



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. Box 4502
ARLINGTON, VIRGINIA 22204-4502

DISA CIRCULAR 310-70-62*

10 October 1997

Last Certified Date: 2 July 2008

METHODS AND PROCEDURES

Address-Indicating Groups

1. **Purpose.** This Circular prescribes procedures and assigns responsibilities for the use of Address-Indicating Groups (AIGs).

2. **Applicability.** This Circular applies to DISA and other governmental agencies using AIGs assigned by DISA.

3. **References.**

3.1 ACP 100 (F), Allied Call Sign and Address Group System - Instructions and Assignments, 1 March 1984.

3.2 ACP 100 US SUPP-1 (N), U.S. Call Sign and Address Group System - Instructions and Assignments.

3.3 *ACP 100(F) US SUPP-2, Instructions for Collective Addressing Management for Legacy and Defense Message Systems, November 2005.*

4. **Definitions.**

4.1 **Address-Indicating 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 reference [3.1](#), and *sub-allocated* to the AIG Control Authorities; i.e., Joint Staff, military services, U.S. Coast Guard, and DISA.

4.2 **Address Group.** A group of numbers consisting of 1 to 5 digits assigned to represent an AIG, i.e., AIG 1, AIG 4500, AIG 12876, used primarily for the addressing of messages containing numerous addressees.

4.3 **AIG Control Authority.** The service, agency, or organization responsible for the assignment and control of allocated AIGs. As prescribed in reference [3.2](#), DISA is the AIG Control Authority for address groups 4500 through 4799 and 12000 through 12099.

4.4 **Cognizant Authority.** The command or activity assigned an AIG by the AIG Control Authority.

5. **Use and Composition, and Changes to an AIG.**

5.1 **Use of AIGs.** AIGs are used in legacy messaging networks/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/systems (e.g., Department of State, Allies, 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.

5.2 **Composition of AIGs.** An AIG must contain at least 16 addressees to warrant establishment.

5.2.1 **Items Allowed in an AIG.** 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.

5.2.2 **Items Not Included in an AIG.** The items listed below will not be included in the membership of an AIG:

5.2.2.1 Collective address designators (e.g. ALDODACT, JAFPUB, ALARACT, etc.).

5.2.2.2 Contractors and private individuals not having a formal organizational Plain Language Address (PLA).

5.3 **Changes to an AIG.**

5.3.1 If action addressees are changed to information addressees, or vice versa, appropriate instructions should be included in the message text.

5.3.2 Action and information addressees may be added or deleted from a message with an AIG by "add-on" or "exempt" procedures.

6. **Procedures.**

6.1 **Request for Assignment of New AIG.**

6.1.2 **Contents of the Request.** Requests will contain the following information:

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

6.1.2.2 A brief description of the purpose of the AIG.

6.1.2.3 The estimated frequency of use.

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

6.1.2.5. Classification of the AIG composition.

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

6.1.3 **Forwarding Requests.** A request for AIG assignment can be forwarded by one of the following methods:

6.1.3.1 **Memorandum To:**

Defense Information Systems Agency
Attn: DMS Division (*NS9*)
P.O. Box 4502
Arlington, VA 22204-4502

6.1.3.2 **Organizational Message To:**

6.1.3.2.1 Legacy - *DISA DII MESSAGING WASHINGTON DC*

6.1.3.2.2 *ou=DISA DII MESSAGING(uc),ou=GIG NETWORK SERVICES DIRECTORATE,ou=ORGSTAFF,ou=ORGANIZATIONS,ou=DISA,ou=DOD,o=U.S. GOVERNMENT,c=US*

6.1.3.3 **SMTP E-Mail To:**

diimess@disa.mil

6.1.4 **Assignment of AIG Number.** Upon approval, the cognizant authority will be advised of the assigned AIG number.

6.2 **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](#), for modification at [Enclosure 2](#), and for 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 WASHINGTON DC

MASTER UPDATE AUTHORITY

6.2.1 **Promulgation.** 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 subparagraphs [6.1.2.1](#) through [6.1.2.6](#) and other special instructions deemed appropriate.

6.2.2 **Modification.** 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.

6.2.2.1 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.

6.2.2.2 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.

6.2.2.3 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.

6.2.3 **Recapitulation.** 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.

6.2.4 **Cancellation.** 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. **Responsibilities.**

7.1 **Using Agency's Telecommunications Center (TCC).**

7.1.1 Administrative or communications managers, in discharging their responsibilities for telecommunications economy and discipline, as outlined in reference [3.3](#), will ensure that AIGs are used wherever applicable and that cognizant authorities maintain AIG composition currency.

7.1.2 Message writers and releasers, in collaboration with their serving communications facility, will screen originating multiple address traffic for frequently occurring combinations of addressees which would qualify for transmission by means of an established or a new AIG.

7.2 **AIG Control Authority.** The AIG Control Authority will:

7.2.1 Manage and assign allocated AIGs as prescribed in reference [3.2](#) and this Circular.

7.2.2 Review requests for new AIGs to ensure compliance with the provisions outlined in subparagraphs [6.1.2.1](#) through [6.1.2.6](#).

7.2.3 Submit appropriate changes to reference [3.2](#).

7.3 **Cognizant Authority.** The Cognizant Authority will:

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

7.3.2 *Annually review* the AIG for continued requirements and necessary modifications.

7.3.3 Periodic submission of an AIG recapitulation message when numerous modifications have been published or at least once yearly. (The recapitulation should include a restatement of purpose, if applicable.)

7.4 **Communications Facilities.**

7.4.1 To facilitate the administrative management of AIGs, the communications facilities may assume cognizant authority responsibilities 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.

7.4.2 Communications facilities serving addressees of an AIG will ensure that 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.

7.5. **AIG Addressee.** AIG addressees will:

7.5.1 Ensure that the serving communications facilities are informed of all AIG promulgations, modifications, recapitulations, and cancellations.

7.5.2 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.

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

FOR THE DIRECTOR:

3 Enclosures a/s

A. FRANK WHITEHEAD
Colonel, USA
Chief of Staff

CHANGE 1: (12 May 2003) This revision changes the term "Defense Information Infrastructure (DII)" to "Global Information Grid (GIG)" and updates DISA office symbols and mailing address.

CHANGE 2: (2 May 2006) This revision incorporates factual changes associated with the closure of AUTODIN and the implementation of DMS.

CHANGE 3: (2 July 2008) This revision replaces 1 reference with a newer one, changes the OPR from GS31 to NS9, and corrects PLAIN LANGUAGE and Distinguished Name addresses.

*This Circular cancels DISAC 310-70-62, 2 January 1978

OPR: *NS9*

DISTRIBUTION: W

Enclosure 1: DISAC 310-70-62

SAMPLE MESSAGE FOR PROMULGATION/RECAPITULATION OF AN AIG
FM DISA WASHINGTON DC//*NS9*//
TO (LIST ALL ACTION ADDRESSEES)
INFO (LIST ALL INFO ADDRESSEES)
DISA DII MESSAGING WASHINGTON DC (ALWAYS INCLUDED)
MASTER UPDATE AUTHORITY (ALWAYS INCLUDED)
BT
UNCLAS SUBJ: AIG 4510 PROMULGATION
OR
SUBJ: AIG 4510 RECAPITULATION
1. EFFECTIVE 1 JUN 2004, THE ADDRESS COMPOSITION REFLECTED ABOVE,
LESS NAVCSRF HONOLULU HI AND *DISA DII MESSAGING WASHINGTON DC*
CONSTITUTES THE COMPOSITION OF AIG 4510.
2. THE FOLLOWING PARTICULARS PERTAIN TO AIG 4510:
A. COGNIZANT AUTHORITY/COMMAND/ACTIVITY: DEFENSE INFORMATION
SYSTEMS AGENCY, CODE: *NS9*

B. PHONE NUMBER: CMCL (703) 882-0324 - DSN 331-0324.
C. AUTODIN PLA AND OFFICE SYMBOL: DISA WASHINGTON DC//NS9//
D. MAILING ADDRESS: P.O. BOX 4502, ARLINGTON, VA 22204-4502
E. E:MAIL ADDRESS: MARKB@NCR.DISA.MIL
F. POINT OF CONTACT: MR. MARK BARTA
G. PURPOSE: TO DISSEMINATE BANKRUPTCY INFORMATION RELATING TO CONTRACTING OFFICES, LEGAL OFFICES, AND DISBURSING AND ACCOUNTING OFFICES.
H. FREQUENCY: TWICE WEEKLY.
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 WASHINGTON DC//NS9//
3. ADDRESSEES INFORM YOUR SERVICE COMMUNICATIONS FACILITIES/TERMINALS TO ENSURE APPROPRIATE AIG FILE/DISTRIBUTION TABLE ESTABLISHMENT.
BT

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Enclosure 2: DISAC 310-70-62

SAMPLE MESSAGE FOR MODIFICATION OF AN AIG
FM DISA WASHINGTON DC//NS9//
TO (LIST ALL ACTION ADDRESSEES AFFECTED BY THE CHANGE)
INFO (LIST ALL INFO ADDRESSEES AFFECTED BY THE CHANGE)
DISA DII MESSAGING WASHINGTON DC (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/TERMINALS TO ENSURE APPROPRIATE AIG FILE/DISTRIBUTION TABLE UPDATE.
4. POC: MARK BARTA, DISA/NS9, DSN 331-0324.
BT

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Enclosure 3: DISAC 310-70-62

SAMPLE MESSAGE FOR CANCELLATION OF AN AIG

FM DISA WASHINGTON DC//*NS9*//

TO (LIST ALL ACTION ADDRESSEES)

INFO (LIST ALL INFO ADDRESSEES)

DISA DII MESSAGING WASHINGTON DC (ALWAYS INCLUDED)

MASTER UPDATE AUTHORITY (ALWAYS INCLUDED)

BT

UNCLAS SUBJ: AIG CANCELLATION 4510

1. EFFECTIVE IMMEDIATELY, AIG 4510 IS CANCELED.

2. THE PURPOSE WAS TO DISSEMINATE INFORMATION CONCERNING BANKRUPTCY. USE OF AIG 4510 IS NO LONGER AUTHORIZED FOR THIS PURPOSE. AIG REVERTS BACK TO DISA.

3. ADDRESSEES INFORM YOUR SERVING COMMUNICATIONS FACILITIES/TERMINALS TO ENSURE APPROPRIATE AIG FILE/DISTRIBUTION TABLE UPDATE.

4. POC: MARK BARTA, DISA/*NS9*, DSN 331-0324.

BT

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