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USER GUIDE FOR THE INTERAGENCY INTERGOVERNMENTAL COORDINATION FOR ENVIRONMENTAL PLANNING COMPUTER PROGRAM: IICEP

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PROTECTION AND ASSESSMENT DIVISION

OCTOBER 1980

INTERIM REPORT

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AFESC

DIRECTORATE OF ENVIRONMENTAL PLANNING.
AIR FORCE ENGINEERING & SERVICES CENTER
TYNDALL AIR FORCE BASE, FLORIDA 32403

80 12 03 019

REPORT DOCUMENTATION PAGE	READ INSTRUCTIONS BEFORE COMPLETING FORM

1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
AFESC/DEV/TR-81-01	AD-A092943	

4. TITLE (and Subtitle)	5. TYPE OF REPORT & PERIOD COVERED
User Guide for the Interagency Intergovernmental Coordination for Environmental Planning Computer Program: IICEP.	Interim Report.
	6. PERFORMING ORG. REPORT NUMBER

7. AUTHOR(s)	8. CONTRACT OR GRANT NUMBER(s)
Captain Ronald L. Hawkins	

9. PERFORMING ORGANIZATION NAME AND ADDRESS	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
Protection and Assessments Division Directorate of Environmental Planning HQ Air Force Engineering and Services Center Tyndall AFB, FL 32403	JON: DEVP 17-023

11. CONTROLLING OFFICE NAME AND ADDRESS	12. REPORT DATE
HQ Air Force Engineering and Services Center Tyndall AFB, FL 32403	October 1980
	13. NUMBER OF PAGES
	59

14. MONITORING AGENCY NAME & ADDRESS(if different from Controlling Office)	15. SECURITY CLASS. (of this report)
	UNCLASSIFIED
	15a. DECLASSIFICATION/DOWNGRADING SCHEDULE

16. DISTRIBUTION STATEMENT (of this Report)

Approved for public release; distribution unlimited.

17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)

18. SUPPLEMENTARY NOTES

Prepared as interim guidance for data retrieval from the Environmental Technical Information System (ETIS). Final user manual will be published upon operational beddown of ETIS.

19. KEY WORDS (Continue on reverse side if necessary and identify by block number)

Environmental Quality	Directories
Coordination	State Government
Information Systems	Federal Government
U.S. Air Force	

20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

This report is one of a series of documents prepared to assist the U.S. Air Force in its programs for interagency intergovernmental coordination for environmental planning (IICEP). This report provides guidance for use of a computer program of the Environmental Technical Information System (ETIS). This computer program, called IICEP, provides current directories of persons and agencies of state governments, federal government, and the Air Force engaged in environmental planning, community planning, and natural resources management. The report gives detailed instructions for entering the current

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version of ETIS to retrieve listings of personal contacts and to add new contacts. The report contains lists of key words used as search terms in the IICEP computer program. This report is designed to complement Interim Environmental Planning Bulletins 14 and 15, detailing the Air Force IICEP program.

PREFACE

This report is written to provide users of the Environmental Technical Information System with detailed instructions for use of the IICEP computer program. IICEP contains directories for use in the Air Force Interagency Intergrovernmental Coordination for Environmental Planning program.

The report summarizes instructions for entering the interactive computer program. Products from the computer program are personal contacts in agencies of state governments, the Federal government, and the U. S. Air Force. These personal contacts are people working within, or associated with, an aspect of environmental planning, community planning, or natural resources management. The report also gives detailed instructions for updating information about current contacts to the directories. Included in the report are lists of keywords used for searching through the directories.

The computer program was written by programmers at the U. S. Army Construction Engineering Research Laboratory, Environmental Division. Deep appreciation for their efforts is extended to Mr Ron Webster, Mr Dan Putnam, Mr Cal Corbin, and Lt Michael Diggs.

This report has been reviewed by the Public Affairs office (PA) and is releasable to the National Technical Information Service (NTIS).

This report has been reviewed and is approved for publication.

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USER GUIDE FOR THE
INTERAGENCY INTERGOVERNMENTAL COORDINATION
FOR ENVIRONMENTAL PLANNING
COMPUTER PROGRAM
IICEP

TABLE OF CONTENTS

Note: Throughout the guide, spaces will be left blank with the heading "NOTES:". Use this space to enter your notes on this IICEP Program.

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1. INTRODUCTION

The directories of the Air Force's Interagency/Intergovernmental Coordination for Environmental Planning (IICEP) program, part of the Environmental Technical Information System (ETIS), offer Air Force users a quick way to find contacts for help or coordination on environmental matters.*

This computer-based system allows an interactive search of the IICEP directories to find specific people to contact. In an interactive search, you use a data terminal to communicate directly with the computer and the computer returns data directly to you.

The IICEP program may be compared to a card file or telephone number locator. Just as a card file is organized by alphabetical or subject listing, the IICEP program stores personal contacts by categories of keywords. These keywords allow the computer program to quickly search the data and bring it directly to your fingertips. This is called the "Current List." You may also want a list of people related to a single area of interest. These will be described by a keyword for the area of interest in the IICEP program (see listings of keywords in the appendices).

As an interactive computer program, IICEP allows you to enter new contacts, change information about a personal contact, or delete a contact. A "contact" in IICEP consists of information about some individual, generally listing name, title, address, and telephone number.

* Interim Environmental Planning Bulletin 14, Handbook for Installation Coordination with Civilian Agencies, Volumes I and II, USAF/PREV, Washington DC, January 1978.

Interim Environmental Planning Bulletin 15, Handbook for Federal Agency Coordination, Volumes I and II, USAF/PREV, Washington DC, January 1978.

For IICEP searches, keywords specific to an individual are used. These keywords fall into the following seven categories:

Categories	Keyword (example)
AGENCY	epa
SUB-AGENCY	enforcement
REGION	region 6
STATE	texas
TOPIC	land use
SUB-TOPIC	planning
PROGRAM	aicuz

Listings of keywords for these categories are located in Appendices A through G.

For clarity, a "keyword" in this computer program may be a word, a series of words, a title, an acronym, or a number. These are all lumped together under the designation of keyword. You may think of the terms used as "keys" to your searches of the IICEP directories.

Keywords are used: (1) to search through the IICEP directories, and (2) to describe a personal contact when updating the list of contacts.

To search the IICEP directories, see Section 3.

To update the IICEP directories, see Section 4.

NOTES:

2. INTERACTIVE USER INSTRUCTIONS

The computer and computer language used for the Environmental Technical Information System (ETIS) make retrieval of data simple and straightforward. Communication between you and the computer is designed so you can interact with the system with minimum help from a user's manual.

The ETIS user communicates with the computer through the telephone system and an interactive data terminal. The terminal resembles an electric typewriter with extra keys, continuous roll paper, and a receptacle for a telephone handset. You do not have to know how to type. The computer will wait while you "hunt-and-peck" the instructions to the computer.

Extra Features of the Terminal

On the right side of standard terminal keyboard will be a key marked either "CR" or "RETURN", or "RTN". This is the CARRIAGE RETURN key. By typing this key, the user signals the computer, "I am finished typing this line". Use this key after you finish typing each line of input. This applies to everything from the login name until the final logout from the systems. The CARRIAGE RETURN key is often referred to in program instructions by the symbol <CR>.

On the computer system, use of lower case letters is predominant; upper case is almost never used. If a symbol, "?" or "+", is required and the symbol is considered "upper case" for that key, use the SHIFT button simultaneously with the symbol, much like using capital letters on a regular typewriter. Follow this by typing the <CR> key.

The terminal has a third set of letters called "control" characters. These keys are typed by depressing the CONTROL key (marked CONTROL or CTRL) while simultaneously typing a letter. Again, this is similar to using capital letters on a regular typewriter. You will need to use only two of these control letters in ETIS. CONTROL-D (CTRL-D) is used to tell the computer the user is finished with the program. Instructions printed out on the terminal during the program tell you when to use the CONTROL-D keys.

The other control letter is the CONTROL-H key. This allows you to correct horrible spelling and errors in typing. By using the CONTROL key and the H key simultaneously, the printhead will backspace one space. You may use this several times if the error is several spaces back. Type the corrected version; the computer "forgets" the wrong version and accepts the corrected typing.

The DELETE (DEL) or RUBOUT (RBT) key causes the computer to drop what it is doing and await further instructions. This key

is usually used to stop a lengthy printout or to cancel the
user's instructions; it is not necessary to follow it with a
RETURN key. Table 1 shows a list of keys and symbols used
throughout the ETIS programs.

NOTES:

TABLE 1

ETIS SYMBOLS

SYMBOL	MEANING
<CR> or RETURN	I am finished typing this line. Also used to obtain menu of options.
CTRL-D	I am finished with this program.
CTRL-H	Backspace one space.
DEL or RUBOUT	Delete this. Stop! I did not want this.
%	Prompting symbol. The computer is ready for you to enter the ETIS programs or to logout.
?	What? Used to give the user help.
SHIFT	Shifts the key to the "upper case" symbol on a letter.

The following steps should be used to prepare the terminal and connect to ETIS:

1. Set the terminal up in a work area near a telephone.

2. Attach the power cord to the terminal and to an electrical outlet.

3. Turn the power switch ON.

4. Refer to the manufacturer's manual for the terminal. Set the switches or keys for the following settings to make the terminal compatible with the computer.

"ODD" Parity
"FULL-DUPLEX"
"30 cps" or "300 BAUD"
"ON LINE" on.

5. Dial the telephone number for the computer.

Commercial	1-217-333-1587
FTS	957-1587
Toll-free	1-800-637-0958/0959

6. Wait for the computer to answer with a steady tone.

7.   Place the telephone handset in the receptacle. The terminal
will signal a successful connection with a green light near the
edge of the keyboard; the computer will display an identifying
herald ("welcome banner") and prompt the user to login. If there
is no answer, the entire system is down for maintenance.

The operating system running the ETIS programs is called the
UNIX Operating System. When a connection has been made, UNIX
will reply with a brief identifying message and a prompt for the
matching password. For security, the password will not appear on
the terminal printout as it is typed. If the password is typed
incorrectly, the computer will print "Login Incorrect" and return
to the login prompt. If the user cannot login, he/she should
check to see that the login name and password are valid.

After login, the latest UNIX system messages will be printed;
most or all of these messages will not concern you. Occasion-
ally, they will announce when the computer will not be available.

If the system is operating, output similar to that shown in
the Example Output (see page 13) will appear on the terminal.
The text on the right side of the example is explanatory and not
part of the output.

Computer Output

GENERAL ACCESS TO THE ENVIRONMENTAL
TECHNICAL INFORMATION SYSTEM (ETIS)

CSO Unix
Login: adams
Password:
2Jul80 Machine room is open 8:30-5:00 Mon-Fri
    rp5: 7394 - 11.28$

$etis
Welcome to CERL's
Environmental Technical Information System

What program? (Type <CR> to see list):

Type:

1 or intro	for an introduction to the Environmental Technical Information System.
2 or eics	for the Environmental Impact Computer-aided System.
3 or celds	for the Computer-aided Environmental Legislative Data System.
4 or eifs	for the Economic Impact Forecasting System.
6 or chis	for the Clearinghouse Information System.
7 or afeics	for the Air Force Environmental Impact Computer-aided System.
9 or gcelds	for the German CELDS
11 or tstelfs	for experimental EIFS
12 or rubouts	
or intercepts	to ignore extraneous phone noise.

Explanatory Text

The inputs are enclosed by quotation marks ("xxx") and are not typed in a part of the input line.

The user gets a dial tone and logs in; in this case, the login is "adams". Don't forget to type <CR> after the inputs. Type in the password. For security reasons, the password is not printed out. The herald (banner) is printed out. In this case, the room holding the computer is open from 8:30 - 5:00 Monday through Friday.

The program responds with the $ sign. This is the UNIX prompt. The user types in "etis" and <CR>. The program then welcomes the user into ETIS.

The computer is now inside the ETIS system. Now it wants to know what program in ETIS you want. To see a menu of the programs, a <CR> (carriage return key) was typed (This may be marked RETURN or RTN on your terminal.) The computer responds with this menu. Note that you may enter the programs by typing either a number or the abbreviation for the program.

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Example Output (Con't)

```
13 or aqcr         for the Air Quality Control Checker.
14 or loser        for the AFLECS loser editor/model system.
15 or gainer       for the AFLECS gainer editor/model system.
16 or water        for the pilot WATSYS models (DOSAG AND
                   EROSION).
17 or iicep        for the Interagency/Intergovernmental
                   Coordination for Environmental
                   Planning (IICEP).
imail              to see your mail.
ctrl-d or goodbye  to exit.


What program? (Type <cr> to see list): iicep
Welcome to the IICEP, information retrieval program
for help, type, help
2575 contacts in current list

What next?
find alabama
40 found

What next?
and energy
172 found
1 in current list

What next?
show
pc #1459

region:
    region 4

state:
    alabama

topic:
    energy
```

Again the computer asks for what program you want. The IICEP program is entered here by typing "iicep". Note that you could also enter by typing a "17". The computer responds with a welcome and the number of contacts the program currently has.

The IICEP program responds with a "what next?". In this case the user is looking for contacts in the state of Alabama. The user types "find alabama". The program responds "40 found". The user wants to find contacts under the TOPIC category of ENERGY. In response to the computer prompt of "what next?", the user types "and energy" to narrow down the search of Alabama contacts to those concerned with energy. The program responds "172 found" "1 in current list" meaning the program has found 1 personal contact among the Alabama contacts that handles coordination on energy matters. To get the listing for this contact, the user types "show". The computer program responds with the information about the personal contact.

The commands and inputs are explained in Table 2, Pocket IICEP. Tables 3 and 4 help explain the categories of keywords used as search terms and help for the IICEP user.

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sub-topic:
  general energy

Edwin G. Hudspeth, Staff Director
Energy Management Board
5734 Atlanta Hwy
Montgomery, AL 36130
(205) 832-6784 4 Apr 1980

======

What next?
find doc
:fild! not a command

An error in the typing of inputs will bring a response from the computer noting the error. The correct input of "find doc" brings to the current list those contacts in the Department of Commerce.

What next?
find doc
84 found

What next?
and bureau of the census
14 found
14 in current list

The user wants to narrow down the contacts in the Department of Commerce to those in the Bureau of the Census. The input of "and bureau of the census" will do this.

What next?
list sub-topic
agriculture (1)
economic development (2)
education (1)
general transportation (1)
housing (1)
local government (2)
social services (1)

Next the user wants to know the personal contacts listed by the category SUB-TOPIC in the Bureau of the Census. The input "list sub-topic" does this.

What next?
and social services
75 found
1 in current list

The user wants the personal contact in the Bureau of the Census dealing with social services. The user narrows down the list from the Bureau of the Census contacts with the input "and social services". There is one contact in the current list.

Example Output (Con't)

To find the information for this contact, the user types "show" in response to the prompt "What next?". The listing displays the contact number (pc #83), the keywords by category, and the name, address, and telephone number of the contact. The numbers inside the parentheses (8-77) denote the month and this particular contact was entered or updated in the IICEP program.

```
What next?
show
pc #83

agency:
    doc

sub-agency
    bureau of the census

state:
    us

topic:
    socioeconomics

sub-topic
    economic development
    education
    housing
    local government
    social services

program:
    cp

Daniel B. Levine, Associate Director
Demographic Fields (8-77)
Federal Center
Suitland, MD 20233
Mailing Address: Washington, DC 20233
(310) 655-4000 4 Apr 1980

######
```

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Example Output (Con't)

Now it is time to leave the IICEP program. The user types "quit" in response to the prompt "What next?". The computer then leaves the IICEP program and goes back to the ETIS system.

Now the computer program is back to the ETIS system. In response to the prompt "What program?", the user types "bye". Note that you could also use CTRL-D here. The computer responds with the UNIX prompt $. The user logs out of the ETIS system by typing "logout". Do not forget the <CR> afterward. The computer responds with the time, computer use charges, and the disk storage charges.

The user then replaces the telephone. The retrieval from ETIS and the IICEP program is complete.

```
What next?
quit

What program? (Type <cr> to see list):  bye
$ logout

0.19 min Sys $ 0.10
0.02 min Usr $ 0.01
5.08 min Con $ 0.25
       Tot $ 0.36

Disk charges:
/dev/rrp5
22 lb 32f,    adams   $8.84 per month
```

3.   IICEP SEARCHES

Contacts in the IICEP program are identified by keywords. A keywork may be an agency, sub-agency, geographic area, area of environmental concern, or an Air Force program. It is important to describe the contact as accurately as possible with keywords. The purpose of searching through IICEP is to use as many keywords as possible to narrow down the number of possible contacts relating to your area of interest.

Conceptually, the contacts in IICEP are a large group of file folders with numerous tabs on each folder. Each tab is a keyword. The computer is like a very fast moving helper who can read, hold, and then replace these folders quickly. The more specific you are as to what tabs (keywords) should be on the folder (contact) you want, the smaller the pile of folders (current list) the quick helper (computer program) has to handle.

Tables 2, 3, and 4 will help explain the specific commands and categories of keywords used in searching IICEP.

In searching the IICEP directories, you should generally use a hierarchy of search terms working from the AGENCY category down to the PROGRAM category. (See Table 3.) The commands to do this are the "find" and the "and" commands. The "find" command will select only those contacts with the keyword you specify. The "and" command searches the directory for the keyword you specify, finds those contacts <u>and</u> puts into the current list those contacts having both the keyword specified by the "find" command plus the keyword specified with the "and" command. Since the contact may be characterized by more than one topic, sub-topic, or program keyword, you may use the "and" command more than once in the order of search to narrow down the current list of contacts. This is especially true of those contacts characterized by the TOPIC category of GENERAL.

The "or" command <u>expands</u> the search from the first "find" command. This allows you to put in the current list numerous contacts using keywords from the same category. This is especially useful if you want contacts from different states or MAJCOMs.

The "list" command allows you to look at the <u>categories</u> of keywords plus numbers of contacts for the current <u>list of</u> contacts you have found. The "list" command is useful to find contacts associated with Air Force programs in specific geographical area. Then you specify that PROGRAM keyword in conjuction with the "and" command to narrow down your current list.

The "show" command tells the computer to <u>print the current list</u> of contacts. The printout has the keywords associated with

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that contact as well as name, address, and telephone number for communicating with the contact.

The "except" command removes from the current list those contacts with the keyword used with "except". This is very useful in eliminating one or more categories of contacts from the current list.

For example, in finding contacts in Federal Region 6, you may want to eliminate those contacts in the state of New Mexico. The "except" command will do this for you ("except New Mexico").

The "help" command is used to get guidance on specific commands. See Table 4. This command may be used at anytime the prompt "What next?" is displayed on the terminal. Table 4 is the text that appears on the terminal in response to your "help <term>" input. See Table 2.

Table 2

Pocket IICEP: Reference for using the IICEP
Information Retrieval Program

Here is a list of IICEP commands. Further information on
these commands can be obtained by typing

"help <command>" (e.g., "help list" or "help find")

COMMAND   BRIEF DESCRIPTION

quit   exits the IICEP program.

help <term>   prints a message concerning the given
                                  term.

find <keyword>   makes a list of all those contacts
                                  associated with a given keyword.

and <keyword>   limits the current list of contacts to
                                  just those associated with the given
                                  keyword.

or <keyword>   augments the current list with those
                                  contacts associated with the given
                                  keyword.

except <keyword>   removes from the current list those
                                  contacts associated with the given
                                  keyword.

list <category>   displays a list of keywords from the
                                  given category which are associated
                                  with some contact in the current list.
                                  These keywords may be used with the
                                  selection commands above to further
                                  limit the current list.

show   displays the current list of contacts
                                  along with their keywords.

TABLE 3

The categories of keyword used in IICEP Information Retrieval Program are listed below.

Categories (use with "list command")	Keyword (use with "find", "and", "or", and "except" commands)
agency	major agency such as doa or exo.
sub-agency	subdivision of a major agency such as bureau of the census under doc. Also has MAJCOM abbreviations for AF contacts.
region	federal region classification.
state	This category includes the 50 states as well as the keyword "us" which is associated with all those contacts having national jurisdiction. Also has the AF base names.
topic	subject matter associated with the contacts.
sub-topic	sub-classification of topic.
program	air-force program.

Refer to the various appendices in this user manual for the keywords in the various categories.

TABLE 4

Text of the help command of the IICEP program in ETIS.

find:

The find command sets the current list of contacts to those contacts associated with the given keyword. The usage of this command is:

"find <keyword>"

If the keyword is "all", then the current list is set to all of the contacts in the data base. The keyword may be of the form:

"# <contact number>" (e.g., "#47")

In this case only the given contact is selected. Other keywords are members of the keyword categories. For a list of the category names and a description of their contents, consult "help categories".

"find doc" sets the current list to contain all the contacts in the Department of Commerce.

"find # 162" brings the personal contact number 162 to the current list.

and:

The and command limits the current list of contacts to those contacts associated with the given keyword. The usage of this command is:

"and <keyword>" or simply "and"

If the latter form is used, the new list of contacts will consist of the contacts common to the current list and the previous list. If the first form is used, the keyword may be of the form:

"# <contact number>" (e.g., "#47")

In this case only the given contact will remain in the current list, provided that it already belonged to the current list. Other keywords are members of the keyword categories. For a list of the category names and a description of their contents, consult "help categories".

"find doc"
"and bureau of the census"

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TABLE 4
(continued)

These inputs in response to the prompts of "What next?" brings to the current list all those contacts in the Bureau of the Census of the Department of Commerce.

or:

The or command augments the current list of contacts by those contacts associated with the given keyword. The usage of this command is:

"or <keyword>" or simply "or"

If the latter form is used, the new list of contacts will consist of those contacts belonging either to the current list or the previous list. If the first form is used with the keyword "all", then the current list is set to all of the contacts in the data base. The keyword may be of the form:

"#<contact number>" (e.g., "# 47")

In this case only the given contact is added. Other keywords are members of the keyword categories. For a list of the category names and a description of their contents, consult "help categories".

"find alabama"
"or mississippi"

These inputs in response to the prompts of "What next?" bring to the current list those contacts associated with Alabama or Mississippi.

except:

The except command removes from the current list those contacts associated with the given keyword. The usage of this command is:

"except <keyword>"

The keyword may be of the form:

"# <contact number>" (e.g., "# 47")

In this case only the given contact is selected. Other keywords are members of the keyword categories. For a list of the category names and a description of their contents, consult "help categories".

TABLE 4
(continued)

"find alabama"
"except energy"

These inputs in response to the prompts of "What next?"
bring to the current list all the contacts associated with
Alabama except those under the topic of energy.

list:

The list command provides a list of all the keywords from a
given category that apply to the current list of contacts. The
number of contacts in the current list which correspond to a
given keyword is displayed alongside that keyword. For example,

"find radiation"
"list agency"

displays all the agencies which have contacts concerned with
radiation. If the selection commands have been used to modify
the current list of contacts,

"find all"

can be used to set the current list to contain all the contacts
in the data base.

Thus,

"find all"
"list agency"

produces a list of all the agencies in the data base. The "list"
command can be invoked with more than one category name. If the
user types

"list sub-agency agency"

the program responds with a list of sub-agencies along with the
agencies to which they belong.

In general, this feature should be used only when the first cate-
gory is a sub-category of each of the following categories. The
program will respond in any case, but the information generated
may be misleading.

Suppose the user types

"list state agency"

TABLE 4
(continued)

The first category ("state") is not a sub-category of the second
("agency"), and when the program responds with

      "alabama"
          "agency: doa"

it only means that "doa" is one of the agencies having contact
where alabama is a keyword.

NOTES:

4. IICEP UPDATES

The IICEP program depends upon you to update the personal contacts you find are not current or to add new personal contacts. The updating program in IICEP will prompt you for the inputs to adequately describe the functions or expertise of each personal contact.

The update sequence is divided into two parts. The first part makes use of keywords to describe the contact and to use in searching through the directory of contacts. These keywords may be very general in scope or describe a specific Air Force base or environmental topic. These keywords are listed in seven categories. (See Appendices A through G.) Note that abbreviations, numbers, and words are used for these keywords. For each category of keyword names, use the keyword or keywords that best describe the location or activities of the person. Please use only those keywords shown in the keylists of Appendices A through G and spell them exactly as printed. The computer only recognizes the vocabulary programmed (keywords) and will not accept any other inputs.

The second part of the update sequence has information for the address and telephone number of the personal contact. The information in this part is intended to make the person readily accessible by sending a letter directly to the contact or by making a direct telephone call.

The update program in entered from the IICEP program by typing "!update" in response to the prompt "What next?". The user then has four options: to ADD a contact, DELETE a contact, UPDATE information on an existing contact, or to return to the IICEP program. Type the number coresponding to the option. (See Table 5.)

The program then prompts the person updating the information for a commercial telephone of his/her office. Type in the commercial telephone number with Area Code. Following this, on the same line, type in the AUTOVON number preceded by "AV" or the FTS number preceded by "FTS", if applicable. This telephone number helps computer programmers to verify information about the contact.

If you wish to DELETE or UPDATE a personal contact already in the IICEP directory, the program then prompts for the personal contact number (PC#) of this contact. The computer programmers can then go directly to this number in the database and make the necessary corrections.

The AGENCY category keywords are abbreviations of the various Federal agencies. State agencies are not included here. For the purposes of this program, IICEP calls "usaf", for the Air Force, as an agency.

The SUB-AGENCY category keywords are the actual titles of bureaus, offices etc. that make up Federal agencies. Abbreviations of the USAF MAJCOMs make up the keywords for the sub-agency of "usaf".

The region category of keywords was designed to present the standard Federal Region for which the contact in the Federal agency had jurisdiction or responsibility. Most Federal agency offices or divisions are designed along the areas encompassed by the various standard Federal regions (see Figure 1). Variations are found among certain Federal agencies. REGION 1 through REGION 10 refer to the ten standard Federal regions. Other regions are noted by the particular agency's nomenclature such as "atlanta region" of the Department of Commerce.

Headquarters offices of the agency will have the keyword "headquarters" for the region of responsibility. This keyword will also be used to designate the contacts at the headquarters of the MAJCOMs and Headquarters, USAF.

For the STATE category of keywords, use the name of the state ("alabama") or "us" for an agency contact that coordinates on matters across the entire United States. For Air Force contacts, use the Air Force Base name where that contact is located. For the R&D centers of Air Force Systems Command, use their abbreviations. This category is the first category of keyword inputs used for state environmental planning agencies. For Federal agencies, the STATE keyword designates an area of jurisdiction for that particular personal contact.

For the TOPIC and SUB-TOPIC categories of keywords, use the terms that best describe what the person does or the area of responsibility. These can range from the very general to a very specific area of the environment. Use the SUB-TOPIC keywords for each TOPIC keyword as shown in the keyword lists of Appendix F to adequately describe the personal contact.

The PROGRAM category of keywords are the abbreviations of Air Force environmental programs. If the personal contact coordinates on actions in an Air Force environmental program, be sure to include the keyword for the program in the PROGRAM category for this person.

IMPORTANT! The categories of SUB-AGENCY, REGION, STATE, TOPIC, SUB-TOPIC, and PROGRAM include the provision for multiple keywords in each category. That is, a person may be involved in more than one PROGRAM or the area of responsibility may include more than one STATE. The user updating the contact in this instance can input as many keywords as needed in each category to adequately describe the personal contact.
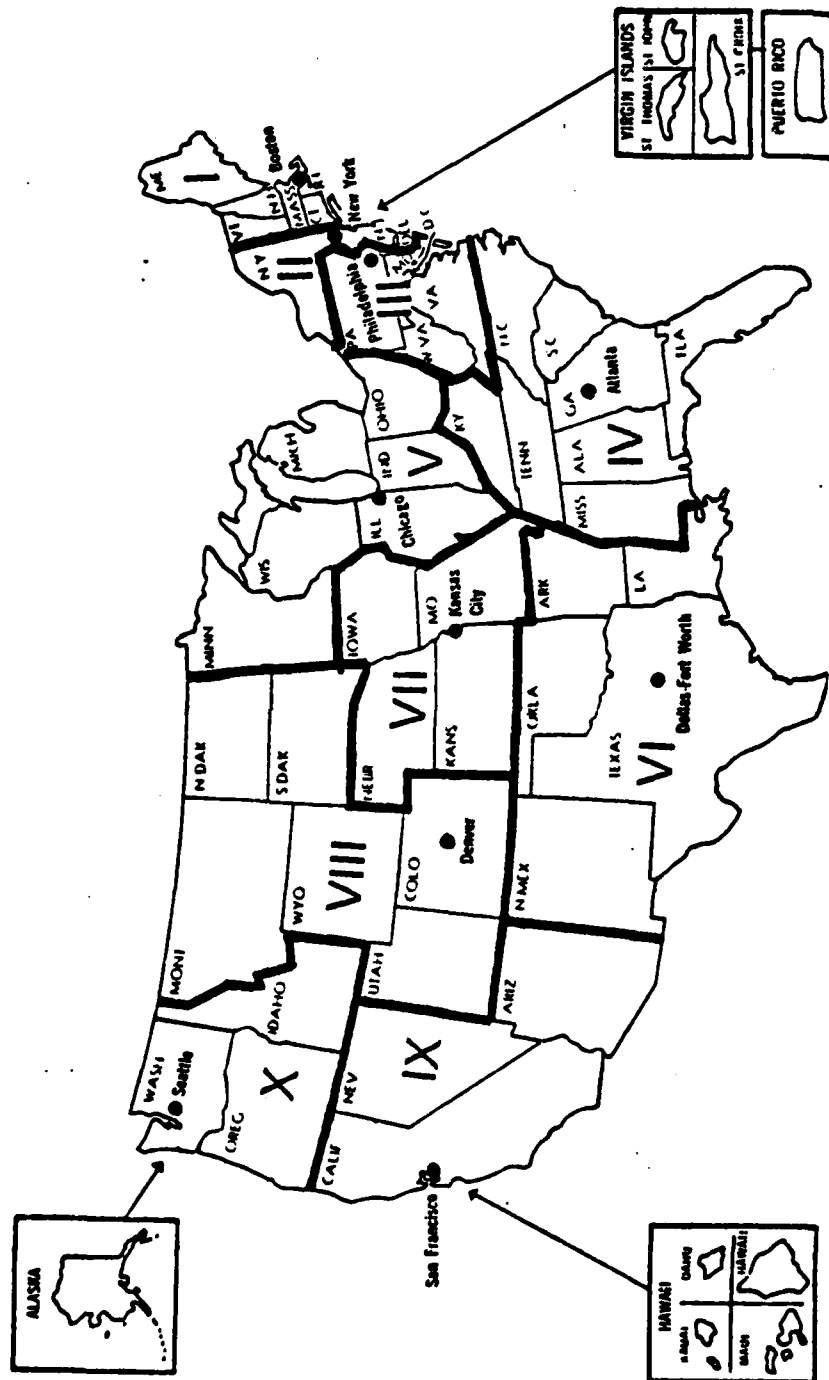
FIGURE 1. STANDARD FEDERAL REGIONS

TABLE 5

```
WHAT NEXT?
!update
TYPE      1        TO DELETE A CONTACT FROM THE DTB
TYPE      2        TO UPDATE INFO ON A CONTACT IN THE DTB
TYPE      3        TO ADD A CONTACT TO THE DTB
TYPE      4        TO QUIT THIS PROGRAM AND RETURN TO IICEP
```

The Update Program Menu

The Delete Option

This is option "1". Simply type in your telephone number.
Then type in the PC# (personal contact number) of the contact to
be deleted. The contact may be removed because that agency has
reorganized, the agency has been disbanded, etc. The update
program then returns the user to the option menu.

The Update Option

This is option "2". Again the program prompts you for your
telephone number. Then type in the PC# of the personal contact
for which you will update data. The update program then goes
down the keyword categories from AGENCY to PROGRAM. To skip one
of these categories, type a <CR> (carriage return). The program
will then go to the next category. If you have updated the
categories you wanted and have no more updated information on
that personal contact, type a "*" (just the asterisk) to tell the
program, "I'm finished with this update – no more categories."

To put multiple entries in a category, type the entry into
the category line and then a <CR> (carriage return). The program
then goes down to the next category. The user then "backs up" by
typing up a "-" (minus sign). This puts the user back up one
category where another keyword may be typed in.

As an example, suppose a contact had previously held respon-
sibility for coordinating on an environmental matter affecting
the state of Alabama. In the contact listing, the STATE keyword
was ALABAMA. The person's agency reorganized and now this con-
tact has responsibility for coordinating on matters concerning
Alabama, Georgia, and Florida.

The user updates the STATE category by typing "alabama",
then <CR>. The computer program then goes to the TOPIC category.
The user then types "-" (minus sign) and the program prompts for
the STATE category again. The user types "georgia", then <CR>.
The computer program again goes to the TOPIC category. The user
has one more state to enter, and so types "-" again. The program
goes back to the STATE category again and the user types
"florida", then <CR>. The program goes to the TOPIC category.

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Assume for this example this was all the user wanted to update - those state names. In <u>this</u> case, the user types "*" (asterisk) and ends the update for <u>this</u> personal contact. (See Table 6.)

<u>IMPORTANT!</u> Notice the user typed in "alabama" even though the personal contact listing already contained the keyword "alabama". Type into each input line exactly what should be there, even if some of the keywords or items are repeated. The computer programmers and quality control checkers are going to change the database to reflect the user's inputs. This change will reflect a <u>replacement</u> of a category's keywords rather than an addition. Please make the entries as complete as possible.

Information about the person is entered in response to the program prompts for NAME, TITLE, etc. With these input lines, be as complete as possible with respect to address and telephone number of the person.

As an example, suppose the telephone number of contact number 2000 has changed. The user gets into the IICEP program and then types "!update" in response to "What next?". After the menu, the user types "2" because the user wishes to UPDATE a personal contact.

The program prompts for the user's telephone number and the user types this in. Then the program for the PC# of the personal contact. The user types "2000". Then the program prompts for inputs of categories of search keywords (AGENCY through PROGRAM). At each one of those, the user types <CR> (carriage return). The same procedure, type <CR>, is followed for the information about the person (NAME through ZIP CODE). However, the last line is TELEPHONE NUMBER:. At this prompt, the user enters the new telephone number (commercial and AUTOVON or FTS) and the update program is finished.

The ADD Option

This option allows the user to ADD an entirely new contact to the database. This is option "3". Again the program prompts for the user's telephone number. After the telephone number is typed in, the program prompts for inputs about the personal contact. This list of inputs is shown here:

AGENCY:
SUB-AGENCY:
REGION:
STATE:
TOPIC:
SUB-TOPIC:
AIR FORCE PROGRAM NAME:
NAME OF CONTACT:

```
TITLE:
OFFICE TITLE:
BUILDING:
STREET ADDRESS:
CITY:
STATE:
ZIP CODE:
TELEPHONE NUMBER:
```

Refer to the appropriate appendix of this manual for the key-word search terms. Please organize this information before entering (see IICEP sample worksheet). In this option, the user may use the "-" (minus sign) to "back up" to enter multiple entries in a specific category. The program prompts for entries from AGENCY through TELEPHONE NUMBER. The entries you make should be complete and accurate. It will help fellow users in their searches.

The QUIT Option

This is option "4". The user will continue receiving the update menu until ready to stop updating. At that time, the user types "4" and returns to the IICEP program.

NOTES:

TABLE 6

Examples of updating in IICEP

WELCOME TO CERL's

ENVIRONMENTAL TECHNICAL INFORMATION SYSTEM

WHAT PROGRAM?   (TYPE <CR> TO SEE LIST):   IICEP
WELCOME TO THE IICEP INFORMATION RETRIEVAL PROGRAM
FOR HELP, TYPE 'HELP IICEP COMMANDS'
2575 CONTACTS IN CURRENT LIST

WHAT NEXT?
!UPDATE
TYPE   1   TO DELETE A CONTACT FROM THE DTB.
TYPE   2   TO UPDATE INFO ON A CONTACT IN THE DTB.
TYPE   3   TO ADD A CONTACT TO THE DTB.
TYPE   4   TO QUIT THIS PROGRAM AND RETURN TO IICEP
:1
PLEASE GIVE YOUR COMPLETE COMMERCIAL PHONE NUMBER: 904-283-6191
AV 970-6191
INPUT PC NUMBER TO BE DELETED:9999
TYPE   1   TO DELETE A CONTACT FROM THE DTB.
TYPE   2   TO UPDATE INFO ON A CONTACT IN THE DTB.
TYPE   3   TO ADD A CONTACT TO THE DTB.
TYPE   4   TO QUIT THIS PROGRAM AND RETURN TO IICEP.

    (In this case, the user wanted to delete personal contact
number 9999 from the directory.)

TYPE   1   TO DELETE A CONTACT FROM THE DTB.
TYPE   2   TO UPDATE INFO ON A CONTACT IN THE DTB.
TYPE   3   TO ADD A CONTACT TO THE DTB.
TYPE   4   TO QUIT THIS PROGRAM AND RETURN TO IICEP.
:2
INPUT PC# OF CONTACT TO BE UPDATED:9999
AGENCY (OR CR):
SUB-AGENCY (OR CR):
REGION (OR CR):
STATE (OR CR): ALABAMA
TOPIC (OR CR): —
STATE (OR CR): GEORGIA
TOPIC (OR CR): —
STATE (OR CR): FLORIDA
TOPIC (OR CR): *
TYPE   1   TO DELETE A CONTACT FROM THE DTB.
TYPE   2   TO UPDATE INFO ON A CONTACT IN THE DTB.
TYPE   3   TO ADD A CONTACT TO THE DTB.
TYPE   4   TO QUIT THIS PROGRAM AND RETURN TO IICEP.

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TABLE 6
(continued)

(In this case, the user wanted to update the keywords for the STATE category only of PC# 9999. Notice the use of the "-" (minus sign) to "back up" the prompts. The "*" (asterisk) at the TOPIC prompt tells the computer the user is through updating PC# 9999.)

```
WHAT NEXT?
!UPDATE
TYPE     1          TO DELETE A CONTACT FROM THE DTB.
TYPE     2          TO UPDATE INFO ON A CONTACT IN THE DTB.
TYPE     3          TO ADD A CONTACT TO THE DTB.
TYPE     4          TO QUIT THIS PROGRAM AND RETURN TO IICEP.
:3
PLEASE GIVE YOUR COMPLETE COMMERCIAL PHONE NUMBER:904-283-6191 AV
970-6191
AGENCY (OR CR): USAF
SUB-AGENCY (OR CR): AFESC
REGION (OR CR): HEADQUARTERS
STATE (OR CR): US
TOPIC (OR CR): -
STATE (OR CR): TYNDALL
TOPIC (OR CR): GENERAL
SUB-TOPIC (OR CR): -
TOPIC (OR CR): SOCIOECONOMICS
SUB-TOPIC (OR CR): EIS
AIR FORCE PROGRAM NAME (OR CR): -
SUB-TOPIC (OR CR): ECONOMIC DEVELOPMENT
AIR FORCE PROGRAM NAME (OR CR): EIAP
NAME OF CONTACT: MR. FRED WHIPPERWILL JR.
TITLE: ECONOMIST
OFFICE TITLE: DIRECTORATE OF ECONOMIC REHABILITATION
BUILDING: LONG BUILDING
STREET ADDRESS: 2727 RICKENBACKER STREET
CITY: TYNDALL AFB
STATE: FL
ZIP CODE: 32403
TELEPHONE NUMBER: 904-283-6163 AV 970-6163
TYPE     1          TO DELETE A CONTACT FROM THE DTB.
TYPE     2          TO UPDATE INFO IN A CONTACT IN THE DTB.
TYPE     3          TO ADD A CONTACT TO THE DTB.
TYPE     4          TO QUIT THIS PROGRAM AND RETURN TO IICEP.
:4
```

(In this case, an entirely new contact was added. Note the multiple keywords in the STATE, TOPIC, and SUB-TOPIC categories. After the menu comes back to the user, the user typed "4" to quit the program.)

TABLE 6
(continued)

WHAT NEXT?
QUIT

WHAT PROGRAM?   (TYPE <CR> TO SEE LIST): BYE
% LOGOUT

   0.11 MIN SYS $ 0.05
   0.01 MIN USER $ 0.00
   7.90 MIN CON $ 0.45

     This gets back to the IICEP program. The user types "QUIT"
to leave IICEP and to go to the ETIS program. Here the user
types "BYE" to leave the ETIS program. At the UNIX prompt "%",
the user types "LOGOUT" to log out of the computer.

5. IICEP SAMPLE WORKSHEET

Consolidate the keywords or personal items concerning a person in order to DELETE, ADD, or UPDATE a personal contact in the computerized directories of IICEP. The search terms in the various keyword categories should be used to fully describe what the person does or knows about environmental matters. Make the address as complete as possible for the postal service to deliver a letter to this person quickly. Include both commercial and AUTOVON or FTS telephone numbers when appropriate.

The first line of the update program asks for your commercial telephone number. Please enter this (including area code) followed immediately on the same line by your AUTOVON or FTS number. You may be contacted directly to verify certain data about the contact.

For the input describing the personal contact, the BUILDING input is used if the office uses the building name as part of its address. However, if there is no building name, you have an extra line in which to put a street address.

For example, the personal contact may have an address such as:

Office of Miniscule Management
P.O. Box 9999
Northwood Postal Center
San Francisco, Texas 37921

The user has the option here of putting the "P.O. Box 9999", Northwood Postal Center" together on the street address input line. Or, the user could put "P.O. Box 9999" in the BUILDING line. The final goal is to put into the personal contact listing enough information for the personal contact to receive a piece of mail directly.

Keep typing each line of input data, with spacing, until you are finished with that bit of input. When you type the carriage return, <CR>, you signal the computer to file what you have just typed as input for that particular heading. The computer does exactly that and files it away for the computer programmers.

If you make a gross error in doing a listing, just type on your next line that the previous input line or lines were in error. Then start over. The error message will be noted and the erroneous data will be removed from the update file by the computer programmers.

Specific Instructions by line for the inputs (see sample IICEP worksheet).

Your Telephone Number: Commercial number plus AUTOVON or FTS. This allows the computer programmers to know who did what to whom.

Personal Contact Number: From the IICEP Directory for the DELETE or UPDATE options.

AGENCY: Use abbreviations from the AGENCY category.

SUB-AGENCY: Use words or abbreviations from the SUB-AGENCY category. (May use more than one keyword.)

REGION: Use words from the REGION category. (May use more than one keyword.)

STATE: Use words from the STATE category. (May use more than one keyword.)

TOPIC: Use words from the TOPIC category. (May use more than one keyword.)

SUB-TOPIC: Use words or abbreviations from the SUB-TOPIC category. (May use more than one keyword.)

PROGRAM: Use abbreviations from the AIR FORCE PROGRAM category. (May use more than one keyword.)

PERSONAL CONTACT INFORMATION

NAME OF CONTACT: Person's name.   Include Rank or Grade.

TITLE: Person's title in the office (CHIEF OF PLANS).

OFFICE TITLE: Division, Branch, Directorate, Office of ..., etc.

BUILDING: Name of building, if applicable (Old Muleshoe Building).

STREET ADDRESS: Actual street address.   Include suite numbers. You may use a standard office symbol here. (234 N. SOUTH STREET, SUITE 3 or HQ AFESC/DEVP).

CITY: City, base, etc., (PITTSBURGH or TYNDALL AFB).

STATE: State of (FLORIDA or FL).

ZIP CODE: Zip code (76543 or 76543-3939).

TELEPHONE NUMBER: Give the contact's commercial number first. Follow with the AUTOVON or FTS number, if applicable (904-283-6101 or AV 970-6101).

SAMPLE IICEP WORKSHEET

To ADD, DELETE, or UPDATE a Contact

Your Telephone Number: 904-283-6191   AV 970-6191

Personal Contact Number: –

Agency: usaf

Sub-Agency: afesc

Region: headquarters

State: us

tyndall

Topic: general

socioeconomics

Sub-Topic: eis

economic development

Program: eiap

PERSONAL CONTACT INFORMATION

Name of Contact: Mr Fred Whipperwill, Jr.

Title: Economist

Office Title: Directorate of Economic Rehabilitation

Building: Long Building

Street Address: 2727 Rickenbacker Street

City: Tyndall AFB

State: Florida

Zip Code: 32403

Telephone Number: Coml 904-283-6163   AV or FTS 970-6163

6. KEYWORD LISTS ON THE COMPUTER

To be effective, the IICEP computer program must use current names of offices, divisions, programs, etc., that make up the agencies involved in the Air Force IICEP program. When changes in names of agencies, offices, programs, etc. occur, these changes must be added to the lists of keywords used in IICEP searches. Likewise, a new agency or office must be added to the list of keywords.

The lists of keywords for various categories in IICEP are stored in files on the computer. The files are constantly updated to reflect the current names used as keywords.

To retrieve the files of these keywords, you type in a simple command along with the name of the file. This is done after the user logs in on the computer and before going into the Environmental Technical Information System.

After the user logs in, the computer responds with a "%", called the UNIX prompt. (See Section 2.) At this point, you type "cat file name", where "file name" is the name of the file. For example, the name of the file with the keywords used for the federal agencies category in IICEP is "agency". For the file to be printed, at the "%", you type "cat agency". (Note, the quotation marks are only for this text. Do <u>not</u> type them when retrieving the file.) The computer responds <u>by</u> printing the contents of the file "agency" and then returning with a "%", the UNIX prompt. You may then go into the Environmental Technical Information System or retrieve other files of keywords.

Table 7 has the names of the files on the computer that contain the keywords used in the IICEP computer program.

TABLE 7

Files of Keywords

Category in IICEP	File Names
AGENCY	agency
SUB-AGENCY	sub-agency.1
	sub-agency.2
	sub-agency.3
	sub-agency.4
REGION	region.1
	regio1.2
STATE	state.1
	state.2
TOPIC	topic
SUB-TOPIC	sub-topic
PROGRAM	program

Some of the keyword lists were broken into multiple files to keep the printing time relatively short for each file. Each file has the dates when the keywords were entered. The user is encouraged to periodically retrieve these files to have the keywords both for searching the IICEP directory and in updating personal contacts.

APPENDIX A - Keywords for the <u>AGENCY</u> Category

This category consists of the abbreviated name of the major agencies of the executive branch of the <u>Federal Government</u>. For example, "doc" and "doa" are agency keywords corresponding to the Departments of Commerce and Agriculture. All contacts who belong to the Department of Commerce include "doc" as one of their keywords.

The US Air Force, an agency for the purposes of this computer program, has a corresponding keyword of "usaf". A complete list of the agencies and their corresponding keywords is given below:

Keywords	Agency
ach	Advisory Council on Historic Preservation
cab	Civil Aeronautics Board
csa	Community Services Administration
doa	Department of Agriculture
doc	Department of Commerce
dod	Department of Defense
ded	Department of Education
doe	Department of Energy
doi	Department of Interior
doj	Department of Justice
dol	Department of Labor
dos	Department of State
dot	Department of Transportation
epa	Environmental Protection Agency
exo	Executive Office of the President
fca	Farm Credit Administration
fmc	Federal Maritime Commission
fpc	Federal Power Commission
gsa	General Services Administration
hew	Department of Health, Education and Welfare
hud	Department of Housing and Urban Development
nsc	National Academy of Sciences
nas	National Aeronautics and Space Administration
nrc	Nuclear Regulatory Commission
nsf	National Science Foundation
sba	Small Business Administration
si	Smithsonian Institution
tva	Tennessee Valley Authority
td	Treasury Department
usaf	US Air Force
va	Veterans Administration
wrc	Water Resources Council

NOTES:

APPENDIX B - Keywords for the SUB-AGENCY Category

This category corresponds to the next level below "agency" in
the Government hierarchy. For example, "bureau of the census" is
a sub-agency keyword occurring ir some of the contacts belonging
to the Department of Commerce. MAJCOMS and other units are
included as sub-agencies in the computer program.

Keywords

advisory council on historic preservation
agricultural research service
agricultural stabilization and conservation service
assistant administrator conservation and environment
assistant administrator energy resource development
assistant administrator for air and waste management
assistant administrator for conservation
assistant administrator for enforcement
assistant administrator for environmental safety
assistant administrator for national security
assistant administrator for planning and management
assistant administrator for research and development
assistant administrator for water and hazardous materials
assistant administrator regulatory programs
bureau of certification and licensing
bureau of economic analysis
bureau of economic and business affairs
bureau of indian affairs
bureau of labor statistics
bureau of land management
bureau of mines
bureau of natural gas
bureau of oceans and international environmental and scientific
  affairs
bureau of power
bureau of reclamation
bureau of the census
cheasapeake bay center for environmental studies
civil aeronautics board
civil works
community development corporation/new communities administration
community services administration
cooperative state research service
council on environmental quality
department of health, education, and welfare
department of housing and urban development
department of justice
department of labor
department of state
department of the interior
department of the treasury
domestic council

Keywords (continued)

economic development administration
economic research service
education division
energy and minerals
energy research and development administration
energy resources council
environment, safety and consumer affairs
environmental data service
environmental data and information service
environmental protection agency
extension service
farm credit administration
farmer cooperative service
farmers home administration
federal aviation administration
federal energy regulatory commission
federal highway administration
federal information center
federal insurance administration
federal maritime commission
federal power commission
federal preparedness agency
federal property council
federal railroad administration
federal regional council
federal supply service
fish and wildlife and parks
fish and wildlife service
forest service
heritage conservation and recreation service
institute of medicine
land and natural resources division
land and water resources
military construction
military programs
national academy of engineering
national aeronautics and space administration
national bureau of standards
national environmental satellite service
national institutes of health
national marine fisheries service
national museum of natural history
national oceanic and atmospheric administration
national park service
national research council
national science foundation
national transportation safety board
nuclear regulatory commission
occupational safety and health administration
office of air, noise, and radiation

Keywords (continued)

office of community planning and development
office of enforcement
office of environmental affairs
office of epa land use coordination
office of federal activities
office of general counsel
office of housing management-fha commissioner
office of human development
office of management and budget
office of nuclear material safety and safeguards
office of nuclear reactor regulation
office of nuclear regulatory research
office of planning and management
office of regional and intergovernmental operations
office of research and development
office of revenue sharing
office of science and technology policy
office of standards development
office of telecommunications policy
office of the administrator
office of the assistant secretary for environment, safety
office of the assistant secretary for systems development and
  technology
office of the secretary
office of water and waste management
public buildings service
public health service
real estate
regional offices
rural development service
rural electrification administration
small business administration
smithsonian science information exchange, inc.
social security administration
soil conservation service
us army corps of engineers
us customs service
us geological survey
united states coast guard
urban mass transportation administration
veterans administration
water resources council

Keywords (continued)

USAF ABBREVIATIONS	SUB-AGENCY OF USAF ABBREVIATIONS
saf	SECRETARY of the AIR FORCE
sac	STRATEGIC AIR COMMAND
tac	TACTICAL AIR COMMAND
afsc	AIR FORCE SYSTEMS COMMAND
aflc	AIR FORCE LOGISTICS COMMAND
atc	AIR TRAINING COMMAND
afcc	AIR FORCE COMMUNICATIONS COMMAND
afesc	AIR FORCE ENGINEERING AND SERVICES CENTER
afrcee	AF REGIONAL CIVIL ENGINEER, EASTERN
afrcec	AF REGIONAL CIVIL ENGINEER, CENTRAL
afrcew	AF REGIONAL CIVIL ENGINEER, WESTERN
afrcem	AF REGIONAL CIVIL ENGINEER, M-X
afaac	ALASKAN AIR COMMAND
afres	AF RESERVE
afang	AIR NATIONAL GUARD
afit	AIR FORCE INSTITUTE OF TECHNOLOGY
esc	ELECTRONIC SECURITY COMMAND
mac	MILITARY AIRLIFT COMMAND
afmsc	AIR FORCE MEDICAL SERVICE CENTER

Keywords (continued)

pacaf	PACIFIC AIR FORCES
usafe	UNITED STATES AIR FORCES IN EUROPE
oehl	AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL HEALTH LABORATORY
faar	FEDERAL AVIATION ADMINISTRATION REPRESENTATIVE
etac	ENVIRONMENTAL TECHNICAL APPLICATION CENTER
hqaf	HEADQUARTERS USAF

NOTES:

APPENDIX C – Keywords for the **REGION** category

This category consists of the names of the Federal regions. However, many Federal agencies have adopted nonstandard regional divisions. Therefore, these keywords must be taken in the context of the appropriate Federal agency. The 10 standard Federal regions, "region 1" through "region 10", are included in this category, as well as regions such as the "atlanta region" of the Department of Commerce.

Keywords

aberdeen area
alaska area office
alaska outer continental shelf offices
alaska region
alaska regional office
alaskan region
albuquerque area
albuquerque office
albuquerque region
anadarko area
anchorage office
anchorage region
arlington office
atlanta office
atlanta region
atlantic outer continental shelf offices
austin region
billings area
billings office
boise office
boston region
california regional office
central region
charlotte region
cheyenne office
chicago office
chicago region
columbia-north pacific planning office
dallas region
denver office
denver region
detroit region
eastern office
eastern region
eastern regional office
europe africa mid-east region
fort worth office

Keywords (continued)

fws region 1
fws region 2
fws region 3
fws region 4
fws region 5
fws region 6
fws region 7
glen ellyn office
great lakes region
gulf outer continental shelf offices
headquarters
intermountain regional office
juneau area
kansas city region
king of prussia office
lake central regional office
los angeles region
lower colorado region
lower mississippi valley division
lower missouri region
mid-atlantic region
mid-pacific region
midwest region
mid-continent regional office
minneapolis area
missouri river basin planning office
missouri river division
muskogee area
national capital parks region
new england region
new york region
newton corner office
north atlantic division
north atlantic region
north central division
north pacific division
northeast regional office
northern regional office
northwest region
northwest regional office
northwestern region
ohio river division
oregon
pacific asia region
pacific northwest region
pacific northwest regional office
pacific outer continental shelf offices
pacific region
pacific southwest regional office

Keywords (continued)

philadelphia region
phoenix area
phoenix office
portland area
portland office
region 1
region 2
region 3
region 4
region 5
region 6
region 7
region 8
region 9
region 10
reno office
rocky mountain region
rocky mountain regional office
sacramento area
sacramento office
sacramento region
salt lake city office
san francisco office
santa fe office
seattle region
south atlantic division
south central regional office
south pacific division
southeast region
southeast regional office
southern region
southern regional office
southwest regional
southwestern division
southwestern region
southwestern regional office
twin cities office
upper colorado region
upper missouri region
walnut creek office
washington, d.c. area
western region
window rock area

NOTES:

APPENDIX D – Keywords for the STATE category

This category consists of the 50 state names and the term "us" which refers to the United States. Users who seek contacts concerning some issue in an individual state should retrieve the contacts having that state as a keyword, as well as those having "us" as a keyword.

For Air Force contacts, specify the base where the person is located. For example, the environmental contacts at HQ SAC would have offutt as a keyword in the STATE category. To differentiate these contacts for the Offutt base environmental contacts, the HQ SAC contacts would have headquarters as a keyword in the REGION category.

Keywords

alabama	montana
alaska	nebraska
american samoa	nevada
arizona	new hampshire
arizona (northeast)	new jersey
arkansas	new mexico
california	new york
canal zone	north carolina
colorado	north dakota
connecticut	ohio
delaware	oklahoma
district of columbia	oregon
district of columbia metropolitan area	pacific trust territories
florida	panama canal zone
georgia	pennsylvania
guam	puerto rico
hawaii	rhode island
idaho	south carolina
illinois	south dakota
indiana	tennessee
iowa	texas
kansas	utah
kentucky	vermont
louisiana	virgin islands
maine	virginia
maryland	wake island
massachusetts	washington
michigan	west virginia
minnesota	wisconsin
mississippi	wyoming
missouri	us

altus	loring
andersen	los angeles
andrews	lowry
arnold	luke
barksdale	macdill
beale	malmstrom
bergstrom	march
blytheville	mather
bolling	maxwell
brooks	mcchord
cannon	mcclellan
carswell	mcconnell
castle	mcguire
chanute	minot
charleston	moody
columbus	mountain home
davis-monthan	myrtle beach
dobbins	nellis
dover	niagara falls
duluth	norton
dyess	offutt
edwards	o'hare
eglin	patrick
eielson	pease
ellsworth	peterson
elmendorf	plattsburgh
england	pope
fairchild	randolph
f e warren	reese
george	richards-gebaur
goodfellow	robins
grand forks	scott
griffiss	seymour johnson
grisson	shaw
gunter	shemya
hancock	sheppard
hanscom	tinker
hickam	travis
hill	tyndall
holloman	usafa
homestead	vance
hurlburt	vandenberg
keesler	westover
kirtland	wheeler
k i sawyer	whiteman
lackland	williams
langley	wright-patterson
laughlin	wurtsmith
little rock	youngstown

Keywords (continued)

asd	for	AERONAUTICAL SYSTEMS DIVISION
ad	for	ARMAMENT DIVISION
esd	for	ELECTRONIC SYSTEMS DIVISION
sd	for	SPACE DIVISION
bmo	for	BALLISTIC MISSILE OFFICE
afwl	for	AIR FORCE WEAPONS LABRATORY
aedc	for	ARNOLD ENGINEERING DEVELOPMENT CENTER
radc	for	ROME AIR DEVELOPMENT CENTER
afosr	for	AIR FORCE OFFICE OF SCIENTIFIC RESEARCH
wsmc	for	WESTERN SPACE AND MISSILE CENTER
esmc	for	EASTERN SPACE AND MISSILE CENTER
sce	for	SCHOOL OF CIVIL ENGINEERING
slg	for	SCHOOL OF SYSTEMS AND LOGISTICS

NOTES:

APPENDIX E - Keywords for the TOPIC category.

This category consists of the 11 general topics listed below.

    general
    air resources
    energy
    health and safety
    land use
    natural resources
    noise
    socioeconomics
    solid waste
    transportation
    water

NOTE: The contacts for air resources presently under the keyword air will be phased out soon. Please enter air resources for new contacts concerned with this topic.

NOTES:

APPENDIX F - Keywords for the SUB-TOPIC category.

This is a subcategory of the "topic" category. Because of the relationship between the TOPIC and SUB-TOPIC keywords are presented as shown below:

topic

    sub-topic

This format will help the user to narrow specific areas of interest in the environment.

Keywords

1. general

    clearinghouse
    eis
    environmental quality
    coordination

2. air resources

    general air

3. energy

    general energy
    energy conservation
    facility siting

4. health and safety

    general health and safety
    civil defense
    occupational health
    pesticides
    radiation
    building code
    safety

5. land use

    planning
    agriculture
    coastal zone
    minerals and geology

Keywords (continued)

6. natural resources

    land management
    fish and wildlife
    recreation
    forestry (replaces forests)
    archaeology and history
    flood control
    primitive areas
    wilderness areas
    historic and scenic trails
    ocean dumping
    marine sanctuaries
    endangered species
    landmarks
    irrigation and reclamation
    prime and unique farmlands

7. noise

    general noise

8. socioeconomics

    economic development
    education
    housing
    local government
    social services
    public works
    rural community development
    community development block grants
    new communities

9. solid waste

    general solid waste
    hazardous waste

10. transportation

    general transportation
    aeronautics
    highways

11. water

   general water
   water resources
   (208) area management

NOTES:

APPENDIX G - Keywords for the PROGRAM category.

This category consists of abbreviations for the names of Air
Force environmental programs. The abbreviations and names in
parenthesis are keywords from the pilot IICEP directory. These
present keywords are being phased out and will be replaced by new
keywords as shown. Please use the new keywords for new contacts
when you enter them in the updating program.

Keywords	Program
aac	AIRFIELD AND AIRSPACE CRITERIA
aicuz	AIR INSTALLATION COMPATIBLE USE ZONE
app	APPROVED PLANS AND PROJECTS, CHANGES IN AF INSTALLATIONS
aq	AIR QUALITY
(AP AIR POLLUTION)	
a-95	INTERAGENCY/INTERGOVERNMENTAL COORDINATION (A-95)
bash	BIRD STRIKE CONTROL
cp	COMPREHENSIVE PLAN
cwpc	COMPLIANCE WITH POLLUTION CONTROLS
czm	COASTAL ZONE MANAGEMENT
ec	ENERGY CONSERVATION
eiap	ENVIRONMENTAL IMPACT ANALYSIS PROCESS
(EIAS ENVRIONMENTAL IMPACT ASSESSMENTS AND STATEMENTS)	
exsc	EXPLOSIVE SAFETY CRITERIA
fm	FOREST MANAGEMENT
fwes	FISH AND WILDLIFE AND ENDANGERED SPECIES
gap	GRAZING AND AGRICULTUARAL OUTLEASING
herb	USE AND DISPOSAL OF HERBICIDES
hnd	HIGHWAYS FOR NATIONAL DEFENSE
hwm	HAZARDOUS WASTE MANAGEMENT
juma	JOINT USE OF MILITARY AIRFIELDS
lmld	LAND MANAGEMENT AND LANDSCAPE DEVELOPMENT
mcp	MILITARY CONSTRUCTION PROGRAM
(MCPP MILITARY CONSTRUCTION PROGRAM (PROGRAMS))	
(MCPC MILITARY CONSTRUCTION PROGRAM (CONSTRUCTION))	
mfh	MILITARY FAMILY HOUSING
nc	NOISE CONTROL
(NP NOISE POLLUTION)	
ohspc	OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN
orcr	OUTDOOR RECREATION AND CULTURAL RESOURCES
orvc	OFF ROAD VEHICLE USE AND CONTROL
pm	PEST MANAGEMENT

Keywords (continued)

  (PUC   PEST USE AND CONTROL)
```
rfd                          REDUCING FLIGHT DISTURBANCES
rda                          REAL PROPERTY ACQUISITION
rpd                          REAL PROPERTY DISPOSAL
rr                           RESOURCE RECOVERY
spcc                         SPILL PREVENTION CONTROL AND
                              COUNTER-MEASURES
sw                           SOLID WASTE MANAGEMENT
thsc                         TOXIC AND HAZARDOUS SUBSTANCES
                              CONTROL
wfm                          WETLANDS AND FLOODPLAIN MANAGEMENT
wpdl                         WITHDRAWALS OF PUBLIC DOMAIN LAND
                              FOR MILITARY USE
wq                           WATER QUALITY
 (WP   WATER POLLUTION)
wsr                          WILD AND SCENIC RIVERS
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