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Law

**AUTOMATED LEGAL INFORMATION
SERVICES AND LIBRARY SYSTEM**

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This instruction implements AFPD 51-1, *The Judge Advocate General's Department*; Department of Defense (DoD) Directive 5160.64, *Federal Legal Information Through Electronics (FLITE) and the Defense Emergency Authorities Retrieval and Analysis System (DEARAS)*, July 9, 1991, with Change 1. This instruction assigns legal automation responsibilities to the Legal Information Services Directorate of the Air Force Legal Services Agency (AFLSA/JAS) and Air Force legal offices. It provides procedural guidance for complying with operational and security requirements concerning procurement, maintenance, operation, transfer, and disposal of computer systems for use in Air Force legal offices. It also provides guidance and procedures concerning the operation of Air Force law libraries. It explains the concept of the core law library system. The term major command (MAJCOM), as used in this instruction, includes field operating agencies and circuit offices. **Attachment 1** lists the references, abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This is the revised publication of AFI 51-105. It substantially changes the responsibilities assigned under the previous version of AFI 51-105 and establishes new guidelines for law library management.

Chapter 1

LEGAL AUTOMATION

Section 1A—Responsibilities

1.1. Records Disposition. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, “Records Disposition Schedule.” RATIONALE: Identify Air Force records keeping requirement. POC: Olthea S. Croom, AF/SCTIR, Air Force Records Officer, (703) 588-6194, DSN 425-6194, e-mail: <mailto:olthea.croom@pentagon.af.mil>.

1.2. The Judge Advocate General’s Department (TJAGD). TJAGD controls all automated equipment and software it supplies to Air Force legal offices. TJAGD provides this equipment and software to support the systems listed in Sec 1.2.

1.3. AFLSA/JAS. JAS has primary responsibility within TJAGD for legal automation. AFLSA/JAS:

1.3.1. Is executive agent for DoD in the operation, maintenance, and continuous development of the Defense Emergency Authorities Retrieval and Analysis System (DEARAS).

1.3.2. Is executive agent for DoD in the operation, maintenance and continuous development of the Federal Legal Information Through Electronics (FLITE). FLITE:

1.3.2.1. Creates and maintains full-text, on-line, retrievable databases of legal and related information which has research value within the DoD.

1.3.2.2. Provides computer-assisted legal research (CALR) services and on-line interactive search capabilities to all federal government agencies.

1.3.2.3. Produces computer-generated research tools and CD-ROM products, such as indices, digests, citators, and other products having research value within DoD.

1.3.2.4. Provides advisory service on CALR to other government agencies.

1.3.3. Operates and supports the Armed Forces Claims Information Management System (AFCIMS), Automated Military Justice Analysis and Management System (AMJAMS), Resource Allocation Management System (NetRAMS), and Legal Information On Line Network System (LIONS).

1.3.4. Plans and implements data automation initiatives for legal offices.

1.3.5. Plans, evaluates, and acquires office automation hardware and software for Air Force legal offices.

1.3.6. Manages and controls all hardware and software acquired for Air Force legal offices as the standard systems manager.

1.3.7. Is the sole disposition authority to designate TJAGD acquired automated data processing equipment excess to TJAGD programs.

1.3.8. Is executive agent for DoD in the operation, maintenance, and continuous development of the International Negotiations and Agreements Database (INADS).

1.3.9. Operates other specialized automated information system (AIS) programs for TJAGD.

1.4. MAJCOM Staff Judge Advocates (SJA):

1.4.1. With concurrence of AFLSA/JAS may dispose of all TJAGD automated data processing equipment (AIS) including local area network (LAN) systems. All hard drives of unclassified computer equipment being disposed outside of DoD must be removed and destroyed unless they can be effectively sanitized.

1.4.2. May transfer or relocate TJAGD computer equipment among any of their subordinate offices. If the computers are not needed by subordinate offices, contact the base Equipment Control Officer (ECO) for utilization by other base units. Finally, if AIS is truly excess it must be turned into the Defense Reutilization Marketing Service (DRMS) for disposal.

1.4.3. Shall appoint, in writing, a MAJCOM, FOA, circuit or equivalent Computer Systems Manager (CMS) and furnish a copy of the appointment to AFLSA/JASR. This officer serves as the contact between JAS and subordinate-level CSMs within their command.

1.4.4. Shall ensure appointments are updated in NetRAMS to reflect the current CSM.

1.5. SJAs or Their Functional Equivalents:

1.5.1. Are responsible for properly configuring, accounting for, and securing all legal office AIS.

1.5.2. Route all requests to AFLSA/JASR for AIS, software and peripherals through their MAJCOM Computer Systems Manager (CSM).

1.5.3. After complying with the provisions of AFI 33-202, send informational reports of all incidents involving viruses, malicious software, computer security violations, or unauthorized access to TJAGD data to the Plans & Requirements Division (AFLSA/JASX), 150 Chennault Circle, Maxwell AFB, AL 36112-6148.

1.5.4. Use the TJAGD Resource Allocation Management System (NetRAMS) to maintain inventory and accountability of the age, specifications and procurement source (local or AFLSA/JAS) for all office AIS equipment. Within 24 hours of receipt of AFLSA/JAS centrally purchased AIS equipment, input serial number and date of receipt into NetRAMS.

1.5.5. Insure that all office AIS is listed in accordance with local accountability procedures. Advise AFLSA/JAS through MAJCOM, FOA, CIRCUIT or equivalent CSM of any inventory discrepancy.

1.5.6. Insure that all increases or decreases in funded Authorized Unit Manning are correctly reflected in the office FLITE JAG Roster.

1.5.7. Perform password management according to AFI 33-202.

1.6. Users of Legal Office Automated Information System Equipment:

1.6.1. Shall comply with DoD, Air Force and local computer security and operations procedures.

1.6.2. Shall ensure no one uses AIS equipment in violation of the Uniform Code of Military Justice or DoD Directive 5500.7, *Standards of Conduct*, August 30, 1993.

Section 1B—Administration and Operation

1.7. Standard Computer Configurations. Normally install the standard computer configurations on all TJAGD computer systems to provide users with a common ground for using and understanding the computer system and the ability to share data with other remote users.

1.8. Protection of "Sensitive but Unclassified" Information.

1.8.1. Users must clearly identify and label all data storage devices, including but not limited to Central Processing Unit cases, diskettes, CD-ROMs, and tape back-ups when maintaining Privacy Act or For Official Use Only material.

1.8.2. Privileged and Sensitive Information. Information stored on computers may include privileged attorney-client information, Privacy Act information, and information For Official Use Only. Attorney-client information includes, but is not limited to, communications between a legal advisor and client, attorney work product, and other confidential information such as source selection sensitive information, gathered in furtherance of legal services. Protecting this information from unauthorized users is of paramount importance.

1.8.2.1. 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.

1.8.2.2. Attorney-Client Privileged Information.

1.8.2.2.1. 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.

1.8.2.2.2. In situations where a judge advocate or Air Force attorney is representing a client other than the Air Force, the TJAG Advisory Committee on Ethics 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.

1.8.2.2.3. Regardless of who their client is, users must maintain attorney-client privileged or source selection sensitive information in such a way that unauthorized personnel cannot access it. This is particularly problematic when the information is stored on a LAN or on a computer connected to a LAN and military or contract personnel not assigned to the Judge Advocate General's Department administer 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 email messages containing such information are also clearly identified. SJAs must ensure that non-TJAGD system administrators understand that they must not read or inspect any such files without probable cause and without first coordinating

with the SJA or functional equivalent. If the SJA or functional equivalent is the target of an investigation, coordination should be made with the SJA in an office higher in the chair of command.

1.9. AIS Equipment Accreditation. The Designated Approving Authority (DAA) must ensure all AIS equipment is accredited prior to use. The DAA grants "type accreditation" for hardware and software systems.

1.9.1. The DAA for AFLSA is the Commander, AFLSA, who has delegated DAA authority to the Director, AFLSA/JAS, for all AIS located at AFLSA/JAS and for all AISs developed and maintained by AFLSA/JAS in accordance with Par. 1.2. on behalf of the TJAGD or DoD as Executive Agent. AFLSA/JAS performs the basic risk analysis, configuration control, certification, and accreditation for such computer systems.

1.9.2. Offices outside of AFLSA/JAS obtain local DAA accreditation and certification to operate AIS located in their offices (other than the AISs developed and maintained by AFLSA/JAS) according to the procedures of AFI 33-202.

1.10. Missing, Damaged, or Destroyed AIS. If the inventory reveals missing, damaged, or destroyed centrally purchased AIS, the SJA or equivalent will initiate a Report of Survey (ROS), if appropriate.

1.10.1. NetRAMS must reflect any missing, damaged, or destroyed, centrally purchased AIS.

1.10.2. Send a copy of the completed ROS to JAS.

Chapter 2

AIR FORCE LAW LIBRARIES

Section 2A—Responsibilities

2.1. The Director of JAS:

- 2.1.1. Establishes Department-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, Departmental and external Internet sites, office electronic and paper files, and locally held CD-ROMs and paper publications.
- 2.1.2. Evaluates, plans for, and purchases the best combination of electronic and paper legal research resources within authorized funding levels.
- 2.1.3. Provides guidance and supervision of all Air Force law libraries.
- 2.1.4. Centrally orders and tracks core law library system materials.
- 2.1.5. Approves disposition of excess law library materials, including materials from scheduled office closures.
- 2.1.6. Periodically publishes a handbook for Law Library Accountable Officers (LLAOs) that establishes procedures for managing centrally purchased library materials.

2.2. MAJCOM SJAs, CHIEF CIRCUIT JUDGE, or equivalent:

- 2.2.1. Appoint, in writing, a MAJCOM, FOA , circuit or equivalent LLAO and furnish a copy of the appointment to AFLSA/JASR. This officer serves as the contact between JAS and subordinate-level LLAOs within their command. Ensure appointments are updated in NetRAMS to reflect the current LLAO.
- 2.2.2. Upon JAS request, survey law offices within their command to find out if they can use excess law library publications.

2.3. Other SJAs and Their Functional Equivalents:

- 2.3.1. Appoint LLAOs. Ensure appointments are updated in NetRAMS to reflect the current LLAO for their office.
- 2.3.2. Budget and request local funding for purchase of law library materials not provided by JAS.
- 2.3.3. Ensure library resources are maintained in good condition.
- 2.3.4. Follow Report of Survey (ROS) procedures in handling missing, damaged, or destroyed library materials when appropriate.

2.4. LLAOs:

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

2.4.3. MAJCOM, FOA , Circuit or equivalent LLAOs coordinate on request for additional centrally purchased library materials from law offices within their command.

Section 2B—Administration and Operation

2.5. Maintaining Law Libraries. Each Air Force legal office will maintain a law library, consisting of law books, periodicals, and other materials required for legal research. Law libraries contain core law library materials centrally purchased through JAS, other centrally purchased materials, 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.

2.7. Reconciling Ordered Material:

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

2.7.2. LLAOs will advise JAS immediately, in writing, of any discrepancy between what was ordered and what was received. 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 JAS for action.

2.9. US Government Property. All publications in the law library are US 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 "US Government property." Stamp periodicals on the front cover.

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 ROS, if appropriate.

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

2.10.2. Send a copy of the completed ROS for any centrally purchased materials to JAS.

2.11. Excess, Obsolete or Nonserviceable Materials. Report excess materials to JAS for disposition instructions if the materials were centrally purchased.

2.12. Transferring Materials. Contact JAS for approval before transferring centrally purchased materials between libraries.

2.13. Closure of Legal Offices. MAJCOM, FOA, circuit or equivalent offices will notify JAS at least 12 months prior to closure of a subordinate legal office. JAS will then provide guidance on how to dispose of library materials.

2.14. Correspondence with JAS. Send all correspondence for JAS to AFLSA/JASR, Unified Law Library, 150 Chennault Circle, Bldg 694, 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—Core Law Library System

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

2.16. Application of Core Law Library System. The core law library system applies to all law libraries within this Department.

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

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

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

THOMAS J. FISCUS, Maj General, USAF
The Judge Advocate General

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

DoD Directive 5160.64, *Federal Legal Information Through Electronics (FLITE) and the Defense Emergency*

Authorities Retrieval and Analysis System (DEARAS), July 9, 1991, with Change 1

DoD Directive 5500.7, *Standards of Conduct*, August 30, 1993

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

AFI 33-101, Communications and Information Management Guidance and Responsibilities

AFI 33-110, Air Force Data Administration Program

AFI 33-112, Computer System Management

AFI 33-114 Software Management

AFI 33-202, Communications and Information, Computer Security

AFI 33-204, Information Protection Security Awareness, Training and Education (STATE) program

Abbreviations and Acronyms

ADC—Area Defense Counsel

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

CALR—Computer-Assisted Legal Research

CSM—Computer Systems Manager

CSSO—Computer Systems Security Officer

DAA—Designated Approving Authority

DEARAS—Defense Emergency Authorities Retrieval and Analysis System

DoD—Department of Defense

EC—Equipment Custodian

FLITE—Federal Legal Information Through Electronics

FOA—Field Operating Agency

JAS—Air Force Legal Information Services

LAN—Local Area Network

LIONS—Legal Information On- Line System

LLAO—Law Library Accountable Officer

MAJCOM—Major Command (includes FOA , Circuit, or equivalent offices)

NetRAMS—Resource Allocation Management System

ROS—Report of Survey

SJA—Staff Judge Advocate

TJAG—The Judge Advocate General

TJAGD—The Judge Advocate General's Department

ULL—Unified Law Library

Attachment 2

TRAINING AND INSPECTION REQUIREMENTS

A2.1. Weekly Requirements. At a minimum, the legal office CSM will back up all standard system files (such as AFCIMS files) and all data maintained on stand-alone computers. If possible, backup standard systems data daily. Each office that receives new AIS, regardless of source, must enter such equipment into NetRAMS. Each office that transfers or deletes existing AIS must delete such equipment from their NetRAMS inventory. Each office that increases or decreases their funded Authorized Unit Manning must enter such information into their JAG Roster.

A2.2. Quarterly Requirements:

A2.2.1. The legal office CSSO must review and update LAN system passwords.

A2.3. Semiannual Requirements. The legal office CSM will conduct or coordinate skills and security training for all office staff members.

A2.3.1. Skills training will cover uses and applications of current TJAGD and office-owned pro-grams and office procedures for deleting excess and old files from hard drives. Training will include individualized instruction at each user's workstation.

A2.3.2. Security training will cover proper LAN use, hardware and software security precautions, password protection, and notification sequence if users detect viruses, malicious software, computer security violations, or unauthorized access to Air Force data.

A2.4. Annual Requirements.

A2.4.1. Each office must verify that its NetRAMS information pertaining to AIS is correct by February 15th of each year.

A2.4.2. Each office must accomplish an inventory and submit a certification via NetRAMS in the month of February of each year.

A2.5. Ongoing Requirements:

A2.5.1. The legal office CSM will fully train new legal office personnel in the use of AIS equipment, security measures, and protocols before they are allowed access.

A2.5.2. The legal office CSSO will review password and security maintenance when office users no longer work in the office.