



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926**

**SFIM-OP-M**

**MAY 10 2004**

**MEMORANDUM FOR ALL US Army Installation Management Agency Personnel**

**SUBJECT: US Army Installation Management Agency Policy Memorandum #19, The Treaty On Open Skies Notification Of Overflights**

- 1. REFERENCE.** HQDA G3 (DAMO-ODO), The Treaty On Open Skies Implementation and Compliance Plan, October 2003.
- 2. PURPOSE.** To provide guidance to all US Army Installation Management Agency (IMA) regions and garrisons for The Treaty On Open Skies Notification of Overflights.
- 3. APPLICABILITY.** These procedures are applicable to all subordinate garrisons (which includes all installations and activities) of the Installation Management Agency.
- 4. POLICY.** IMA garrisons/regions will respond only to this notification from their higher IMA Region/HQ.
- 5. PROCEDURES.**
  - a.** HQIMA Operations Center is the notification office/conduit for The Treaty On Open Skies Overflights notifications and message traffic between HQDA G3, IMA region offices, and the garrisons. During non-duty hours, the IMA Staff Duty Officer is the point of contact (POC). Garrisons/regions will identify a POC to their respective regions/IMA Operations Center upon receipt of this policy memo.
  - b.** Within 2 hours (H+2) of receipt from HQDA G3, the HQIMA Operations Center will validate and disseminate Notification Of Open Skies Treaty Overflights to the IMA region operations centers. The regions will then notify the garrison commanders within 2 hours (H+4). This notification/acknowledgement will be telephonic and followed up via NIPRNET.
  - c.** Garrison commanders will have 30 hours to respond (H+34) with a garrison specific (coordinated with their respective Senior Mission Commander) High Value Activity's (HVA)/negative report to his/her respective IMA Region Operations Center via NIPRNET or SIPRNET. After review, regions will forward HVA's/negative reports to the HQIMA Operations Center within 2 hours (H+36). Negative reports may be transmitted via NIPRNET and HVA's shall be transmitted via SIPRNET. HQIMA Operations Center will insure all reports are submitted to HQDA G3 NLT H+40.

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d. The HQDA G3 Open Skies message generation and support timelines are attached as an enclosure. Messages will be forwarded from HQIMA Operations Center upon receipt from HQDA G3 for action/information as necessary.

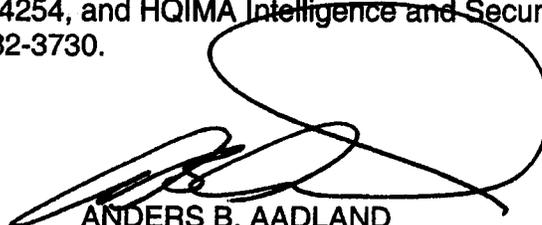
e. Email responses shall be sent to the HQIMA Operations Center via NIPRNET (IMA-MISSIONS@hqda.army.mil) or SIPRNET (IMA-MISSIONS@hqda-s.army.smil.mil) as required by this policy.

f. Telephonic notification to be accomplished as follows: HQIMA Operations Center at commercial 703-602-4254, DSN 332-4254. After duty hours contact the HQIMA Staff Duty Officer at commercial 703-380-4295/4296 which is noted at the AOC Watch.

6. PROPONENT. HQIMA Operations/Mobilization Branch (SFIM-OP-M) is the proponent for this policy. POCs are the Chief, Operations and Mobilization Branch at commercial 703-602-1524, DSN 332-1524, the HQIMA Operations Center at commercial 703-602-4254, DSN 332-4254, and HQIMA Intelligence and Security Officer at commercial 703-602-3730, DSN 332-3730.

3 Encls

1. High Value Activities Criteria
2. High Value Activities Report
3. HQDA G3 Open Skies Timeline



ANDERS B. AADLAND  
Major General, GS  
Director

## OPEN SKIES HIGH VALUE ACTIVITIES (HVA) CRITERIA

➤ High Value Activities must meet one or more of the following criteria:

1. Activity or event that requires implementation of restricted/hazardous airspace to support the planned HVA
2. Activity or event that cannot be postponed or cancelled without the United States Government incurring substantial monetary cost
3. Activity or event that cannot be concealed and observation will cause irreparable damage to national security
4. Activity or event that takes advantage of a unique set of chronological or meteorological circumstances which cannot be duplicated
5. The Garrison Commander believes that special circumstances apply and fully explains these circumstances

# OPEN SKIES HIGH VALUE ACTIVITIES (HVA) REPORT

➤ Garrison Commanders will include the following information in their High Value Activity and shall use this format to transmit their report::

1. Name of reporting Installation/Activity
2. Date/Time (In Zulu) of HVA Report
3. Point of Contact/Contact telephone numbers (Com/DSN)
4. Description of the HVA
5. Date/Time (In Zulu) of the HVA
6. Location (Use Latitude/Longitude in degrees: minutes: seconds) of center of mass for the HVA and designator of the Special Use Airspace (SUA) if used
7. Whether rescheduling is possible
8. Description of the impact caused by rescheduling/cancellation of the HVA
9. Cost of rescheduling/cancellation of the HVA
10. Additional remarks/Special circumstances
11. Negative reports are required

- HVA information shall be sent to the Region Operations Center via SIPRNET
- Regions will review HVA's and forward to HQIMA Operations Center via SIPRNET
- Regions shall provide a complete rollup of all Installation/Activities Negative reports to HQIMA Operations Center

# OPEN SKIES HQDA G3 MESSAGE GENERATION AND SUPPORT TIMELINE

