

CEIM-IV  Engineer Regulation 25-1-30	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-30  30 October 1992
	Information Management  COMPACT DISC-READ ONLY MEMORY (CD-ROM)	
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CEIM-IP

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

ER 25-1-30

Regulation  
No. 25-1-30

30 October 1992

Information Management  
COMPACT DISC-READ ONLY MEMORY (CD-ROM)

1. Purpose. This regulation provides general policy and guidance on the management of CD-ROM applications for the Corps of Engineers Compact Disc-Read Only Memory (CD-ROM) publishing projects. It establishes:

a. Procedures and assigns responsibilities for the acquisition, utilization, and management of CD-ROM projects within the Printing and Publications program.

b. A central control and coordinating capability for development and use of CD-ROM applications throughout the Corps.

2. Applicability. This regulation applies to HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and field operating activities (FOA).

3. References.

a. Congressional Joint Committee on Printing, Printing and Binding Regulations, Number 26.

b. Title 44, United States Code.

c. AR 25-1, The Army Information Resources Management Program.

d. AR 25-30, The Army Integrated Publishing and Printing Program.

e. AR 757-17, Accounting for Library Material.

f. GPO Circular Letter No. 315, Availability of CD-ROM Services from the United States Government Printing Office.

g. ER 25-1-96, Libraries - Information Centers.

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h. IM Policy Memo 25-1-4, Electronic Generation of USACE Reproducible ("R") Forms Policy.

i. Federal Information Resources Management Regulation.

j. EC 25-1-XXX\*, Procurement Authority for Federal Information Processing (FIP) Resources.

k. EC-25-1-XXX\*, Life Cycle Management of Automated Information Systems (AIS).

#### 4. Policy.

a. Publishing functions relating to the distribution or dissemination of publications are covered under Title 44, USC, and governed by regulatory policy contained in AR 25-30. Publishing projects must be coordinated through Printing Management for possible procurement from Government Printing Office sources.

b. Requests for CD-ROM publishing projects must be coordinated with CEIM-IP prior to production.

c. Electronic generation of selected Department of Army (DA), Department of Defense (DD) and Standard Forms (SF) by Compact Disc (CD-ROM) technology must be approved through and by US Army Publishing and Printing Command (USAPPC).

d. All USACE "R" forms are approved for electronic generation as outlined in reference 3h above.

e. As CD-ROM is generally a Federal Information Processing (FIP) resource, acquisition of such products must meet the requirements of the Federal Information Resource Management Regulation (FIRMR) and Federal Acquisition Regulations (FAR). Requests for acquisition must follow guidance in Engineer Circulars noted in 3j and 3k: Procurement for Federal Information Processing and Life Cycle Management of Automated Information Systems.

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\*Note: These circulars are recurrent and updated yearly with a variable control number, i.e., the last 3 digits change with each new edition. Forthcoming editions are imminent. They will be published as EC 25-1-162 and EC 25-1-164 respectively with an expiration date of 30 June 1993.

5. Objectives of CD-ROM use in the Corps.

a. Minimize the costs of collecting, maintaining, storing, processing, using and disseminating Corps forms and publications.

b. Ensure that CD-ROM applications are used in a manner that improves publications management and service, increases productivity, and reduces waste.

6. Responsibilities.

a. Commanders will -

(1) Process requests for issuing information on CD-ROM according to existing Publications Management guidelines in AR 25-30, Chapter 11. While CD-ROM technology is quite different from traditional ink on paper, the end result, the dissemination of information, is the same.

(2) Ensure all requests for paid subscriptions for commercial CD-ROM products are forwarded to the Major Subordinate Command (MSC) or District librarian for review.

(3) Provide necessary resources in terms of equipment (CD-ROM readers) to electronically process data supplied on CD-ROM disc.

b. Director of Information Management will -

(1) Develop policy, procedures, and guidelines for publishing electronically stored data within the Corps.

(2) Consider recommendations for change in the policy and guidance set forth in paragraph 4a and adopt them as appropriate.

(3) Review all aspects of CD-ROM projects for completeness, usefulness, cost effectiveness, and ways to better meet Corps requirements for distributing electronically recorded data. Following the review, promptly issue changes to policy and procedures, as appropriate.

c. HQUSACE Library Program Manager will - Advise Director of Information Management on matters concerning paid subscription requirements.

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d. Local Librarians will - Provide HQUSACE Library Program Manager and local Chief of Information Management with paid subscriptions inventory when required.

e. HQUSACE Printing Control Officer will - Advise Chief of Information Management on existing printing and binding regulations in regards to publishing CD-ROM products.

f. Local Forms Management Officers will - Review electronically generated forms for compliance with the guidelines outlined in reference 3d.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "William D. Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

WILLIAM D. BROWN  
Colonel, Corps of Engineers  
Chief of Staff