



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE UNDERSECRETARY
WASHINGTON DC

Chief Information Officer

SEP 27 2004

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV
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FROM: AF-CIO

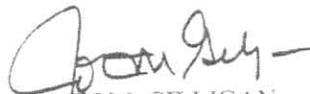
SUBJECT: AF-CIO Policy Memorandum 04-12; Mandatory Use of Air Force Enterprise Information Management (EIM) Tool Suite

The Air Force recently selected an integrated EIM tool suite, a key enabler for rapidly delivering assured, decision-ready information to commanders across the spectrum of military operations. The selected suite of tools will be integrated into the AF Portal and GCSS-AF infrastructure (NIPRNet and SIPRNet), providing a suite of core capabilities to include document and content management, records management, workflow, collaboration and interoperability with AF information management tools (IMT).

To ensure we fully leverage the capabilities provided by the GCSS-AF integrated framework organizations are required to migrate to the use of the standardized product suite once made available. I am aware that a number of Air Force organizations have already purchased individual tools to support their information management processes. While use of these tools as an interim capability may be necessary as we integrate activities consistent with organizational funding, long-term use or new purchases of tools other than the selected EIM standard product is not authorized.

Once product selection deliberation activities are final, the appropriate procurement vehicle will be announced, with a follow-on vehicle for implementation services. As we move forward to make these tools and services available, we will look to the Major Commands to assist in leading early implementation efforts by participating in a series of harmonized activities designed to evolve information management across the Air Force. Your continued support for achieving the vision of an integrated, standardized suite of processes, tools, services, and capabilities across the Air Force enterprise is greatly appreciated.

Deviation from this policy requires written approval from the appropriate MAJCOM CIO or Air Staff functional area CIO. This waiver authority will not be delegated. All waivers must be forwarded to the AF-CIO/P. AF-CIO points of contact are Ms. Audrey Villagrancia at (703) 696-6824, DSN 426-6824, email: audrey.villagrancia@pentagon.af.mil, or Major Lynne Bayley at (703) 696-6308, DSN 426-6308, email: Lynne.Bayley@Pentagon.af.mil.


JOHN M. GILLIGAN
Chief Information Officer

cc:
SAF/AA