



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

AUG 21 2012

DISA CIRCULAR 310-70-62*

METHODS AND PROCEDURES

Address-Indicator Groups (AIGs)

1. **Purpose.** This Circular provides guidance on the use, composition, and changes to an address-indicator group (AIG); advises as to how to request an assignment for a new AIG; and provides direction on promulgation, modification, recapitulation, and cancellation of an AIG. It also assigns duties for AIG control and management.
2. **Applicability.** This Circular applies to the Defense Information Systems Agency (DISA) and other governmental agencies using AIGs assigned by DISA.
3. **Definitions.**
 - 3.1 **Address-Indicator Group.** A form of an address designator representing a predetermined list of 16 or more specific and frequently occurring combinations of action and/or information addressees. AIGs are derived from the international series allocated to the United States, as specified in Allied Communication Publication (ACP) 100 US SUPP-1 (N), and suballocated to the AIG Control Authorities; i.e., Joint Staff, military services, U.S. Coast Guard, and DISA.
 - 3.2 **Address Group.** A group of numbers consisting of 1 to 5 digits assigned to represent an AIG, e.g. AIG 1, AIG 4500, AIG 12876, used primarily for the addressing of messages containing numerous addressees.
 - 3.3 **AIG Control Authority.** The service, agency, or organization responsible for the assignment and control of allocated AIGs. As prescribed in ACP 100(F) US SUPP-2, DISA is the AIG Control Authority for address groups 4500 through 4799 and 12000 through 12099.
 - 3.4 **Cognizant Authority.** The command or activity assigned an AIG by the AIG Control Authority.

4. Use, Composition, and Changes to an AIG.

4.1 AIGs are used in legacy messaging networks and systems to reduce the size of message headings and increase the speed of traffic handling. By representing a number of addressees and thus eliminating the individual Plain Language Address (PLA) of each addressee, AIGs shorten the address component of messages. The use of an AIG is limited to the cognizant authority and to those activities specifically designated authorization to do so by the cognizant authority. The benefits derived from the use of an AIG are directly related to the number of addressees and to the frequency of use. In some cases, however, the benefits may be outweighed by the administrative problems associated with AIG maintenance. As the majority of the Department of Defense (DoD) now relies on the Defense Message System (DMS) for all messaging services, Address Lists (ALs) are used in lieu of AIGs for the organizations. However, a DoD user that establishes a DMS AL which contains members served by legacy networks and systems (e.g., Department of State, Allies, North Atlantic Treaty Organization (NATO), etc.) must establish an AIG and comply with the procedures herein. Additionally, DMS message originators must address both the AIG and the DMS AL in their message.

4.2 An AIG must contain at least 16 addressees to warrant establishment.

4.2.1 The conjunctive use of two or more AIGs to form the desired address for a message is authorized. When two or more AIGs are used and an addressee is listed in more than one AIG, precaution must be taken by the originating and serving communications facilities to minimize duplicate delivery.

4.2.2 The membership of an AIG will not include collective address designators (e.g. ALDODACT, ALARACT, etc.) or organizations not having a formal organizational PLA.

4.3 If action addressees are changed to information addressees, or vice versa, appropriate instructions should be included in the message text. Action and information addressees may be added or deleted from a message with an AIG by "add-on" or "exempt" procedures.

5. Request for Assignment of New AIG.

5.1 Requests will contain the following information:

5.1.1 The cognizant authority's command; activity; phone number (both commercial and Defense Switched Network [DSN]); organizational PLA and office symbol; complete mailing address; e-mail address, if available; and a point of contact.

5.1.2 A brief description of the purpose of the AIG.

5.1.3 The estimated frequency of use.

5.1.4 PLA of the activity or activities authorized use of the AIG.

5.1.5 Classification of the AIG composition.

5.1.6 Specific address composition of the AIG by PLA including action and information addressees.

5.2 A request for AIG assignment can be forwarded by one of the following methods:

5.2.1 Memorandum to Defense Information Systems Agency,
Attn: *Network Services Division (NS211), P.O. Box 549,
Fort George G. Meade, MD 20755-0549*

5.2.2 Organizational message to *DISA DII MESSAGING FT GEORGE G
MEADE MD* (Legacy) or *ou=DISA DII MESSAGING(uc),ou=GIG NETWORK
SERVICES DIRECTORATE,ou=ORGSTAFF,ou=ORGANIZATIONS,ou=DISA,
ou=DOD,o=U.S. GOVERNMENT,c=US (DMS)*

5.2.3 Simple Mail Transfer Protocol (SMTP) e-Mail to
disa.detrick.ns.mbx.dii-messaging@mail.mil

5.3 The cognizant authority will be advised of the assigned AIG number, upon approval.

6. **Promulgation, Modification, Recapitulation, and Cancellation of an AIG.** Information on promulgation, modification, recapitulation, and cancellation of an AIG follows. An example of a message for the promulgation and recapitulation is provided at enclosure 1, modification at enclosure 2, and cancellation at enclosure 3. A copy of the initial promulgation message, each

modification and recapitulation message, and any cancellation message must be furnished to the following message addresses:

DISA DII MESSAGING FT GEORGE G MEADE MD
MASTER UPDATE AUTHORITY

6.1 Upon approval of an AIG, the cognizant authority is responsible for sending an initial promulgation message, which will include the effective date and all information identified in subparagraph 5.1 and other special instructions deemed appropriate.

6.2 Additions, deletions, or changes will be accomplished by sending an AIG modification message. Frequent modifications of an AIG increase the costs of AIG administration. Unless operational considerations dictate otherwise, it is not considered necessary to disseminate a modification message to an AIG each time a request for amendment is received.

6.2.1 It is recommended that necessary amendments be accumulated on a month-by-month basis. At the end of each month, a modification containing all accumulated amendments to a particular AIG may be disseminated by the cognizant authority.

6.2.2 Modifications to a classified AIG need not be classified provided the modification does not divulge any sensitive information which formed the basis for the security classification originally assigned.

6.2.3 Each AIG modification will be assigned a sequential number. Modification numbers will be continuous until recapitulation of the AIG address composition. For uniformity, the identification of the modification will be reflected in the subject line of the message and will be composed of the AIG number, slant sign, and modification number; e.g., AIG 4500/2. The first modification after a recapitulation will be modification number one and will thereby start a new series of modification numbers. The text of the modification should identify those activities being added, deleted, or amended.

6.3 Recapitulation is required when numerous modifications occur or at least once yearly to confirm that the AIG is still required and the address composition is current. It should include a restatement of purpose if applicable.

6.4 AIGs that are no longer required should be promptly canceled. AIGs not recapped at least once annually are subject

to cancellation. Request for reestablishment of a canceled AIG are subject to approval. If reestablishment is granted, use of the same AIG number is not guaranteed.

7. Duties.

7.1 AIG Control Authority. The AIG Control Authority will:

7.1.1 Manage and assign allocated AIGs as prescribed in ACP 100 US SUPP-1 (N) and this Circular.

7.1.2 Review requests for new AIGs to ensure compliance with the provisions outlined in subparagraph 5.1.

7.1.3 Submit appropriate changes to ACP 100 US SUPP-1 (N).

7.2 Cognizant Authority. The Cognizant Authority will:

7.2.1 Ensure management and use of the AIG to include maintenance of the AIG composition, coordination with the local communications facility, dissemination to addressees, and notification to the AIG Control Authority to cancel the AIG when it is no longer required.

7.2.2 Annually review the AIG for continued requirements and necessary modifications.

7.2.3 Periodically submit an AIG recapitulation message when numerous modifications have been published or at least once annually. (The recapitulation should include a restatement of purpose, if applicable.)

7.3 Communications Facilities.

7.3.1 To facilitate the administrative management of AIGs, the communications facilities may assume cognizant authority duties provided appropriate local coordination is affected. The communications facility serving as cognizant authority, and other originators authorized to use an AIG, will maintain a complete and current listing of the address composition.

7.3.2 Communications facilities serving addressees of an AIG will ensure the AIG number, addressees involved, and distribution routing guides, as prescribed by the addressees, are properly maintained. (Unless directed by proper authority, a complete listing of all AIG address compositions need not be maintained.)

7.4. **AIG Addressee.** An AIG addressee will:

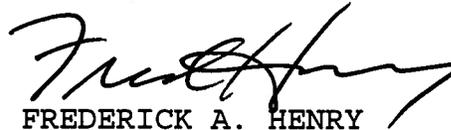
7.4.1 Ensure their system administrator or their servicing communications facilities are informed of all AIG promulgations, modifications, recapitulations, and cancellations.

7.4.2 Notify the AIG cognizant authority when the information transmitted by an AIG message is no longer required or the PLA of an addressee is changed.

7.4.3 Notify the cognizant authority and other users of the AIG when an activity relocates.

FOR THE DIRECTOR:

3 Enclosures a/s



FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

*This Circular cancels DISAC 310-70-62, 10 October 1997.

OPR: NS2

DISTRIBUTION: P

DISAPUBS@disa.mil - Last Change: 31 July 2012

Enclosure 1: DISAC 310-70-62

SAMPLE MESSAGE OF AN AIG PROMULGATION OR RECAPITULATION

The two PLAs with "always included" refers to the promulgation or recapitulation of an AIG and should not be included in the normal use of the AIG.

FM *DISA FT GEORGE G MEADE MD//NS211//*

TO (LIST ALL ACTION ADDRESSEES)

INFO (LIST ALL INFO ADDRESSEES)

DISA DII MESSAGING FT GEORGE G MEADE MD (ALWAYS INCLUDED)

MASTER UPDATE AUTHORITY (ALWAYS INCLUDED)

BT

UNCLAS SUBJ: AIG 4510 PROMULGATION OR SUBJ: AIG 4510
RECAPITULATION

1. EFFECTIVE 1 JUL 2012, THE ADDRESS COMPOSITION REFLECTED ABOVE, LESS MASTER UPDATE AUTHORITY AND DISA DII MESSAGING FT GEORGE G MEADE MD CONSTITUTES THE COMPOSITION OF AIG 4510.
2. THE FOLLOWING PARTICULARS PERTAIN TO AIG 4510:
 - A. COGNIZANT AUTHORITY/COMMAND/ACTIVITY: DEFENSE INFORMATION SYSTEMS AGENCY, CODE: *NS211*
 - B. PHONE NUMBER: CMCL (301) 619-6065 - DSN 343-6065.
 - C. AUTODIN PLA AND OFFICE SYMBOL: *DISA FT GEORGE G MEADE MD//NS211//*
 - D. MAILING ADDRESS: *NETWORK SERVICES, ORGANIZATIONAL MESSAGING DIVISION (NS211) P.O. BOX 549 FT GEORGE G MEADE MD 20755-0549*
 - E. E-MAIL ADDRESS: *DISA.DETRICK.NS.MBX.DII-MESSAGING@MAIL.MIL*
 - F. POINT OF CONTACT: *NS211*
 - G. PURPOSE: TO DISSEMINATE DAILY MORNING REPORTS IDENTIFYING OUTAGES OR ISSUES AFFECTING OVERALL MESSAGING EFFICIENCY FOR THE PREVIOUS RADIO DAY.
 - H. FREQUENCY: DAILY.
 - I. CLASSIFICATION: THE COMPOSITION OF AIG 4510 IS UNCLASSIFIED. THE HIGHEST LEVEL OF INFORMATION TO BE TRANSMITTED VIA THIS AIG IS SECRET. J. AUTHORIZED USERS: *DISA FT GEORGE G MEADE MD//NS211//* AND MNCC FT DETRICK MD.
3. ADDRESSEES INFORM YOUR SERVICE COMMUNICATIONS FACILITIES/SYSTEM ADMINISTRATORS TO ENSURE APPROPRIATE DISTRIBUTION OF THIS AIG.

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#1234

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Enclosure 2: DISAC 310-70-62

SAMPLE MESSAGE OF AN AIG MODIFICATION

The two PLAs with "always included" refers to the promulgation or recapitulation of an AIG and should not be included in the normal use of the AIG.

FM DISA FT GEORGE G MEADE MD//NS211//

TO (LIST ALL ACTION ADDRESSEES AFFECTED BY THE CHANGE)

INFO (LIST ALL INFO ADDRESSEES AFFECTED BY THE CHANGE)

DISA DII MESSAGING FT GEORGE G MEADE MD (ALWAYS INCLUDED)

MASTER UPDATE AUTHORITY (ALWAYS INCLUDED)

BT

UNCLAS SUBJ: AIG MODIFICATION 4510/5

1. EFFECTIVE IMMEDIATELY.

2. AMEND COMPOSITION OF AIG 4510 AS FOLLOWS:

(LIST ALL ADDITIONS, DELETIONS, AND CHANGES)

3. ADDRESSEES INFORM YOUR SERVING COMMUNICATIONS FACILITIES/SYSTEM ADMINISTRATORS TO ENSURE APPROPRIATE DISTRIBUTION OF THIS AIG.

4. POC: *DISA/NS211, DSN 343-6065.*

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Enclosure 3: DISAC 310-70-62

SAMPLE MESSAGE OF AN AIG CANCELLATION

The two PLAs with "always included" refers to the promulgation or recapitulation of an AIG and should not be included in the normal use of the AIG.

FM *DISA FT GEORGE G MEADE MD//NS211//*

TO (LIST ALL ACTION ADDRESSEES)

INFO (LIST ALL INFO ADDRESSEES)

DISA DII MESSAGING FT GEORGE G MEADE MD (ALWAYS INCLUDED)

MASTER UPDATE AUTHORITY (ALWAYS INCLUDED)

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UNCLAS

SUBJ: AIG CANCELLATION 4510

1. EFFECTIVE IMMEDIATELY, AIG 4510 IS CANCELED.
2. THE PURPOSE WAS TO DISSEMINATE DAILY MORNING REPORTS IDENTIFYING OUTAGES OR ISSUES AFFECTING OVERALL MESSAGING EFFICIENCY FOR THE PREVIOUS RADIO DAY. USE OF AIG 4510 IS NO LONGER AUTHORIZED FOR THIS PURPOSE. AIG REVERTS BACK TO DISA.
3. ADDRESSEES INFORM YOUR SERVING COMMUNICATIONS FACILITIES/SYSTEM ADMINISTRATORS THAT THIS AIG HAS BEEN CANCELLED.
4. *POC: DISA/NS211, DSN 343-6065.*

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