



# DOIM BULLETIN



BULLETIN No. 04-05

FORT HOOD DIRECTORATE OF INFORMATION MANAGEMENT

1114<sup>th</sup> SIGNAL BATTALION

01 APRIL 2004

## The Telephone Service Center Has Moved

The Telephone Service Center (TSC) has moved from Building 13, Room 167 to Building 4444. Building 4444 is located at the corner of 72<sup>nd</sup> Street and Service Drive. The phone numbers for the Telephone Service Center are still 287-8177 and 288-5800. Telephone Control Officers (TCOs) are reminded to submit their work order requests via the DOIM Web Site. To do so, TCOs must be placed on orders by their Commanding Officer and a copy of these orders must be submitted to the TSC. If you have any questions, please contact the TSC.

## Submitting ILAN Installation Requests

This is a reminder for all TCOs that submit ILAN installation requests: When submitting work order requests for new ILAN cable installations, customers must submit only one ILAN request per form. Requests received with multiple installs per form will not be processed. The point of contact for questions regarding ILAN installations is the DOIM Networking Team at 287-1840.

## Copier Service to Fort Hood

Commands and agencies are authorized to procure self-service copying equipment that provides automatic, end-user operated, self-service copy processing that has the capability of producing 70 copies per minute or less, without prior authorization from the United States Army Publishing Agency (USAPA).

Self-service copiers will be used only when necessary to satisfy copying and reproduction needs that are impractical for sending to the Document Automation & Production Service (DAPS), due to size or time constraints. Per AR 25-30, you are not to make more than 25 copies per one original.

Digital multifunctional devices capable of imaging, scanning, and producing a printed copy may be used as self-service copier devices provided the output speed does not exceed 70 copies per minute. Networking these devices must be in accordance with established network security procedures.

For additional information or other copier needs, please contact Ms. Stephanie S. Speidel, DOIM Services Branch, at 287-4794.

## DOIM Web Site Has Been Redesigned

The DOIM Web Site has recently been redesigned. The new look is designed to provide timely information and help our customers to meet their information technology needs. The web site is the best location for information on DOIM services and support to Fort Hood. The Information Assurance Team has included detailed computer security information on the web site to help our customers address their computer security issues. Also, look for a web-based customer survey to be posted soon. This will give you another avenue to tell us how we are doing. Please visit our web site at: <http://www.hood.army.mil/doim>.

## SIPRNET Information

The III Corps G-2 will transfer responsibility for the Fort Hood SIPRNET to the DOIM on 01 May 2004. Customers will continue to get service by contacting our contracting partners at 287-5550. However, all management issues concerning SIPRNET will be directed to the DOIM Automations Branch Chief, Mr. RosaVelez, at 287-3238. You can call 287-5550 if you have any questions about SIPRNET service.



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1114<sup>th</sup> Signal Battalion



## Attention IASOs: New Mass-Mailing Virus

A new mass-mailing work, W32/Bagle.p@MM, has been identified. This virus poses as an e-mail security warning, such as "Important notify about your e-mail account." This e-mail will have an attachment that carries a potentially dangerous backdoor, often inside an encrypted .ZIP or .RAR file. It also includes password instructions for opening the attachment in the e-mail body. The virus spreads through e-mail and sends itself to addresses found on the victim's machine. The virus will be received in an e-mail message that looks like this:

From: (Forged address taken from infected system)  
Subject: Varies - often involves "Important E-mail Messages / Warning")

The body of the message may warn you about potential attacks to your e-mail or about problems with spam. Please make sure all your Norton Anti-Virus definitions are up-to-date and remind your personnel not to open any suspicious attachments. For more information, contact the Fort Hood IA Team at 287-8462 or 287-2679.

## Leased Communications Circuits POCs

When working with a leased communications circuit, it is very important to have good points of contact (POC) on record with the DOIM. Required POC information includes the POC's name, telephone number, cell phone number, e-mail address and office address. An alternate POC should be appointed to serve if/when the primary POC cannot be reached. The POC should be knowledgeable on the details regarding the circuit and be available to answer questions from the DOIM. Please do not appoint someone who is going to be gone for training during the time period that the action is being worked. Do not appoint someone who is unfamiliar with the action or what needs to be done. Good POCs enable the DOIM to handle leased communications circuit issues more efficiently and provide better customer service. You can direct any questions to Ms. Regina Long, Leased Communications Coordinator, at 287-4500 or [regina.long@hood.army.mil](mailto:regina.long@hood.army.mil).

## New DOIM Employees

The DOIM would like to welcome two new employees to our management staff. Mr. Jesus RosaVelez is the new DOIM Automations Officer and Mr. Steven Simpkins is the new Assistant Operations Officer.

### Contact Information

Director: LTC Edward J. Morris Jr., 287-7109

Acting Deputy Director: Mr. Roy Walton, 287-7109

Operations Officer / S-3: MAJ Mark Dickson, 287-7289

Operations Officer: Ms. Philipa Pinkard, 287-3238

Automations Officer: Mr. Jesus RosaVelez, 287-3238

ILAN Chief (Network / Helpdesk Sections): Mr. Jimmie Moore, 287-5301

Systems Chief (LLC / NETAPPS Sections): Ms. Barbara Duckens, 287-1052

Information Assurance Branch: Mr. Jerry Brown, 287-4831, Michele Berry (IAM), 287-3261

COMMS Branch: Mr. Gary Parker, 287-5600

Plans Branch: Mr. John McFarlin, 287-7495

Services Branch: Ms. Joan Ward, 287-0040