists of prioritized lists of basic sets of law materials designed for different types of Air Force legal offices. AFLOA/JAS will centrally purchase these materials.

2.16. Application of Centrally Purchased Law Library System. The centrally purchased law library system applies to all law libraries within TJAGC.

2.17. Additional Specialized Materials. Certain legal offices will receive additional specialized law materials when the material is mission-essential.

2.18. Reviewing Centrally Purchased Law Library Materials. All legal office personnel should review law library materials for suitability and suggest additions or deletions to the centrally purchased law library system when appropriate.

2.19. Requests for Additions to Centrally Purchased Law Library Materials. Requests for additional law library materials must be forwarded through the requester's functional chain of command to AFLOA/JAS. Requests must contain the title, author, publisher, publisher telephone number, cost, if available, and justification for purchase.

2.20. Requests to Eliminate Materials from Law Library System. SJAs or their functional equivalents will forward requests for elimination of specific or entire collections of AFLOA/JAS centrally purchased materials through their respective MAJCOM SJA or equivalent (T-3). MAJCOM SJAs or equivalent will in turn send AFLOA/JAS an approval or disapproval of the request.

Chapter 3

VIDEO TELECONFERENCE (VTC) SYSTEMS

Section 3A—Responsibilities

3.1. AFLOA/JAS will:

- 3.1.1. Maintain and operates a VTC bridge to facilitate simultaneous multipoint virtual meetings. (T-3)
- 3.1.2. Evaluate, plan for, and purchase end-point and centrally-operated VTC equipment for TJAGC. (T-3)
- 3.1.3. Centrally order, purchase, and maintain warranty and software version information for all VTC equipment within TJAGC offices. (T-3)
- 3.1.4. Provide guidance and technical support for TJAGC-owned or operated VTC equipment. (T-3)

3.2. MAJCOM SJAs or equivalent:

- 3.2.1. Ensures TJAGC-provided VTC equipment assigned to their location and other locations within their commands is properly installed and configured.
- 3.2.2. Ensures all locations within their commands who schedule VTC meetings requiring the use of the AFLOA/JAS bridge are scheduled in accordance with paragraphs 3.4 and 3.6. Modifications or cancellations will be accomplished as needed in accordance with paragraph 3.6.

3.3. Other SJAs and Their Functional Equivalents will:

- 3.3.1. Ensures TJAGC-provided VTC equipment assigned to their location is properly installed and configured (T-3).
- 3.3.2. Ensures VTC meetings requiring the use of the AFLOA/JAS bridge do so in accordance with paragraphs 3.4 and 3.6 (T-3). Modifications or cancellations will be accomplished as needed in accordance with paragraph 3.8 (T-3).

3.4. VTC Meeting Organizers: All personnel who schedule and/or use TJAGC-provided equipment or resources.

- 3.4.1. Are strongly encouraged to use point-to-point calls for conferences with only two participating end-points. Users should contact AFLOA/JAS for assistance if necessary.
- 3.4.2. Plans and schedules use of the AFLOA/JAS bridge at least 24 hours in advance of the planned conference, but no earlier than 60 days in advance.
- 3.4.3. Contacts all participating offices and obtains the information identified in paragraph 3.6.4. prior to scheduling a conference requiring use of the AFLOA/JAS bridge.
- 3.4.4. Notifies AFLOA/JAS of any cancellations or modifications according to paragraph 3.8 for any VTC meeting which uses the AFLOA/JAS bridge to facilitate the meeting.

3.4.5. Acts as a liaison between AFLOA/JAS and meeting participants for non-technical discrepancies and questions related to a scheduled meeting.

3.5. VTC Meeting Participants: All units who participate in meetings using TJAGC-provided VTC equipment:

3.5.1. Provide information in accordance with paragraph 3.6.4 to AFLOA/JAS and to meeting organizers as required.

3.5.2. Notify meeting organizers of cancellations, discrepancies, non-technical questions, or changes at least 24 hours prior to the meeting start time.

Section 3B—Scheduling

3.6. VTC Scheduling Program. The VTC scheduling program will be used to schedule all conferences requiring use of the AFLOA/JAS bridge. The scheduling program is located at https://aflsa.jag.af.mil/apps/VTC/vtc_main.php. The scheduling program streamlines the request process for conference organizers while providing a tool for administrators to oversee the program and manage resources. When requesting a conference reservation:

3.6.1. Requests for use of the bridge will be scheduled at least 24 hours prior to the meeting but no more than 60 days in advance. Requests to use the bridge that are received less than 24 hours prior to the meeting start time must be approved by AFLOA/JAS prior to being placed on the schedule and will be considered on a case-by-case basis.

3.6.2. When requesting use of the bridge, schedule the actual start and stop times for which the meeting is planned; do not schedule “buffer time” at the beginning or end of the conference. AFLOA/JAS plans time into the VTC bridge schedule before and after each conference to allow users to call into the bridge prior to the start time and to accommodate the possibility of conferences running over the allotted time.

3.6.3. The conference organizer will provide any special instructions or accommodations (e.g., conference layout, VIPs participating in the conference, etc.) of which AFLOA/JAS should be aware.

3.6.4. The organizer will provide the following information to AFLOA/JAS for each location identified to participate in the conference:

3.6.4.1. Location name. For military entities, identify the unit and base. For civilian entities, identify the name of the organization.

3.6.4.2. Point of Contact (POC) information. A POC will be identified for each location who will be available to assist on the day of the conference. This includes, at a minimum, the POC’s first and last name, phone number, and e-mail address.

3.6.4.3. Commercial and/or DSN VTC numbers for each location. At a minimum, the organizer will provide either the commercial or DSN VTC number for each location scheduled to participate in the meeting. If both commercial and DSN numbers are available for a location, the organizer will provide both.

3.6.5. The organizer is responsible for compiling and verifying the accuracy of all participant information prior to scheduling a VTC and ensuring that information is provided to AFLOA/JAS.

3.6.6. AFLOA/JAS will not validate a conference and place it on the schedule until all required information is received and approved. Users may not access the AFLOA/JAS VTC bridge until their meeting has been validated and a call-in number has been assigned.

3.7. Simultaneous Bridge Use. The AFLOA/JAS VTC bridge is capable of supporting multiple simultaneous conferences. Organizers should not feel pressured into scheduling a conference in order to reserve a time slot. Conferences will only be scheduled after organizers have confirmed the meeting will occur and all participant information is available to the organizer.

3.8. Cancelling or Modifying Meetings. In the event a previously requested meeting using the AFLOA/JAS bridge must be cancelled or modified, the organizing office will notify AFLOA/JAS immediately. The VTC scheduling program is the preferred method of notification and cancellation. Organizers should notify AFLOA/JAS a minimum of 24 hours prior to the meeting's scheduled start time:

3.8.1. In the event that a previously scheduled meeting is cancelled it is the responsibility of the organizing office to notify AFLOA/JAS and inform them of the cancellation. The VTC scheduling program is the preferred method of notification and cancellation. This must be done as soon as possible to allow for reallocation of equipment and manpower resources.

3.8.2. Meeting organizers will use the VTC scheduling program to notify AFLOA/JAS of any changes that arise after a meeting has been scheduled. The VTC scheduling program is the preferred method of notification.

3.9. Meeting Validation. VTC administrators will validate each reservation and assign a call-in number to each conference. Once the reservation has been validated AFLOA/JAS will send an e-mail to the organizer and each participant location's POC confirming the date and time of the conference and listing the conference organizer, all participating locations, and the call-in number assigned to the conference.

3.10. Roster Usage. AFLOA/JAS uses information in Roster, particularly e-mail addresses and phone numbers, for contacting POCs regarding scheduling and when providing help and guidance to VTC users. VTC users must ensure their contact information is current and correct in the Roster program. Incorrect information may delay or prevent AFLOA/JAS from providing timely technical assistance.

Section 3C—VTC Equipment Use

3.11. Permitted VTC Equipment Use. VTC equipment provided by TJAGC is for official government use and other authorized purposes only.

3.11.1. Individuals who wish to utilize VTC technology for non-official or morale purposes (e.g., weddings, promotions, etc.) are encouraged to first contact their local Family Readiness Center or other morale entities for assistance. Units that possess TJAGC-provided VTC equipment will evaluate whether requested use is permissible prior to allowing use. Approved requests should utilize point-to-point meetings whenever feasible.

3.11.2. Requests to use the AFLOA/JAS bridge to facilitate non-official events must be approved by AFLOA/JAS prior to being placed on the schedule and will be considered on a

case-by-case basis. Technical support and equipment availability for non-official or morale events may be limited, dependent upon mission requirements.

3.12. Connecting to the AFLOA/JAS Bridge. All participants will dial into the call-in number provided by AFLOA/JAS at least 20 minutes prior to their meeting start time and remain connected. This will provide AFLOA/JAS time to troubleshoot any possible issues connecting to the bridge. For conferences with more than 15 participants, users may be directed to call in earlier depending on the number of participants involved. In the event a participant experiences technical difficulty, the POC for that location should contact AFLOA/JAS for assistance.

3.13. VTC Movement. All JAG Corps purchased VTC machines must be installed and maintained within the legal offices designated by AFLOA/JAS (T-3). Any movement of a VTC machine to a facility controlled by another unit or office, to include another JAG Corps office, must be coordinated with and approved by the Director, AFLOA/JAS (T-3).

CHRISTOPHER F. BURNE
Lieutenant General, USAF
The Judge Advocate General

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 5160.64E, *Legal Information Technology*, 23 August 2005

DoD Directive 5400.11, *DoD Privacy Program*, 8 May 2007

DoD Directive 5500.7, *Standards of Conduct*, 29 November 2007

DoD Instruction 5200.01-R, *DoD Information Security Program and Protection of Sensitive Compartmented Information*, 9 October 2008

AFPD 51-1, *The Judge Advocate General's Department*, 19 November 1993

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 33-101, *Commanders Guidance and Responsibilities*, 18 November 2008

AFI 33-112, *Information Technology Hardware Asset Management*, 7 April 2006

AFI 33-114, *Software Management*, 13 May 2004

AFI 33-200, *Information Assurance (IA) Management*, 23 December 2008

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 5 June 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFCIMS—Armed Forces Claims Information Management System

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AIS—Automated Information System

AMJAMS—Automated Military Justice Analysis and Management System

CAAF—Court of Appeals for the Armed Forces

CALR—Computer-Assisted Legal Research

COOP—Continuity of Operations Plan

DEARAS—Defense Emergency Authorities Retrieval and Analysis System

DoD—Department of Defense

DRMS—Defense Reutilization & Marketing Service

EIM—Enterprise Information Management

FLITE—Federal Legal Information Through Electronics

FOA—Field Operating Agency

ISSM—Computer Systems Manager

KM—Knowledge Management

JAS—Air Force Legal Information Services

LAN—Local Area Network

LLAO—Law Library Accountable Officer

MAJCOM—Major Command, Operating Agency, Field Support Center or equivalent

NetRAMS—Network Resource Allocation Management System

POC—Point of Contact

ROS—Report of Survey

SJA—Staff Judge Advocate

TJAG—The Judge Advocate General

TJAGC—The Judge Advocate General's Corps

ULL—Unified Law Library

VTC—Video Teleconference