



Repository for Environmental Army Documents (READ) Overview

5 December 2007

Our Mission: Provide installations that enable Soldier and Family readiness, and provide a quality of life that matches the quality of service they provide to the Nation.

Leading Change for Installation Excellence



READ



PURPOSE

Provide an overview of the READ Electronic Document Import Tool (REDI) and READ Retrieval



READ



TABLE OF CONTENTS

- I. REDI Key Features
- II. REDI Tool
- III. READ Retrieval
- IV. Training
- V. Questions



READ



REDI KEY FEATURES

- REDI is tool that will allow users to upload their cleanup documents and will be available to all users
- Documents uploaded through REDI will undergo a review process by AEC environmental restoration managers before they can be published
- Provides a mechanism to ensure users enter the required cleanup metadata (i.e. program area, project manager, Document Type and Sub-Type) for their document
- Allows users to enter their own keywords for documents
- Users will need to have READ access in order to submit documents in REDI
- REDI will be available in Jan 2008

(READ Access=Army Knowledge Online (AKO) and Army Environmental Reporting Online (AERO) accounts)



READ



ACCESSING REDI

Army Environmental Reporting Online
The Best Information AERO

Publishing Version: November 13, 2007

Change Organization | Change Filters | My AEC | Log Out

Organization
Army
Fillers
Compliance
Contaminants
Cleanup
O&EP Programs
Sustainability
Training Support
Army Systems

Today's Events
No rows returned.
No Events Scheduled for Today.
[Go to AERO Calendar](#)

Army Environmental News
[Edit](#)

Environmental Update
The Environmental Update is the Command's quarterly publication. It highlights the Army's most innovative environmental practices and successes and is distributed worldwide. Other agency publications describe elements of the Army's environmental practices from regional or program perspectives.

Fielding Environmental Solutions
Fielding Environmental Solutions is provided to you by the US Army Environmental Command's Acquisition and Technology (A&T) Division. The purpose of this service is to provide subscribers information on recently published documents, field demonstrations of innovative technologies, and highlight technology transfer efforts of the A&T Division.

Regional Environmental Office News
Click here to access Regional Environmental Office links and review updates to Environmental News by Region.

AERO Quick Picks
Calendar
EAP Public View (for test only)
EAP Viewer
ZeroNOV

Links
ACSM
AKO
DIENCL
GCO
ODEP
U.S. Army
USAEC

AERO News
[New Tab](#)
Online Tutorials
Online tutorials have been added.

- AERO Tutorial
- AEDB-EO ERF Report
- ERIS Batch Upload
- EPAS ICAP Manage
- REPA Online Tutorial
- Internal Assessment

Look for them on the Home Page on the right hand side of the toolbar.

AERO Documents
Welcome to Army Environmental Reporting Online (AERO)
AERO Quick Start Guide

AERO Training Information
Online Tutorials
AERO Training Module
Introduction:
Welcome to the Army Environmental Reporting Online (AERO) Tutorial.
This self-paced tutorial is designed to guide you through the AERO portal and build your navigational skills. Designed with a total of 11 short modules (10 training lessons and 1 summary quiz), any one can be repeated as often as desired before moving on to the next lesson. Each is enhanced with hands-on exercises to reinforce and facilitate your understanding. Specific topics include how to:

- Log onto and off of AERO
- Set up your single sign-on access
- Change organizational levels
- Revise your user information
- Search for other AERO users
- Contact the Help Desk for assistance

READ Login
[READ](#)

READ Documents
[Documents](#)
[Army Environmental Cleanup Permanent Document Repository Guidance Memo](#)
[Army Environmental Cleanup Permanent Document Repository Guidance](#)

[Change Organization](#) | [Log Out](#)



READ



ACCESING REDI

Search:

Search Cabinets Categories

USAEC
U.S. Army Environmental Command
Repository of Environmental
Army Documents (READ)

 **AEC Search**

Text Contains:

Select Collection: READ Document (read_doc)

Alternate Installation:

Title:

Date: Modified

Anytime

From

To

Search a Repository

Search all documents by selecting READ Document under Select Collection, or search one group of documents by selecting AEC, BRAC, Cleanup or NEPA.

Customize Your Search

Choose a combination of document properties, such as Keyword, Installation Name, Alternate Name, Title, Date, Document Type, and Organization. You can combine properties with any text that might be contained in the document. To execute the search, click the "Search" button.

Full Text Searches

Search the text of documents by entering search words in the Text Contains field. To separate text, you can type either a space or a comma. To search for phrases, use double quotation marks around the phrase, for example "White House".

Perform an Advanced Search

Select multiple properties and combine with other document properties and full text search to limit search results. Click on the "Advanced..." button located on the top of the page. Set the criteria for your search by entering search terms or making selections from the picklists. To add properties, click on the "Add properties" link. When all conditions are set, click the Search button.

No Messages



READ



DOCUMENT SUBMITTAL

[Display Object Type] Submission :

New Submission Previous Submissions Previous Submissions (all Details)

Document Repository : no selection *

QA Required Indicator : Index QA *

Submitter Name : read *

Submitter Email : read *

Submitter Phone : *

File : Browse... *

Notes concerning scanned documents:

1. Please submit documents that support full-text search within the document file.
2. Do not submit scanned documents (image-only files) unless they have been converted to full-text searchable files.
3. Contact USAEC at 410-436-1244 for questions regarding submitting documents for inclusion in READ.
4. The READ repository does not store official records. Only Final, Unclassified documents will be accepted.

Document Title : *

Document Type : no selection *

Submit Document Reset Form Close



DOCUMENT SUBMITTAL

[Display Object Type] Submission :

Document Type : *

Document Subtype : *

Document Date : / / / *

File Number : *

Pages : *

Service : *

Sub Service : *

Installation :

Available		Selected
(BLANK) COLUMBUS USARC (L)	<input type="button" value="▶"/>	
(BLANK) FORT RILEY-USARCS	<input type="button" value="◀"/>	
(BLANK) GEN JC FREMONT MEMORIA		
(BLANK) HASTINGS USARC		
(BLANK) HASTING USARTC		

Program Manager : *

Program Area : *

Keywords :

semicolon-separated (keyword #1: keyword #2: ...)

Will be Displayed for Cleanup Documents Only



READ



DOCUMENT SUBMITTAL

[Display Object Type] Submission :

New Submission Previous Submissions Previous Submissions (all Details)

Keywords :

semicolon-separated (keyword #1; keyword #2; ...)

Alternate :
Installation

Available		Selected
<input type="text"/>	<input type="button" value="▶"/> <input type="button" value="◀"/>	<input type="text"/>

Region :

Available		Selected
<ul style="list-style-type: none">EUROPE REGIONKOREANORTHEASTNORTHWESTPACIFIC	<input type="button" value="▶"/> <input type="button" value="◀"/>	<input type="text"/>

State :

Available		Selected
<input type="text"/>	<input type="button" value="▶"/> <input type="button" value="◀"/>	<input type="text"/>

Site :



READ



DOCUMENT SUBMITTAL

[Display Object Type] Submission :

New Submission Previous Submissions Previous Submissions (all Details)

KOREA
NORTHEAST
NORTHWEST
PACIFIC

State : Available Selected

Site :
semicolon-separated (site #1; site #2; ...)

Author :
semicolon-separated (author #1; author #2; ...)

Organization :
semicolon-separated (site #1; site #2; ...)

Notes :

Submit Document Reset Form Close



READ



DOCUMENT SUBMITTAL

[Display Object Type] Submission

Are you sure that you want to submit this document?

Document Repository : [Document Repository Value]

QA Required Indicator : [QA Required Indicator Value]

Submitter Name : [Submitter Name Value]

Submitter Email : [Email Value]

Submitter Phone : [Phone Number Value]

File : [File to Upload]

Document Title : [Title Value]

Document Type : [Document Type Value]

Document Subtype : [Document Sub Type Value]

Document Date : [Document Date Value]

File Number : [File Number Value]

Pages : [Page Value]

Service : [Service Value]

? Yes No



READ



DOCUMENT SUBMITTAL

[Display Object Type] Submission

Service : [Service Value]

Sub Service : [Sub Service Value]

Installation : [Installation Value]

Program Manager : [Program Manager Value]

Program Area : [Program Area Value]

Keywords : [Keywords Value]

Alternate Installation : [Alternate Installation Value]

Region : [Region Value]

State : [State Value]

Site : [Site Value]

Author : [Author Value]

Organization : [Organization Value]

Notes : [Notes Value]

? Yes No



READ



PREVIOUS SUBMISSIONS

[Display Object Type] Submission :

New Submission **Previous Submissions** Previous Submissions (all Details)

Document : no selection *

Repository :

QA Required : Index QA *

Indicator :

Submitter Name : read *

Submitter Email : read *

Submitter Phone : *

File : Browse... *

Notes concerning scanned documents:

1. Please submit documents that support full-text search within the document file.
2. Do not submit scanned documents (image-only files) unless they have been converted to full-text searchable files.
3. Contact USAEC at 410-436-1244 for questions regarding submitting documents for inclusion in READ.
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Document Title : *

Document Type : no selection *

Submit Document Reset Form Close



READ



PREVIOUS SUBMISSIONS

- Users will be able to view all past uploaded documents
- The document list will be sorted in descending order from the last uploaded date
- A link will allow users to view the properties of a particular uploaded document
- The document properties screen will be in view only mode and cannot be updated or deleted



READ



READ RETRIEVAL



READ



READ RETRIEVAL BACKGROUND

- Currently over 200,000 documents
- Read-only Optical Character Recognition (OCR) compatible and searchable
- USAEC working on collecting, scanning, and uploading Army cleanup documents finalized before FY06
- Installations required to submit electronic versions of documents finalized in FY06 and beyond within 60 days of completion
- If an administrative record is required, installations responsible for retaining and maintaining hard copies



READ



ACCESSING READ RETRIEVAL

Search:

Search Cabinets Categories

USAEC
U.S. Army Environmental Command
Repository of Environmental
Army Documents (READ)

 **AEC Search**

Text Contains:

Select Collection: **READ Document (read_doc)**

Alternate Installation:

Title:

Date: Modified

Anytime

From

To

Search a Repository

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No Messages



READ



DOCUMENT RETRIEVAL

Search: Go **Advanced...** Preferences Logout Help

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USAEC
U.S. Army Environmental Command
Repository of Environmental
Army Documents (READ)

 **AEC Search**

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READ



ADVANCED SEARCH

Advanced Search:

General **My Saved Searches** All Saved Searches

Contains:

Locations: read [Edit](#)
 Current location only: read

Object Type: Cleanup Document (cleanup_doc) ▼

Properties: Program Manager ▼ * ▼ Army Installation Managemv ▼ [Remove](#)
[Add another property](#)

Date: Modified ▼
 Anytime ▼
 From:
To:

Size: Any Size ▼

Additional: Find hidden objects
 Find all versions



READ



QUICK SEARCH

Search:

Search Cabinets Categories

USAEC
U.S. Army Environmental Command
Repository of Environmental Army Documents (READ)

 AEC Search

Text Contains:

Select Collection: Cleanup Document (cleanup_doc)

Installation:

Alternate Installation:

Document Type:

Document Sub Type:

Title:

Program Area:

Program Manager:

Date: Modified

Anytime

From:

To:

Search a Repository

Search all documents by selecting READ Document under Select Collection, or search any group of documents by selecting ABC, BRAC, Cleanup or NEPA.

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No Messages



READ



SEARCH RESULTS

Search: [Go](#) [Advanced...](#) [Preferences](#) [Logout](#) [Help](#)

Search Cabinets Categories

Search Results
Results in read

Processing... [Edit Search](#) [Save Search](#)

Page 1 of 2+ [Items per page: 10](#)

Sort by: Name | Source | Title | Format | Size | Modified | Lock Owner | Summary | Discussion Status | Room

Source	Title	Format	Size	Modified	Actions
read:/Published/ARMY/NATIONAL GUARD/AZ	Revised Work Plan, Buyout Project	Acrobat PDF	57.29 MB	9/28/07 1:55 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/REGIONS/NORTHEAST/WALTER RE...	Monthly Operations and Maintenance Report - August 2001 Groundwater Pump and Treat System, Bldg. 500 WRWAC Contract No. DADA15-01-P-1754 ENGAT Project No. CD1-1498 by ENGAT	Acrobat PDF	205 KB	9/28/07 1:50 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/NATIONAL GUARD/AZ	06/0D Area Surface and Groundwater Monitoring Report, 3rd Quarter 2005	Acrobat PDF	16.14 MB	9/28/07 1:54 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/REGIONS/NORTHEAST/WALTER RE...	Geohydrologic Study No. 38-EH-6184-02, Fuel Recovery Area, Forest Glen Annex, 26 - 28 August and 3 September Walter Reed by USCHPPM	Acrobat PDF	6.18 MB	9/28/07 1:53 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/REGIONS/NORTHEAST/WALTER RE...	Walter Reed Annex Bldg. 500 #6009301M0	Acrobat PDF	80 KB	9/28/07 1:49 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/REGIONS/NORTHEAST/WALTER RE...	PARTIAL CLOSURE OF BUILDING 54 HAZARDOUS WASTE ACCUMULATION BUNKER WALTER REED ARMY MEDICAL CENTER, WASHINGTON, D.C. 20-21 FEBRUARY 1990 STUDY NO. 37-26-0424-90	Acrobat PDF	2.25 MB	9/28/07 1:50 PM	Checkout Edit Checkin Cancel Checkout Add To Clipboard More...
read:/Published/ARMY/REGIONS/NORTHEAST/WALTER RE...	Disposal of Underground Storage Tanks (U.S.T.) by WRWAC				Checkout Edit Checkin Cancel Checkout Add To Clipboard More...

No Messages [View Messages](#) [Job Status](#) [Classic](#) [Streamline](#)



READ



VIEW PROPERTIES

Properties: Info

Info Tracking Administrative Permissions History

CHI-00100.pdf
Type: cleanup_doc
Format: pdf

Title: Revised Work Plan, Buyout Project

Document Date: Mar 29, 2002

On/Or About:

Service/Agency: ARMY

Service sub-divisions: ACTIVE/BRAC

Document Type: REMEDIAL INVESTIGATION (RI)/RCRA FACILITY INVESTIGATION (RFI) RECORD

Document Sub Type: WORK PLANS/PROGRESS REPORTS

File Number:

Keywords: [Edit](#)

Program Area: Army Active [Defense Environmental Restoration Program (DERP)]

Program Manager: Army Environmental Center

Abstract:

Authors/POC: [Edit](#) Brown & Caldwell

Organization: [Edit](#)

Topic: [Edit](#)

Installation: [Edit](#) CAMP NAVALJO - ARNG - AZ - 1079

Alternate Installation Name: [Edit](#)

Properties: Info

Info Tracking Administrative Permissions History

Program Area: Army Active [Defense Environmental Restoration Program (DERP)]

Program Manager: Army Environmental Center

Abstract:

Authors/POC: [Edit](#) Brown & Caldwell

Organization: [Edit](#)

Topic: [Edit](#)

Installation: [Edit](#) CAMP NAVALJO - ARNG - AZ - 1079

Alternate Installation Name: [Edit](#)

Site: [Edit](#)

State: [Edit](#)

Pass Indexing QA: [Edit](#)

Scan Operator:

Number of Pages: 0

Case Name:

Case Number:

Contract Number:

Map Number:

Notice of Violation Number:

Permit Number:

OK Cancel



READ



TRAINING

- READ Overview training is currently being offered on a monthly basis as part of the AEC Cleanup workshops at AEC.
- READ Permanent Cleanup Document Repository (PCDR) training will be offered at the IMI Conference in Jan 2008 in Louisville, Kentucky
- Same Time sessions can also be requested via the USAEC Help Desk
- A quick start guide to READ is available for download on the AERO/READ page



READ



QUESTIONS?



READ



INSTALLATION MANAGEMENT COMMAND



“Sustain, Support and Defend”