

PROCEDURES TO IMPLEMENT THE
GOVERNMENT INFORMATION LOCATOR SERVICE (GILS)

1. REASON FOR ISSUE: To revise VA Handbook 6360.1, which establishes Department of Veterans Affairs (VA) procedures to implement the Government Information Locator Service (GILS) as mandated by the Paperwork Reduction Act of 1995, Public Law 104-13.

2. SUMMARY OF CONTENT/MAJOR CHANGES:

a. An enhanced GILS on-line software program has been developed. The modified GILS program is a web based data application located on the Internet that eliminates the need for organizations to submit their data via diskettes to Information Management Service (045A4).

b. An on-line guide has been made a part of the GILS web based program providing users with specific information on entering GILS records.

c. The "Availability" field has been expanded to permit users to enter up to three sources of information for public access.

d. The Title and Availability fields, including fields of the group of sub-elements under Availability (i.e., Network Address, Linkage and Linkage Type, and Order Process) have been expanded to increase data entry field lengths.

e. A separate data entry screen has been established to capture data on VA's major information systems. GILS will be used as VA's inventory of Major Information Systems.

f. Paragraph 3(a)(6) has been added to provide responsibility to the VA's GILS Liaison Officer to issue user identifications (ID's) and passwords to access GILS.

g. Paragraph 4 has been added to cover issuance of user ID's and passwords that are required to access the new system.

3. RESPONSIBLE OFFICE: The Information Management Service (045A4), Office of Information and Technology is responsible for material contained in this handbook. Comments, questions, or suggestions may be addressed to that office at 8 10 Vermont Avenue, NW, Washington, DC 20420.

4. RELATED DIRECTIVE: VA Directive 6360, Dissemination of Government-held Information.

5. RESCISSION: VA Handbook 6360.1, July 3, 1996.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**


Acting Principal Deputy Assistant Secretary
for Information and Technology


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PROCEDURES TO IMPLEMENT THE GOVERNMENT INFORMATION LOCATOR SERVICE (GILS)

1. **PURPOSE.** This handbook contains mandatory Department of Veterans Affairs (VA) procedures to implement the Government Information Locator Service (GILS) as mandated by the Paperwork Reduction Act of 1995, Public Law 104-13.

2. GENERAL

a. The Office of Management and Budget (OMB) Bulletin 95-O 1, Establishment of a Government Information Locator Service (GILS), requires that each Federal agency establish an on-line GILS site that will help the public and other Federal agencies locate and access information produced by or for that agency. GILS will serve to reduce the information collection burden on the public by making existing information more readily available for sharing.

b. VA GILS is a component of the Government Information Locator Service which contains information resources available throughout the Federal government, describes the information available, and provides assistance on how to obtain the information. GILS is an integral part of the Federal government's overall information management and dissemination infrastructure, and facilitates both identification and direct retrieval of government information.

c. GILS describes VA-held information dissemination products (such as books, publications, studies, reports, and patents, regardless of medium), automated information systems, major information systems, and Privacy Act Systems of Records. GILS is intended to be a "virtual card catalog" providing pointers to information resources. Public access to information is through the VA Home Page located on the World Wide Web.

d. Under provisions of the Privacy Act, VA is required to identify its Privacy Act Systems through notices-published in the Federal Register. The responsibility to describe Privacy Act Systems on GILS as well as in the Federal Register is redundant. As an alternative to describing each Privacy Act System in GILS, Federal Register Privacy Act Notices will suffice which are available to the public on GPO Access online service available through the Internet. Each agency, however, is required to submit one GILS locator record describing its Privacy Act Systems of Records referring the public to the GPO online service. Preparing individual GILS locator records for Privacy Act Systems of Records by the administrations and staff offices is not required.

e. OMB Circular A-130 requires Federal agencies to establish and maintain an inventory of major information systems. VA GILS will be used as VA's inventory.

f. The following definitions are applicable to terms used throughout this document:

(1) Information Resource Locator Records. A term used to refer to GILS records describing information dissemination products, automated information systems, major information systems, and Privacy Act Systems of Records

(3) Information Dissemination Product. Any book, pamphlet, study, report, map, machine-readable material, audiovisual production, or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public.

(3) Automated Information System. A discrete set of information resources organized using information technology as defined in OMB A-1 30, Management of Federal Information Resources, for collection, processing, maintenance, transmission, or dissemination of information which include Federal records as defined in 44 U.S.C., 3301. Automated systems do not include (a) electronic mail and word processing systems; (b) systems, the existence of which are specifically authorized under the criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy within the meaning of 5 U.S.C., 552(b)(1); and (c) systems, the knowledge of the existence of which would interfere with enforcement proceedings or otherwise be exempt from disclosure under 5 U.S.C., 552(b)(7).

(4) Major Information System. Like an automated information system, except that a major system requires special management attention because of its importance to an agency mission; its high development, operating, or maintenance cost; or its significant role in the administration of agency programs, finances, property, or other resources.

3. RESPONSIBILITIES OF VA GILS LIAISON OFFICER AND ADMINISTRATION AND STAFF OFFICE GILS COORDINATORS

a. Within VA, the Chief Information Officer has primary responsibility for implementing and overseeing compliance with the Paperwork Reduction Act (PRA) of 1995. The Director, Information Management Service has program authority for GILS and serves as VA's GILS Liaison-Officer who will:

(1) Provide advice and assistance, and recommend policies, procedures, and other requirements governing GILS and its operation.

(2) Develop and manage the VA GILS site.

(3) Serve as VA's liaison officer with the Office of Management and Budget (OMB) and the National Archives and Records Administration (NARA) concerning GILS activities.

(4) Establish, maintain and update as necessary, the VA GILS locator record for VA's Privacy Act Systems of Records.

(5) Ensure that administrations and staff offices comply with these procedures through the OI&T Review Program as required by Federal regulations.

(6) Issue user ID's and passwords.

b. Administration Heads, Assistant Secretaries, and Other Key Officials will designate one or more GILS Coordinators to assist in managing GILS. The responsibilities of these officials are to:

(1) Assist in identifying and establishing GILS information resource locator records for their respective organizations.

(2) Establish and manage a review program for GILS locator records to ensure they are continually updated as information changes and new information dissemination products, automated information systems, and major information systems are identified or as the point of contact changes.

(3) Submit updates, additions, and/or deletions of GILS information resource locator records to VA's GILS Liaison Officer (045A4) on a continuing basis.

(4) Establish and maintain a unique control identifier for each information resource locator record placed in GILS.

(5) Respond to public inquiries and provide requested information resource products in a timely manner.

4. ISSUING USER IDENTIFICATIONS AND PASSWORDS

a. The new GILS application is located at <http://www.va.gov/gils/default.asp/>. User ID's and passwords must be assigned to access GILS. There are three levels of access:

(1) VA GILS Liaison Officer. This designated official, VA's GILS Liaison Officer or designee, has overall responsibility for GILS and is responsible for issuing user ID's and passwords.

(2) GILS Coordinator. A designated representative who is responsible for 'managing the operation of GILS for his/her organization. At his/her discretion, may designate appropriate program GILS users.

(3) GILS User. Designated GILS representatives located in the program elements of an organization. For example, Jane Black is designated as the GILS Coordinator for the Veterans Benefits Administration. That administration may have GILS locator records pertaining to many of their program offices; i.e., Compensation and Pension Service, Education Service, Loan Guaranty. In these situations, it may be more effective to designate GILS Users for each of these program offices. These designees would be responsible for creating, deleting and updating GILS records for their program area and would coordinate their efforts through their organization's GILS Coordinator.

5. PREPARATION OF GILS LOCATOR RECORDS

a. There are 41 mandatory elements requiring completion for each GILS information resource locator record. See Appendix A for a detailed description of each element.

b. An enhanced GILS software program has been developed. The modified GILS program is a web database application that eliminates the need for organizations to submit their data on diskettes. The application contains standard formats for creating and modifying GILS information resource locator records. The program allows users to create and modify GILS information resource locator records describing information dissemination products, automated information systems, and major information systems. It performs certain basic edits on the entries made, automatically assigns the first few positions of the control record identifier (see Appendix A, para. 21), and creates output files for forwarding to the VA Central GILS system.

c. To run efficiently, the GILS application requires:

(1) Personal Computer (PC) using the Intel 456 processor. While a 386 processor will run the program, performance may be slow.

(2) Windows 3.1 (or higher), or Windows for Workgroups.

(3) 8 MB RAM.

(4) 6 MB Disk Space.

(5) Mouse.

(6) Netscape Navigator 4.0 (or higher) or Microsoft Internet Explorer 4.0 (or higher).

(7) Web Browsers must accept cookies. Cookies are the mechanism that stores small pieces of information on your computer in a reasonably secure manner.

(8) Web Browsers must accept Java Script. Java Script is the computer language that was used to develop the GILS application.

6. SUBMISSION OF GILS LOCATOR RECORDS

a. GILS information resource locator records must be continually updated as information changes and new information dissemination products, automated information systems, and major information systems are identified.

b. Additions, deletions, and/or changes to GILS locator records must be submitted to the Department's GILS Liaison Officer (045A4) through the use of the GILS software application. That office will ensure the VA GILS site is updated for public viewing in a timely manner.

GILS MANDATORY LOCATOR RECORD ELEMENTS

I. GENERAL

a. This appendix provides detailed descriptions of the 41 mandatory GILS elements. All mandatory fields must be completed. Use the word "None" if no data is available to complete the field. The descriptions contained herein will be used to complete GILS information resource locator records identified. The GILS software program (see paragraph 5b, VA Handbook 6360.1) will be used to prepare all GILS information resource locator records.

b. Information dissemination products placed in GILS may be aggregated. Multi-product examples are shown throughout paragraph 2.

c. Many automated information and major information systems may carry more than one National Archives and Records Administration (NARA) approved job number because there may be several types of records that make up a system. To facilitate public access in these instances, the description of the system may be aggregated into a single GILS entry. Any entry for an aggregated automated information system or a major information system must clearly identify the number and scope of the items aggregated. Such entries cannot be used to satisfy the records management obligations of GILS (see paragraph 2k). Because individual descriptions will still need to be reported to NARA to meet inventorying requirements, organizations may decide to aggregate descriptions only in those instances where public access is enhanced.

d. See exhibits 1 and 2 for samples of completed GILS information resource locator records. Although the GILS software has three data entry screens, only two are included as exhibits because the screen entries for automated information and major information systems are identical.

2. DESCRIPTIONS OF GILS MANDATORY ELEMENTS

a. **TITLE:** This element conveys the most significant aspects of the information resource and is intended for initial presentation to users independently of other elements. It should provide sufficient information to allow users to make an initial decision on likely relevance. For automated and major information system locators, the title is the officially assigned name for the system. If the system is known by an acronym, include it in the sub-element entitled, "Acronym." If the officially assigned title is an acronym, provide the expanded title as well. If there is no assigned title or commonly used name, a brief title must be assigned. For information dissemination products, the title may be the title found on the title page of a book or the functional equivalent for other media.

Examples:

Information Dissemination Product Record:

Title: The United States Government Manual

Automated and Major Information System Records:

Title: Records Inventory Management System
Acronym: RIMS

b. ORIGINATOR: This element is the full name of the agency that created and maintains the information resource record, including the complete organizational hierarchy as shown in the following example. Do not use abbreviations. Agency name and major organizations are both hard coded in the GILS software application.

Example:

Originator:
Department/
Agency Name: Department of Veterans Affairs
Major Organization: Office of Information and
Technology
Minor Organization: ADAS for Policy and Program
Assistance
Name of Unit: Information Management Service

c. ABSTRACT

(1) This element is a narrative description of the GILS record. The narrative should provide enough general information to allow the user to determine if the information resource has potential to warrant contacting the provider for further information. The field cannot exceed 500 words in length. Provide in the abstract information relating to the general nature and scope of the information resource. The abstract may include, but is not limited to a discussion of the information content, including data coverage, persons, events, and topics; form of information; media; time span; and geographic coverage. In addition to the above details, it is helpful to include in an abstract describing an automated information system or a major information system, the following types of information: (a) the update cycle; (b) whether the system saves superseded information; (c) the major characteristics of the system; (d) the kinds of records contained in the system; and (e) the composition of the data.

(2) Information to be included in the abstract is likely to be found in existing information inventories or documentation guides. The language and format of the abstract is left to each organizational element to decide, based on its assessment of what will be most useful to the researcher. Unexplained acronyms and other internal designations not commonly known to the general public should be avoided.

Examples:

Information Dissemination Product Records:

Abstract: The annual directory contains information relating to the 5-digit ZIP Code system and information required by the mailer concerning U.S. Postal Service facilities and organization. It is extremely important that all mailers obtain a current edition of this publication or other Address Information System products designed to update address information and provide accurate 5-digit ZIP Code information for any address in the nation.

Automated or Major Information System Records:

Abstract: The Recreational Boating Accident Report System contains information taken from the report form as submitted to the U.S. Coast Guard. The owner/operator of a vessel submits the accident report when, as a result of an occurrence that involves the vessel or equipment: (1) a person dies; (2) a person is injured and requires medical treatment beyond first aid; and (3) damage to the vessel and other property totals more than \$500 or there is a complete loss of a vessel; or (4) a person disappears from the vessel under circumstances that indicate death or injury. Some of the information covered in the records are: county, state, and type of body of water; the number of deaths; the number of injuries; the type of accident; and the type propulsion, hull material, manufacturer's code and the year built. Information is available for January 1969 and forward.

d. **PURPOSE:** This element describes why the GILS record is offered and identifies other programs, projects, and legislative actions wholly or partially responsible for the establishment or continued delivery of the information resource. This element will contain a description of the function of the information resource, and why the information resource was created.

Examples:

Information Dissemination Product Record:

Purpose: This guide was written as part of an instructional series to help agencies create adequate and proper documentation of their activities, differentiate permanent from temporary records, set up appropriate filing or storage systems, develop retrieval mechanisms, and monitor the physical conditions under which records are stored.

Automated or Major Information System Records:

Purpose: The ATSDR Hazardous Substance Data Management System (HazDat) was developed to facilitate the location of information on release of hazardous substances from Superfund sites or from emergency events. The detailed level of the HazDat site location variables and hazardous substance description variables enables government scientists and other researchers to follow-up and document detailed changes in the presence of a hazardous substance and its harmful effects.

e. **AGENCY PROGRAM:** Complete this element only if the information resource is an automated or a major information system. This element identifies the major agency program or mission supported by the system. If the information resource was specifically authorized by legislation, provide the statutory authority. Example follows:

Automated or Major Information System Records:

Agency Program: The Recreational Boating Accident Report System is maintained in accordance with 46 U.S.C. 6102(a) which requires accident reports to be submitted to the U.S. Coast Guard.

f. **AVAILABILITY**

(1) This element is a grouping of sub-elements that describes how the public may access the information described in the GILS record. The GILS information may be made available by allowing the public to obtain a copy of the information, link electronically to it, or access it through distributors. Since the information may be available from more than one source, up to three distributors can be entered.

(2) This element is broken into the following sub-elements under a main sub-element entitled "Distributor." The sub-element "Distributor" consists of the following subordinate fields that provide information that provide information about the distributor. As indicated below, some of the fields are mandatory and some are optional:

Distributor:

- Name: (Mandatory)
- Organization: (Mandatory)
- Address: (Mandatory)
- City:** Mandatory
- State: (Mandatory)
- Country: (Mandatory)
- Zip Code: (Mandatory)
- Network Address: (Optional)
- Hours of Service: (Optional)
- Telephone: (Mandatory)
- Fax: (Optional)
- Linkage: (Optional) *Complete only if record is available in electronic format.*
- Linkage Type: (Optional) *Complete only if record is available in electronic format.*
- Order Process: (Mandatory)

(3) For the sub-element "Name," individual personal names should not be used. It is recommended that the name of the office be used. This sub-element could also name the organization or agency that created the information resource, a centralized distribution agency (such as the National Technical Information Service or the Government Printing Office) or a commercial vendor. For the sub-element "State," use the standard two-letter abbreviation. For the sub-element "Zip Code" use the 9-digit zip code, if available. Otherwise, use the 5-digit zip code or other postal code of the address. To be fully effective, the information in these fields must be kept current.

(4) In many cases, automated and major information systems may only be available for consultation. In this case, the sub-element "Name" would be completed to indicate the title of the official who can provide access to the automated or major information system.

(5) The sub-element "Order Process" will be completed to provide information on how to obtain the information including fees associated with acquisition of the product or use of the service, order options, order methods, payment alternatives, and delivery methods.

(6) Some information dissemination products, automated and major information systems may be available through a network link. If so, the fields "Linkage" and "Linkage Type" must be completed. The field "Linkage" will be completed to indicate how the record can be obtained electronically. The field "Linkage Type" will be completed to show the format of the electronic copy as defined in Multipurpose Internet Mail Extensions. Possible content types include plain text, richtext, pdf, jpeg, mpeg, and many others. Contact should be made with your technical staff for assistance in completing these fields.

Example:

Availability	
Distributor:	
Name:	Materiel Distribution Center
Organization:	U.S. Postal Service
Street Address:	152 Highway 206, South
City:	Somerville
State:	NJ
Country:	USA
Zip Code:	08877-9998
Network Address:	mopix@arch2.nara.gov
Hours of Service:	8:45 a.m. - 5:15 p.m.
Telephone:	908-707-42 12
FAX:	908-707-42 11
Linkage:	America On-Line
Linkage Type:	text/plain
Order Process:	Mail order with your name, address, and phone number Requesting the desired quantity of soft or hard bound, 5-digit ZIP Code, directories, Price per set, soft cover. \$ 18; hard cover: \$23. Enclose check or money order to US Postal Service. (Returned checks will incur a fee \$10.00).

g. SOURCES OF DATA: Complete this element only if the information resource is an automated or major information system. This element identifies the primary sources or providers of data to the system, whether within or outside the agency. Examples of the source information for a system from outside the agency include corporations doing business in the U.S., broadcast license holders, or another Federal agency.

Example:

Sources of Data: Foreign trade data are received monthly from the Bureau of Census (6 million records annually). Vessel data (40,000 records) and itinerary data (400,000 records) are received quarterly from Lloyd's Maritime. Port facility area is primarily from the Corps of Engineers.

h. ACCESS CONSTRAINTS

(1) This element describes any constraints or legal prerequisites for accessing the information resource or its component products or services. This includes any access constraints applied to assure the protection of privacy or intellectual property, and any other special restrictions or limitations on obtaining the information. Guidance on obtaining any users' manuals or other aids needed for the public to reasonably access the information resource must also be included in this element. Access can be affected by such factors as:

(a) Legal restrictions that limit the public's right to examine material.

(b) The physical location of the information resource (e .g., a computer tape that is stored off-site and must be retrieved before being accessed.)

(c) The existence of documentation that contributes to the identification, selection, and manipulation of information.

(2) If access to material is restricted, it is necessary to state explicitly the source of the restriction. Describe any restrictions on access to information from agencies under the Freedom of Information Act (FOIA) (5 U.S.C., 552, as amended), the Privacy Act (5 U.S.C., 552a, as amended), other statutorily mandated access restrictions, Executive Order, or donor limitation. If access is exempt under FOIA, cite the exemption and, where appropriate, the highest security classification level. In the case of a 5 U.S.C., 552(b)(3) FOIA exemption, also cite the particular statute that provides for withholding specific types of information. Indicate whether applicable restrictions apply to the automated or major information system in whole or in part. If access is restricted under the Privacy Act or other statutorily mandated access restrictions, Executive Order, or terms of donation, describe the specific basis for the restriction with a comparable level of specificity. Include the date the restriction will be lifted, if applicable.

(3) &there are physical restrictions that may limit ready access to the material, specify them as well-

(4) Use of an automated or major information system, generally requires a specific user manual and/or other documentation. Identification of such materials should be included in this element, and guidance on how to obtain them must also be included. A discussion of the documentation should be recorded in the "Documentation" sub-element. If documentation for the system is not available, the value "None" should be used.

(5) If there are no constraints on the access to the information provide the value "None."

Examples:

Information Dissemination Product Record:

Access Constraints: These reports contain national security classified information up to and including Secret which are exempt from release under the Freedom of Information Act exemption (5 U.S.C., 5 52(b)(1).)

Automated or Major Information System Records:

Access Constraints: None
Documentation: Aerial Photography Summary Records System (APSES) Input Processing Guide; APSRS User Services Guide; APSRS Contributors Guide; APSRS Data Preparation Guide.

i. USE CONSTRAINTS

(1) This element describes any constraints or legal prerequisites for using the information resource or its component products or services. This includes any use constraints applied to assure the protection of privacy or intellectual property and any other special restrictions or limitations on using the information resource.

(2) Use may be limited by copyrights, film rights, trade restrictions, or other restrictions on the right 'to reproduce, exhibit, prepare derivative works, or otherwise use the information resource. In addition, some uses of the information may be inappropriate. A resource may have certain statistical limitations, for example, or may be limited in its utility. A disclaimer to that effect may be included in this element. If use of the information resource is restricted, it is necessary to describe explicitly the source of the restriction. Provide information if possible relating to the jurisdiction, authorization, and length of the constraint. Include as well the date the restriction will be lifted, if applicable.

(3) If there are no constraints on the use of the information resource, provide the value "None" in this element.

Examples:

Use Constraints: Copyright restrictions, as governed by the Copyright Act of 1976 (17 U.S.C.) apply. Written releases from the owners of these rights are required before the originals or a copy can be made available for duplication and sale.

Use Constraints: This data and information has been approved for release by the Director of the United States Geological Survey (USGS) on condition that neither the USGS nor the United States Government may be held liable for any damages resulting from its authorized or unauthorized use.

Use Constraints: Not to be used for navigation.

j. POINT OF CONTACT FOR FURTHER INFORMATION

(1) This element identifies the program or responsible office name or position that will be the point of contact plus methods that may be used to make contact, and consists of the following sub-elements, with mandatory and optional fields as indicated:

- Name: (Mandatory)
- Organization: (M a n d a t o r y)
- Street Address: (Mandatory)
- City: (Mandatory)
- State: (Mandatory)
- Country: (Mandatory)
- Zip Code: (Mandatory)
- Network Address: (Optional)
- Hours of Service: (Mandatory)
- Telephone: (Mandatory)
- Fax: (Optional)

(2) For the sub-element “Name,” it is recommended positions be used instead of a persons name. For the sub-element “State,” use the two letter abbreviation for the State or appropriate mail abbreviation for a province. For the sub-element “Zip Code,” use the 9-digit Zip Code, if available. Otherwise, use the j-digit zip code or other postal code of the address. To be fully effective, the data in these sub-elements must be kept current. Example follows:

Point of Contact for Further Information: Name: HBCU Program Manager Organization: Defense Technical Information Center Street Address: Cameron Station, Building 5 City: Alexandria State: VA country: USA Zip Code: 22304-6145 Network Address: reghelp@dgis.dtic.dla.mil Hours of Service: 6:00 a.m. - 5:30 p.m. Telephone: (703) 274-3848 Fax: (703) 274-9307
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k. SUPPLEMENTAL INFORMATION/SCHEDULE NUMBER

(1) This element identifies the Records Control Schedule (RCS) and the RCS item number applicable to the information described in the GILS record. If a record is not scheduled for disposition, enter “Not Scheduled.” It may be necessary to contact the organization’s Records Officer for assistance in developing and scheduling a disposition standard.

(2) If the records described in GILS are on an approved RCS, the notation “Scheduled:” followed by the NARA approved job number, RCS and the RCS item number will be recorded in this element. If the records described in GILS are not covered by a NARA approved records schedule, the value “Not Scheduled” will be entered in this element. NARA’s General Records Schedules must not be cited for permanent records.

(3) Enter “None” in this element for a GILS record prepared for an aggregated automated or major information system (see paragraph lc of this appendix).

Examples:

Supplemental Information: Schedule Number: Scheduled NCI-442-80-008/VB-1/03-158

Supplemental Information: Schedule Number: Scheduled: GRS 3, item 13

Supplemental Information: Schedule Number: Not Scheduled

1. CONTROL IDENTIFIER

- (1) This element is a unique identifying GILS information resource locator record number which is assigned to each GILS record.
- (2) This element consists of 12 alpha-numeric characters which will be shown as follows:
 - (a) Positions 1-2 contain the agency acronym "VA" (hard-coded in the GILS software application).

..

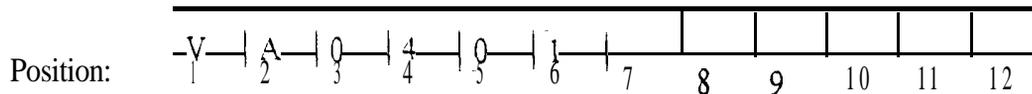
(b) Positions 3-5 contain a code denoting the “mail routing symbol” of the responsible Administration Head, Assistant Secretary or Deputy Assistant Secretary. The following is a list of the assigned organizational codes that will appear in positions 3-5 of the “Control Identifier” for each GILS information resource locator records (hard coded in the GILS software application):

Organization Symbol	Code Assigned To GILS Record
00	000
00SB	00S
01	01A
02	02A
09	09A
002	002
075	075
80	080
004	004
041	041
047	047
90	90
005	005
045/200	200
006	006
03	003
05	051
06	06A
07	007
08	
008	008
009	009
6 0 C	60C
60L	60L
10	010
20	020
40	040
50	050

(c) Positions 6-12 are a combination of alpha-numeric characters to uniquely identify each information resource locator record placed in GILS. Organizations will develop their own scheme for these seven positions. Note that special characters and imbedded spaces are not allowed. Trailing spaces in positions 7-12 are allowed. Position number 6 must contain a substantive value.

(d) Duplicate GILS information resource locator record source identifiers are not permitted. The GILS application will let the user know if a duplication identifier was entered by displaying a message that reads "Record number already exists, enter a new record number."

Example:



(e) If it is decided to number the GILS records in sequential numerical order, for example, the first record is "1," then position 6 would be used to begin recording your assigned number.

m. RECORD SOURCE: This element identifies the organization that created or last modified the GILS information resource locator record. In some cases, this will be the same as the unit named in the "Originator" element. In other cases, a different unit of an organization will be assigned the responsibility for creating GILS information locator records; e.g., GILS Coordinator, or GILS User. The sub-elements as shown in the following example will be used to identify the official form of the record source with the full hierarchy for the organization. Do not use abbreviations.

Example:

Record Source:	
Department/Agency Name:	Department of Veterans Affairs
Major Organization:	Office of Information and Technology
Minor Organization:	ADAS for Policy and Program Assistance
Name of Unit:	Information Management Service

n. DATE OF LAST MODIFICATION: This element will be system generated when a GILS information resource locator record is created, modified or updated.

INFORMATION DISSEMINATION PRODUCT RECORD

Title: Data on Acquisition, Operation, and Use of Information Technology

ORIGINATOR:

Department/Agency Name: Department of Veterans Affairs
Major Organization: Office of Information and Technology (005)
Minor Organization: Office of Policy and Program Assistance (045A)
Name Of Unit: IRM Planning and Acquisitions (04 5A1)

BSTRACT:

The Office of Management and Budget (OMB) requires agencies that obligate more than \$50 million a year for information technology activities to submit a report on obligations for information technology for the agency as a whole. The report is submitted to OMB after final budget decisions are completed.

PURPOSE:

Data on acquisitions, operation and use of information systems are collected for oversight of the acquisition and use of automated data processing equipment, telecommunications and other information technology to manage information resources, as required by the Paperwork Reduction Act of 1995.

AVAILABILITY: 1 st. DISTRIBUTOR

Name: Office of Information and Technology (005)
Organization: Department of Veterans Affairs
Address: 8 10 Vermont Avenue, NW
City: Washington,
State: DC
Country: USA
Zip Code: 20420
Network Address: None.
Hours Of Service: 8:00 AM - 4:30 PM (EST)
Telephone: (202) 273-8125
Fax: (202) 273-5689

Linkage:

Linkage Type: None.

Order Process: Telephone, FAX, or mail your name, address and telephone number to request copies of the softbound report.

INFORMATION DISSEMINATION PRODUCT RECORD - (Continued)

ACCESS CONSTRAINTS: None.

SE CONSTRAINTS: None.

POINT OF CONTACT:

Name: Director, IRM Planning and Acquisitions Service (04 5A1)

Organization: Department of Veterans Affairs

Street Address: 8 10 Vermont Avenue, NW

City: Washington,

State: DC

Country: USA

Zip Code: 20420

Network Address: None.

Hours of Service: 8:00 AM - 4:30 PM (EST)

Telephone: (202) 273-8125

Fax: (202) 273-5689

SUPPLEMENTAL INFORMATION/SCHEDULE NUMBER: OI-1, Appendix A, Item 22

control Identifier: VA005A100002

RECORD SOURCE:

Department/Agency Name: Department of Veterans Affairs

Major Organization: Office of Information and Technology (005)

Minor Organization: Office of Policy and Program Assistance (045A)

Name of Unit: IRM Planning and Acquisitions Service (045A1)

DATE OF LAST MODIFICATION: 6/17/97

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AUTOMATED AND MAJOR INFORMATION SYSTEM RECORD

Title: Release of Veterans' Names and Addresses (RONA) Index

Acronym: RONA

ORIGINATOR:

Department/Agency Name: Department of Veterans Affairs

Major Organization: Office of Information and Technology (005)

Minor Organization: Office of Policy and Program Assistance (045A)

Name Of Unit: Information Management Service (045A4)

BSTRACT: 38 USC 5701 (f) (1) authorizes the Secretary for Veterans Affairs, at his discretion, to release listings of veterans and/or their dependents' names and addresses to nonprofit organizations for purposes directly connected to the conduct of programs and utilization of benefits under title 38. The RONA database is an index which contains information on each request for name and address listings. The index is used to control and track the process of each request and to identify duplicate requesters to eliminate assigning new control identifiers. The system contains a RONA number (a control number assigned to each incoming request); file status (active/inactive); requester's name, address, and organization; date that the request was received; approval/disapproval; appropriate rule/law; appeal status; fee charged; type of output; frequency; and systems used for each request.

PURPOSE: To track all requests VA receives for veterans' names and addresses; to assist in monitoring recurring RONAs for recertification and payment; and to process management and statistical reports on an "as needed" basis.

AGENCY PROGRAM: The RONA database supports release of names and addresses of veterans and/or their dependents as authorized by title 38, USC 5701 (f) (1).

AVAILABILITY: 1st. **DISTRIBUTOR:**

Name: Information Management Service (045A4)

Organization: Department of Veterans Affairs

Address: 8 10 Vermont Avenue, NW

City: Washington,

State: DC

Country: USA

Zip Code: 20420