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UNIVERSAL DOCUMENTATION SYSTEM HANDBOOK - AN  
INTRODUCTION TO THE UNIVERSAL DOCUMENTATION SYSTEM(U)  
RANGE COMMANDERS COUNCIL WHITE SANDS MISSILE RANGE N

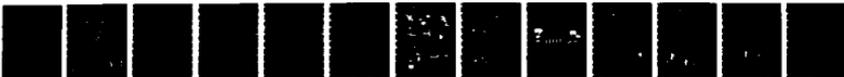
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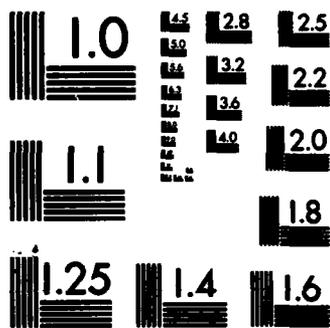
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MICROCOPY RESOLUTION TEST CHART  
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DOCUMENT 501-84

# UNIVERSAL DOCUMENTATION SYSTEM HANDBOOK

AD A140140



## AN INTRODUCTION TO THE UNIVERSAL DOCUMENTATION SYSTEM

DOCUMENTATION GROUP  
RANGE COMMANDERS COUNCIL

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM	
1. REPORT NUMBER RCC/DS- DOCUMENT 501-84	2. GOVT ACCESSION NO. AD-A140140	3. RECIPIENT'S CATALOG NUMBER	
4. TITLE (and Subtitle)  UNIVERSAL DOCUMENTATION SYSTEM HANDBOOK - An Introduction to the Universal Documentation System		5. TYPE OF REPORT & PERIOD COVERED	
7. AUTHOR(s) Documentation Group Range Commanders Council White Sands Missile Range, NM 88002		6. PERFORMING ORG. REPORT NUMBER	
9. PERFORMING ORGANIZATION NAME AND ADDRESS  Same as Block 7.		8. CONTRACT OR GRANT NUMBER(s)	
11. CONTROLLING OFFICE NAME AND ADDRESS Range Commanders Council ATTN: STEWS-SA-R White Sands Missile Range, NM 88002		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS	
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)  Same as Block 11.		12. REPORT DATE N/A	
		13. NUMBER OF PAGES 15	
		15. SECURITY CLASS. (of this report)  UNCLASSIFIED	
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE	
16. DISTRIBUTION STATEMENT (of this Report)  APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED.			
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)			
18. SUPPLEMENTARY NOTES  New document.			
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Universal documentation system, Support requirements, data gathering, data/reports products, programs, (user) requirements and resource (range) commitments, range assistance, program introduction, program requirements, operations requirements, statement of capability, program support plan, operations directive, simple and complex programs, electronic transmission, UDS flexibility, multiple users/ranges			
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) WELCOME TO THE UNIVERSAL DOCUMENTATION SYSTEM The Range Commanders Council (RCC) Documentation Group has developed a Universal Documentation System (UDS) for the purpose of creating better communications between interacting agencies. The UDS endeavors to standardize the efforts of all agencies who seek support in conducting operations on the various ranges. The following graphic illustrations have been prepared for the purpose of familiarizing potential range users with the UDS, which has been published as RCC Document 501. An overview of the system, including descriptions of the			

Block 19 (continued):

documentation flexibility, processing flexibility.

Block 20 (continued):

various levels of documentation, system flexibility/options and general user guidelines has been included.

The UDS is a comprehensive tool which can be used by all.

## INSTRUCTIONS FOR PREPARATION OF REPORT DOCUMENTATION PAGE

**RESPONSIBILITY.** The controlling DoD office will be responsible for completion of the Report Documentation Page, DD Form 1473, in all technical reports prepared by or for DoD organizations.

**CLASSIFICATION.** Since this Report Documentation Page, DD Form 1473, is used in preparing announcements, bibliographies, and data banks, it should be unclassified if possible. If a classification is required, identify the classified items on the page by the appropriate symbol.

### COMPLETION GUIDE

**General.** Make Blocks 1, 4, 5, 6, 7, 11, 13, 15, and 16 agree with the corresponding information on the report cover. Leave Blocks 2 and 3 blank.

**Block 1.** Report Number. Enter the unique alphanumeric report number shown on the cover.

**Block 2.** Government Accession No. Leave Blank. This space is for use by the Defense Documentation Center.

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**Block 4.** Title and Subtitle. Enter the title in all capital letters exactly as it appears on the publication. Titles should be unclassified whenever possible. Write out the English equivalent for Greek letters and mathematical symbols in the title (see "Abstracting Scientific and Technical Reports of Defense-sponsored RDT/E," AD-667 000). If the report has a subtitle, this subtitle should follow the main title, be separated by a comma or semicolon if appropriate, and be initially capitalized. If a publication has a title in a foreign language, translate the title into English and follow the English translation with the title in the original language. Make every effort to simplify the title before publication.

**Block 5.** Type of Report and Period Covered. Indicate here whether report is interim, final, etc., and, if applicable, inclusive dates of period covered, such as the life of a contract covered in a final contractor report.

**Block 6.** Performing Organization Report Number. Only numbers other than the official report number shown in Block 1, such as series numbers for in-house reports or a contractor/grantee number assigned by him, will be placed in this space. If no such numbers are used, leave this space blank.

**Block 7.** Author(s). Include corresponding information from the report cover. Give the name(s) of the author(s) in conventional order (for example, John R. Doe or, if author prefers, J. Robert Doe). In addition, list the affiliation of an author if it differs from that of the performing organization.

**Block 8.** Contract or Grant Number(s). For a contractor or grantee report, enter the complete contract or grant number(s) under which the work reported was accomplished. Leave blank in in-house reports.

**Block 9.** Performing Organization Name and Address. For in-house reports enter the name and address, including office symbol, of the performing activity. For contractor or grantee reports enter the name and address of the contractor or grantee who prepared the report and identify the appropriate corporate division, school, laboratory, etc., of the author. List city, state, and ZIP Code.

**Block 10.** Program Element, Project, Task Area, and Work Unit Numbers. Enter here the number code from the applicable Department of Defense form, such as the DD Form 1498, "Research and Technology Work Unit Summary" or the DD Form 1634, "Research and Development Planning Summary," which identifies the program element, project, task area, and work unit or equivalent under which the work was authorized.

**Block 11.** Controlling Office Name and Address. Enter the full, official name and address, including office symbol, of the controlling office. (Equates to funding/sponsoring agency. For definition see DoD Directive 5200.20, "Distribution Statements on Technical Documents.")

**Block 12.** Report Date. Enter here the day, month, and year or month and year as shown on the cover.

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**Blocks 15 & 15a.** Security Classification of the Report: Declassification/Downgrading Schedule of the Report. Enter in 15 the highest classification of the report. If appropriate, enter in 15a the declassification/downgrading schedule of the report, using the abbreviations for declassification/downgrading schedules listed in paragraph 4-207 of DoD 5200.1-R.

**Block 16.** Distribution Statement of the Report. Insert here the applicable distribution statement of the report from DoD Directive 5200.20, "Distribution Statements on Technical Documents."

**Block 17.** Distribution Statement (of the abstract entered in Block 20, if different from the distribution statement of the report). Insert here the applicable distribution statement of the abstract from DoD Directive 5200.20, "Distribution Statements on Technical Documents."

**Block 18.** Supplementary Notes. Enter information not included elsewhere but useful, such as: Prepared in cooperation with . . . Translation of (or by) . . . Presented at conference of . . . To be published in . . .

**Block 19.** Key Words. Select terms or short phrases that identify the principal subjects covered in the report, and are sufficiently specific and precise to be used as index entries for cataloging, conforming to standard terminology. The DoD "Thesaurus of Engineering and Scientific Terms" (TEST), AD-672 000, can be helpful.

**Block 20.** Abstract. The abstract should be a brief (not to exceed 200 words) factual summary of the most significant information contained in the report. If possible, the abstract of a classified report should be unclassified and the abstract to an unclassified report should consist of publicly-releasable information. If the report contains a significant bibliography or literature survey, mention it here. For information on preparing abstracts see "Abstracting Scientific and Technical Reports of Defense-Sponsored RDT&E," AD-667 000.

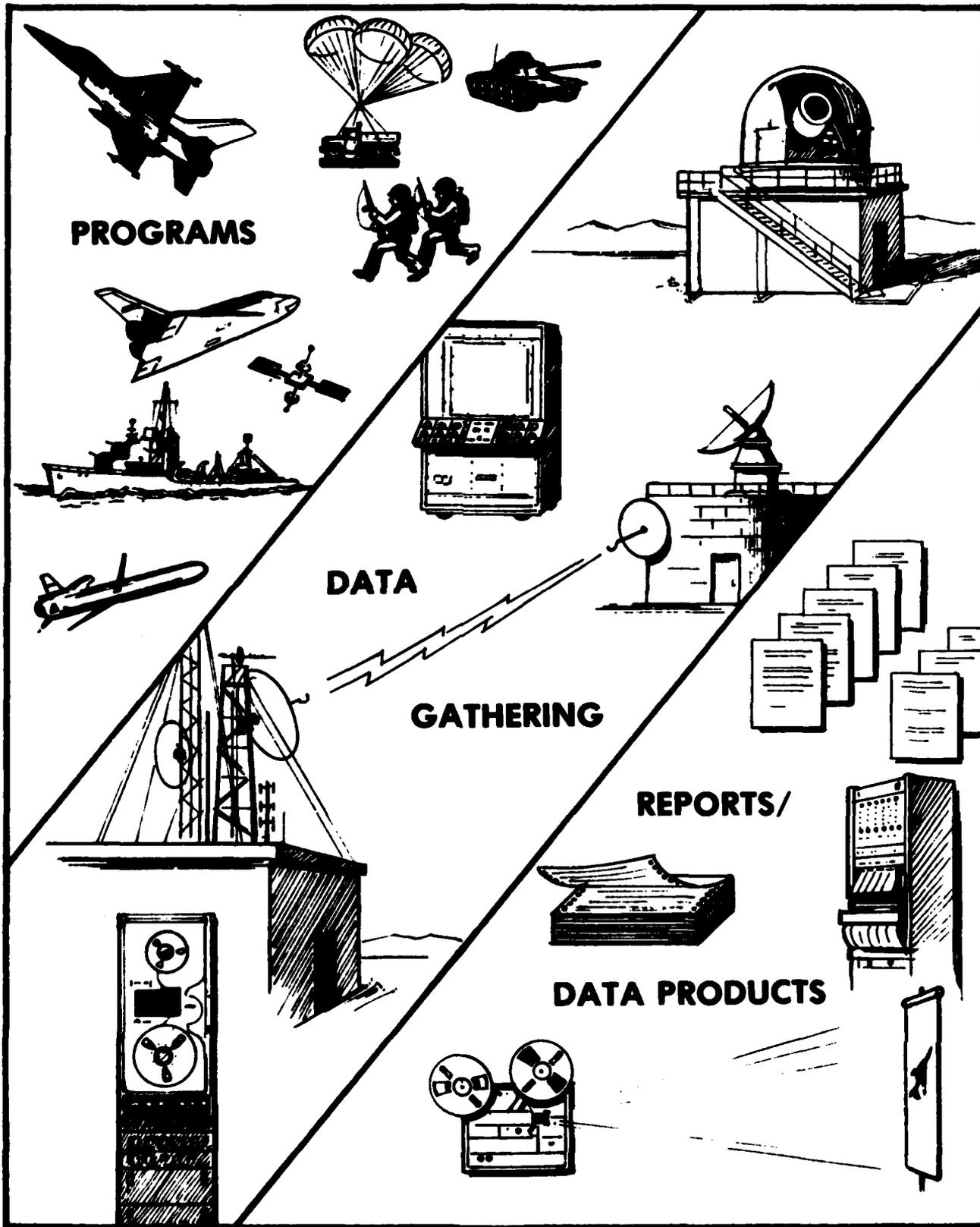
# **"WELCOME TO THE UNIVERSAL DOCUMENTATION SYSTEM"**

THE RANGE COMMANDERS COUNCIL (RCC) DOCUMENTATION GROUP HAS DEVELOPED A UNIVERSAL DOCUMENTATION SYSTEM (UDS) FOR THE PURPOSE OF CREATING BETTER COMMUNICATIONS BETWEEN INTERACTING AGENCIES. THE UDS ENDEAVORS TO STANDARDIZE THE EFFORTS OF ALL AGENCIES WHO SEEK SUPPORT IN CONDUCTING OPERATIONS ON THE VARIOUS RANGES.

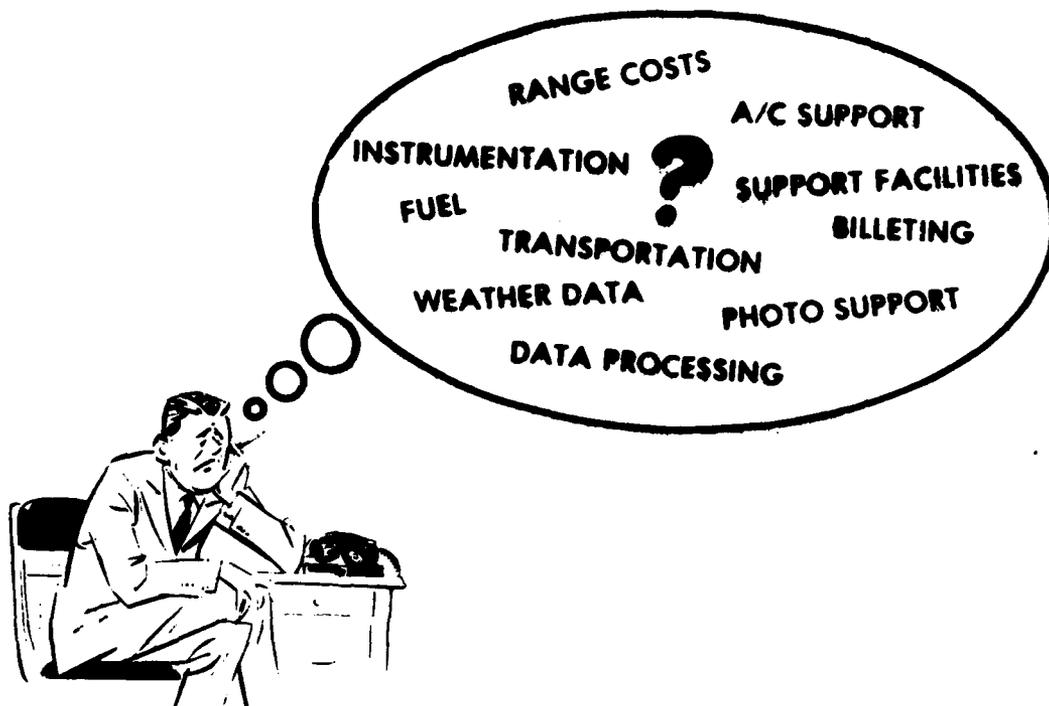
THE FOLLOWING GRAPHIC ILLUSTRATIONS HAVE BEEN PREPARED FOR THE PURPOSE OF FAMILIARIZING POTENTIAL RANGE USERS WITH THE UDS, WHICH HAS BEEN PUBLISHED AS RCC DOCUMENT 501. AN OVERVIEW OF THE SYSTEM, INCLUDING DESCRIPTIONS OF THE VARIOUS LEVELS OF DOCUMENTATION, SYSTEM FLEXIBILITIES/OPTIONS AND GENERAL USER GUIDELINES HAS BEEN INCLUDED.

THE UDS IS A COMPREHENSIVE TOOL WHICH CAN BE USED BY ALL.

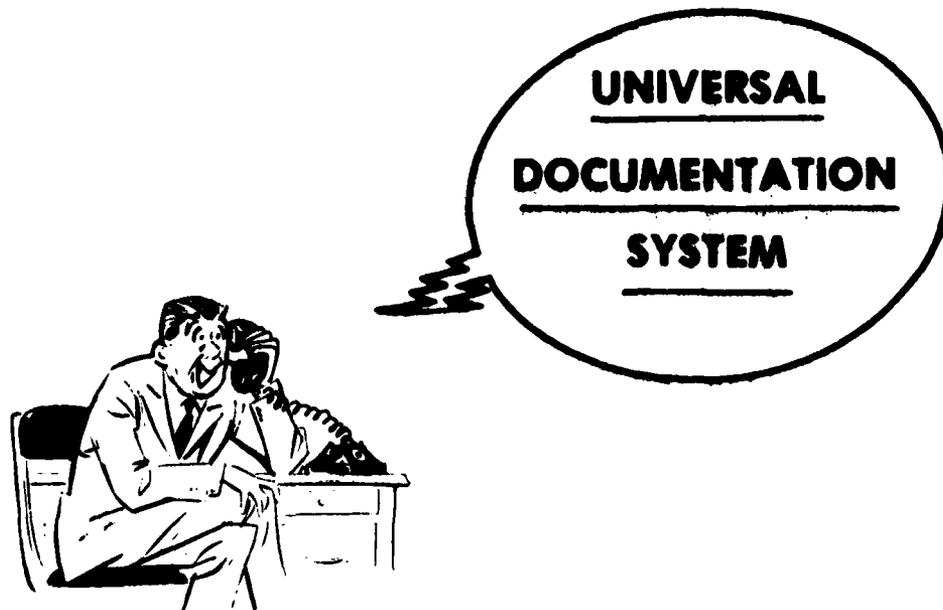
# ALL PROGRAMS, MISSIONS OR TASKS HAVE SUPPORT REQUIREMENTS



# HOW TO OBTAIN SUPPORT FROM THE RANGE!

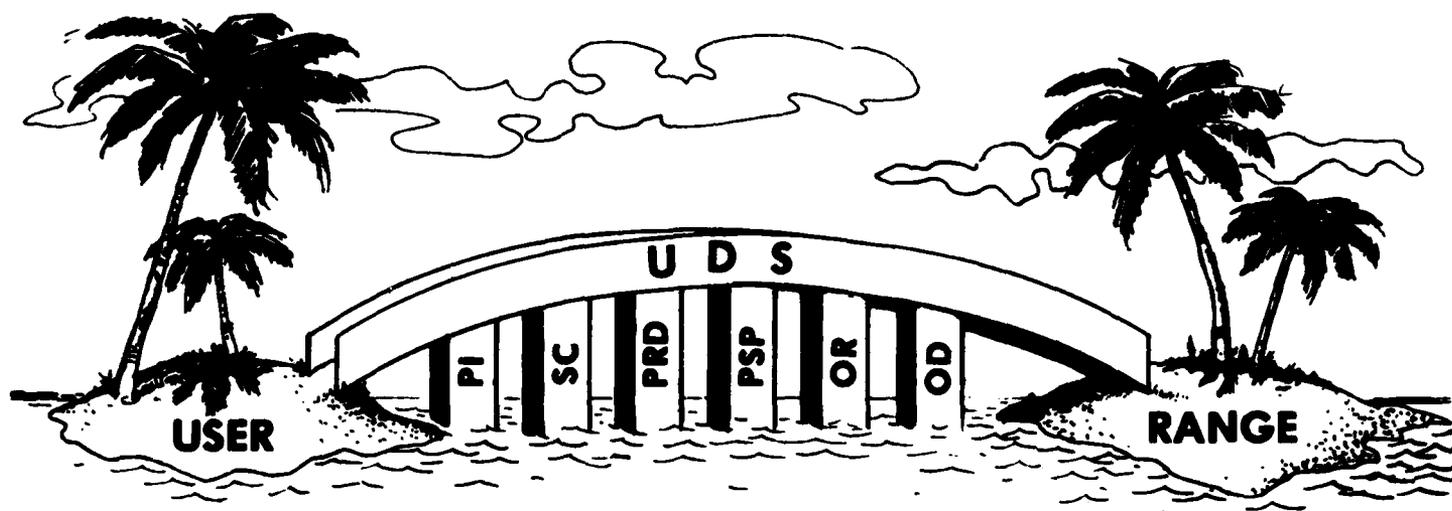


**DON'T TRY TO DO IT ALONE. CONTACT THE RANGE!**



**THE RANGE WILL HELP BY PROVIDING ASSISTANCE!**

# REQUIREMENTS AND RESOURCE COMMITMENTS MUST BE DOCUMENTED



**THE UDS BRIDGES THE GAP BETWEEN USER REQUIREMENTS AND  
RANGE COMMITMENTS BY USING A SYSTEMATIC, STANDARDIZED  
FORMAT AND A COMMON LANGUAGE.**

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Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
ERIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
Distribution/	
Availability Codes	
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## USER

## RANGE

### LEVELS OF DOCUMENTATION



1.

### PROGRAM INTRODUCTION

### STATEMENT OF CAPABILITY

THE PI IS THE INITIAL PLANNING DOCUMENT SUBMITTED BY A POTENTIAL USER TO THE SUPPORT RANGE IMMEDIATELY UPON IDENTIFICATION OF GENERAL PROGRAM REQUIREMENTS AND SCHEDULES.

THE SC IS THE RANGE'S RESPONSE TO THE PI AND PROVIDES THE USER WITH A PRELIMINARY COST ESTIMATE, ACCEPTANCE OF THE PROGRAM AND/OR PREREQUISITES FOR SUPPORT.

2.

### PROGRAM REQUIREMENTS DOCUMENT (PRD)



### PROGRAM SUPPORT PLAN

THE PRD, NORMALLY USED FOR COMPLEX OR LONG LEAD TIME PROGRAMS, CONTAINS DETAILED SUPPORT REQUIREMENTS, IDENTIFIED BY THE USER.

THE PSP IS THE RANGE'S RESPONSE TO THE PRD AND WILL CONTAIN INFORMATION RELATING TO SUPPORT COMMITMENTS, INCLUDING ANY ALTERNATIVES.

3.

### OPERATIONS REQUIREMENTS (OR)

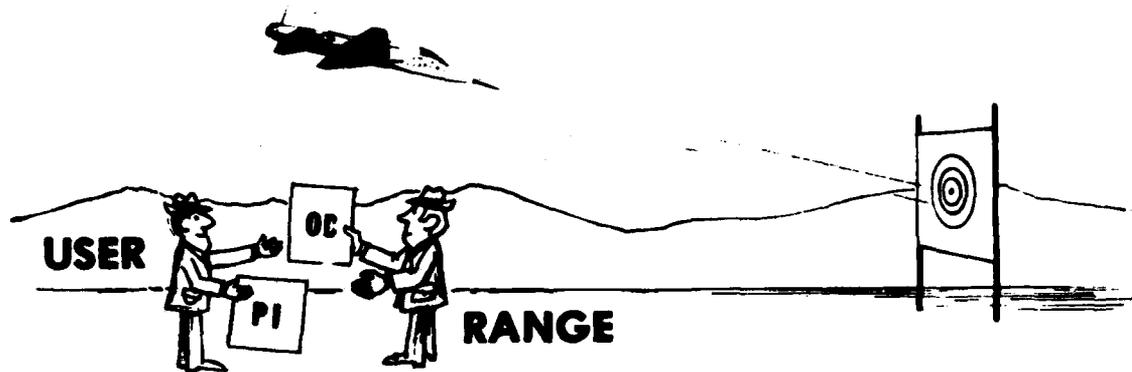


### OPERATIONS DIRECTIVE

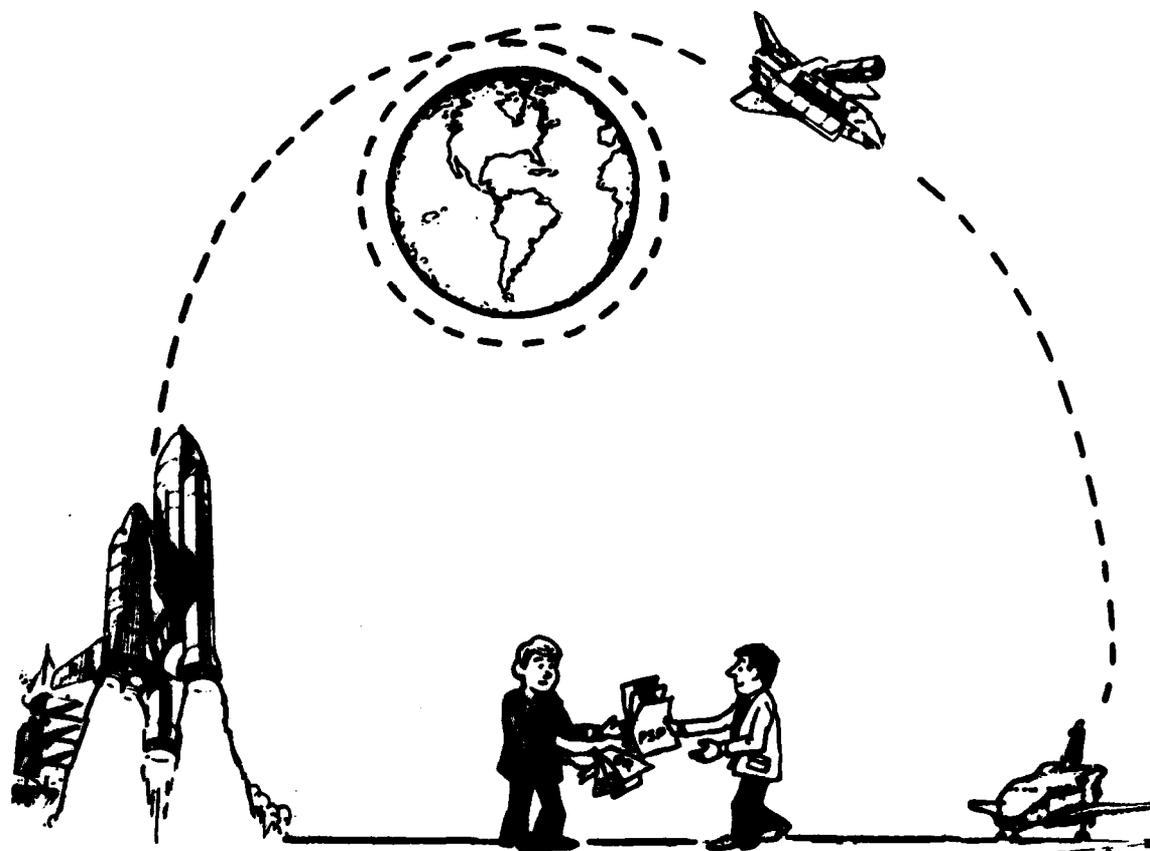
THE OR IS A MISSION ORIENTED DOCUMENT THAT DESCRIBES IN DETAIL THE REQUIREMENT FOR EACH MISSION, SPECIAL TEST OR SERIES OF TESTS. IT IS PREPARED BY THE USER.

THE OD IS THE RANGE'S RESPONSE TO THE OR AND IS A DETAILED PLAN FOR IMPLEMENTATION OF SUPPORT FUNCTIONS FOR A SPECIFIC TEST OR SERIES OF TESTS.

NOTE: IT IS NOT NECESSARY TO USE ALL THREE LEVELS OF DOCUMENTATION. WITH SIMPLE, SHORT TERM TESTS, LEVELS 1 & 3 MAY BE SUFFICIENT. FOR COMPLEX, LONG LEAD TIME PROGRAMS, ALL THREE LEVELS MAY BE REQUIRED.



**THE UDS PROVIDES A STANDARDIZED APPROACH TO BOTH SIMPLE AND COMPLEX PROGRAMS USING A MANUAL OR ELECTRONIC TRANSMISSION FORMAT.**

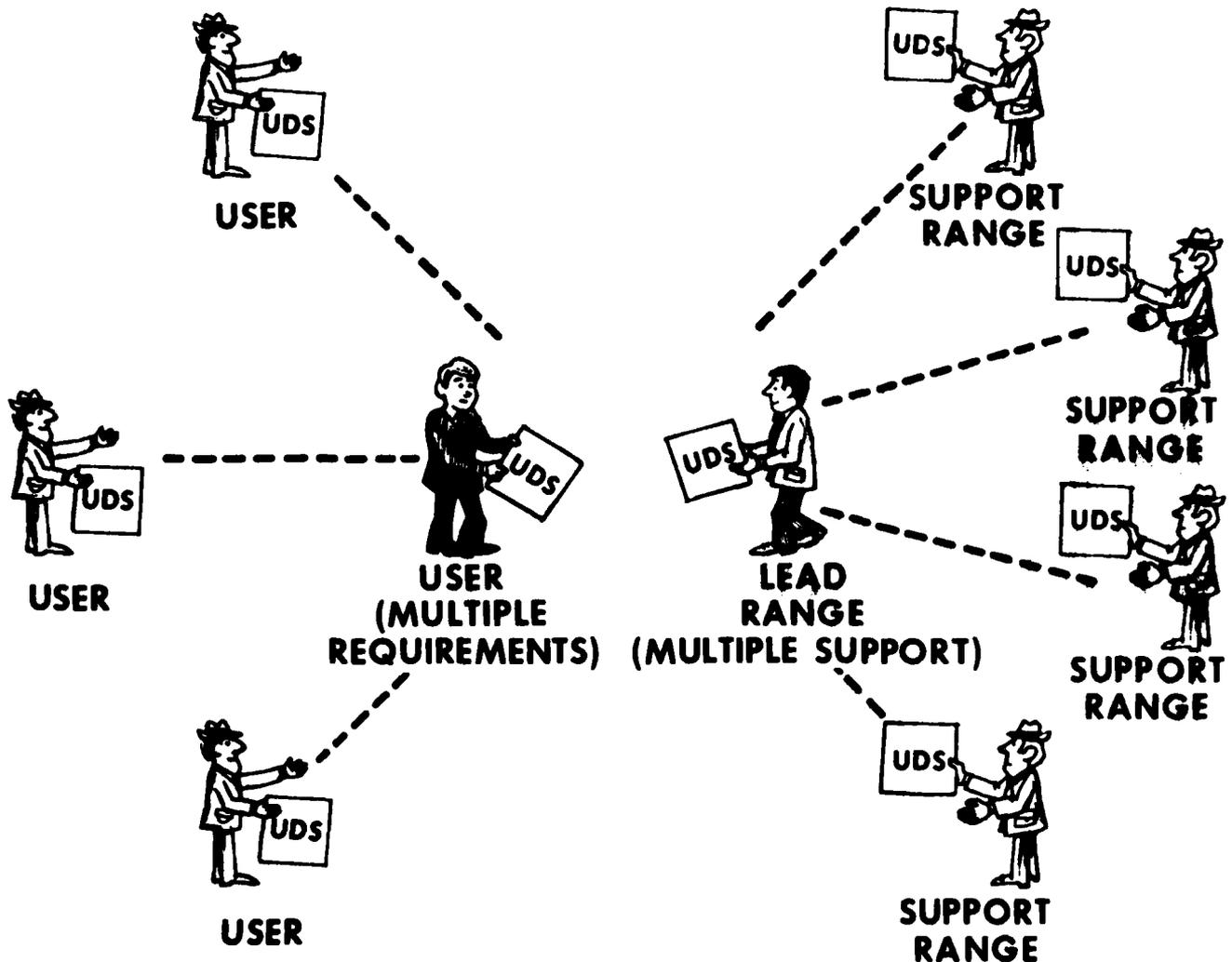


# UDS FLEXIBILITY

## SINGLE USER / SINGLE SUPPORT RANGE

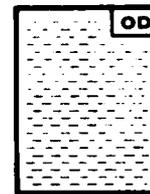
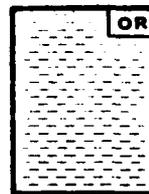
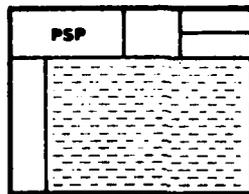
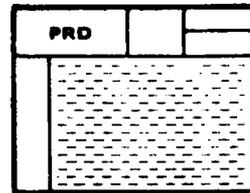
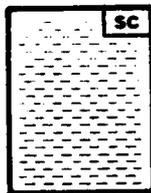
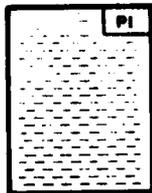


## MULTIPLE USERS / MULTIPLE RANGES

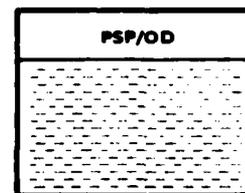
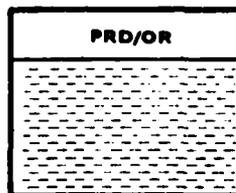
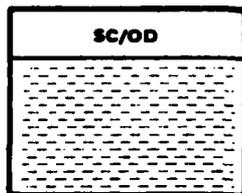
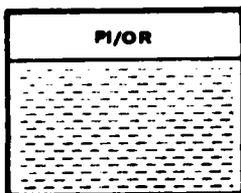


# DOCUMENTATION FLEXIBILITY

## INDIVIDUAL DOCUMENTS

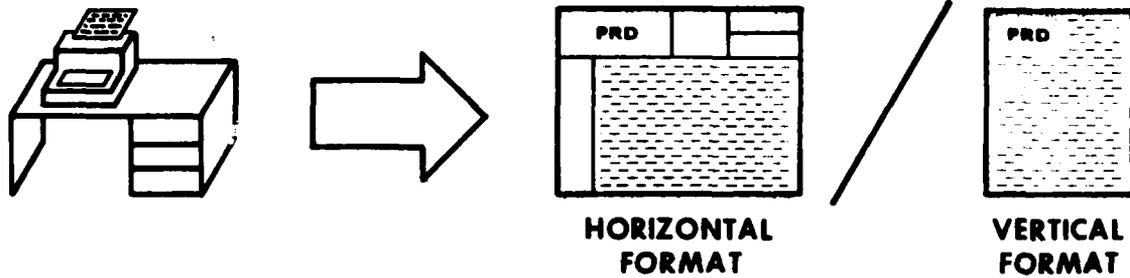


## COMBINED DOCUMENTS

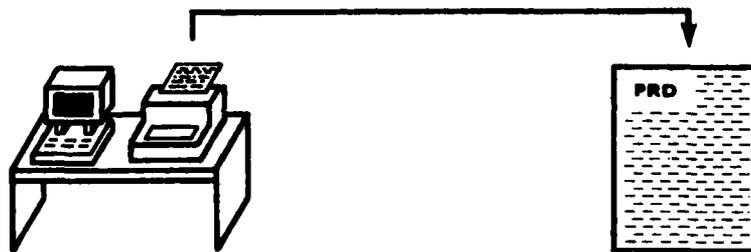


# PROCESSING FLEXIBILITY

## MANUALLY PROCESSED DOCUMENTS

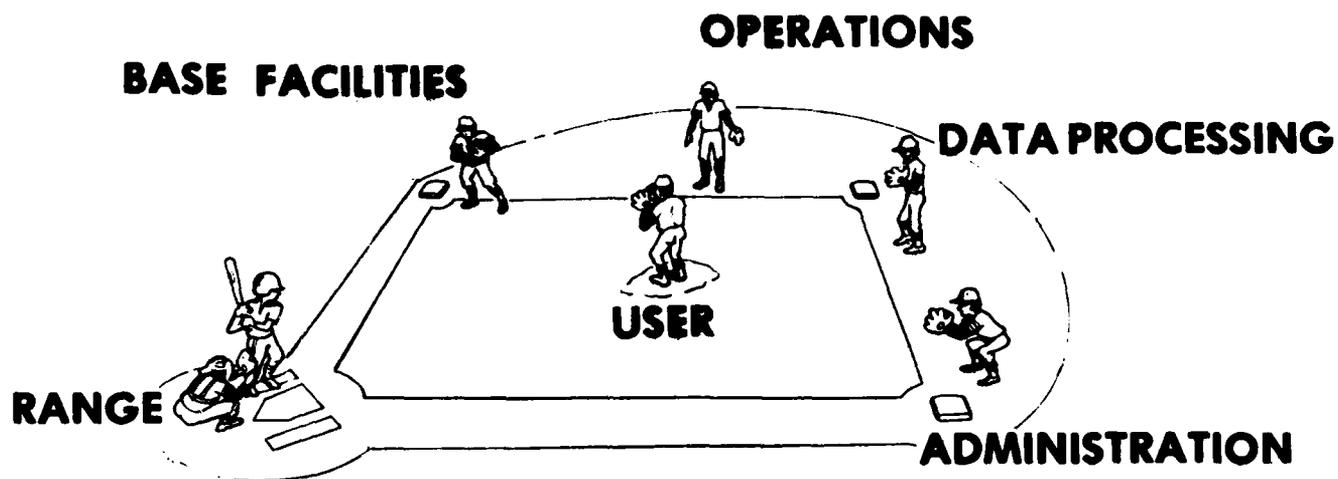


## ELECTRONICALLY PROCESSED DOCUMENTS



## ELECTRONICALLY PROCESSED/TRANSMITTED DOCUMENTS





**THE UDS ENSURES THAT ALL BASES ARE COVERED BY PROVIDING A CHECKLIST OF ALL POSSIBLE RESOURCES NEEDED TO SUPPORT A PROGRAM.**

# WITH SIX CATEGORIES OF INFORMATION, STANDARD FORMS AND INSTRUCTIONS, THE UDS ENSURES THAT ALL SUPPORT AREAS ARE ADDRESSED.

CATEGORY 1 - PROGRAM INFORMATION, ADMINISTRATIVE & TECHNICAL  
(SECTION 1000-1999)

CATEGORIES 2 & 3 - TEST OR MISSION OPERATIONAL REQUIREMENTS  
(SECTION 2000-3999)

CATEGORY 4 - COORDINATE SYSTEMS/DATA PROCESSING & DISPOSITION  
(SECTION 4000-4999)

CATEGORY 5 - BASE FACILITIES/LOGISTICS  
(SECTION 5000-5999)

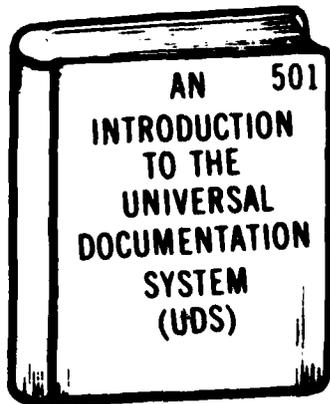
CATEGORY 6 - OTHER SUPPORT  
(SECTION 6000-6999)

## UDS PROVIDES AN EXCELLENT CHECKLIST. ONLY APPLICABLE FORMS/SECTIONS NEED TO BE COMPLETED.

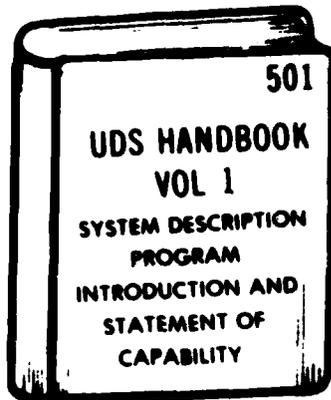
10. USED		11. TITLE		12. USED		13. TITLE	
(PAGE TITLE) <b>INDEX OF UDS FORMS AND DOCUMENT OUTLINE</b>				2. REPLACES PAGE(S) DATED		3. PAGE NO. 1000 4. DATE	
5. PROGRAM TITLE				6. PROGRAM NO.		7. REVISION NO.	
REAL-TIME DATA DISPLAY REAL TIME AND CONTROL DATA - GENERAL CONTROL/SUPPORT CENTERS CONTROL DATA ACQUISITION DISPLAYS AND CONSOLES DISPLAYS CONSOLE COMMAND PANELS CONSOLE ANALOG RECORDERS CONSOLE DRAWINGS CONSOLE MODULE DESCRIPTION SUMMARY OF CONSOLE LOCATION SUMMARY OF CONSOLE MODULE LOCATIONS DATA DISPLAYS AND CONSOLES FUNCTIONAL BLOCK DIAGRAM OTHER GROUP DISPLAYS AND CONTROLS DATA FORMATS - GENERAL TRACKING DATA FORMAT CONTROL TELEMETRY DATA FORMAT CONTROL TELEMETRY DATA FORMATS - DETAIL COMMAND DATA FORMAT CONTROL REMOTE SITE DATA PROCESSING DATA TESTING DATA INTERFACES DATA INTERFACE CRITERIA DATA INTERFACE CRITERIA DRAWINGS DATA COMPUTER DATA DISTRIBUTION		PHOTOGRAPHIC PHOTOGRAPHIC - GENERAL - DETAIL METEOROLOGICAL METEOROLOGICAL GENERAL MINIMA - FORECASTS - OBSERVATIONS INSTRUMENTATION LOCATION DIAGRAM - SPACE ENVIRONMENT - CONSULTANT SERVICES RECOVERY RECOVERY GENERAL SHIPS AND AIRCRAFT COVERAGE - ITEMS TO BE RECOVERED - SALVAGE AND DISPOSITION - PLANNED AREAS - CONTINGENCY AREAS - ABORT AREAS		OTHER TECHNICAL SUPPORT OTHER TECHNICAL SUPPORT GENERAL AIRCRAFT - SEACRAFT - TABLETS SUMMARY OF FREQUENCY USE /PROTECTION GEODETIC AND GRAVITATIONAL DATA - TRAINING MEDICAL MEDICAL GENERAL BIOSCIENCE PERSONNEL - ACTIVE PERSONNEL - STANDBY FACILITY/EQUIPMENT PUBLIC AFFAIRS PUBLIC AFFAIRS SERVICES GENERAL PERSONNEL ASSIGNMENTS NEWS MEDIA PERSONNEL CRITIQUES			

THE DOCUMENTATION GROUP OF THE RANGE COMMANDERS COUNCIL HAS PREPARED DOCUMENTS SHOWN BELOW WHICH DESCRIBE IN DETAIL THE THREE LEVELS OF UDS (RCC DOCUMENT 501) AND SUPPLEMENTARY DOCUMENTS. THESE DOCUMENTS MAY BE OBTAINED FROM ANY RANGE OR FROM THE:

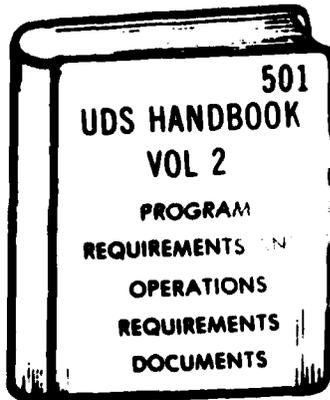
SECRETARIAT, RANGE COMMANDERS COUNCIL  
STEW-S-A-R  
WHITE SANDS MISSILE RANGE  
NEW MEXICO 88002



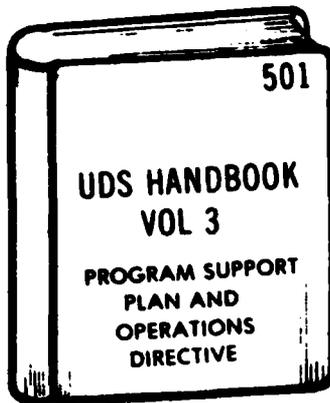
- INTRODUCTORY INFORMATION
- SYSTEM OVERVIEW
- DOCUMENT RELATIONSHIPS
- SYSTEM FLEXIBILITY/OPTIONS
- USER GUIDELINES
- SOURCES OF UDS FORMS AND DOCUMENTS



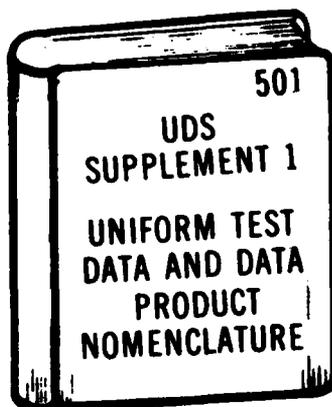
- SYSTEM DESCRIPTION
- PROGRAM INTRODUCTION (PI) DOCUMENT PREPARATION
- PI FORMS AND INSTRUCTIONS
- STATEMENT OF CAPABILITY (SC) PREPARATION
- SC FORMS AND INSTRUCTIONS
- UDS DOCUMENT OUTLINE - DETAIL



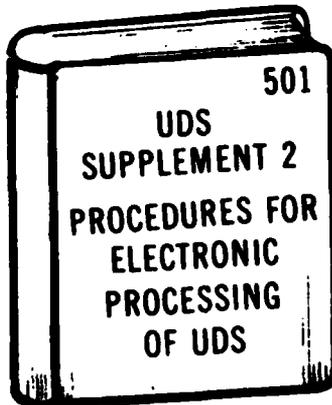
- SYSTEM DESCRIPTION
- UDS - DOCUMENT STRUCTURE
- PROGRAM REQUIREMENTS DOCUMENT (PRD) AND OPERATIONS REQUIREMENTS (OR) PREPARATION INSTRUCTIONS AND RESPONSIBILITIES
- PRD/OR FORMS AND INSTRUCTIONS



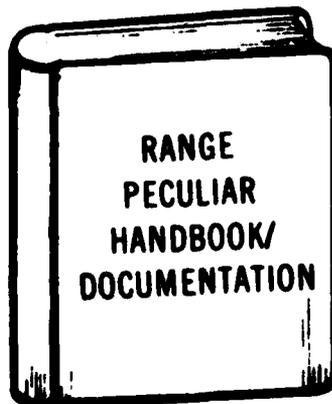
- PROGRAM SUPPORT PLAN (PSP) PREPARATION INSTRUCTIONS
- PSP/OD FORMS AND INSTRUCTIONS
- OPERATIONS DIRECTIVE (OD) PREPARATION INSTRUCTIONS
- OD OUTLINE



- EXPLANATION AND DEFINITION OF TERMS USED FOR TEST DATA AND DATA PRODUCT NOMENCLATURE
- USE AS COMMON REFERENCE FOR DISCUSSION AND DESCRIPTION OF TEST DATA



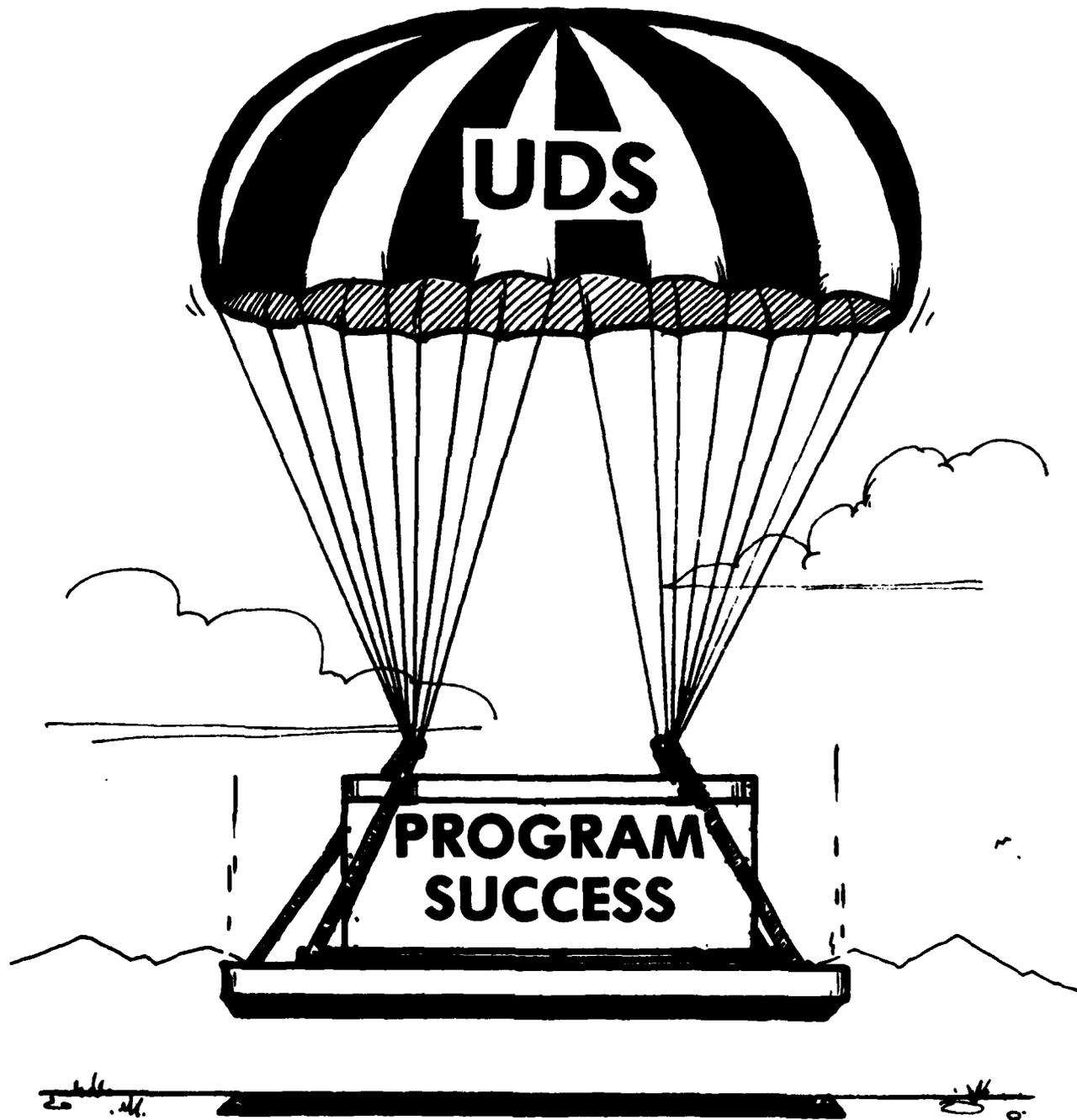
- HANDBOOK FOR ELECTRONIC TRANSMISSION AND PROCESSING OF UDS LEVEL 1, 2 AND 3 TEST REQUIREMENTS AND SUPPORT INFORMATION
- PROVIDES GUIDELINES AND EXAMPLES OF AUTOMATED UDS FORMATS



- INDIVIDUAL RANGE-PROVIDED RANGE-PECULIAR HANDBOOK/UDS SUPPLEMENTARY INFORMATION
- SUPPORT AGENCY/PROGRAM-PECULIAR HANDBOOK/SPECIAL INSTRUCTIONS
- RANGE USER GUIDE

## **UDS IS A KEY FACTOR FOR PROGRAM SUCCESS**

- 1. HELPS AS A PLANNING CHECKLIST**
- 2. PROVIDES INFORMATION FOR COST ESTIMATING**
- 3. CAN ACCOMMODATE ALL REQUIREMENTS**
- 4. ASSISTS IN SCHEDULING SUPPORT**



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