AIR FORCE CIVIL ENGINEER CENTER (AFCEC)

Administrative Record (AR) Management Manual

Application Version 3.0.0

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1.0 Executive Summary

Welcome to the AFCEC Administrative Record (AR) Management system. This document contains information for AFCEC personnel tasked with managing and maintaining the AR Management System for Air Force installations in compliance with CERCLA. This system is a web based application that includes pages to assist with search, creation, update and deletion of AR for all AFCEC managed restoration sites.

Use of this system is restricted to authorized users. User access is role based, and access to some of the pages or functionality is further restricted. Specific cases are described within.

The AFCEC AR Management system website is separate and distinct from the AFCEC AR Public Search website, which is available to the general public. However, the AFCEC AR Public website is populated with the documents approved in the AFCEC AR Management system.

1.1 AR Purpose

The documents in AR form the basis for environmental response actions and demonstrate the public's opportunity to participate in and comment on the selection of the response action. AFCEC continuously updates the Administrative record for each installation until the remedy selection documentation is complete.

1.2 Acronyms

Before we get started it's a good idea to become familiar with the acronyms used throughout this document:

- AFCEC: Air Force Civil Engineer Center
- AR: Administrative Record
- BRAC: Base Realignment and Closure
- OU: Operable Unit
- ROD: Record of Decision
- SWMU: Solid Waste Management Unit

1.3 A Note on Security

The AFCEC AR Management system is only available to users with valid CAC cards. All users will be challenged for a valid Certificate and then for their PIN. In addition, users will be presented with a Security and Consent Notice (AFI 10-712) to which they must agree before proceeding with login.

Users without a valid CAC card, CAC reader, or valid DoD 2875 authorizing them for system access, should be referred to their local FSA.

There are 3 types of users for the AR Management application. The following table shows a breakdown of the user types and their permissions.

Role	Description
Doc Manager	The "Doc Manager" role has read-write access to the AFCEC AR-DR database. This role can upload documents to the AFCEC Management Web Site; apply approved changes to the metadata associated with the documents, and remove documents. Users in this role can work with AR-DR records with no installation restrictions; they are responsible for indexing and labeling associated AR-DR records clearly as part of a single original document. Users in this role are responsible for the documents uploaded for public access. Users in this role must be authenticated utilizing their CAC and PIN.
Base Manager	The "Base Manager" role has read-write access to AFCEC AR-DR for one or more installations. This role can upload documents to the AFCEC Management Web Site; apply approved changes to the metadata associated with the documents, and remove documents. Users in this role can work with AR-DR records with limited installation restrictions; they are responsible for indexing and labeling associated AR-DR records clearly as part of a single original document. Users in this role are responsible for the documents uploaded for public access for their installation. Users in this role must be authenticated utilizing their CAC and PIN.
Uploader	The "Uploader" role has read-write access to AFCEC AR-DR for one or more installations. This role can upload documents to the AFCEC Management Web Site, split large document files into separate document files to improve performance, and apply changes to the metadata associated with the documents. Users in this role cannot approve uploaded records for public release and cannot remove approved documents. Installations associated with users in this role will be limited. Users in this role must be authenticated utilizing their CAC and PIN
Management Searcher	The "Management Searcher" role has read-only access to AFCEC AR-DR database. This role can query records and download documents for one or more installations. This role cannot insert, modify or delete records and/or upload documents. Users in this role must be authenticated utilizing their CAC and PIN.
Public Searcher	Public User that accesses the AFCEC AR Public website to query Publicly Released Environmental Restoration compliance-related information. All Public Users access the AFCEC AR system via a browser connection to a web server and view records categorized as AR.

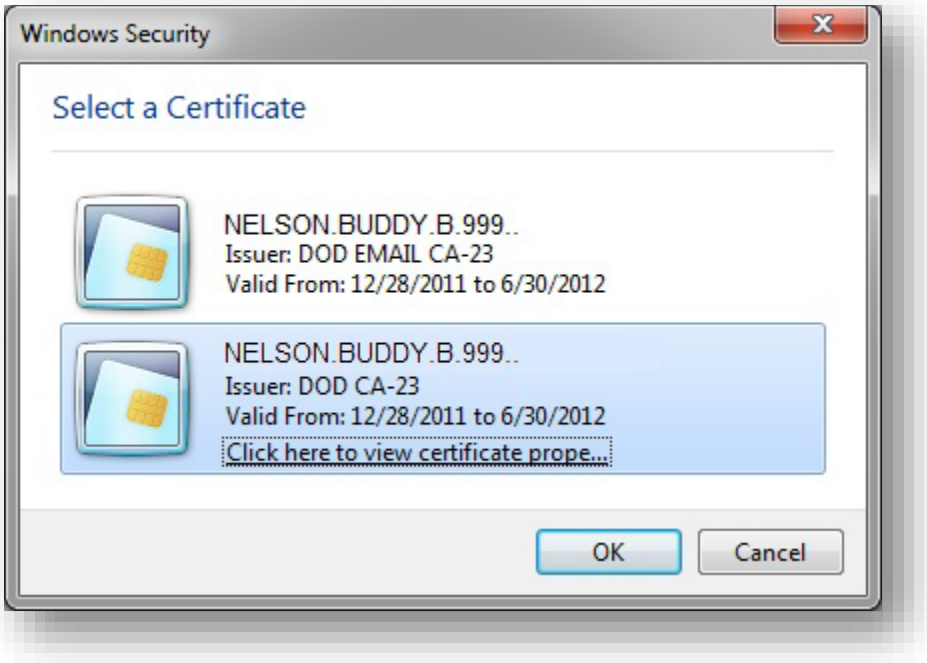


Figure 1: Standard Certificate Challenge Window

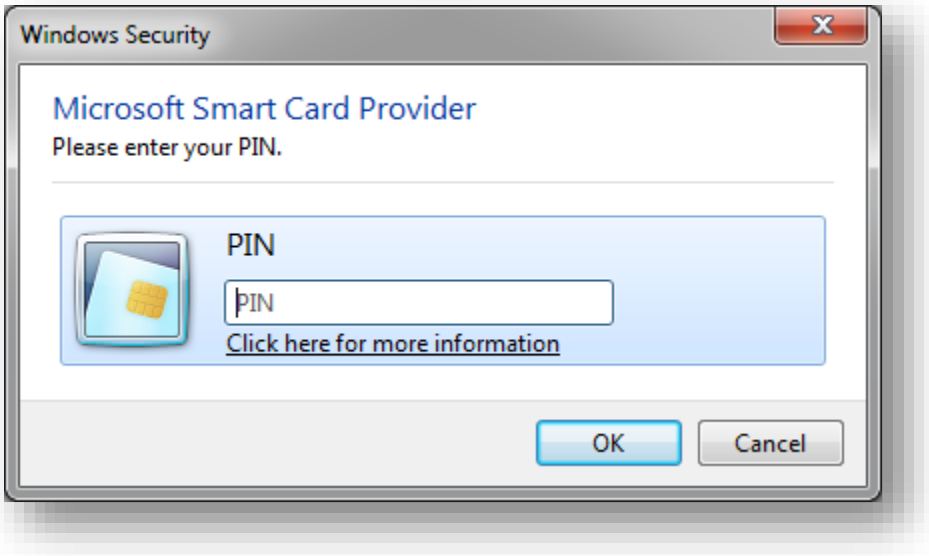


Figure 2: Standard Smart Card PIN Challenge Window

1.4 Terms and Workflow

Each AR in the repository is comprised of an AR Record and an AR Document. The Record is the information about the Document – its Metadata. The Document is the PDF. Most public users are only interested in the Document. The Record, however, will dictate accessibility and how easy it is to find using the search page, if at all.

In order to properly view an AR Document, all users must have an updated version of Adobe Acrobat or the PDF will not open. For the latest version go to http://www.adobe.com/go/acrobat.

The AR record includes Installation ID, Document Date, Subject or Title, Author, Author Affiliation, Recipient, Recipient Affiliation, Status, Installation AR ID#, Notes, Publication Notices, original document filename, file size, page count, and associations to Sites/OUs and RODs at the installation.

For every AR, Installation ID, Document Date and Subject or Title are required. Status is dictated by workflow. Original filename, file size and page count are all derived from the uploaded document automatically. All other fields are optional.

Use of optional data is highly encouraged. Entering this data will help to keep the AR organized and give added flexibility when searching for specific documents.

1.5 Workflow

AR records in the system are not immediately available to the general public. Only AR records in Approved status appear on the public website. AR status is a key element of the AR Management system and is used to implement a workflow that ensures both the quality and security of data contained within the repository

The following statuses are defined within the AR system:

New	AR record created. Required data supplied.
Incomplete	Required data missing from AR record.
Missing Document	AR Document not yet loaded, or unloaded from record.
Not Optimized	AR Document loaded, awaiting completion of PDF standardization and optimization.
Complete	AR record complete, document optimized. Approval by authorized PM is pending.
Approved	AR is approved for public release by an authorized PM. This record is available to the public.
Invalid	An error occurred during workflow. Review Notes and take action as needed.

Almost all AR records will follow a simple workflow as follows: **New -> Not Optimized -> Complete ->Approved**

2.0 AR Search Page

The purpose of the AR Search page (Figure 3) is to find AR records to view or edit the AR

documents. This is the default page for all content management users of the website.

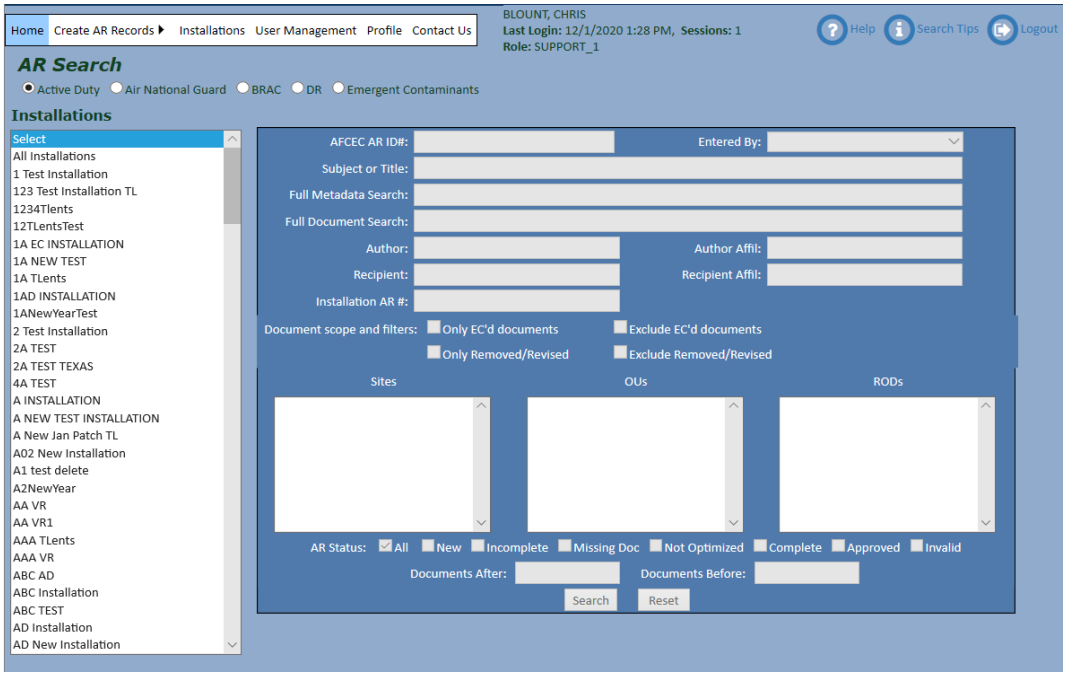


Figure 3: AR Search Page

By default, the list of active duty installations appears, however; this can be changed by clicking on one of the radio buttons (Figure 4).

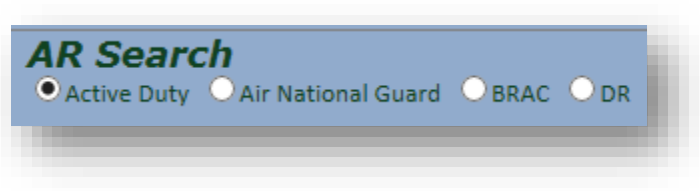


Figure 4: Radio Buttons

In order to search for an AR record; you must select an Installation (Figure 5), from the Installation list.

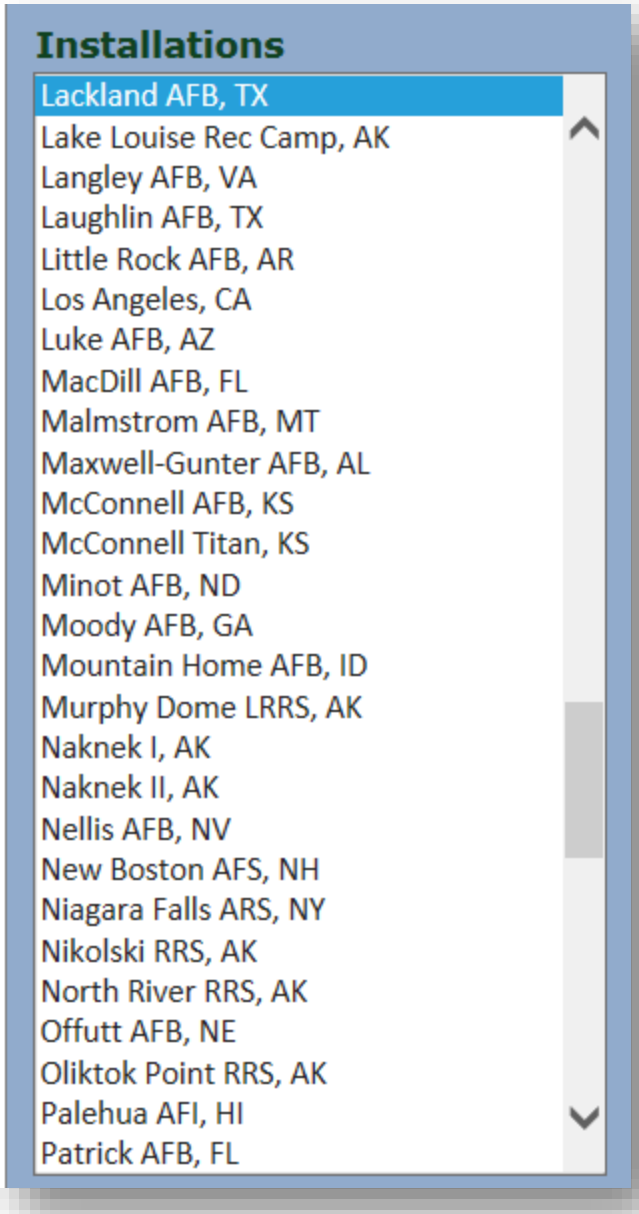


Figure 5: Installation List

Searching the AR repository is as easy as clicking the Search button. If, however, you are looking for specific results, AR records can be searched by any or all of the following criteria:

2.1 AFCEC AR ID#

Each AR record in the AR repository has a unique ID assigned by the AR system. This ID can be used to quickly find the AR record. Type the ID in the field and click the Search button (Figure 6). If the ID is valid for the installation, a single record will be returned in the results area.

NOTE: The exact AFCEC AR ID # can be searched.
Not all installations have an Installation AR #. The default is the AFCEC AR ID #.
All installations have been assigned the AFCEC AR ID #.

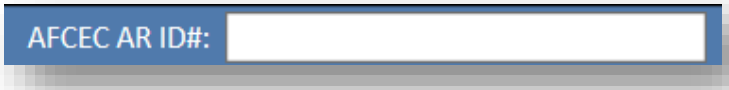


Figure 6: AFCEC AR ID #

2.2 Installation AR#

Each installation has a unique ID assigned by the uploader of the installation. This ID can be used to quickly find an installation by entering the number and clicking Search. (Figure: 7). If the ID is valid for the installation, records will be returned in the results area.

NOTE: The exact Installation AR # or Partial Installation AR # number can be searched.
The AFCEC AR # can be searched in this field as well.

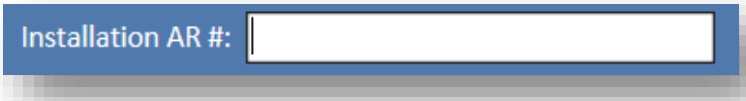


Figure 7: Installation AR#

2.2 Subject or Title

Type in all or part of a document title and click the Search button. All AR records with Titles containing text matching the typed words will return in your results at the bottom of the screen. Use of a '%' (wildcard) can be used for partial word matches or to separate multiple phrases.

NOTE: Not case sensitive.

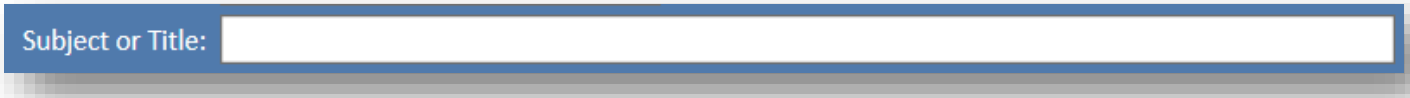


Figure 8: Subject or Title

2.3 Full Metadata Search

The Full Metadata Search will check for matches across all the data input fields that were manually entered into the repository. These fields include the AR ID, the Subject or Title, Filename, Author, Author Affiliation, Corporate Author, Recipient, and Recipient Affiliation. Type in an ID, word or phrase and click the Search button. All AR records with values matching the typed information in any of the listed repository fields will return in the results (Figure 9).

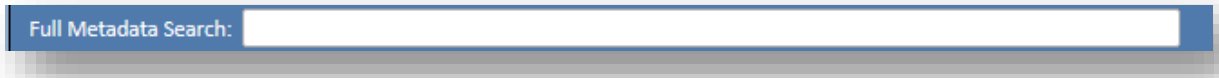


Figure 9: Full Metadata Search

2.4 Full Document Search

Text search against the words in the actual document. Please note that nearly all of the documents have been scanned into the system and the conversion of the scanning to text is not 100%. This is only used to provide assistance to your search. The actual images in the PDF pages are the official content. Try to be as specific as possible as there are over 4 billion words in the search library (Figure 10).

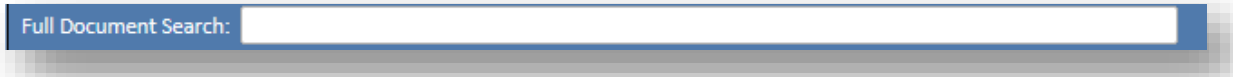


Figure 10: Full document Search

2.5 Author

Type in all or part of the Author and click the Search button. All AR records with values matching the typed information in any of the listed repository fields will return in the results (Figure 11).

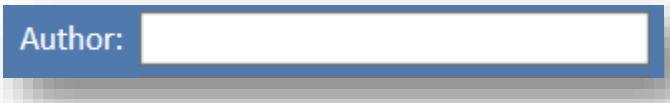


Figure 11: Author

2.6 Author Affiliation

Type in all or part of the Author Affiliation and click the Search button. All AR records with values matching the typed information in any of the listed repository fields will return in the results area (Figure 12).

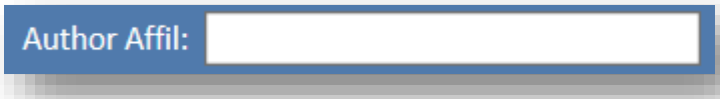


Figure 12: Author Affil

2.7 Recipient

Type in the Recipient and click the Search button. All AR records with values matching the typed information in any of the listed repository fields will return in the results are (Figure 13).

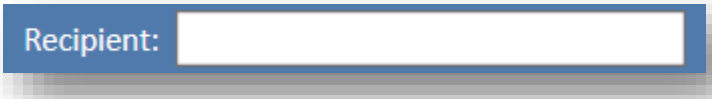


Figure 13: Recipient

2.8 Recipient Affiliation

Type in the Recipient Affiliation and click the Search button. All AR records with values matching the typed information in any of the listed repository fields will return in the results area (Figure 14).

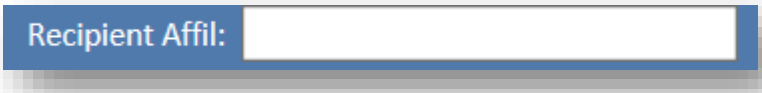


Figure 14: Recipient Affil

2.9 Documents After

Type the date by clicking in the Documents After box (Figure 15) area or clicking on the Calendar (Figure 16) and then select a date. Date must be entered as mm\dd\yyyy then click the Search button. This will return all the records with document dates that come after the date that was selected.

NOTE: The date is the date on the PDF document.

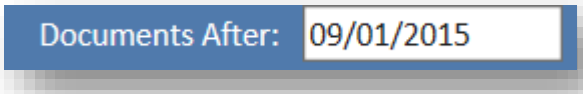


Figure 15: Documents After

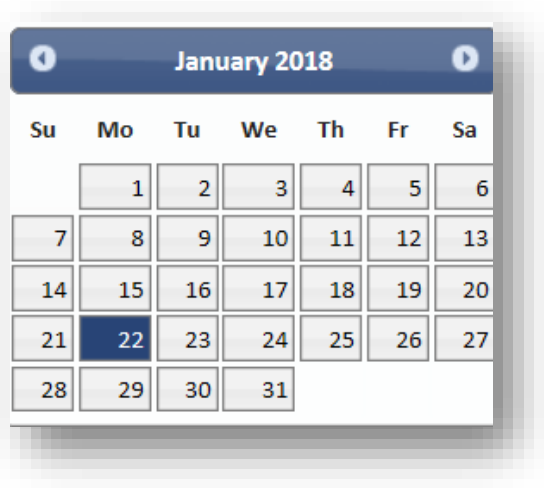


Figure 16: Calendar

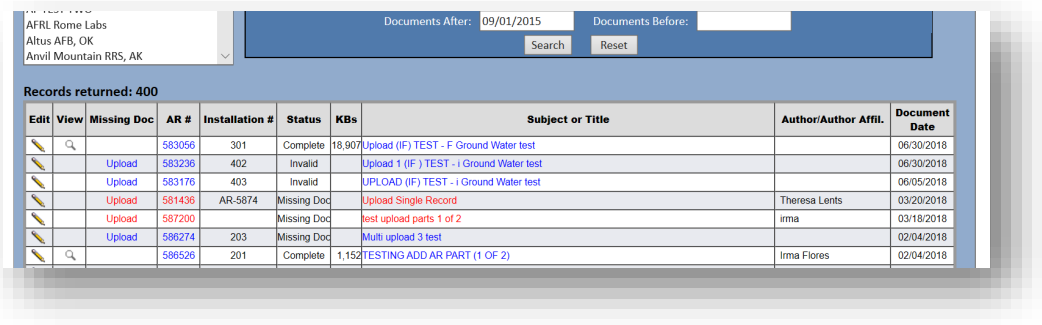


Figure 17: Example of dates selected from the AR records repository

2.10 Documents Before

Type the date either by clicking in the Documents Before area (Figure 18) or clicking on the calendar (Figure 19) and then select a date. Date must be entered as mm\dd\yyyy then click the Search button. This will return all the records with document date that fall before the date that was selected (Figure 20).

Figure 18: Documents Before

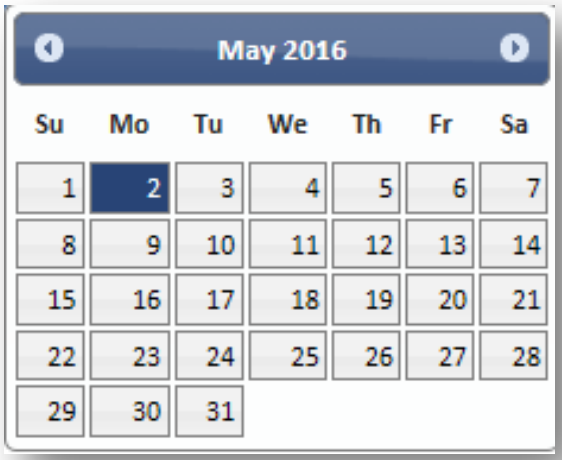


Figure 19: Calendar

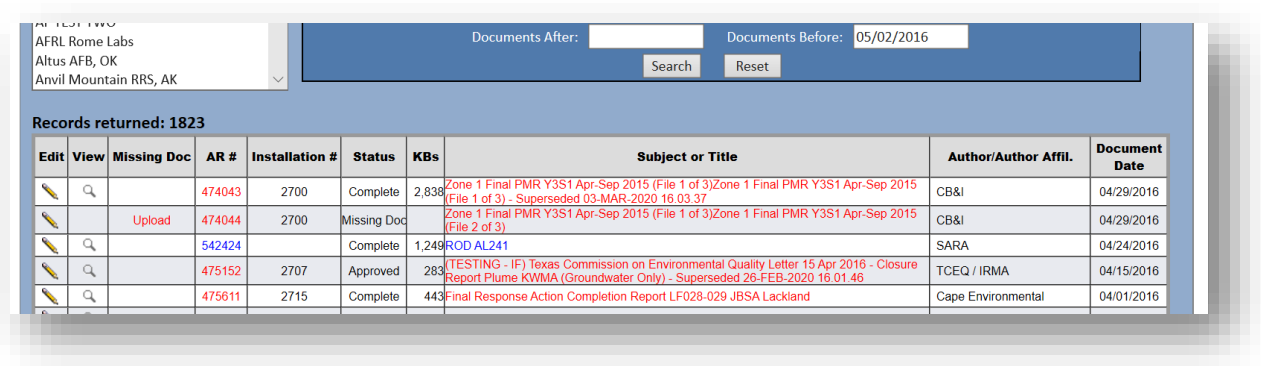


Figure 20: Example of dates selected from the AR records repository.

2.11 Documents Before and After

Type the two dates either by clicking in the Documents Before and After area (Figure 21) or by clicking on the calendar and selecting dates. Date must be entered as mm\dd\yyyy or selected from the calendar, then click the search button. The returned results will include records with document dates between the dates entered (Figure 21).

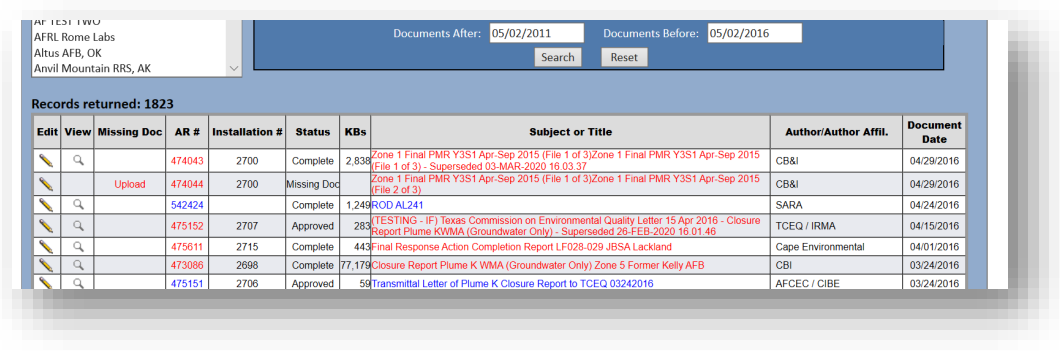


Figure 21: Example of dates selected from the AR records repository

To search without any criteria:
Select an installation (see Figure 5) from the Installations list and click the Search button (Figure 22). All AR records with values matching the selected installation will return in the results area.

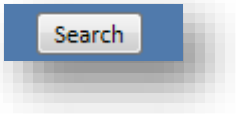


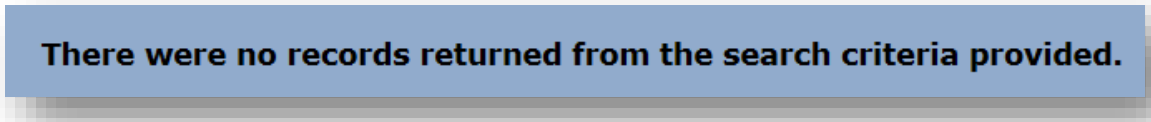
Figure 22: Search Button

2.12 Search by Sites

Select an installation (see Figure 5) from the Installations list. The Sites, OUs and Rods associated with the installation will populate. Note that if an installation has no Sites, Rods or OUs, the corresponding field may be blank. If your installation has a populated site list, select one or more sites and click the Search button. All AR records with values associated with the selected site(s) will return in the results. If there are no AR records for the installation associated with the selected site, the following message with appear: "*There were no records returned from the search criteria provided*."

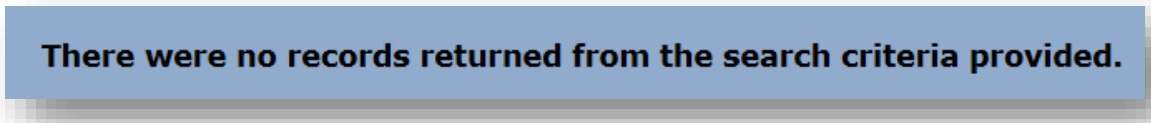
2.13 Search by OUs

Select an installation (see Figure 5) from the Installations list. The Sites, OUs and Rods associated with the installation will populate. Note that if an installation has no Sites, Rods or OUs, the corresponding field may be blank. If your installation has a populated OUs list, select one or more OUs and click the Search button. All AR records with values associated with the selected OUs will return in the results. If there are no AR records for the installation associated with the selected OU, the following message will appear:



2.14 Search by RODs

Select an installation (see Figure 5) from the Installations list. The Sites, OUs and RODs associated with the installation will populate. Note that if an installation has no Sites, RODs or OUs, the corresponding field may be blank. If your installation has a populated RODs list, select one or more RODs and click the Search button. All AR records with values associated with the selected RODs will return in the results. If there are no AR records for the installation associated with the selected ROD, the following message will appear:



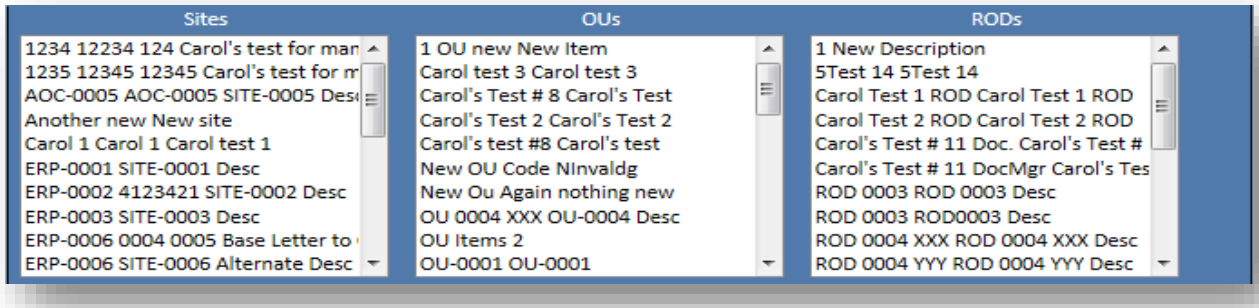


Figure 23: Search by RODs

2.15 Searching Sites, OUs, and RODs

When searching a combination of Sites, OUs, and RODs, its important to consider the results of the search. For instance, only searching Sites and RODs will render different results when searching Sites and OUs. The diagram below illustrates how it works. The overlapping color shaded areas represent the results you will get when initiating different search criteria.

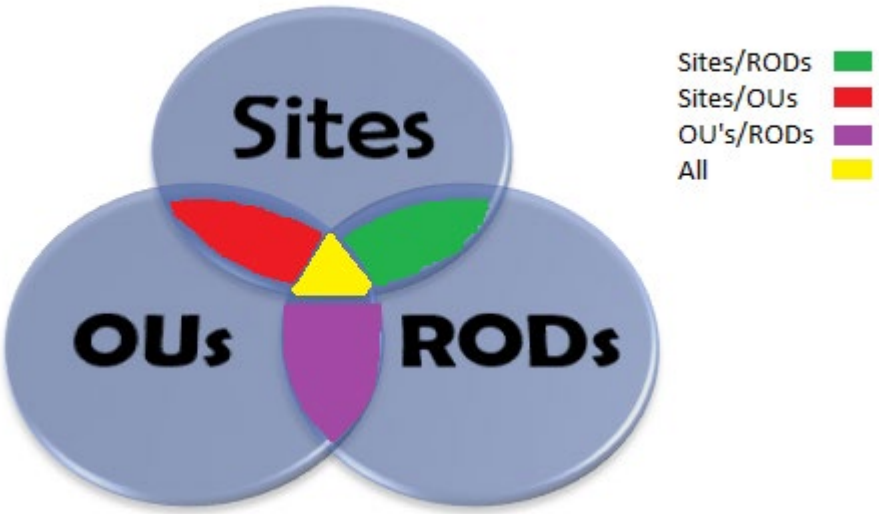


Figure 24: Search Results for Sites, OUs, and RODs

2.16 Document Scope and Filters

Filter options exist for searching and filtering EC documents and remove/revised records to help narrow search results. Click the checkboxes for the desired filters.

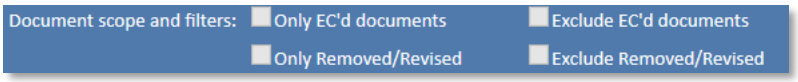


Figure 25: Document Scope and Filters

2.17 Reset

The Reset button is used for starting the search over again. Note all will be cleared and installation will need to be selected again to begin a new search.

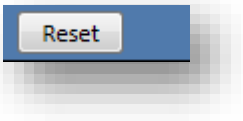


Figure 26: Reset Button

Special Notes on Searches

- For enhanced website security and to limit the potential risk from hacking attempts, the following special characters cannot be used within search terms.

  : ! = ; : { } [ ] < > * ~ | `
  If used, the following error message will appear (Figure 27).

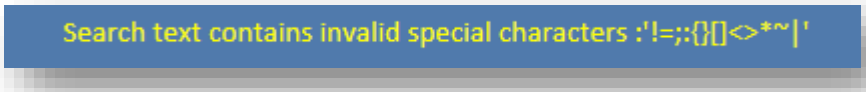


Figure 27: Special Characters Message

- Search criteria entries are treated as AND conditions. Be mindful when selecting or entering terms in multiple fields. If your search returns less than you expect, gradually remove criteria to widen your search.
- The following allowed characters, if used in your search terms, have special meaning:
  - ‘,’ Values separated by commas are treated as separate searches and combined as OR conditions. If there are multiple keywords or phrases within a document or title, separate them with a comma. All results matching any term will return.
  - ‘&’ Values separated by the ampersand are treated as separate search terms with AND conditions. Only records containing all words or phrases separated by the ampersand are returned.
  - ‘-‘ The minus sign is used to eliminate results. Terms or keywords following the minus sign are eliminated from search results.
  - ‘%’ The percent sign is used as a multiple character wildcard.
- The Oracle Text special characters can be problematic in searches if they exist in data within the repository (Subject or Title commonly includes them). If the data includes one of these characters, and the default behavior of the characters is causing a problem with your search results, you can use the ‘\’ character to have the website treat the character as part of your search text rather than a reserved character.

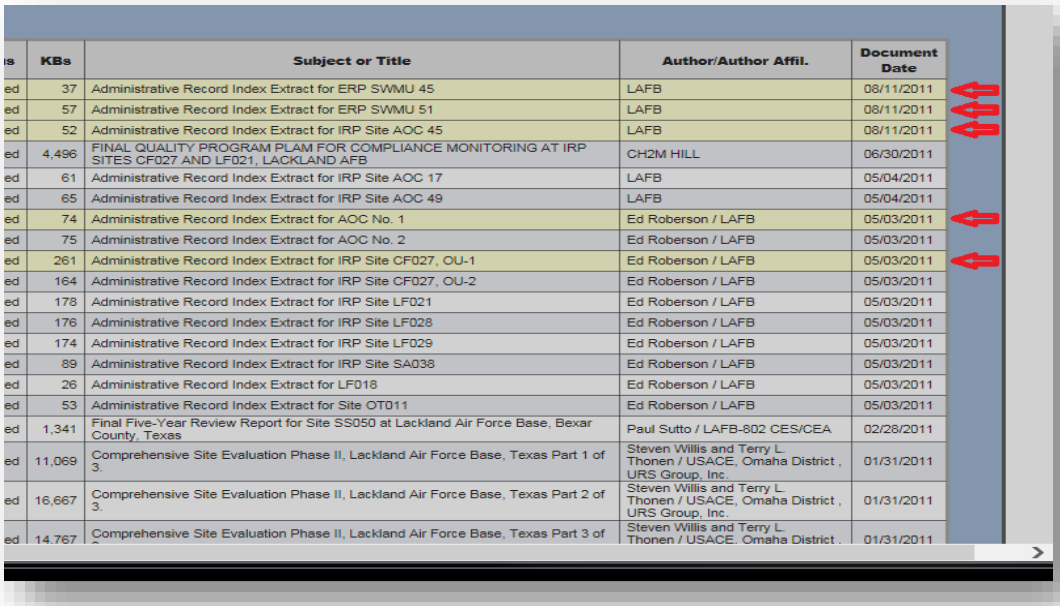
A PDF may not be visible after clicking on the view icon due to popup blockers.

When using the Full Document Search field, a score will be provided in the right hand column. Scoring is 1%-100%.

- 1% - This would mean that the words entered into the Full Document Search field have the least chance of appearing in the document or at a lower frequency within the document

- 100% - This would mean that the words entered into the Full Document Search field appear at a higher frequency than other results or has more exact matches within the document.

NOTE: If you would like to sort the search results, click on the column headings.



	KBs	Subject or Title	Author/Author Affil.	Document Date
ed	37	Administrative Record Index Extract for ERP SWMU 45	LAFB	08/11/2011
ed	57	Administrative Record Index Extract for ERP SWMU 51	LAFB	08/11/2011
ed	52	Administrative Record Index Extract for IRP Site AOC 45	LAFB	08/11/2011
ed	4,496	FINAL QUALITY PROGRAM PLAM FOR COMPLIANCE MONITORING AT IRP SITES CF027 AND LF021, LACKLAND AFB	CH2M HILL	06/30/2011
ed	61	Administrative Record Index Extract for IRP Site AOC 17	LAFB	05/04/2011
ed	65	Administrative Record Index Extract for IRP Site AOC 49	LAFB	05/04/2011
ed	74	Administrative Record Index Extract for AOC No. 1	Ed Roberson / LAFB	05/03/2011
ed	75	Administrative Record Index Extract for AOC No. 2	Ed Roberson / LAFB	05/03/2011
ed	261	Administrative Record Index Extract for IRP Site CF027, OU-1	Ed Roberson / LAFB	05/03/2011
ed	164	Administrative Record Index Extract for IRP Site CF027, OU-2	Ed Roberson / LAFB	05/03/2011
ed	178	Administrative Record Index Extract for IRP Site LF021	Ed Roberson / LAFB	05/03/2011
ed	176	Administrative Record Index Extract for IRP Site LF028	Ed Roberson / LAFB	05/03/2011
ed	174	Administrative Record Index Extract for IRP Site LF029	Ed Roberson / LAFB	05/03/2011
ed	89	Administrative Record Index Extract for IRP Site SA038	Ed Roberson / LAFB	05/03/2011
ed	26	Administrative Record Index Extract for LF018	Ed Roberson / LAFB	05/03/2011
ed	53	Administrative Record Index Extract for Site OT011	Ed Roberson / LAFB	05/03/2011
ed	1,341	Final Five-Year Review Report for Site SS050 at Lackland Air Force Base, Bexar County, Texas	Paul Sutto / LAFB-802 CES/CEA	02/28/2011
ed	11,069	Comprehensive Site Evaluation Phase II, Lackland Air Force Base, Texas Part 1 of 3.	Steven Willis and Terry L. Thonen / USACE, Omaha District , URS Group, Inc.	01/31/2011
ed	16,667	Comprehensive Site Evaluation Phase II, Lackland Air Force Base, Texas Part 2 of 3.	Steven Willis and Terry L. Thonen / USACE, Omaha District , URS Group, Inc.	01/31/2011
ed	14,767	Comprehensive Site Evaluation Phase II, Lackland Air Force Base, Texas Part 3 of	Steven Willis and Terry L. Thonen / USACE, Omaha District ,	01/31/2011

Figure 28: Search Result Color

2.18 Inactivity

If a user is inactive for 15 minutes, a warning message will appear that the session will expire. Selecting the “Keep me signed in” button will close the message box, reset the clock and extend the user’s session. The “Sign me out” button will close the the message box and close out the session.

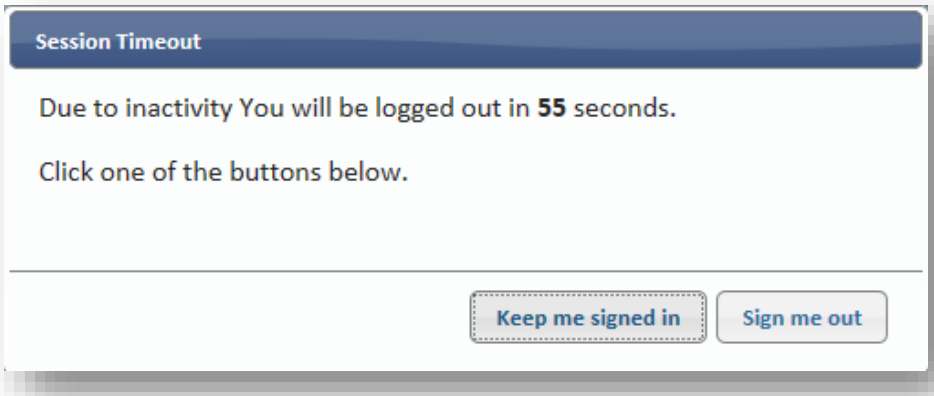


Figure 29: Timeout Message

2.19 Browser Sessions

A user is allowed 3 sessions. Each session begins when a browser is opened and the user enters the AR website. If the browser is closed and the user does not click the logout button, the session will remain active for 20 minutes even if the browser is closed. If another browser is

opened, a new session begins.

Note: Opening tabs within the same browser does NOT start a new session.

After 3 sessions have been opened, the user will being receiving a session count exceeded error message. When this happens, the user must wait until the first session's timer reaches 20 minutes. After that, the user may open a new session. If a session is still open in another browser, the user may click the logout button to regain a session.

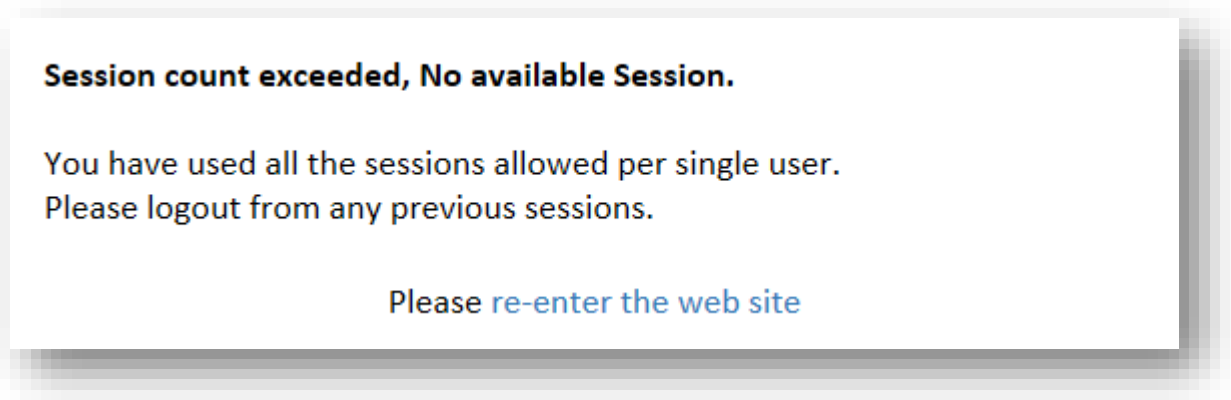


Figure 30: Session Count Exceeded Screen

Important: Before closing any browser on the AR website, its always a good idea to click the logout button. This keeps the user from reaching the 3 session limit.

A user may see how many sessions are open by looking at the session counter at the top of the AR Screen.

Figure 31: Session Counter

3.0 Managing AR Records

3.1 AR Detail Page

The purpose for the AR Detail page (Figure 32) is to update AR records in the AR repository. Additionally, the page includes fields to change, add and/or remove Site, OU or ROD associations to the AR record. When a user is coming back from the Management Detail web page, the search page displays the previous search results.

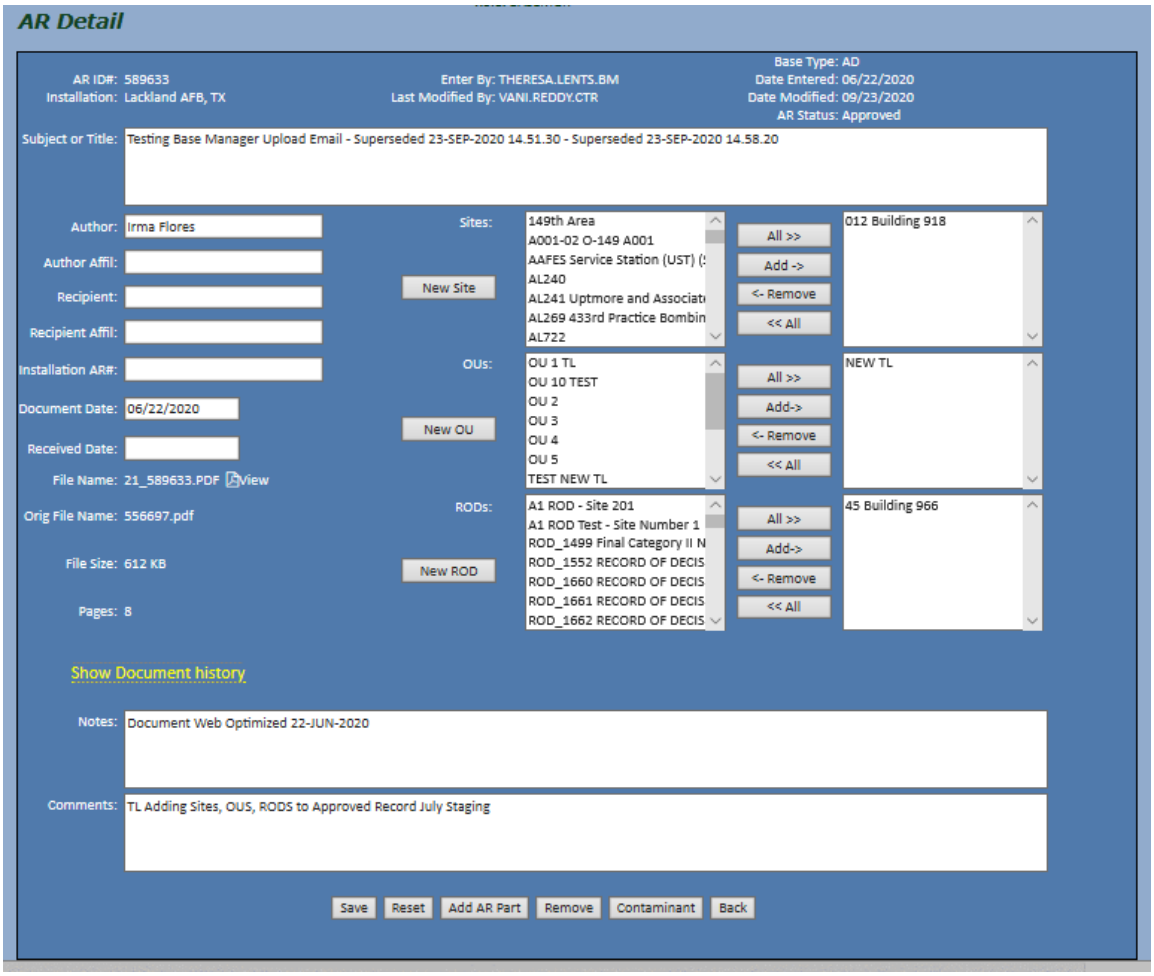
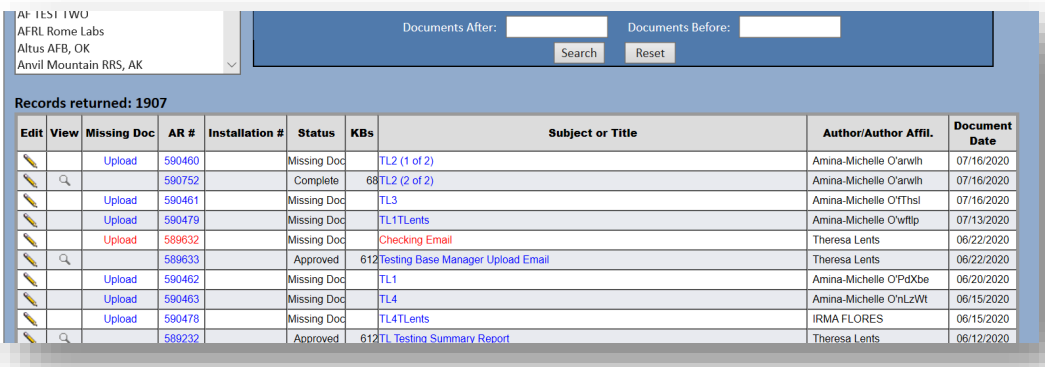


Figure 32: AR Detail displaying an AR record in Approved status.

This page can only be accessed from the AR Search page. To navigate to the AR Detail page, select an AR record from the results by clicking the pencil icon in the Edit column (Figure 33).



Edit	View	Missing Doc	AR #	Installation #	Status	KBs	Subject or Title	Author/Author Affil.	Document Date
		Upload	590460		Missing Doc		TL2 (1 of 2)	Amina-Michelle O'arwlh	07/16/2020
			590752		Complete	68	TL2 (2 of 2)	Amina-Michelle O'arwlh	07/16/2020
		Upload	590461		Missing Doc		TL3	Amina-Michelle O'fThsl	07/16/2020
		Upload	590479		Missing Doc		TL1TLents	Amina-Michelle O'wftlp	07/13/2020
		Upload	589632		Missing Doc		Checking Email	Theresa Lents	06/22/2020
			589633		Approved	612	Testing Base Manager Upload Email	Theresa Lents	06/22/2020
		Upload	590462		Missing Doc		TL1	Amina-Michelle O'PdXbe	06/20/2020
		Upload	590463		Missing Doc		TL4	Amina-Michelle O'nLzWt	06/15/2020
		Upload	590478		Missing Doc		TL4TLents	IRMA FLORES	06/15/2020
			589232		Approved	612	TL Testing Summary Report	Theresa Lents	06/12/2020

Figure 33: AR Records Returned

Special note on User Roles

Base Manager Roles are limited to associated installations and are not allowed to review

details on records outside of their associated installation(s). In addition, Users with Upload User Role may not navigate to the AR Detail Page for AR records in Approved status. For these situations, the Edit icon will not be accessible.

Clicking on the **Show Document History** link displays changes that have happened to the record in the past. Uploader users will be able to access the history as long as the record has not been approved.

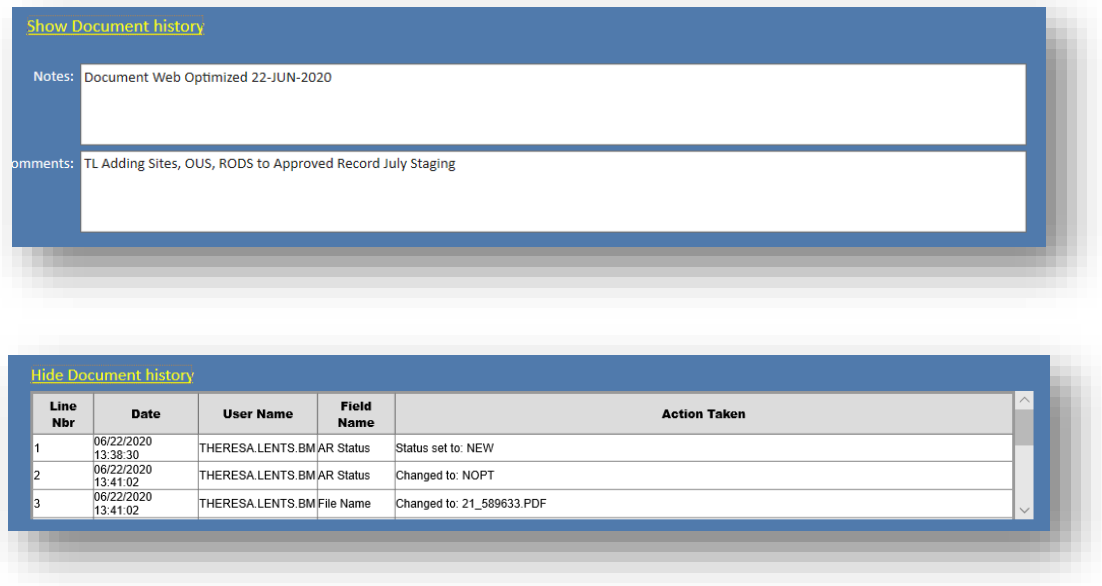


Figure 34: Document History

3.1.1 Updating AR records

To update AR data, simply make the changes in the fields provided and click the Save button. Prior to saving changes, you may click the Reset button to clear changes and display the original data.

An uploader can delete a record they have created as long as it has not been approved. If someone else modifies the record, the uploader can still delete the record.

If a user is updating a record and tries to naviagate away from the page, a screen will pop up noting that the record has been modified and should changes be saved.

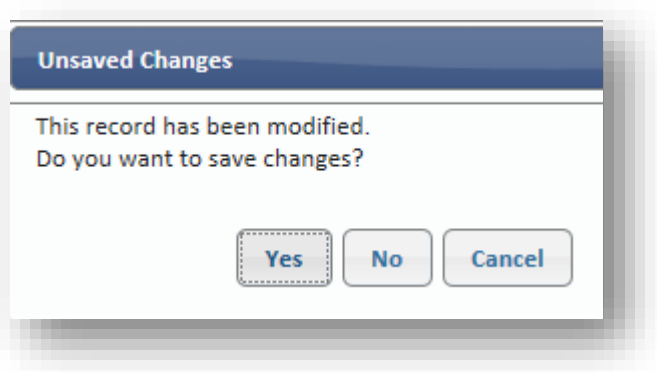


Figure 35: Unsaved Changes Option Screen

3.1.2 Updating AR Documents

To add or replace a PDF document on an AR record, click on the Browse button, select a valid PDF file, and click on the Upload button. A popup window appears once the upload is complete.

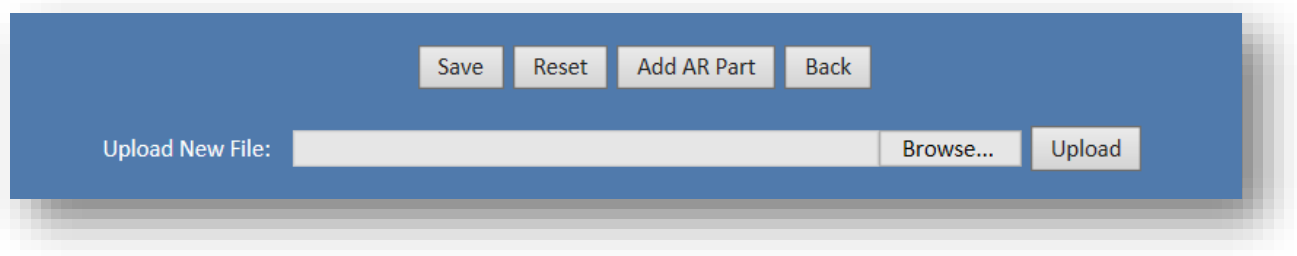


Figure 36: Upload Screen

Exceptions
If the file is too large, the system will reject it and notify the user that the file must be split. The absolute limit on file size is 60MB, however, no more than 40MB is recommended for optimizing web viewing.

The field and buttons to select and upload a new document are not available on Approved AR records. Records in this status are considered released to the public domain and cannot be altered without potential legal ramifications.

3.1.3 Add AR Part

Documents that must be split due to size constraints can be loaded from this control and renamed in one step. Clicking the Add AR Part button brings up the dialog pictured below. The Title will be a copy of the title of the current record. Recommend changing the Title to include which part is being loaded (title-part 1 of 3; title-part 2 of 3, etc) (Figure 32)

Browse for the PDF document corresponding to the split section of the document and click Add. The AR record is created and the PDF file uploads.

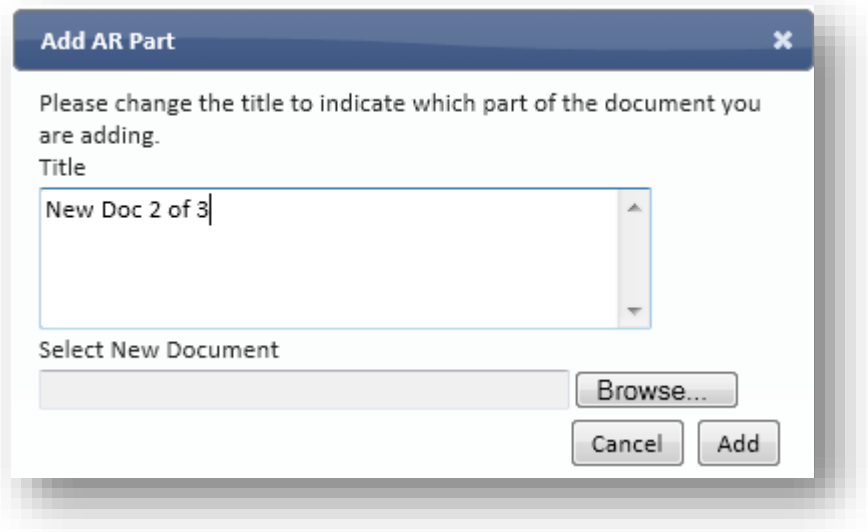


Figure 37: Add AR Part

3.1.4 Remove AR Record

Once an AR record is approved, removing it from the 'public' record can have significant consequences. However, with proper justification, the system allows documents to be redacted and replaced.

The Remove button is available to Doc Manager, Help Desk and Base Manager roles and will only appear on Approved records. Clicking the button displays the Remove or Revise dialog box. Contact information can be viewed using the "Show Contact Info" link at the top of the page.

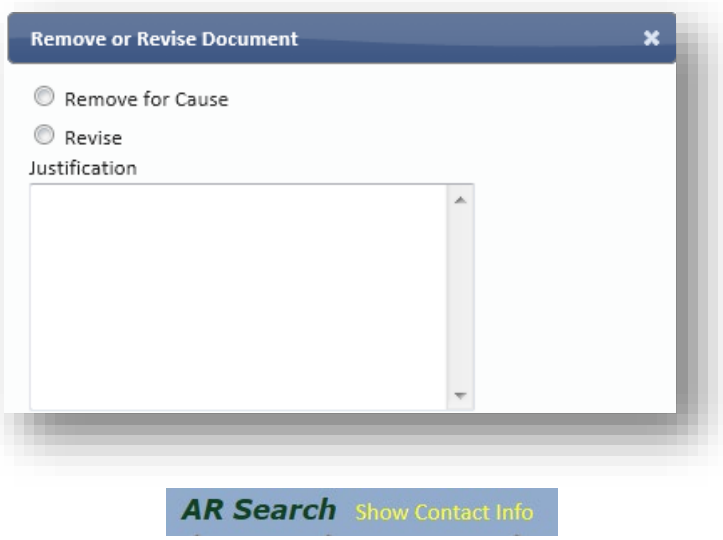


Figure 38: Remove or Revise AR Record

Remove for Cause

When removing a document for cause, both justification and Contact information are an

important feature. Removed documents can no longer be accessed by the public and, because they were part of the public domain at one time, questions about its removal must be addressed.

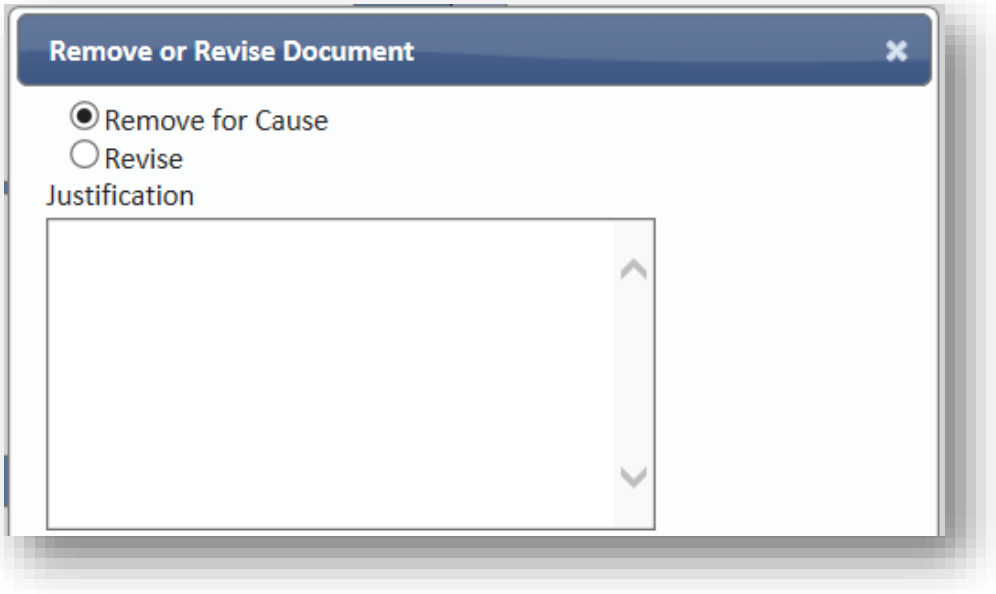


Figure 39: Remove for Cause

Revising

When revising a document, a PDF is required. Clicking the Update button will update the old AR record Title – adding 'Revised', create a new AR as a copy of the original, upload the new PDF document on the new AR, make the old AR record document unavailable for viewing.

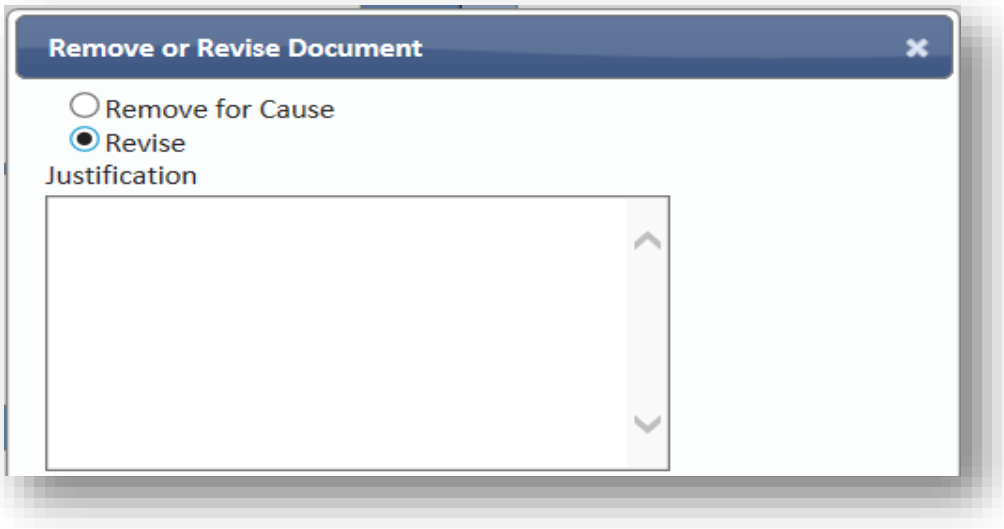


Figure 40: Revise Document

Both Removed and Revised AR records will still appear in search results, however, if a user attempts to view the PDF document, instead they will be presented with the Justification text

and Contact information entered by the remover. In the case of Revised, the user is also presented with a link to view the revised document. Doc Manager, Base Manager and Help Desk roles may edit the "Unvavailable Reason" value of an approved record.

3.1.5 Deleting an AR Record

This button only appears on AR records not yet Approved.

Click the Delete button. A popup window appears (Figure 41) click the Yes button to delete the record. Note, only AR records that have not been approved can be deleted. These records have not yet been released to the public domain and may be altered as needed.

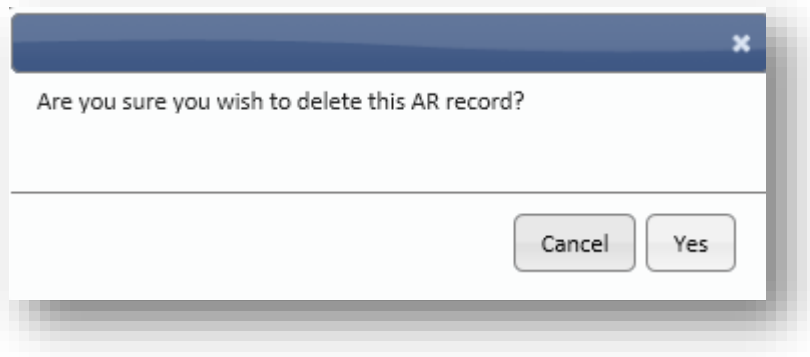


Figure 41: Delete AR Record Confirmation

3.1.6 New Site/OU/ROD

To create a New Site: Go to Installations, select the installation to the left of the screen, the list of Sites, OU and ROD will be listed to the right of the screen.

To add a New Site Click the New button, the entry files will be available to enter the EDP Code, SWMU Code, Other Code and Description. Once the data has been entered Click the Save button, the site will be added to the list of Sites to the left.

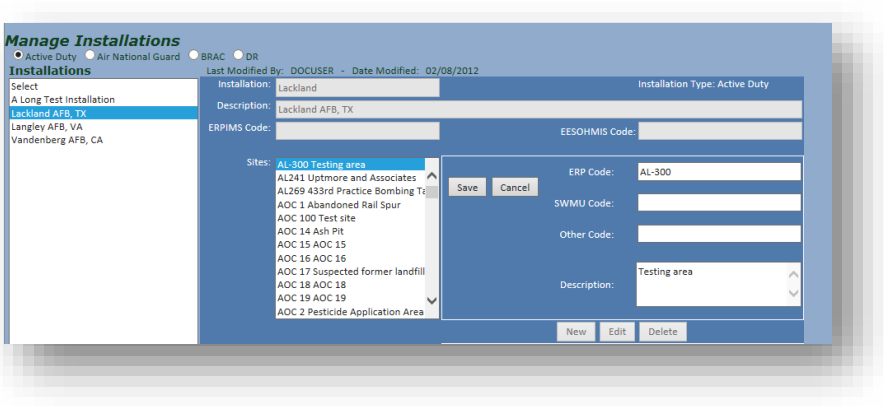


Figure 42: Add Site

Adding new RODs and OUs works in a similar fashion.

3.1.7 Associating Sites/RODs and OUs

To associate a Site, OU, or ROD, select it from the left column list (Figure 43) and click on the ADD button. The selected item will appear in the right column. Click the save button at the bottom of the screen. To add multiple Sites, OU's, or ROD's hold the Shift key or the Ctrl key.

To remove a Site, OU, or ROD, select it from the left column list and click on the Remove button. The selected item will appear in the right column. Click the save button at the bottom of the screen. To remove multiple Sites, OU's, or ROD's hold the Shift key or the Ctrl key

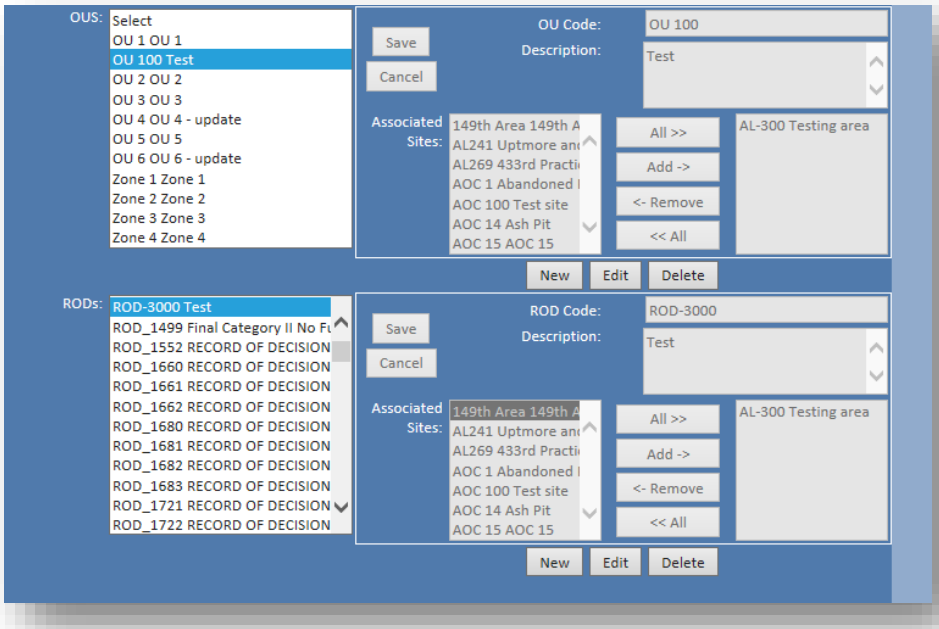
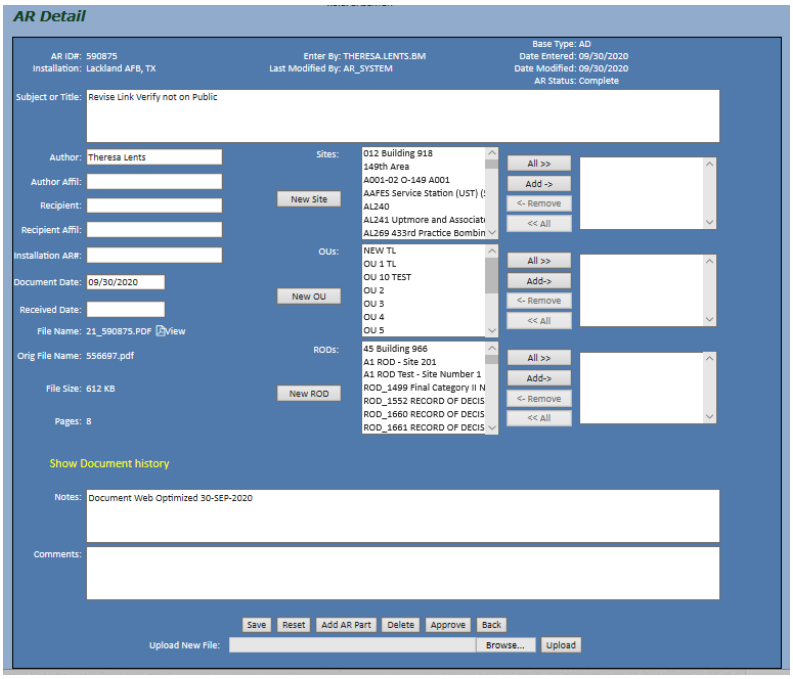


Figure 43: Add, Remove, All Site, OU or ROD buttons

3.1.8 Approving an AR Record

This button is restricted to PMs, RPMs and AFCEC HQ users with authority to approve for public release. This button will only appear on AR records in Complete status. Clicking the button will present a challenge statement regarding the approval. Clicking Yes, logs the user authorizing the public release of the document and sets the status of the AR record to Approved.



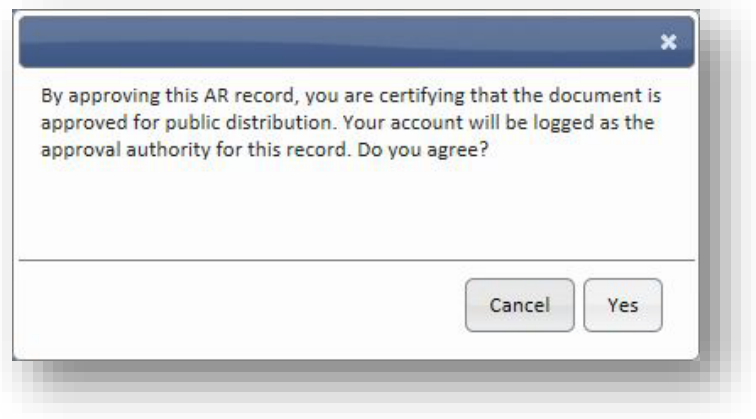


Figure 44: Approve AR Record

3.1.9 E-Mail Notifications

Under certain conditions, the AR system automatically sends out notification e-mails. These e-mails contain information regarding user account events, AR record events or status reports. The following table shows the e-mail workflow.

Event	Recipient distribution list	Subject / body
When a new account is created	User account	AFCEC AR System: Welcome Your account in the AFCEC AR system has been created. You may login at your earliest convenience at https://armgm.afcec-cloud.af.mil/

After 25 days account inactivity	User account	Admin Record Account Inactivity. Login to access the Administrative Record is required every 30 days or your account will be locked. Your account has been inactive from LAST_LOGIN_DT and access will expire 5 days from today. Please go to https://armgm.afcec-cloud.af.mil/ and login to avoid account lockout.
When a new AR record is added	Base associated users (Base Manager and Uploader)	AFCEE AR System Notification: New AR record added. A new AR record has been added to the repository. DOC_DT, DOC_TITLE
When a record is set to Invalid during the optimization process due to a problem with the document	Creating User. If the creating user account is no longer active then the message is routed to Doc Managers.	AFCEE AR System Notification: Invalid AR record. AR record DOC_ID has been set to invalid status during optimization of the document. DOC_DT, DOC_TITLE Please login to the AR system to review the issue and resolve.
Weekly, Monthly, Annual Group Summary	Doc Manager users	Weekly / Monthly / Annual Summary Report for GROUP_TYPE. The report includes an overview of a given Program (Group) and issues that require user action.
Weekly, Monthly, Annual Installation Summary	Base Manager installation associated users. If there are not active Base Manager users associated to the installation then the message is routed to Doc Managers.	Weekly / Monthly / Annual Summary Report by Installation The report includes an overview of the installation and issues that require user action.
Weekly Summary	Creating User.	Issues Summary Report by User

Status to report issues that require user action	If the creating user account is no longer active then the message is routed to Doc Manager users.	The report is limited to issues that require user action.

3.2 Create AR Record

3.2.1 Create AR Records – Create Single

The Create AR Records pages allow users to create new AR records in the repository.
The Create Single page is used to create an individual AR record in the repository and to upload the PDF document.

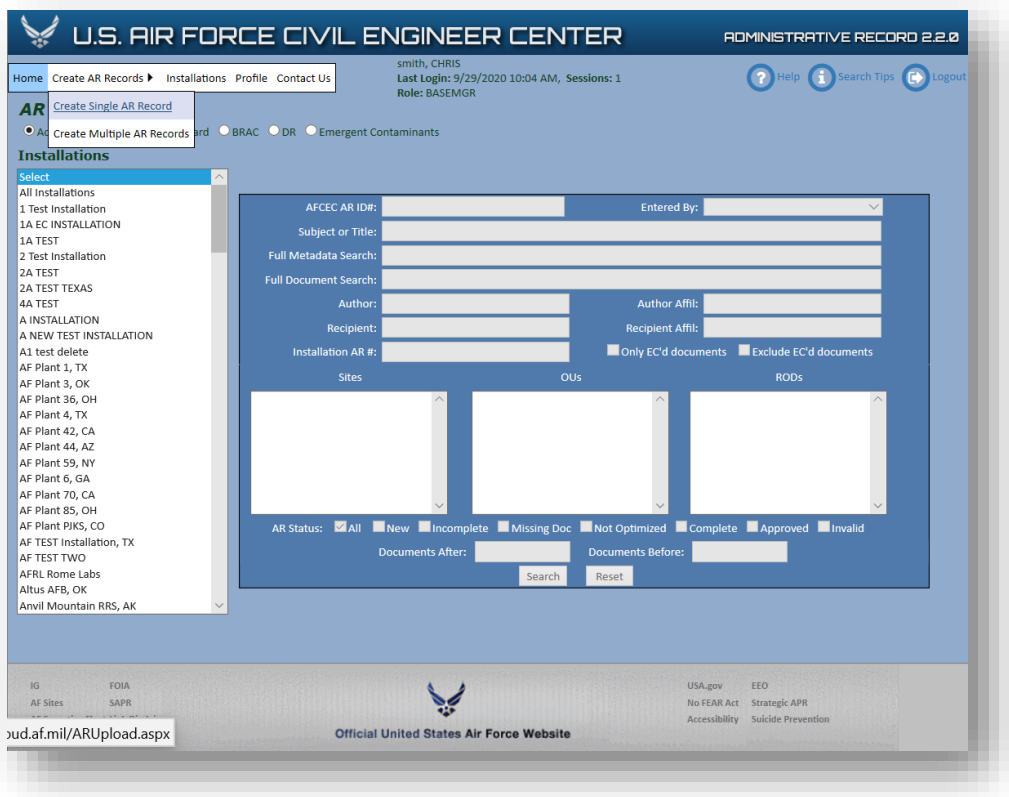


Figure 45: Navigating to the Create AR Records - Create Single Page

Users with associated installations will see a reduced list of installations.
An AR record can only be associated with one Installation.

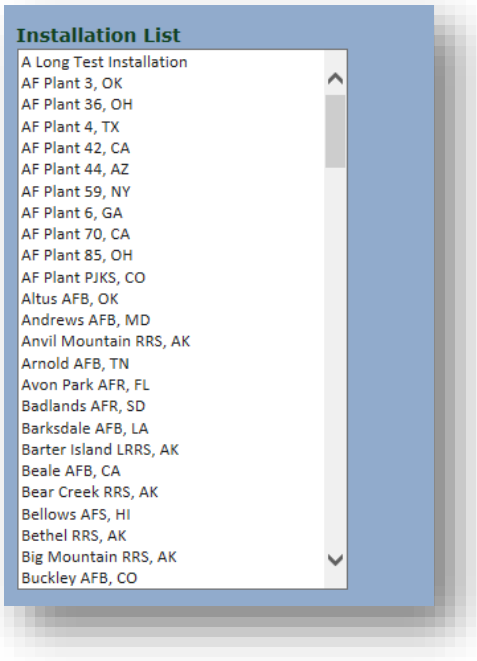


Figure 46: Installation List

Once an installation is selected from the list, the Metadata page appears. Enter all available metadata on this page.

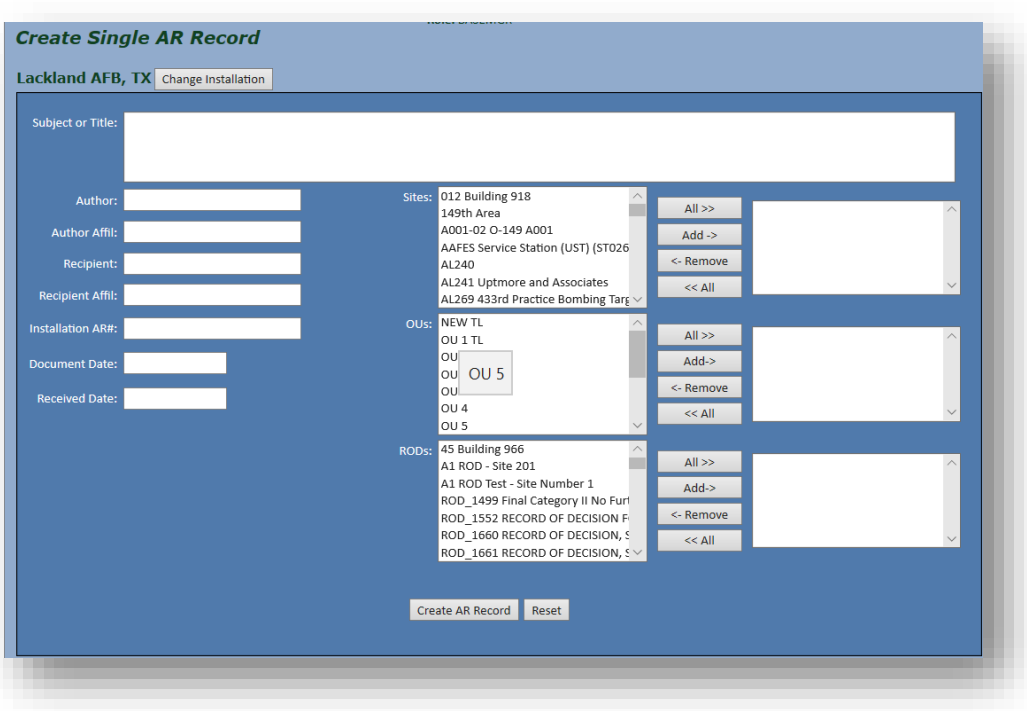


Figure 47: Metadata Entry Page

Clicking the Create AR button takes you to the file upload view, where you can browse and complete the AR record. Selecting a PDF document is not required at this time. It is NOT required to select a PDF document to complete the new AR record. Click Complete AR button to continue.

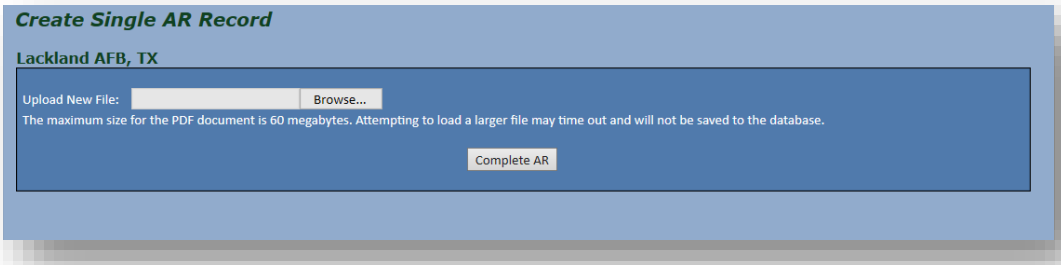


Figure 48: File Upload Page

Once complete, the user is redirected to the AR Detail page where the new AR record is displayed. AR Status of the record will show New of no PDF document is uploaded. AR Status will show Not Optimized if the PDF document entered in the Upload New File box.

3.2.2 Create Multiple AR Records – Upload Multiple

This page is intended for user to create AR records in batch. This page requires a specifically formatted Excel spreadsheet to operate correctly. The template for the spreadsheet can be downloaded by clicking on the AR Document Upload Template link as displayed below (Figure 49).

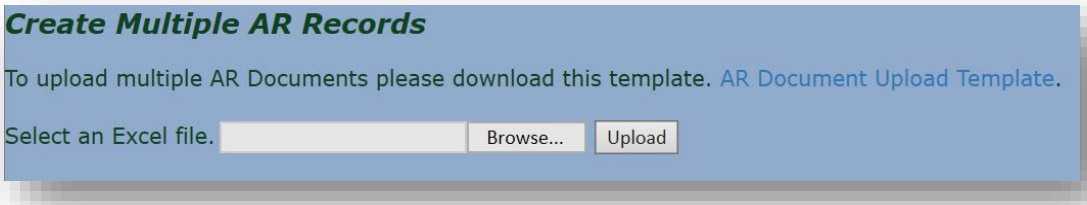


Figure 49: Create Multiple AR's

The Excel spreadsheet contains a row for each AR record. Each record must be completed using the parameters in the table below.

Column	Data Type	Size	Required	Definition
Prime 1 Installation Name	Alphanumeric	255	Y	Name of the installation. Only one installation per file.
Prime 2 Domain (Base Type)	Alphanumeric	255	Y	Define base type.

Prime 3 AR#	Alphanumeric	255	N	Unique number created by the system.
Prime 4 Installation#	Alphanumeric	255	N	Number given by and related to the local installation.
Prime 5 Document Date	Date		Y	Date the document was written.
Prime 6 Subject/Title	Alphanumeric	255	Y	Subject or Title of the document referenced by the AR record.
Prime 7 Document Type	Alphanumeric	20	N	Document Type (not currently used)
Prime 8 Author	Alphanumeric	255	N	Person or company that produced the document referenced by the AR record.
Prime 9 Author Affiliation	Alphanumeric	255	N	Organization or company with which the author is affiliated
Prime 10 Recipient	Alphanumeric	255	N	Person or Organization authorized to receive the document for the Air Force.
Prime 11 Recipient Affiliation	Alphanumeric	255	N	Organization with which the recipient is affiliated.
Prime 12 SWMU	Alphanumeric		N	List of associated SWMUs separated by |
Prime 13 Site	Alphanumeric		N	List of associated Sites separated by |
Prime 14 Operable Unit	Alphanumeric		N	List of associated OUs separated by |
Prime 15 ROD Docs	Alphanumeric		N	List of associated RODs separated by |
Prime 16 Image Number	Alphanumeric	255	Y	Filename of the PDF document as stored by the installation.
Prime 17 CD Volume	Numeric		N	CD/DVD volume of the PDF document (not currently used)
Unique AR Y/N	Character (Y/N)	1	N	(not currently used)
Unique Notes	Alphanumeric	2000	N	(not currently used)

Notes:

1. Document Date and Subject/Title must be unique and not already exist in the DB
2. The following special characters will be stripped from the cells: ! = ; : { } [ ] < > * ~ `

3. The | character will be replaced with a / where not used as a separator.
4. The & character will be replaced with “and”.
5. The % character will be replaced with “pct”.

After browsing for an Excel file and uploading, the file is processed. If there are no errors in processing, a message will appear noting that the upload was successful. If there are errors, results from the batch are displayed below. Any errors in the file are detailed in an Issues column. Users can download the error report as either an Excel spreadsheet or a CSV file. Both formats will open in Excel in the same format as the Template file, with additional columns containing issue summaries on each line. Only records requiring action will appear in the file.

Figure 50: File Upload Results

As issues are resolved within the file, it can be reloaded through this page, until no more errors are output.

Note that this process creates a set of NEW AR records. None of them have a PDF file uploaded as of yet. Navigate to the AR Search page, conduct a search for records in New status at the installation, and upload PDF documents directly from the search page.
Error messages meanings

- **Document Exists**

  - The document already exists in the system based on the Installation, Title, and Document Date.
- **Duplicate Document**
  - The document already exists in the spreadsheet system based on the Installation, Title, and Document Date.
- **Duplicate Site Or SWMU**
  - The Site or SWMU is already associated with the document.
- **Duplicate OU**
  - The OU is already associated with the document.
- **Duplicate ROD**
  - The ROD is already associated with the document.
- **Invalid Title**
  - The Title contains invalid characters.
- **Invalid Date**
  - The Date is not a valid date.
- **Invalid Installation**
  - The installation does not match an installation in the system.
- **Invalid Site Or SWMU**
  - Unable to associate the Site or SWMU with the document.
- **Invalid OU**
  - Unable to associate the OU with the document.
- **Invalid ROD**
  - Unable to associate the ROD with the document.
- **Invalid File Name**
  - The File Name contains invalid characters.
- **Missing Installation**
  - The installation name is missing.
- **Missing Title**
  - The Title is missing.
- **Missing Date**
  - The Document Date is missing.
- **Missing File Name**
  - The File Name is missing.
- **Future Date**
  - The Document Date is in the future.
- **Multiple Site Or SWMU Matches**
  - One of the listed Sites or SWMU matches multiple entries in the system.
- **Multiple OU Matches**
  - One of the listed OU matches multiple entries in the system.
- **Multiple Rod Matches**
  - One of the listed ROD matches multiple entries in the system.

- **Internal Issue**
  - An internal error occurred.

3.3 Manage Installation

The purpose of the Manage Installation page (Figure 51) is to provide a means to update installation Site, OU and ROD information. Only authorized users in the role of Doc Manager will be allowed to view and access this component. Base Managers can also view this page but they will only be able to view the installations assigned to them. This interface allows new installations to be added to the AR repository, new values to be added to the lookup lists at a given installation, and existing lookup values to be updated.

To navigate to the Manage Installation page, select Installations from the menu as show in Figure 51.

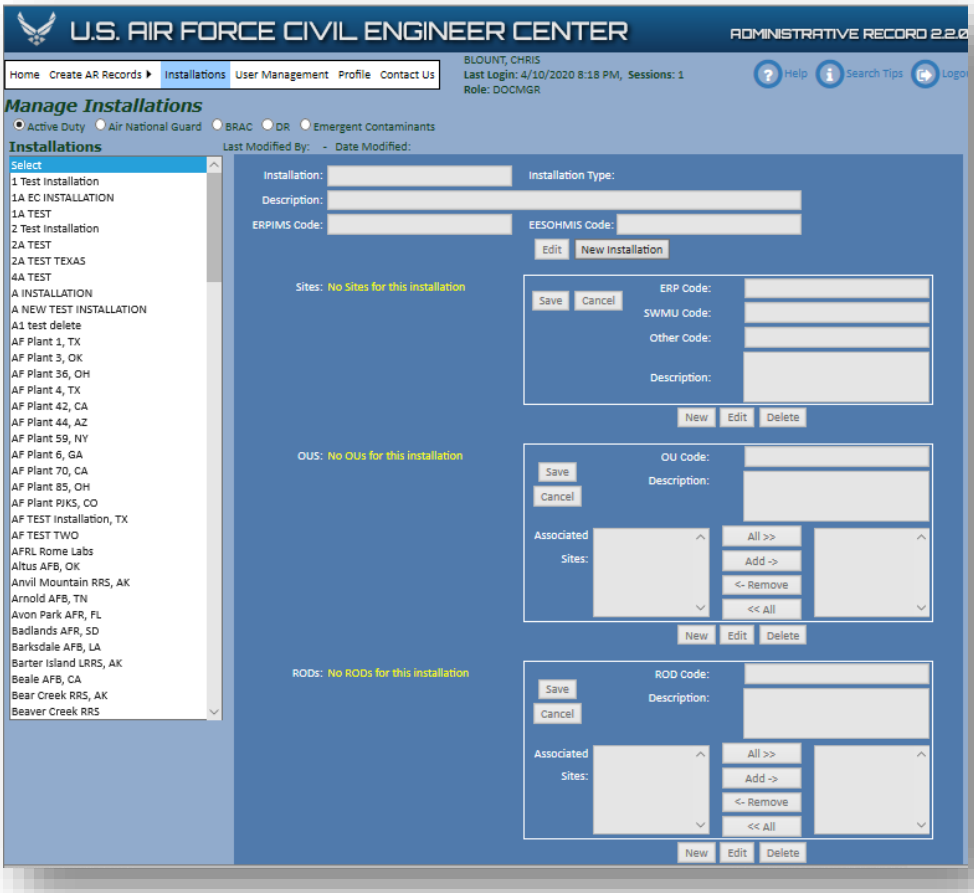


Figure 51: Manage Installations

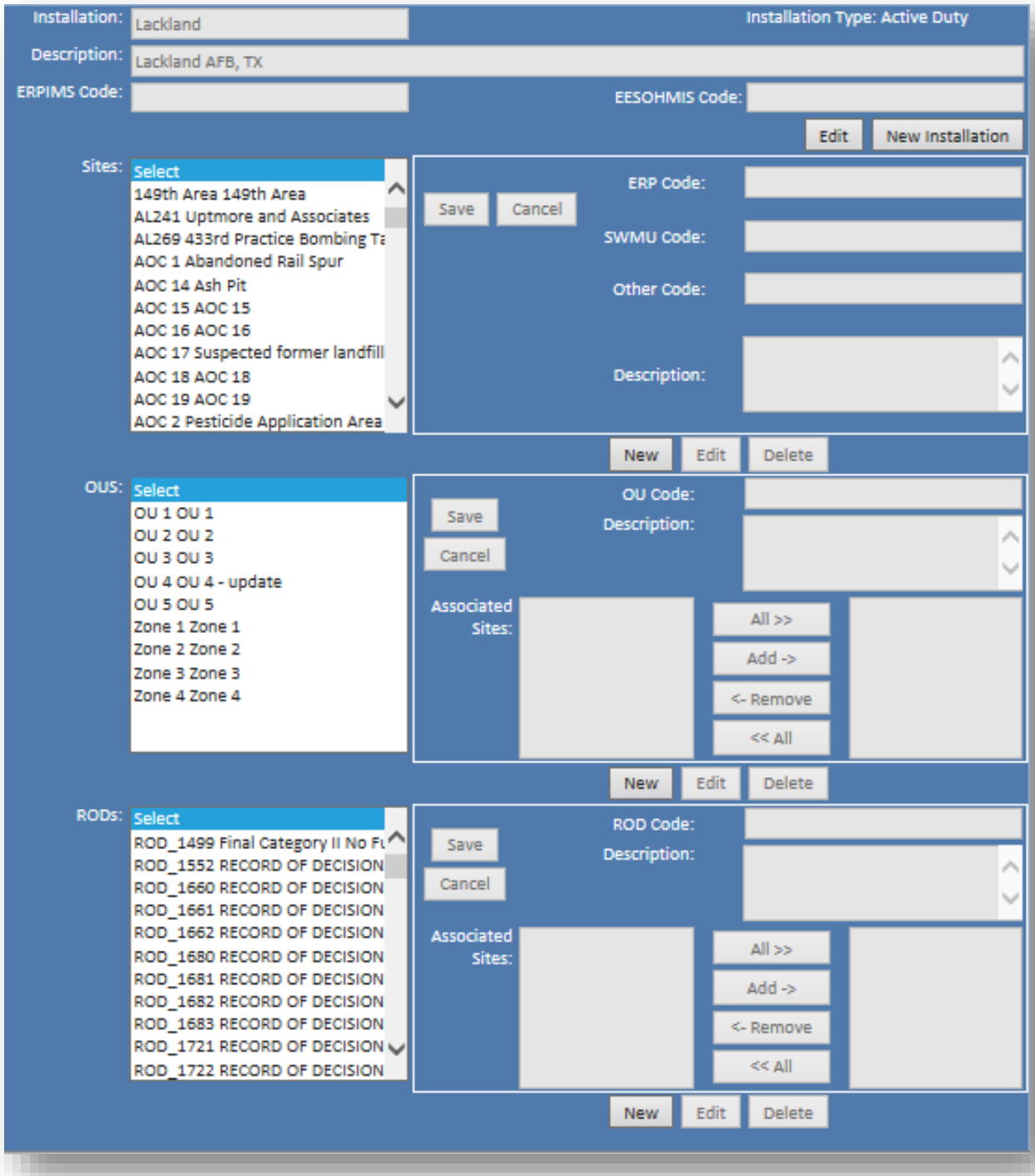


Figure 52: Sites list

To create a new Site, OU, or ROD, click on the New button and enter the information for the Site, OU, or ROD and then click the Save button, the information will be saved to the repository and the new values will populate into the Sites, OUs, or RODS list (Figure 53).

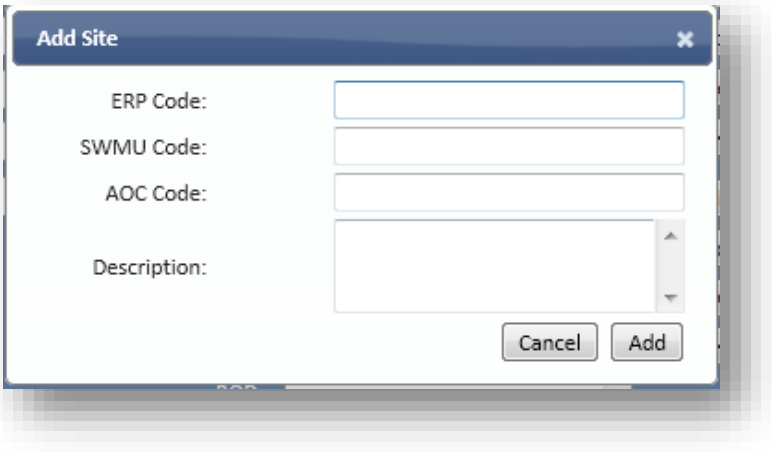


Figure 53: Add Site box

Adding new RODs and OUs works in a similar fashion.

To edit a Site, OU, or ROD, click on a Site, OU, or ROD and click the Edit button. Details for the selected record will appear in the fields to the right of the list and become editable. Save changes by clicking the Save button under the Site, OU or ROD area.

To associate a Site to an OU or a ROD, select the OU or ROD record and click Edit. Select the Site from the left column list and click on the ADD button. The selected item will appear in the right column. Click the save button at the bottom of the section. To add multiple Sites, OU's, or ROD's hold the Shift key or the Ctrl key.

To remove a Site association from an OU or ROD, select it from the right column list and click on the Remove button. The selected item will appear in the left column. Click the save button at the bottom of the section. To remove multiple Sites from an OU or ROD, hold the Shift key or the Ctrl key.

To delete Sites, OUs, or RODs, click on the Site, OU, or ROD to be deleted and click the Delete button. A window will appear (Figure 54), click Delete.

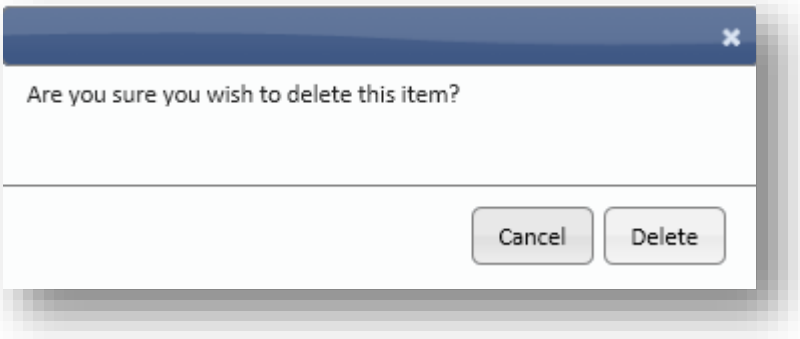


Figure 54: Delete Sites, OUs, or RODs

3.4 Profile

The Profile page is for users to update their own account information. This page is standard for all users.

On this page, users can update name, email and security questions. It is important that you complete your profile in case you need to contact the Help Desk by phone about your account. Users with incomplete profiles cannot be serviced over the phone because their identity cannot be confirmed.

Figure 55: The profile screen with details displayed for the current user

3.5 User Management

The User Management page is designed for AFCEC HQ use. Navigation to this page is restricted to users with appropriate roles. Other users will not even see the menu item. On this page, some user information can be updated. In particular, users with associated installations can be modified on this page.

Radio buttons are available to filter the list of installations associated to the selected user using a category radio buttons group (Active Duty, Air National Guard, BRAC, and DR).

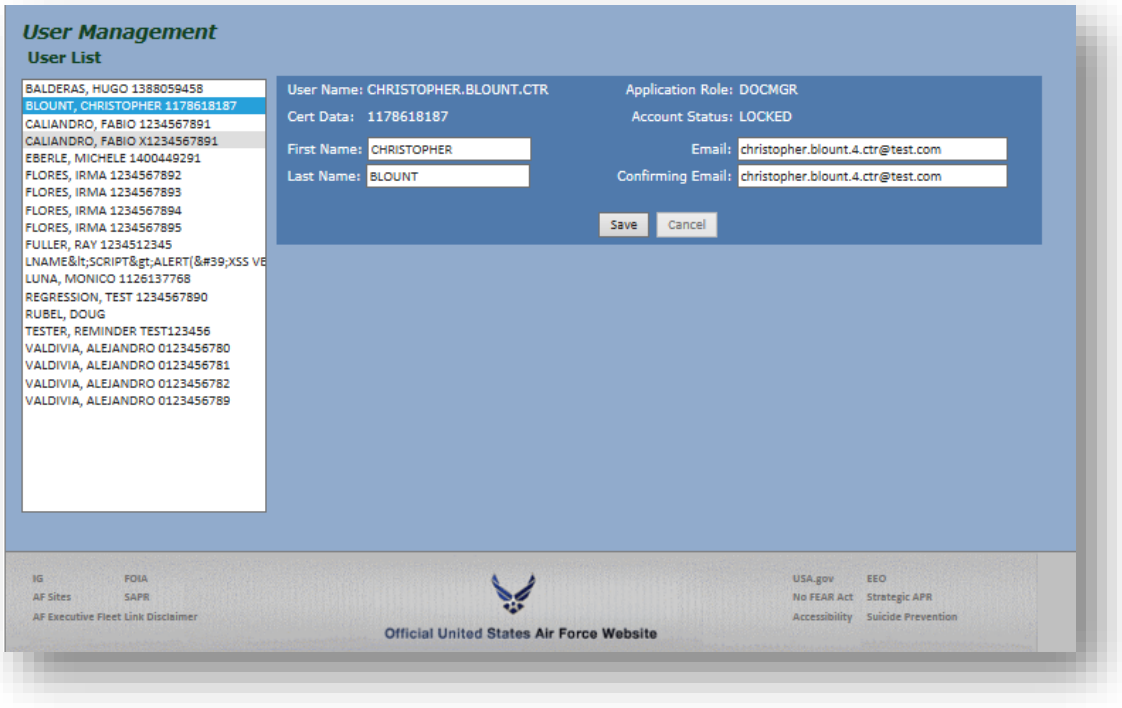


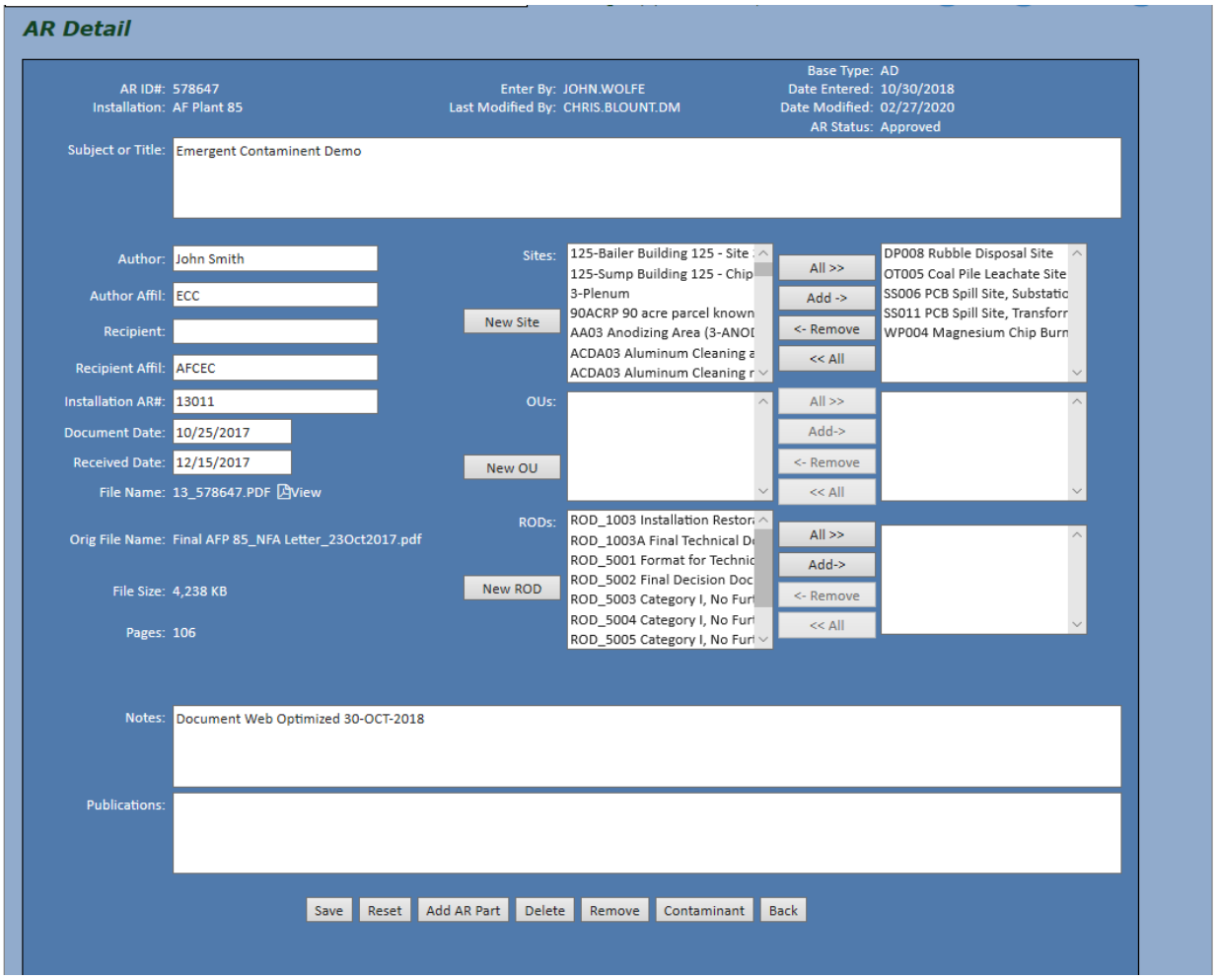
Figure 56: User Management

Appendix Emergent Contaminant (EC) Process

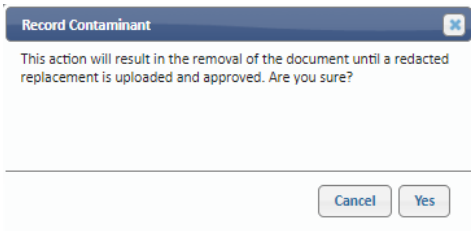
This appendix explains the initialization and execution of the EC Process. The Figure below shows the overall process.

Detailed steps are as follows:

1. The user queries the AR system for a specific record that needs redaction.
2. Initiation of the EC process is accomplished by clicking the "Contaminant" button at the bottom of the AR Detail page for only approved records.

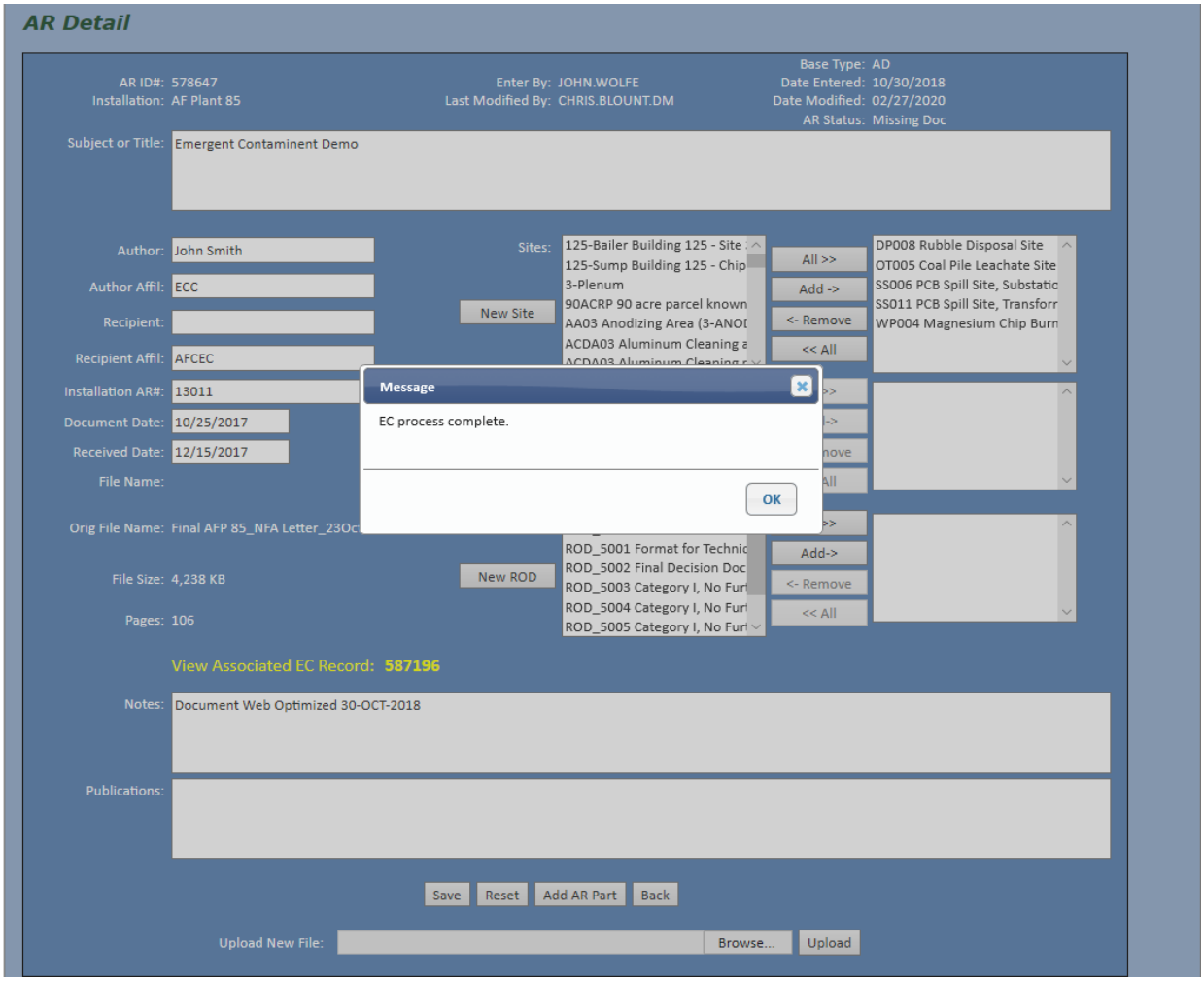


3. The following message will be displayed:

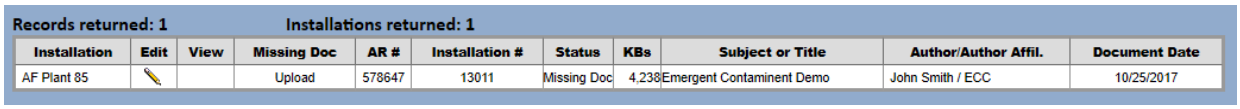


4. Click "Yes" to continue the EC process. The system will automatically check for a current EC Installation.
5. If "Yes" and an EC Installation is found, then a record will be created identical to the original queried record and place in the EC category within the database.
6. Click "No", the user will go back to the original record.

NOTE: After the EC process is complete, you may view the associated record by clicking on the yellow View Associated EC Record link as shown in the screenshot below.

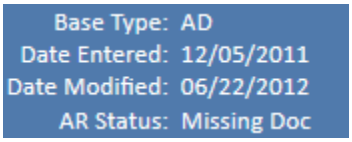


7. The queried record will be stripped of the original PDF and placed in a "Missing Doc" status instead of the original approved status.

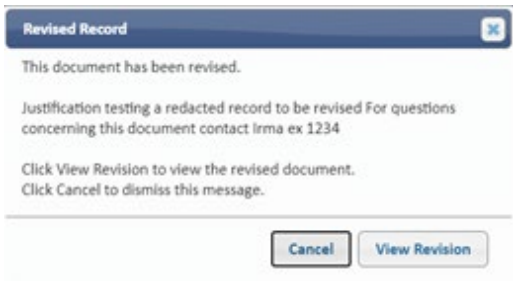


Records returned: 1 Installations returned: 1

Installation	Edit	View	Missing Doc	AR #	Installation #	Status	KBs	Subject or Title	Author/Author Affil.	Document Date
AF Plant 85			Upload	578647	13011	Missing Doc	4,238	Emergent Contaminent Demo	John Smith / ECC	10/25/2017



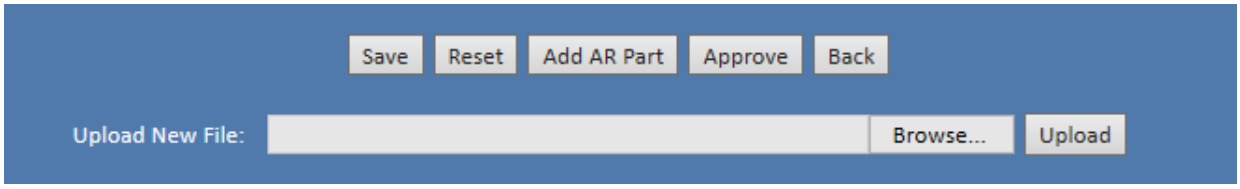
8. The public record will display a legal message referring to the record being in-accessible.



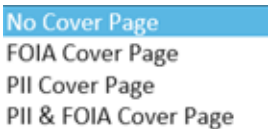
9. After a user has initiated the EC process a message is sent to the user that they have records to be reviewed. **Note:** This is an electronic message sent on a weekly basis.

10. The user will redact the document by going to the EC record and downloading the original PDF to their local storage. For help on redacting a document, see the section below with instructions on how to redact documents.

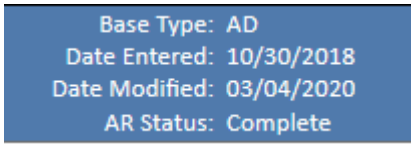
11. After redacting the PDF, the user will upload the document to the original record.



12. Before the User can complete the Upload PDF process, they must select one of the three Legal Cover Letter pages associated to the document from the dropdown menu.



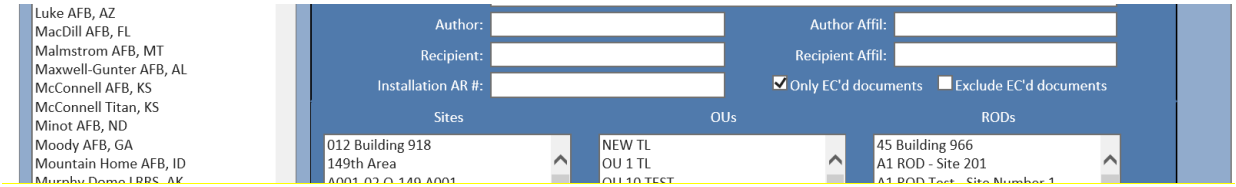
13. After the selection of the Legal Cover Letter, the uploaded PDF associated with the selected record will flow through the normal Optimization process.
14. At the end of the Optimization process, the record will be in "Complete" status with the selected Legal Cover Letter page. It will then need to be pushed to "Approve" status for publishing to the AR Public site.



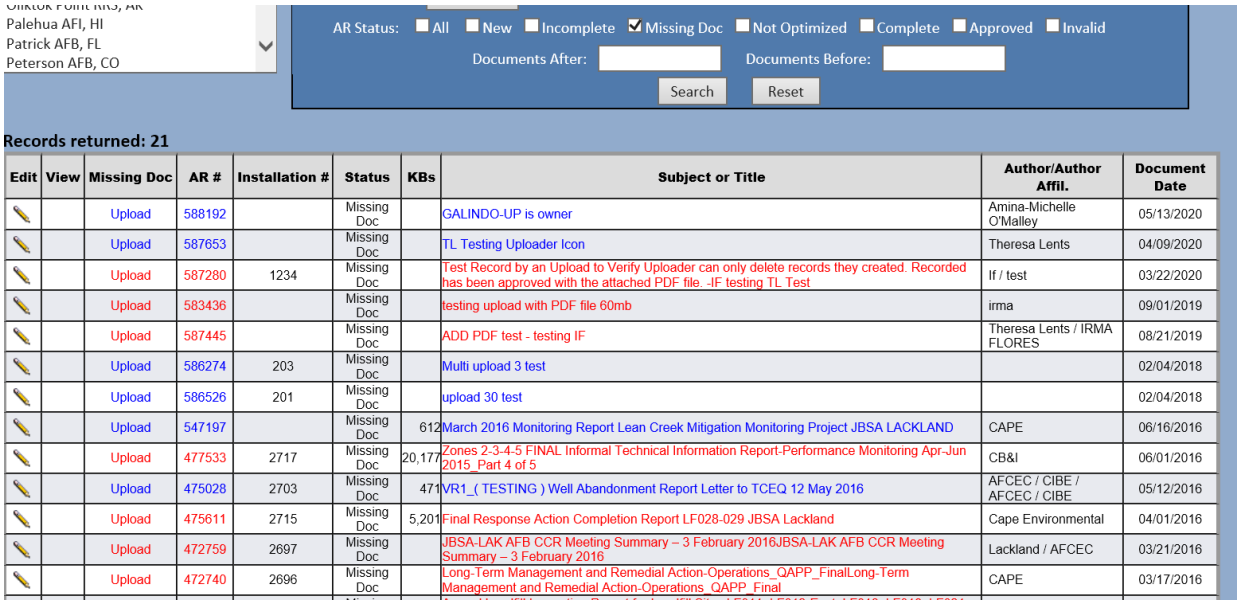
Filtered Searches and Undo

There are two options to filter searches related to EC records. You can search for only EC'd

documents or Exclude EC'd documents.

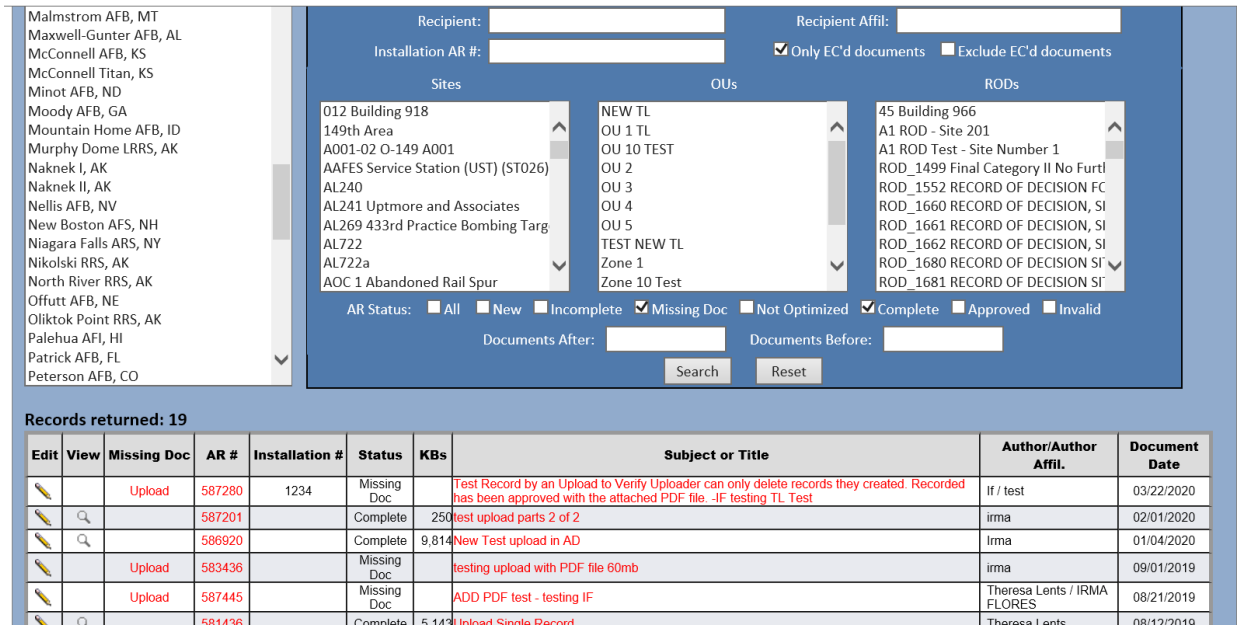


AR# and Subject or Title columns are RED for EC-Linked documents and BLUE for non-linked documents.



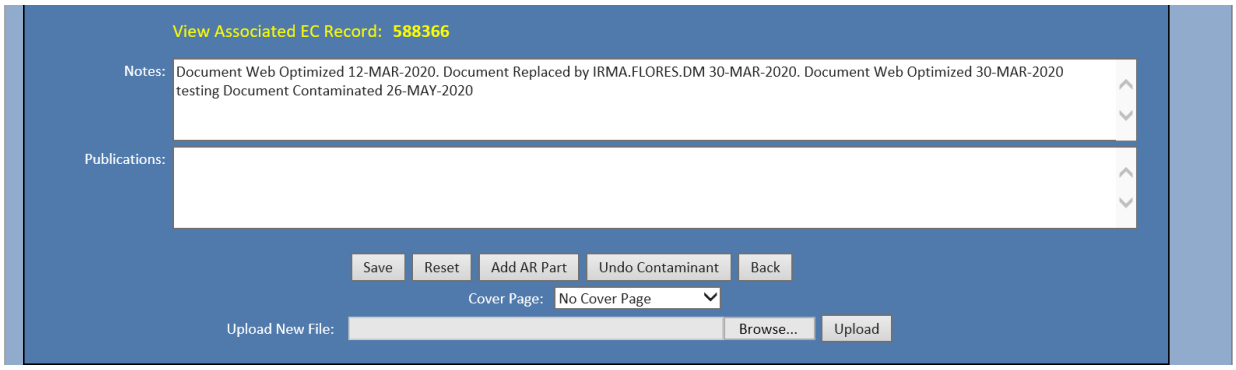
Edit	View	Missing Doc	AR #	Installation #	Status	KBs	Subject or Title	Author/Author Affil.	Document Date
		Upload	588192		Missing Doc		GALINDO-UP is owner	Amina-Michelle O'Malley	05/13/2020
		Upload	587653		Missing Doc		TL Testing Uploader Icon	Theresa Lents	04/09/2020
		Upload	587280	1234	Missing Doc		Test Record by an Upload to Verify Uploader can only delete records they created. Recorded has been approved with the attached PDF file. -IF testing TL Test	If / test	03/22/2020
		Upload	583436		Missing Doc		testing upload with PDF file 60mb	irma	09/01/2019
		Upload	587445		Missing Doc		ADD PDF test - testing IF	Theresa Lents / IRMA FLORES	08/21/2019
		Upload	586274	203	Missing Doc		Multi upload 3 test		02/04/2018
		Upload	586526	201	Missing Doc		upload 30 test		02/04/2018
		Upload	547197		Missing Doc	612	March 2016 Monitoring Report Lean Creek Mitigation Monitoring Project JBSA LACKLAND	CAPE	06/16/2016
		Upload	477533	2717	Missing Doc	20,177	Zones 2-3-4-5 FINAL Informal Technical Information Report-Performance Monitoring Apr-Jun 2015_Part 4 of 5	CB&I	06/01/2016
		Upload	475028	2703	Missing Doc	471	VR1_(TESTING) Well Abandonment Report Letter to TCEQ 12 May 2016	AFCEC / CIBE / AFCEC / CIBE	05/12/2016
		Upload	475611	2715	Missing Doc	5,201	Final Response Action Completion Report LF028-029 JBSA Lackland	Cape Environmental	04/01/2016
		Upload	472759	2697	Missing Doc		JBSA-LAK AFB CCR Meeting Summary – 3 February 2016JBSA-LAK AFB CCR Meeting Summary – 3 February 2016	Lackland / AFCEC	03/21/2016
		Upload	472740	2696	Missing Doc		Long-Term Management and Remedial Action-Operations_QAPP_FinalLong-Term Management and Remedial Action-Operations_QAPP_Final	CAPE	03/17/2016

Only EC'd records that are Missing Doc or Complete can be undone.

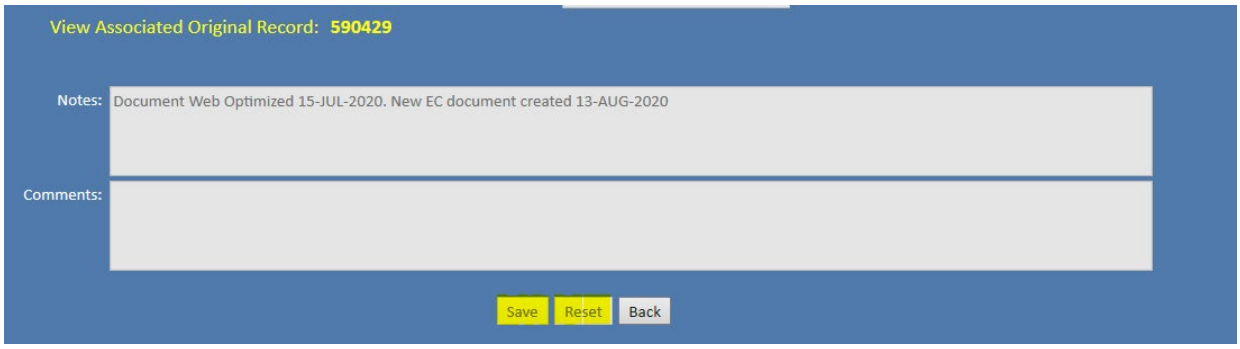


Edit	View	Missing Doc	AR #	Installation #	Status	KBs	Subject or Title	Author/Author Affil.	Document Date
		Upload	587280	1234	Missing Doc		Test Record by an Upload to Verify Uploader can only delete records they created. Recorded has been approved with the attached PDF file. -IF testing TL Test	If / test	03/22/2020
			587201		Complete	250	test upload parts 2 of 2	irma	02/01/2020
			586920		Complete	9,814	New Test upload in AD	Irma	01/04/2020
		Upload	583436		Missing Doc		testing upload with PDF file 60mb	irma	09/01/2019
		Upload	587445		Missing Doc		ADD PDF test - testing IF	Theresa Lents / IRMA FLORES	08/21/2019
			581436		Complete	5,143	Upload Single Record	Theresa Lents	08/12/2019

In the AR Detail page for Missing Doc or Complete records, the Undo Contaminate button appears which would put the record back ot its original state if used.



If an EC record has been successfully created, the Save and Reset button will be greyed out if user attempts to make changes.



Redacting information on an Adobe Acrobat document

1. Open the PDF in Acrobat DC, and then choose **Tools** > **Redact**.
2. The Redact toolset is displayed in the secondary toolbar.
3. In the secondary toolbar, choose **Mark for Redaction** > **Text & Images**.
4. (Optional) To set the appearance of redaction marks, click **Properties** in the secondary toolbar.
5. Mark items you want to remove by doing any of the following:
6. Double-click to select a word or image.
7. Drag to select a line, block of text, object, or area.
8. Press Ctrl as you drag to select areas of a page in a scanned document.
9. To preview how your redaction marks appear, hold the pointer over the marked area.
10. To apply multiple code entries to a single redaction, right-click a redaction mark and select an option.
11. (Optional) To repeat a redaction mark, right-click it and choose **Repeat Mark Across Pages**. This feature is convenient if a particular header, footer, or watermark appears in the same location on many pages.

12. When you have finished marking the items you want to redact, click **Apply** in the secondary toolbar to remove the items, then click **OK**.
13. The items aren't permanently removed from the document until you save it.
14. If you want to search for and remove hidden information in the document by using the **Remove Hidden Information** feature, click **Yes** in the dialog box. Otherwise, click **No**.
15. Choose **File** > **Save**, and specify a filename and location. The suffix **"_Redacted"** is appended to the filename. If you don't want to overwrite the original file, save the file with a different name, at a different location, or both.