



US BATTLEFIELD INFORMATION COLLECTION & EXPLOITATION SYSTEMS – EXTENDED (US BICES-X)



CONNECTS THE COALITION



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Current as of: 01JUN2022



TNE User's Guide

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Introduction

One of the cornerstones of the US BICES-X enterprise is the ability to get information from one network to another. One of the main cross domain solutions within the US BICES-X is the Trusted Network Environment (TNE). The TNE provides a multi-level secure cross domain solution between SECRET Releasable systems within the United States and with our partner nations. Through US BICES-X a user can be connected to:

- US SIPRnet
- US BICES
- BICES
 - 30 NATO Nations
 - The 7 Non-NATO Nations
 - NATO SECRET network – AIS (NS-WAN)
 - CENTRIXS-SWA
- Several Partner Nations
 - Bilateral and multilateral connections to select partner nation networks



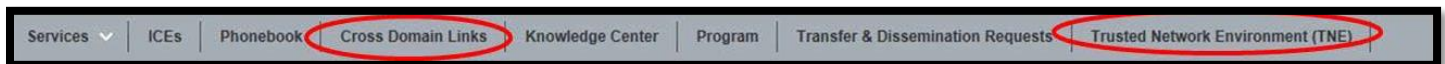
- The TNE allows the following cross domain capabilities:
 - Email
 - Voice Over Internet Protocol (VoIP)
 - Video Teleconference
 - *File Sharing
 - *Chat

** A TNE account is required for file sharing and chat but not cross domain email or phone calls.*

There are three primary TNE servers: Central, East, and West. The servers are now federated, and you may have an account from any of the three but access data and users from any.

From US BICES:

On US BICES, navigate to the US BICES portal and select the TNE tab on the top right tab or the Cross Domain Links tab:



Once there you will need to download the forms and once completed, send or bring them to the BICES trainers.

From NIPR and SIPR:

Email the TNE WEST team for 2875's and instructions "pacom.tnewest@pacom.smil.mil"

Classification Formatting for Cross Domain Email and TNE File Share

All classification markings must follow the Security Markings Program's (SMP) regulations as outlined by Department of Defense (DoD) 5200.01 Vol 2 instructions and format. Misclassification or errors in formatting will result in either spillage or the TNE blocking transmission.

Important facts to remember considering Classifications, all NATO members are in MESF; however, not all of SOFP is in MESF. This information can be derived from the ODNI Wiki Page at:

https://intellipedia.intelink.sgov.gov/wiki/Portal.Tetragraphs/Tetragraps_Table

All classification markings of all documents going through the TNE MUST have releasability markings. This includes **UNCLASSIFIED**.

- Overall Classification
 - Highest classification, caveats, and dissemination control markings for the whole document
 - Classification will be specified at one of three levels:
 - SECRET
 - CONFIDENTIAL
 - UNCLASSIFIED



- Double slash between control groups
 - Classification//Foreign Government Information (FGI)//Releasing Instructions
 - No spaces between slashes
- Releasable to USA **and someone else**
- Must include being releasable to the US
- Must include the word “to” in both overall and portion markings, except S//REL
 - S//REL is only acceptable as a portion marking and indicates this portion is at the same classification and releasability as the over classification
- Comma separating tetragraphs
 - Not a period
 - No space before comma
- **Correct Formatting of Tetragraphs**
 - Correct order:
 - 1st - Country trigraph in alphabetical order
 - 2nd - Coalition tetragraphs in alphabetical order
 - Correct tetragraph
- **Portion Markings**
 - Classification cannot be higher than overall classification
 - Follow all rules above
 - Must include the word “to,” except S//REL
 - S//REL is only acceptable as a portion marking and indicates this portion is at the same classification and releasability as the overall classification
 - **No table of contents entries found.**

Common Tetragraphs

- NATO – North Atlantic Treaty Organizations
- MESF – Middle East Stability Force
- CMFP – Combines Maritime Forces Pacific
- SOFP – Special Operations Foreign Partner
- FVEY – Five Eyes Commonwealth

File Types

The TNE can only process certain file types due to security concerns. These apply to File Sharing and Email. The following are those that can be passed through the TNE:

- **Word Processing:** .doc .docm .docx
- **Spreadsheets:** .xls .xlsm .xlsx
- **PowerPoint:** .pps .ppsm .ppsx .ppt .pptm .pptx



- **Archives:** .bz .bz2 .gz .tar .zip
- **Text-based:** .csv .log .txt .xml
- **Portable Documents:** .pdf
- **Graphics:** .apm .bmp .dib .dws .emf .gif .j2c .j2k .jfi .jfif .jif .jp2 .jpc .jpe .jpeg .jpf .jpg .jpg2 .jpx .png .tif .tiff .wmf

Common Errors & Troubleshooting

The following are possible reasons emails or files would be rejected and ways to help ensure files go through:

All Files

- Classification Markings
 - Incorrect spacing/formatting
 - Mismatched
 - Overall classification is lower or higher than a portion marking
 - Classification or releasability does not match system it is being sent to
- Tetragraphs
 - Incorrect
 - Out of order
- Dirty words
 - Words identified by the filter that may indicate security issues
 - A US BICES Trainer can and will assist you with navigating dirty words
- Bulleted lists using letters with **(C)** or **(S)**

PowerPoint

- Use a clean template slide format
 - Using old templates can have hidden slides/graphics/text boxes, macros or formatting that a user may miss

Guide To Troubleshooting TNE – Power Point

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Guide to Troubleshooting TNE - PowerPoint

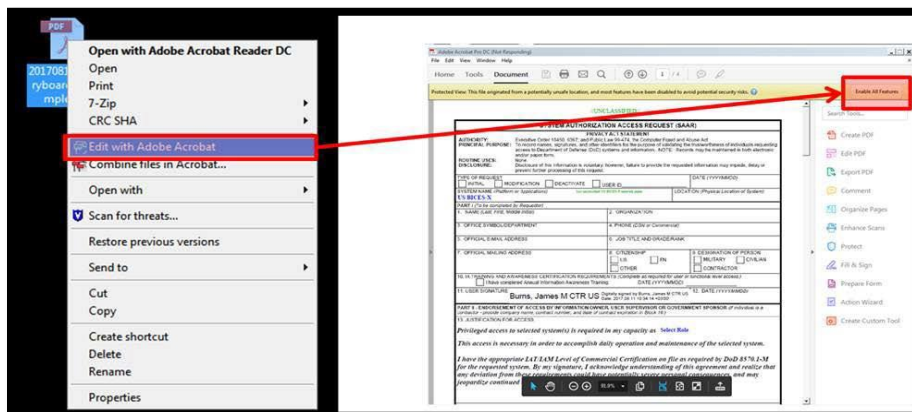
- Review File Name and Remove Dirty Words, Special Characters and/or Spaces
- Ensure Product is Microsoft PowerPoint Version 97-2003
 - *File -> Save As -> Browse -> Save As Type*
 - *File Explorer -> View -> Details*
- Remove all Hyperlinks
- Review Product for Dirty Words & Classification Markings for Format and Spelling
 - Save File as a PDF...then Save PDF as a Word Document Version 97-2003
 - *File -> Save As -> Choose Folder -> Save as Type: PDF->Save*
 - *Open PDF -> File -> Save As -> Choose Folder -> Save as Type: Word 97 – 2003 ->Save*
 - Open Word document
 - *Control F -> Check for Dirty Words (NOFORN, SECRET, ORCON, CONFIDENTIAL)*
 - *Control F -> Check for Consistency*
 - Slowly type in navigation bar: SECRET//REL TO or ANY CLASSIFICATION MARKING
 - As you type, the number of hits should remain the same
 - If the number of hits change then you may have a format or spelling issue
- Remove all Notes from the PowerPoint.



- Export them into a word document and send as a separate document.
- Review Master Slides
 - Check for classifications that are not authorized or are in addition to the classification of the briefing
 - You cannot have multiple classifications in one PPT
 - Check for dirty words
- Remove Hidden Information
 - *File -> Info -> Check For Issues -> Inspect Document -> Check All -> Inspect -> Remove all*
- Review Classification for Multiple Text Boxes
 - *Control A -> Review slides for multiple text boxes used for one classification marking*
 - If identified, consolidate classification marking to one text box
- Remove white-on-white and black-on-black camouflaged text
- Avoid excessive image resizing
 - Image cropping does not permanently remove the part of the image that can no longer be seen – cropping only changes the viewport of the image, the image is still there

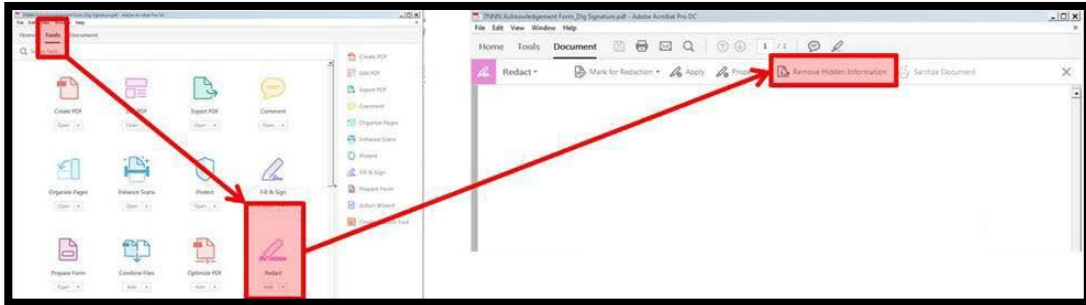
Adobe PDF

- Hidden information: Anything saved into metadata
 - Main reason PDFs are rejected
- **Resolution:**
 - To remove hidden information:
 - Open the document in Edit Mode
 - Right click on the file name and select “Edit with Adobe Acrobat”
 - Enable all features





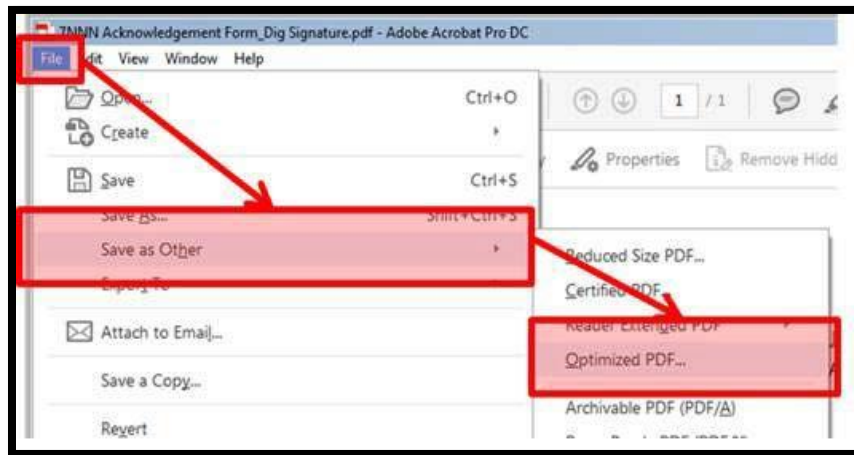
- Select “Tools” then “Redact,” then “Remove Hidden Information” then “OK”



- Lastly, save the file as an optimized PDF by selecting “Save as other” and choosing Optimized PDF

Guide to Troubleshooting TNE – PDF

- Review File Name and Remove Dirty Words, Special Characters and/or Spaces
- Open PDF with Adobe Acrobat Pro DC
- Remove all Hyperlinks
- Review Product for Dirty Words & Classification Markings for Format and Spelling
 - Save File as a Word Document Version 97-2003



- File -> Save As -> Choose Folder -> Save as Type: Word 97 – 2003 -> Save
- Open Word document
 - Control F -> Check for Dirty Words (NOFORN, SECRET, ORCON, CONFIDENTIAL)
 - Control F -> Check for Consistency
 - Slowly type in navigation bar: SECRET//REL TO or ANY CLASSIFICATION MARKING
- As you type, the number of hits should remain the same
 - If the number of hits change, then you may have a format or spelling issue



- Review Classification for Multiple Text Boxes
 - *Control A -> Review slides for multiple text boxes used for one classification marking*
 - If identified, consolidate classification marking to one text box
- Remove Hidden Information
 - *Tools -> Redact -> Sanitize Document -> Okay -> Change File Name -> Save*
- Breakup Document into Smaller Files to Isolate Issues
 - *Tools -> Organize Pages -> Drop Down: All Pages -> Extract -> Click on Extract Pages as Separate Files -> Extract -> Choose a Folder -> Okay*
 - Upload individual pages to TNE file share or send via TNE email
 - TNE file share or email will reject pages with issues; therefore, focusing your efforts

Guide to Troubleshooting TNE – Word

- **Review File Name for Dirty Words, Special Characters and/or Spaces**
 - Ensure Document is Microsoft Word Version 97-2003
 - *File -> Save As -> Browse -> Save As Type*
 - *File Explorer -> View -> Details*
 - Remove all Hyperlinks
 - Review for Dirty Words and Classification Markings for Format & Spelling
 - *Control F -> Check for Dirty Words (NOFORN, SECRET, ORCON, CONFIDENTIAL)*
 - *Control F -> Check for Consistency & Accuracy*
 - Slowly type in: SECRET//REL TO or ANY CLASSIFICATION MARKING
 - As you type, the number of hits should remain the same
 - If the number of hits change then you may have a format or spelling issue
 - Ensure Text of Classification is the Same Color
 - *Home -> Select All -> Font Color*
 - Review Classification for Multiple Text Boxes
 - *Control A -> Review document for multiple text boxes used for one classification marking*
 - If identified, consolidate classification marking to one text box
 - Review Document for Tables, Graphs and/or Embedded Objects
 - Remove object and test document
 - If successful, convert object into an image and re-insert into the document as an image



- Verify the Issue is in the Content versus an Issue with the Application
 - *Home -> Select All -> Copy -> Paste into New Word File -> Test Product*
- Remove Hidden Information
 - *File -> Info -> Check For Issues -> Inspect Document -> Check All -> Inspect -> Remove all*
- Covert File into a PDF (Always Use Adobe Acrobat Pro DC)
 - *File -> Save As: -> Pick a Folder -> Save As Type: PDF -> Save*
 - *Open PDF -> Tools -> Redact -> Sanitize Document -> Okay -> Rename->Save*
- Remove white-on-white and black-on-black camouflaged text
- Avoid excessive image resizing
 - Image cropping does not permanently remove the part of the image that can no longer be seen – cropping only changes the viewport of the image, the image is still there

Guide to Troubleshooting TNE – Excel

- Check that columns and rows are not too narrow
- Ensure column data is not hiding in extreme locations
- Remove white-on-white or black-on-black camouflaged text or hidden text
- Remove all hyperlinks

Email

Emailing through the TNE does not require a separate account and uses your organization's email application. In order to pass through the TNE security features, both the email and any attachments must meet certain criteria. The following are the requirements for email:

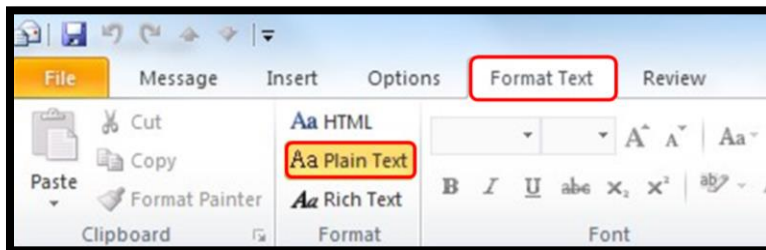
- **Clean Email**
 - Start with a new email. Replies and forwards can often have system embedded information that causes failures with the TNE.
 - Copy and paste into a new email
- **File Size**
 - TNE supports a size limit of up to 250MB for email and any attachments per message. Based on your network's exchange server restrictions, the size limit could be smaller.
- **Classification and Caveats:**
 - The Classification line must begin with "Classification:"
 - First and last line



- MUST have releasability caveat (Unclassified as well)
- IF your enterprise has the classification tool, you will have the pop up where you will select the correct classification and it will auto populate your classification on the top and bottom
- Sometimes the classification tool interferes in the TNE. It may need to be bypassed.
- At USSOCOM, if your version is not 6.158 or newer you will not be able to mail through the TNE
- DO NOT HAVE "Classification: XXXX" in the body of the email.
- New classifications can be requested by users by submitting anew requirement to their local LNO.

- **Format in Plain Text**

- All emails going through the TNE must be formatted in plain text.
- No HTML or Rich Text formatting
- If sending from SIPR or BICES, emails are converted to plain text and digital signatures are stripped automatically (user will be notified of this when sending the email).
- To reformat your email, select Format Text, then Plain Text:



- **Digital Signing and Encryption:**

- You must turn off all digital signatures and encryption
- Read Receipts
- Not supported

- **Classification Needed Not Listed:**

- If there is a valid classification and caveat not currently listed in the TNE, the program can add it to the allowable matrix
- Contact a US BICES trainer, knowledge manager or the help desk for assistance

- **Common Reasons for Rejection:**

- Dirty words in body or attachment or meta data
- Digitally signed
- Encrypted
- Unauthorized classification



- Mismatched classification on email and attachments
- Mismatched classification and releasability to destination network
- Not using plain text
- Changing the “From” address

- **Rejected Email**

- If your email was rejected, you will receive an automated email stating so. It will provide a generic reason, such as “Body of email” but, the error message is not specific enough to show the exact errors. Please review the common errors in order to trouble shoot. If you are unable to come to a solution, please contact your BICES trainers and or Knowledge Managers.

- **Who Can I Email?**

- For the list of which networks you are connected to, please contact your local BICES Trainer.

Voice/Phone

Through the TNE a user can make phone calls from one SECRET//REL domain to another. Only networks that have sharing agreements will be able to call via the TNE. This is conducted by calling a gateway number that will then prompt you to input the number you are calling and once connected you will be able to speak up to the shared classification level.

- **Receiving a Call:**

- You will hear a computer notify you that you are receiving a cross domain call and the classification level to what the call is at. Don’t hang up!

- **Placing a Call:**

- The following is the process to place a call through the TNE gateways:
 - Dial the TNE gateway number (this number is the cross-domain access number for the destination network being called, this is usually 10 digits but depends on the network).
 - You will hear that you are making a cross domain call and then told to input the number you want to dial
 - Dial the ten-digit number, then #: XXX-XXX-XXXX#
 - You must dial the area code for the number you are calling
 - The call will attempt to connect, and you will hear music
 - The receiving person will answer and be told they are receiving a cross domain call and the classification level to which the call can be conducted



- The call will complete connection

		Calling To					
Calling From		SIPR	BICES	CMFP	CPNUSA	CX-J	CX-K
	SIPR		302-902-9900 302-902-8900 304-901-9900 305-903-9900	302-902-9933 302-902-8933 304-901-9933 305-903-9933	302-902-9921 302-902-8921 304-901-9921 305-903-9921	302-902-9981 302-902-8981 304-901-9981 305-903-9981	302-902-9982 302-902-8982 304-901-9982 305-903-9982
	BICES	001-901-9801 001-902-9801 001-904-9801			001-902-9921	001-902-9981	001-902-9982
	CMFP	631-243-9801 631-243-9701 631-243-9601 631-243-9501				631-243-9981	631-243-9982
	CPNUSA	611-500-9801 611-500-9701 611-500-9601 611-500-9501	611-500-9900			611-500-9981	611-500-9982
	CX-J	631-275-9801 631-275-9701 631-275-9601 631-275-9501	631-275-9900	631-275-9933	631-275-9921		631-275-9982
	CX-K	631-285-9801 631-285-9701 631-285-9601 631-285-9501	631-285-9900	631-285-9933	631-285-9921	631-285-9981	

- Notes to remember:

1. Calling **FROM** SIPR, 302-902-9xxx uses resources at TNE Central, calling from SIPR 302-902-8xxx uses resources at TNE Langley, calling from SIPR 304-901-9xxx uses resources at TNE East, calling from SIPR 305-903-9xxx uses resources at TNE West.
2. Calling **TO** SIPR extension ending in 801 uses resources at TNE Central, calling to SIPR extension ending in 701 uses resources at TNE East, calling to SIPR extension ending in 601 uses resources at TNE West, calling to SIPR extension ending in 501 uses resources at TNE Langley.
3. Preferred access number on graphic is in **green**.
4. Calling **FROM** BICES 001-901-xxxx uses resources at TNE East, calling from BICES 001-902-xxxx uses resources at TNE Central, calling from BICES 001-904-xxxx uses resources at TNE Langley.

• Issues Making Calls

- There is white noise automatically input into cross domain phone calls. This is not a poor connection. It is part of the security of the system.

File Share

Through the File Share, users are able to share documents bilaterally and multilaterally. USSOCOM and USCENCOM users will receive a TNE-Central account.

- TNE account Required
- Do not need a BICES account
- Upload up to 25 files at one time
- Upload up to 250MB at one time
- Only transfer approved file types
- Must meet classification restrictions of:



- User and System logged in from
- Classification and marking rules
- No hidden data
- DDMS v5.0 metadata is supported, can be uploaded as a .xml file or created through the Metadata Creator Form
- No dirty words
- No encryption or digital signatures
- Files do not contain issues over overlapping graphics or embedded files – See Common Errors
- **If you need a custom classification, please contact the US BICES trainers, KM, or the help desk.**

- **Create & Manage a New Directory**

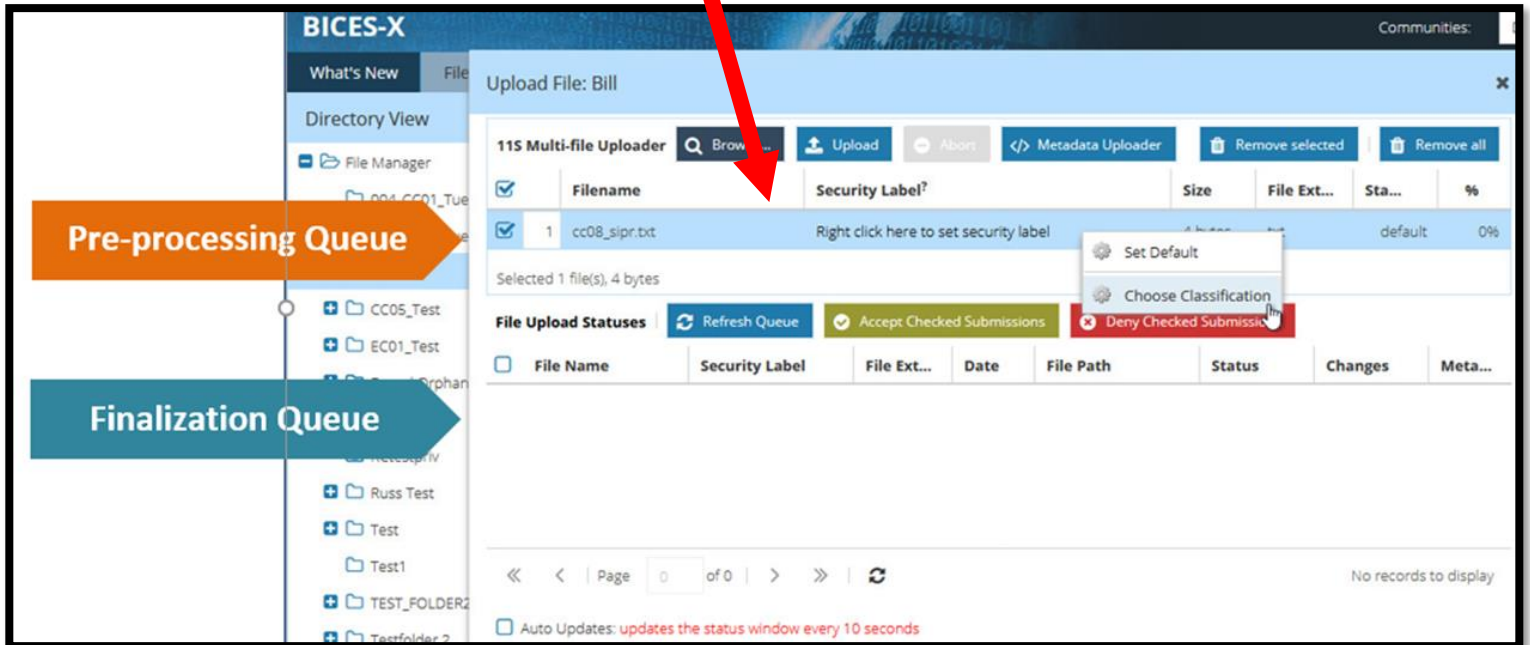
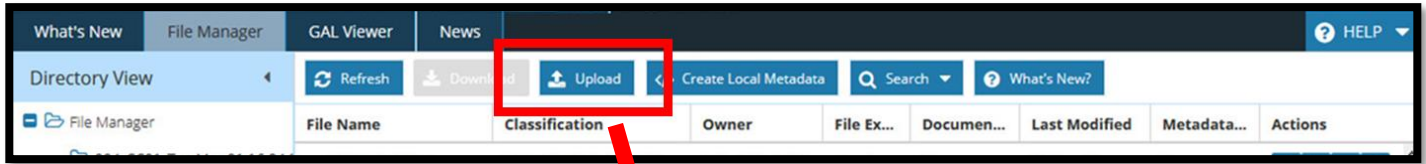
- To create a subfolder:
 - R-click on a main folder
 - Select “Create New Directory”
 - Users need to follow local command’s directory creation policies
 - Only TNE Admin can create a new folder at the root level, and this will take additional approval from Operations Manager (CTR) and/or Operations Chief (GOV)
- Folder owners can:
 - Change Label/Classification
 - You can accidentally “hide” data. Ex: changing the label on a folder that was NATO and contains NATO data to FVEY. BICES would no longer be able to see this folder full of NATO data.
 - Delete
 - Make Private
 - Manage Folder

- **Uploading Files**

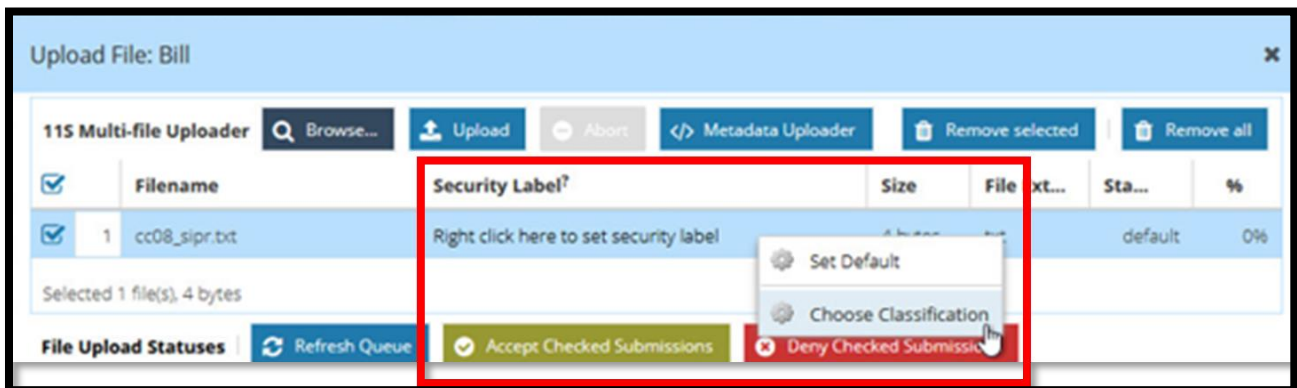
- In the File Manager, navigate to the folder where you need to place your file. You can upload up to 250



MB and/or 25 files at one time. Select “Upload” from the top main menu, and a new window will open:



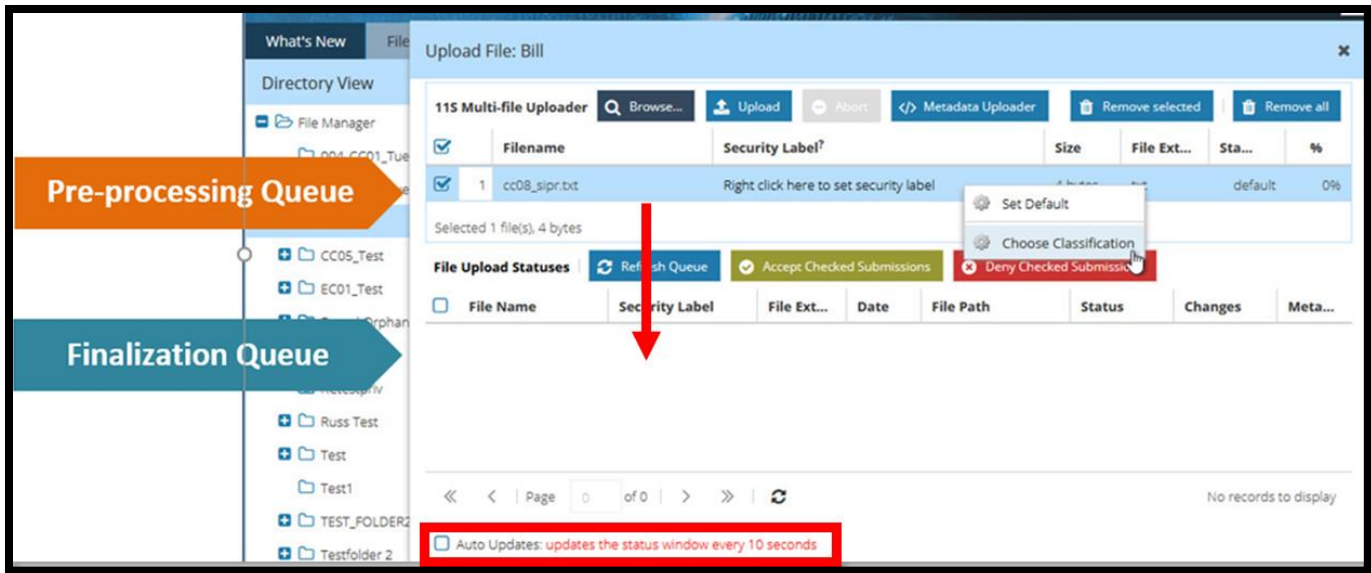
- From there you will choose “Browse” and then navigate to where you have your file saved.
- Once the file loads into the window, you need to set the classification. To do this, select and right click the file and select “Choose Classification.”



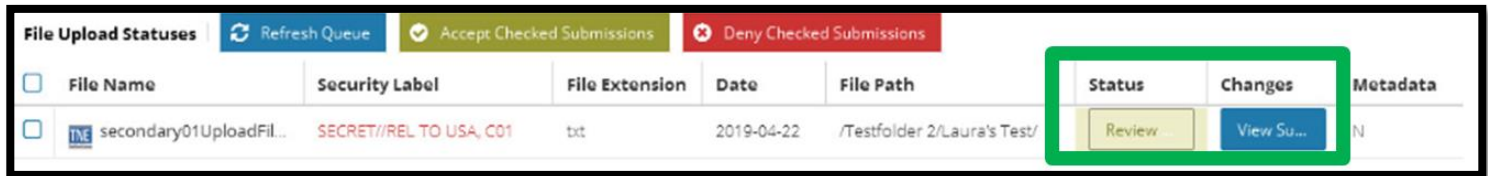
- Next, select the correct classification and choose “Change Classification.” A new feature of TNE 4.0 is that users can start typing the classification marking into the drop-down menu and the list will filter. Then, your document will move to the “File Upload Statuses” finalization queue box. “Auto Updates” is automatically checked and will automatically update review status every 10 seconds. To turn that



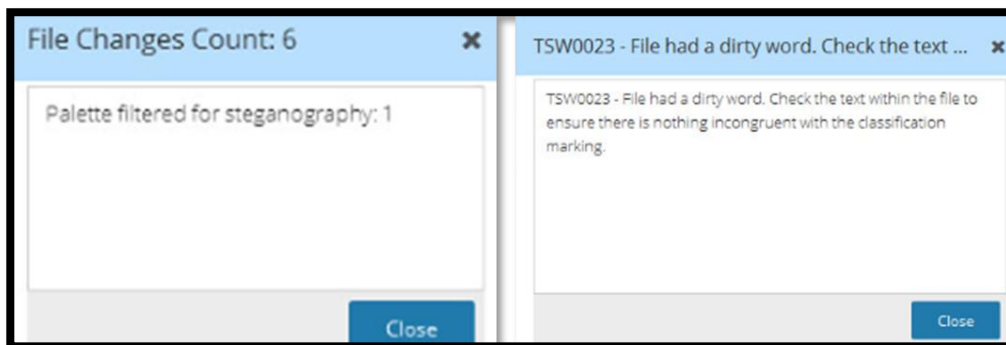
function off, you must uncheck the “Auto Updates” box.



- When Status says, “Review and accept changes” click on “View Summary” under “Changes”. Here, you can review changes made to filtered files. TNE 4.0 includes improved error messages on rejected files.



- After reviewing changes, select file and click “Accept Checked Submissions”. This will finalize the upload of the document and the file will now be available in the folder.



• Downloading Files

- A single file can be downloaded by:
 1. Action icon
 2. Double-click on the file
 3. Right-click context menu on the file
 4. Download button on toolbar (will be greyed out until you select documents you want to download)
- Multiple files can be downloaded:



- Select multiple files using either Shift-Click or Control-Click
- All files must be in the same folder
- All selected files downloaded into a single .zip file
- Maximum size of file selection: 250 MB
- Maximum number of files: 25



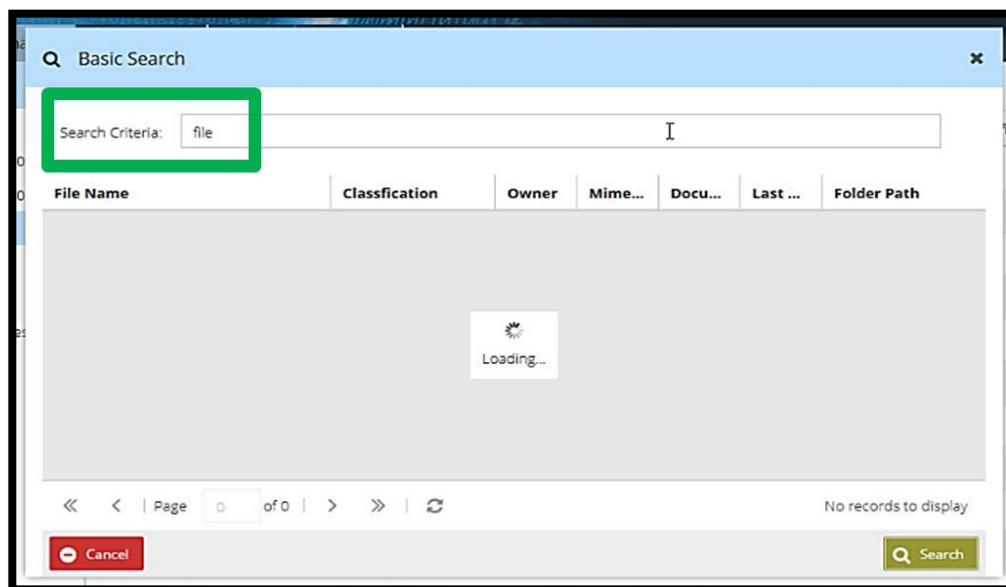
- **File Share Search**

- Access ALL search types (basic, advanced, and saved) under the “Search” drop down menu.



- **Basic Search**

- Basic Search is a single search field “like Google”, it is the easiest to operate but also the slowest.
- Enter a text string in “Search Criteria”: searches file name, folder name, file contents.





- **Advanced Search**

- Advanced Search searches based on many different criteria and is a faster search tool than basic search.

The screenshot shows the 'Advanced Search' window. On the left, a sidebar has 'File' and 'Metadata' tabs. The 'File' tab is active, showing search criteria: 'File Name' (Contains file), 'Operator' (AND), and 'Limit by Folder' (checked). Below these are expandable sections for 'Content', 'Owner, Folder Name', and 'Options'. On the right, there's a list of folders: 'Bill' and 'CC05 Test'. Below the folders are expandable sections for 'Date Selection', 'Mime Type', and 'Classification'. At the bottom, a table displays search results.

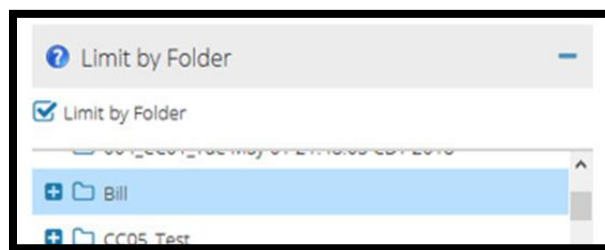
File Name	Classification	Owner	Mime T...	Docum...	Last M...	Folder Path
JustAFile.txt	SECRET//REL TO USA, ...	GAL_SIP...	text/plain	103	27-AUG-...	/Bill/
JustAFile.txt	SECRET//REL TO USA, ...	GAL_SIP...	text/plain	103	27-AUG-...	/Bill/
JustAFile.txt	SECRET//REL TO USA, ...	CWL_SIP...	text/plain	103	22-AUG-...	/Bill/
JustAFile.txt	SECRET//REL TO III, IRKS	GAL_SIP...	text/plain	103	27-AUG-...	/Bill/

At the bottom of the window, there are buttons for 'Cancel', 'Save Search', and 'Search'. A status bar indicates 'Displaying 1 to 7 of 7 records'.

- Search by criteria:
 - File/Folder Name
 - File contents
 - Owner
 - Limit within Folder & sub-folders
 - Date Search
 - Mime Type
 - Classification
- Search Options:
 - Multi-field Logic: **And, Or**
 - When multiple criteria are used, this sets the logical operator to tie them together. For example: Owner AND/OR Classification
 - Files Only, Metadata Only, Folders, or Files and Folders
 - File name exact match
 - Note: If “folders only” is selected, some search criteria will be ignored (i.e., “file name”) if it doesn’t pertain to folders.



- The following MIME types CANNOT be searched for content (other search criteria like file name, date, and etc is supported):
 - Application/zip
 - Image/jpeg
 - Application/octet-stream
 - Application/x-tar
 - Image/gif
 - Application/x-compressed
 - Application/x-gzip
 - Image/png
 - Image/bmp
 - Microsoft Office 2013 (and beyond)
- Search fields permit:
 - Alphanumeric, dot, parenthesis, space, underscore
- Search Options supporting multi-select:
 - Limit by Folder
 - Mime Type
 - Classification



- Tip: File Content Search (which is similar to Basic Search) is the slowest type of search, so avoid it unless you need it.
- Once you have your search results, you can further sort your results by clicking on a category in the

File Name	Classification	Owner	Mime T...	Docum...	Last M...	Folder Path
justAFile.txt	SECRET//REL TO USA, ...	GAL_SIP...	text/plain	103	27-AUG-...	/Bill/
justAFile.txt	SECRET//REL TO USA, ...	GAL_SIP...	text/plain	103	27-AUG-...	/Bill/
justAFile.txt	SECRET//REL TO USA, ...	CWI_SIP...	text/plain	103	22-AUG-...	/Bill/

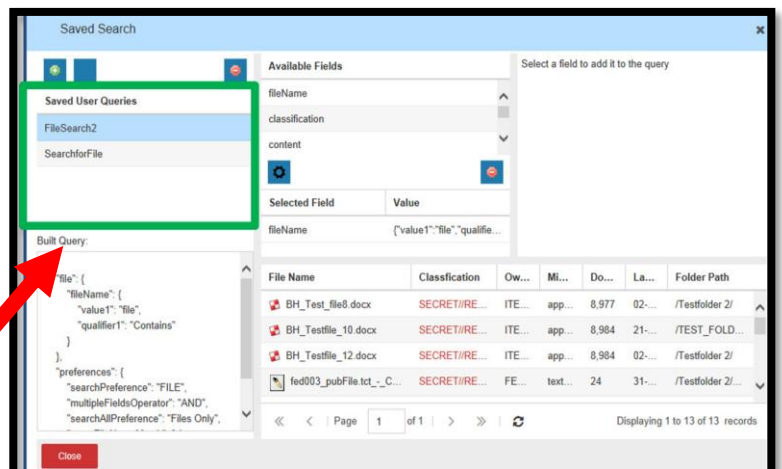
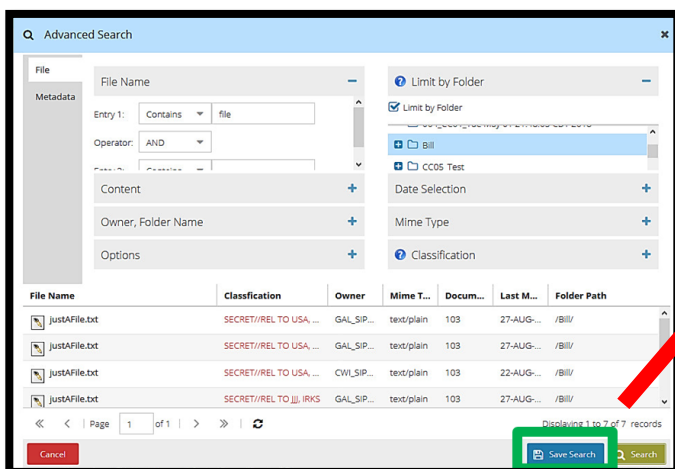


column header.

- Additional actions available (right-click on a search result):
 - Locate item
 - Takes File Manager to the folder and closes the Advanced Search Screen
 - Downloading your selection (one or many at the same time):
 - Download the selected files using Shift-Click or Control-Click to select multiple
 - Download all
 - Downloads all files in search result
 - Clear filtering
 - Clears the column header filters if you clicked on the column header to further filter your search results
 - Clear panel
 - Clears the search results
- Tip: The Advanced Search screen retains all user input when closed and re-opened, so you don't lose the search parameters you've entered. To clear all parameters, use the Reload button on the web browser.

- **Saved Search**

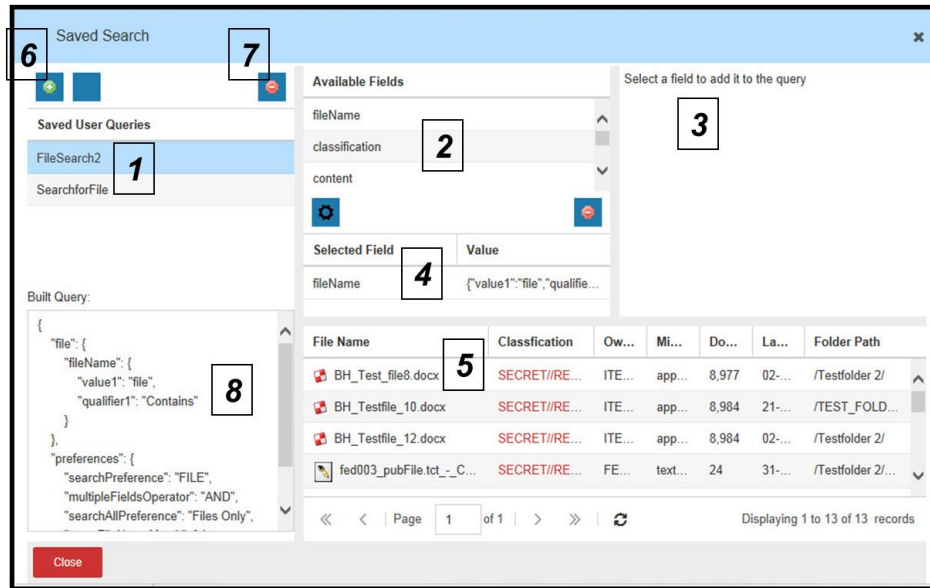
- Saved Search allows you to save your advanced searches and run them together later.



- Once saved, they can be retrieved on the “Saved Search” window under the “Search” dropdown menu, which includes the following categories:
 1. List of saved searches
 2. Available search criteria



3. Search criteria data
4. Selected field
5. Search results
6. Add new saved search
7. Delete selected saved search
8. The full query



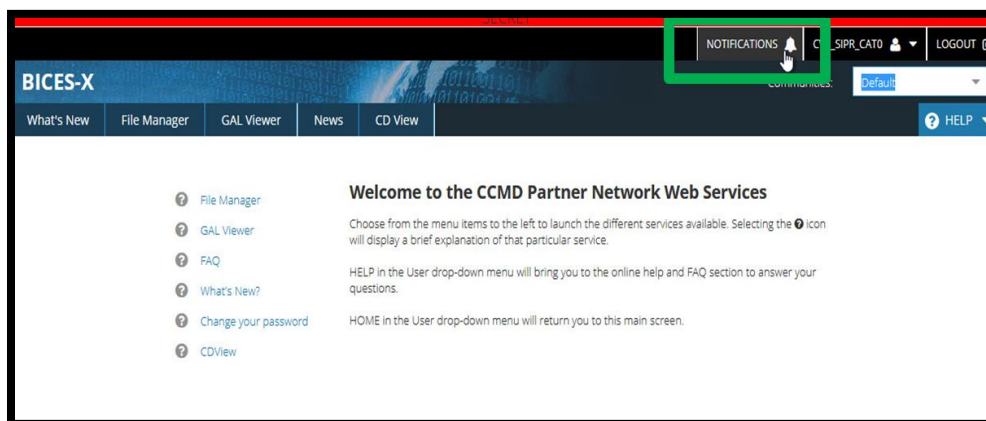
- Saved searches are not shared, so only you can see them.
- Saved Search window allows:
 - Viewing of saved searches
 - Execution of saved searches
 - Construction of saved searches
 - Deletion of saved searches
- Each user can have a maximum of 25 saved searches.
- Tip: Multiple saved searches can have the same name, so you'll want to enter unique names for each search to keep track of them.

• Notifications

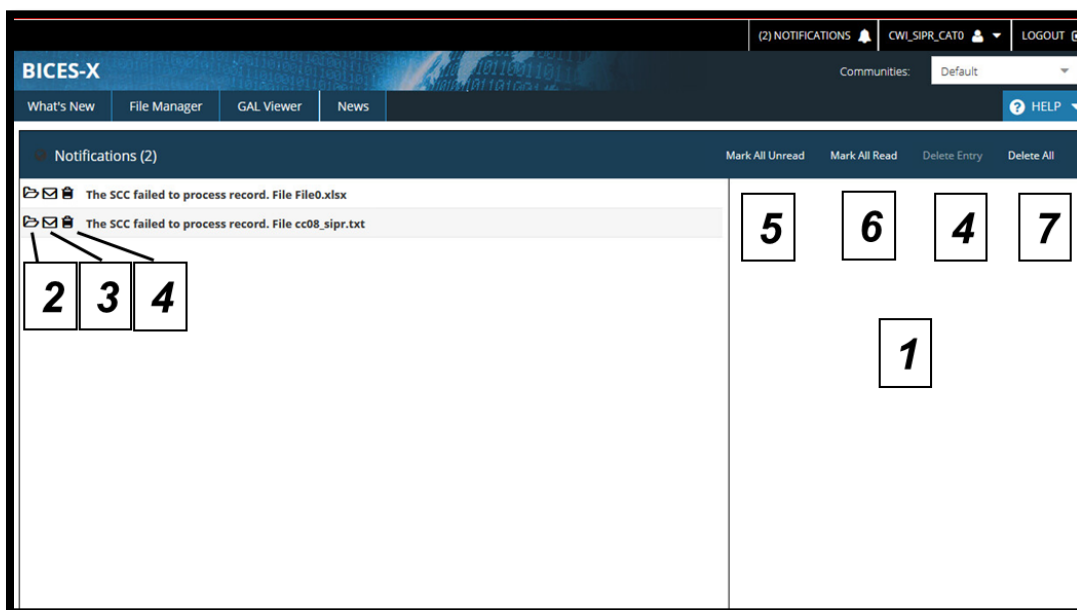
- TNE 12S Web can generate notifications to individual users about important events:
 - Password expiration impending (starts 20 days prior to the 60-day expiration time period)
 - File upload success; awaiting acceptance prior to being published



File upload failure



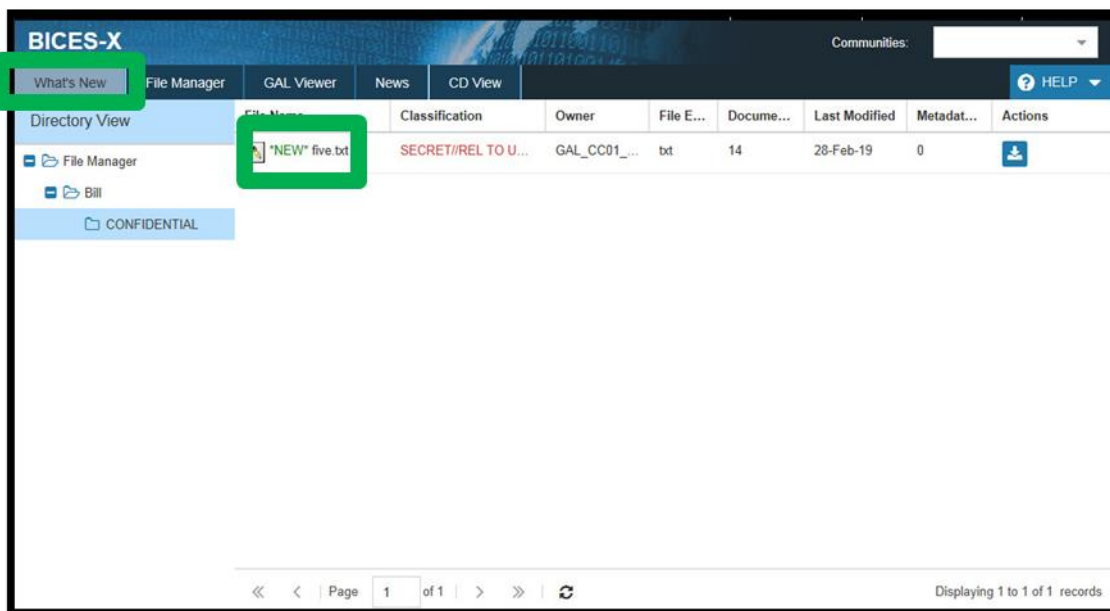
- Notifications are not shared or seen by others, so only you can see them.
- Notifications will auto-expire after 7 days unless the user “saved” the notification.
- Notification actions:
 1. View detailed information
 2. Save and un-save notification
 3. Mark read/un-read
 4. Delete notification
 5. Mark all unread
 6. Mark all read
 7. Delete all





- **What's New**

- There are three ways of discovering new content (this only applies for content you are allowed to see):
 1. Use the Advanced Search screen to search by Date Range (same as Release 3.0)
 2. "What's New" screen displays files and folders which are new within the last 24 hours
 3. Or, a *NEW* signifier can be seen in the File Manager, next to files and folders which are new within the last 24 hours
- Changes to existing files and folders (i.e., folder name changes or folder re-labels) DO NOT show up as "New".
- The only action allowed on the "What's New" screen is file download.

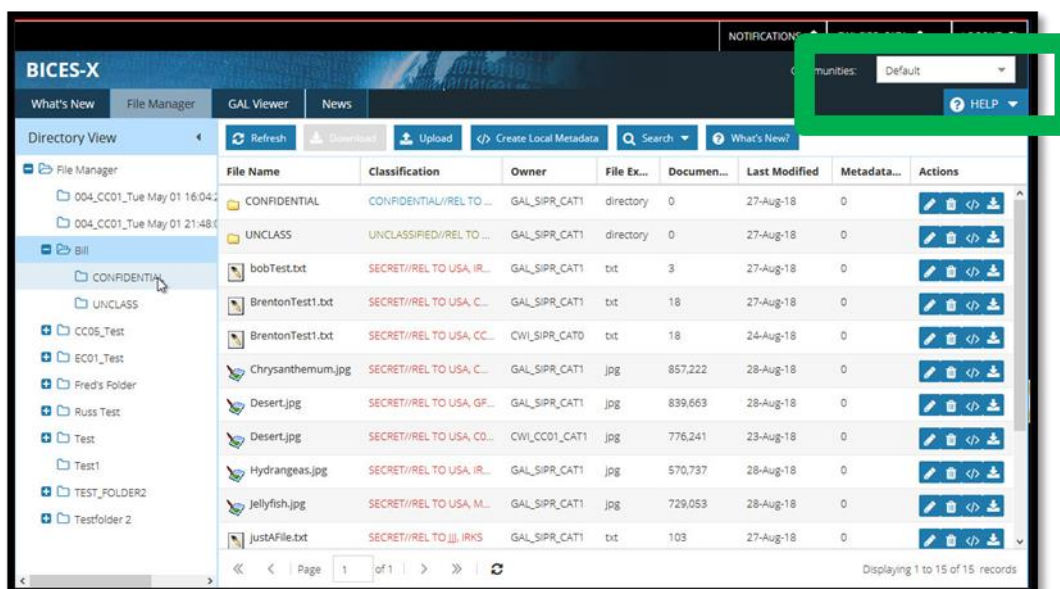


- **Restricted Communities**

- This feature is only visible to you if it has been enabled by a Web Administrator.
 - If you need to use it, you'll know, because someone will tell you.
- A Restricted Community is a "virtual sandbox" within which files, folders, and metadata are held:
 - It can be thought of as a root folder
 - Only members of a Restricted Community can see files and folders in that Restricted Community
 - A file and folder can only be a member of ONE Restricted Community
 - A user can be a member of multiple Restricted Communities



- Restricted Communities can be created or removed by Web Administrators
- Users can be added to or removed from Restricted Communities by Web Administrators
- You can only view one Restricted Community at a time
- All existing files and folders are now in a Restricted Community called “Default”, in which all existing user accounts are members.
 - New user accounts are added to the “Default” Restricted Community, unless there are special circumstances.
- When you upload a file, it goes into the selected Restricted Community, and the File Manager will only show you the files, folders, and metadata in the selected Restricted Community.



Metadata

In TNE12S Web, you have the option to include metadata, which is data that describes other data in the form of .XML files. DDMS v5.0 is the supported metadata standard. Metadata can either be uploaded or created but must be associated with a regular file or a folder, and the contents should describe said file or folder. As of the TNE 4.0 release there is no metadata in the system, so if metadata is needed it will have to be entered by users. Metadata can be added to any file or folder, provided you have the necessary permissions to see the file or folder and the ability to upload files to the WEB. CAT 3 users, for example, cannot upload metadata.

DDMS v5.0 has fields such as: security markings, documents creator, document publisher, date, document point of contact, country of origin, document subject (category, keyword, actor, etc.), and many more. Metadata files always have the same security marking as the file or folder it is associated with. Although metadata is optional, it is beneficial to include for search purposes. You can search for metadata to find files and folders within it using the TNE12S search function. For example, you can find all files with publisher “34th Intelligence Squadron”.

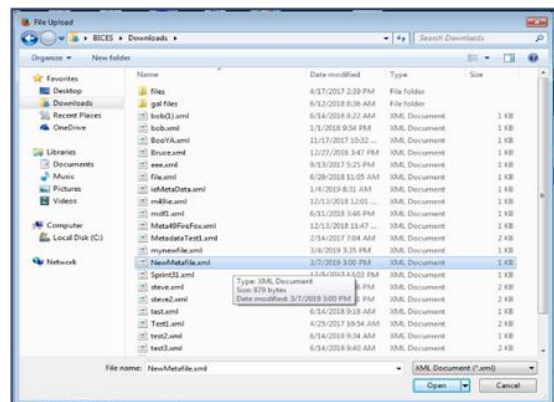
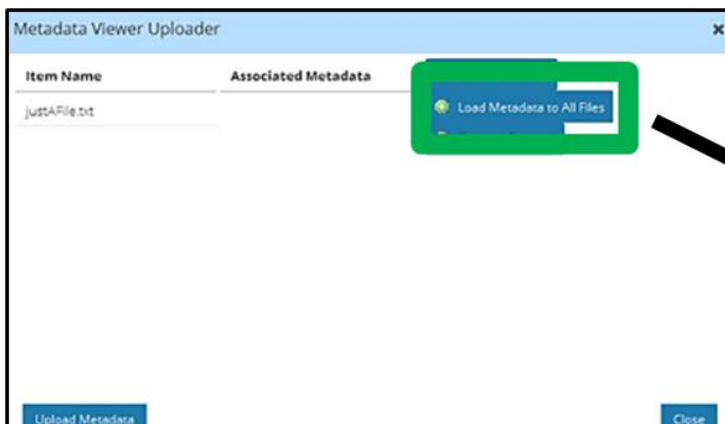
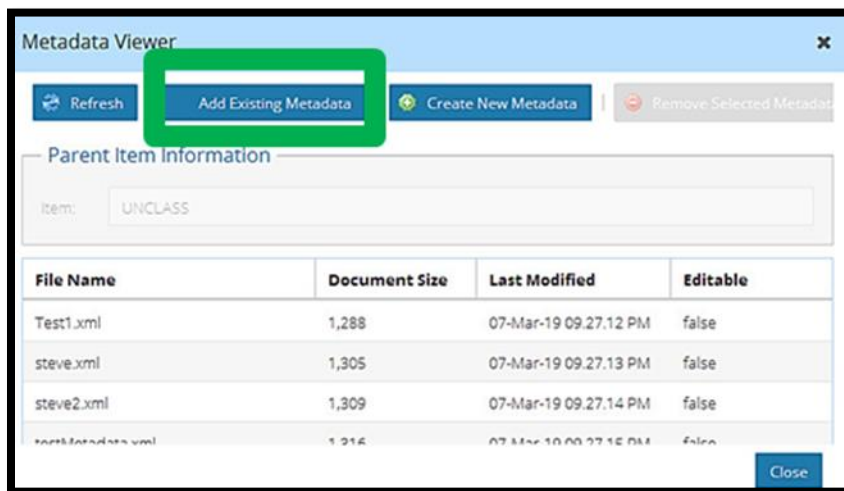
Once added, metadata follows the file or folder it is associated with. If you move a file or folder with metadata, the metadata automatically moves with it. If you delete a file or folder with metadata, the metadata is

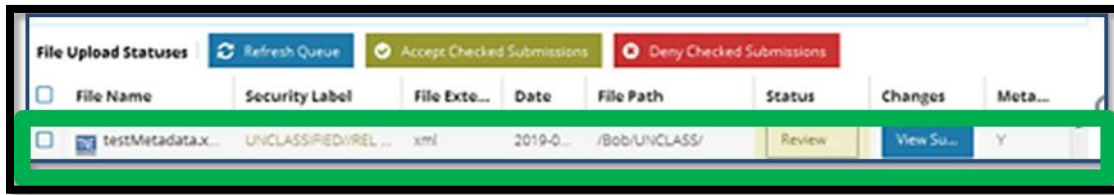


automatically deleted. If you re-label a file or folder with metadata, the metadata is automatically re-labeled.

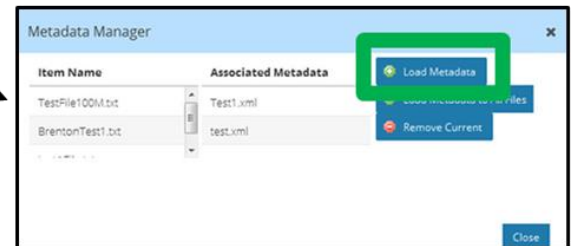
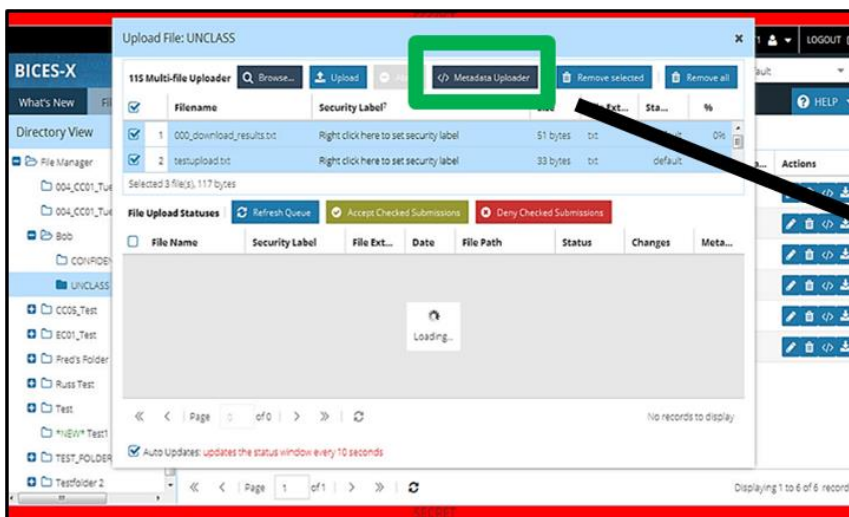
• Upload Metadata

- There are two methods for uploading metadata: uploading metadata to an existing file or folder and uploading data with a new file or folder.
- Method 1: Upload a .XML metadata file and associate it with an existing file or folder, this method can be used when you already have an .XML metadata file
 1. Right-click on target file or folder, click “View Metadata”
 2. Click “Add Existing Metadata”
 3. Click “Load Metadata” then use File Browser
 4. Click Upload
 5. Navigate to the File Manager Upload screen to view and accept the filtered metadata file





- Method 2: Upload a .XML metadata file along with a new file being uploaded
 1. Begin a file upload as normal
 2. Add metadata to the file
 3. Set the Security Label (same for file and metadata), then upload
 4. View upload progress as normal (bottom portion of the uploaded screen)
- Note: it is possible for the file to pass the filter, but the metadata file could fail the filter



- **Download Metadata**
 - In order to download metadata, you must determine if there's metadata present. You can do this by:
 1. Looking at File Manager and determine if the folder icon shows associated metadata
 2. Looking under the "Metadata Count" category for the document, which will show the number of metadata files associated with the file
 3. Once you've determined there's metadata, select the metadata action button



4. Right-click to download metadata

Folder icons show if associated metadata **1**

three metadata files associated with the "bobTest.txt" file **2**

Metadata action button **3**

Right-click to download metadata **4**

Metadata Viewer

File Name	Document Size	Last Modified	Editable
yamf.xml	942	19-Apr-19 12:35:31 PM	false

- **View Metadata**

- There are 2 options to view metadata:

1. Once the .XML file is downloaded to your computer, you can open it with an XML viewer or just a text viewer (XML is text)
2. Use a Metadata Viewer screen

FALSE: Metadata was not created using the Web's Metadata Creator, and therefore cannot be opened in the Metadata Creator

TRUE: Metadata Creator used to create the metadata, and therefore it can be viewed/edited in the Metadata Creator

Metadata Editor

Metadata File Name:

MetacardInfo

Resource Identifier

Title

Contact Info

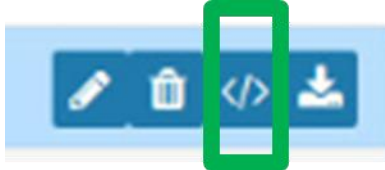
Subject Coverage



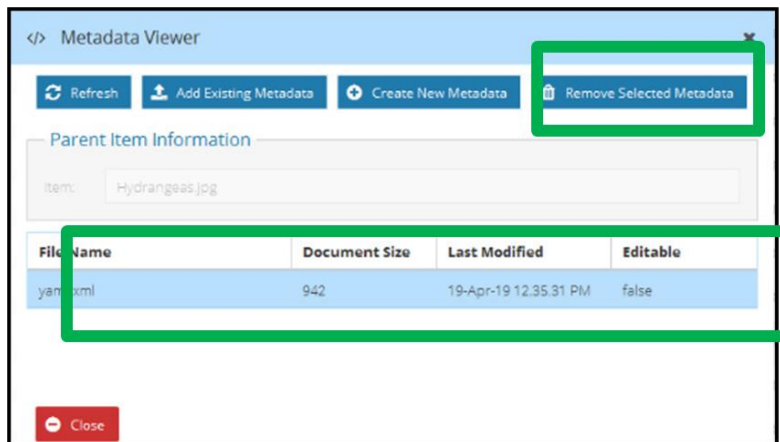
• Delete Metadata

- In order to delete metadata, you will start by doing one of three things:

1. Use the Metadata Action Button



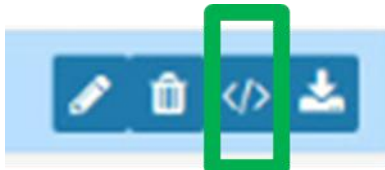
2. Or, right-click on a folder for a file containing metadata
 3. Or, select "View Metadata" from the menu
- From the Metadata Viewer window select the metadata file to be downloaded from the list shown.
 - Click "Remove Selected Metadata" button from the toolbar at the top of the Metadata Viewer window.



• Create Metadata

- In order to create metadata, you will start by doing one of three things:

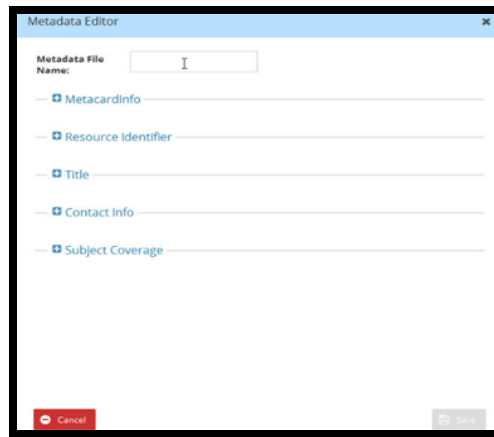
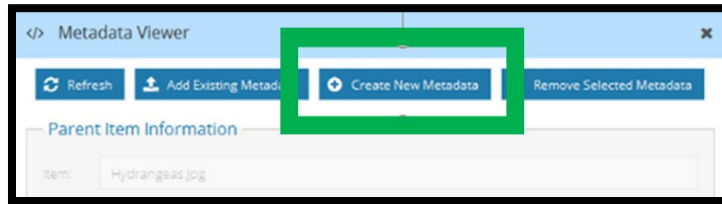
1. Use the Metadata Action button on a file



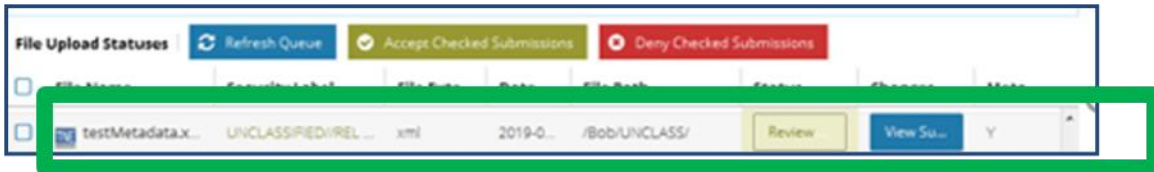
2. Or, right-click on a folder for file containing metadata
3. Or, select "View Metadata" from the menu



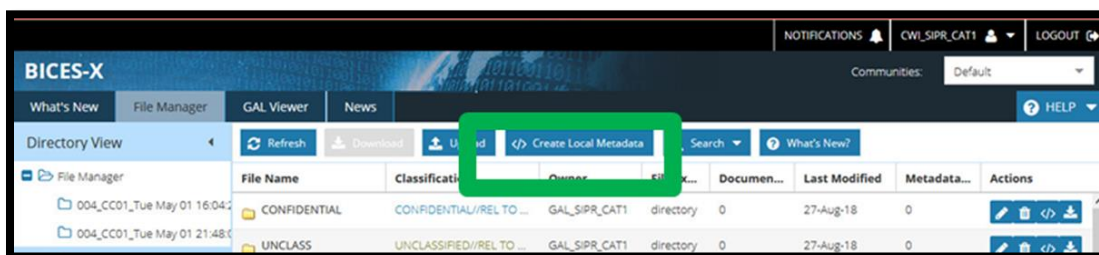
- From the Metadata Viewer window click “Create New Metadata”



- Enter a metadata filename and enter the metadata fields
- When done, press upload.
- Navigate to the File Manager Upload screen to view and accept the filtered metadata files.



- You can also use the Web to create a .XML metadata file and save it directly to your computer (it never goes into the Web).
1. In File Manager, click “Create Local Metadata”



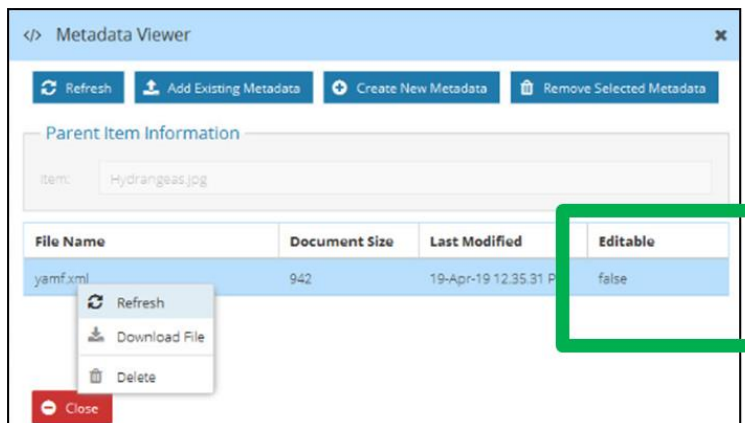
2. Fill out the Metadata Creator Form
3. Press Save



4. The .XML metadata file is downloaded to your computer

- **Edit Metadata**

- If the metadata was created using the Web's Metadata Creator, then it can be edited in the Metadata Creator too.
- After editing, press upload.
- To determine if the metadata was created in Metadata Creator, use the Actions, or right click on the document whose metadata you want to open, to open the Metadata Viewer window.
- Under "Editable", you'll see either "True" or "False":
 - "True": Metadata Creator was used to create the metadata, and therefore it can be viewed/edited in the Metadata Creator
 - "False": Metadata was not created using the Web's Metadata Creator, and therefore it cannot be opened in the Metadata Creator



- **Search Metadata**

- To search metadata, use the Advanced Search screen and select "Metadata" which will query results matching the metadata .XML files.
- DDMS v5.0 has a very large number of fields; the search for does not have all the DDMS v5.0 fields on it.
- Searching metadata allows you to search all of the fields on the Metadata Creator form because it corresponds to the Metacard "header" portion of DDMS v5.0.
- Follow these steps to search metadata:



1. Using the Advanced Search screen, select metadata

The screenshot shows the 'Advanced Search' window. The 'Metadata' tab is selected and highlighted with a green box. The 'General' section contains several search criteria fields: Date Created, Identifier Qualifier, Identifier Value, Title, Title Classification, Creator, Publisher, Contributor, Point of Contact, and Title Owner/Producer. Below these fields is a table with columns: File Name, Classification, Owner, Mime..., Docu..., Last..., and Folder Path. The table is currently empty. At the bottom, there are buttons for 'Cancel', 'Save Search', and 'Search'. A status bar at the bottom right indicates 'No records to display'.

2. Enter search criteria in the desired metadata field(s)
3. Return to the File Search
4. Enter File Search criteria if desired
5. Select Files and Folders in the Search results, then press "Search"

The screenshot shows the 'Advanced Search' window. The 'File' tab is selected and highlighted with a green box. The 'General' section contains the same search criteria fields as the previous screenshot. Below these fields is a table with columns: File Name, Classification, Owner, Mime..., Docu..., Last..., and Folder Path. The table is currently empty. At the bottom, there are buttons for 'Cancel', 'Save Search', and 'Search'. A status bar at the bottom right indicates 'No records to display'.

Cross Domain Chat

There are a few different ways to do cross domain chat. This can be done with a TNE account using the Transverse application or with a combination of your US BICES credentials in Transverse and the web based ChatSurfer application. There are some differences and unique features for each combination of chatting.

TNE chat with Transverse can be used on any of the networks in the US BICES-X enterprise. When logging into Transverse with your TNE credentials a user will only have access to chat rooms that are built in the TNE environment and that are releasable to that network. When requesting a TNE account, you will also receive the chat account. When your account is created, you will be provided instructions on initial login and set-up. Part of these instructions includes



the IP address for the chat server.

You can also build a second profile in Transverse with your US BICES credentials (on US BICES), and this allows access to chat rooms built on US BICES. You can perform cross domain chat as these chat rooms are accessible via ChatSurfer on both US BICES and SIPR.

When performing cross domain chat using ChatSurfer you do not need an account. ChatSurfer on SIPR uses your token and on US BICES it uses your US BICES credentials. Additionally, via ChatSurfer, from SIPR, you have two options of servers on US BICES: USBICES and ChatSurferBICES. The USBICES server connects with chat rooms in Transverse with US BICES credentials, not the TNE Transverse. Chat rooms in the ChatSurferBICES server will not be accessible in Transverse. MiRC chat users can locate ChatSurfer rooms if they have the room name and can also perform cross domain chat to US BICES.

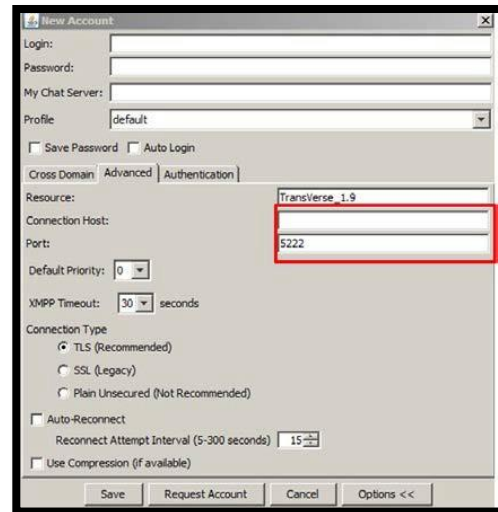
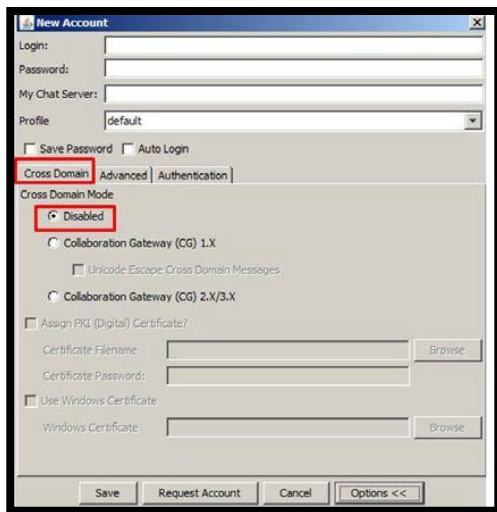
TNE Transverse Chat

TransVerse is eventually getting decommissioned and will be replaced by Swift. Until TransVerse is completely decommissioned, users will be able to access TransVerse services. A TNE account is required for TNE TransVerse Chat. TNE TransVerse is federated, so you can chat with the entire TNE community. For example, a user chatting from TNE Central can chat with a user on TNE West. However, a chat user account can only be used locally, where it was created. For example, if you create account at EUCOM you can't log into that same account from CENTCOM because you would need a CENTCOM account. If a user needs to login from multiple TNE12S sites, the user will need multiple XMPP accounts. The following are features for TNE Transverse Chat:

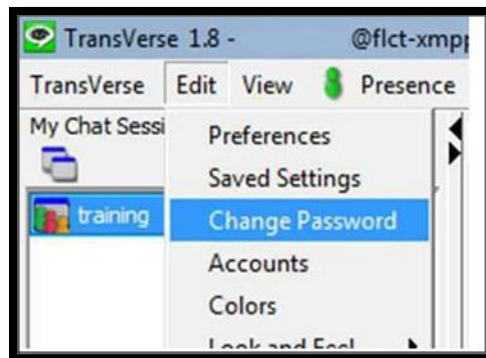
- Users can create a chat room by themselves
- Chat rooms' classification and releasability can be at more restrictive than the network's overall classification. For example, on US BICES chat rooms can be at bilateral levels or multiple other groupings of countries that are able to access US BICES.
- You can direct message users
- **IP Address:**
 - If you are receiving a US account, you will receive your account in your SIPR email, and the IP address will be for SIPR ONLY. You will need the US BICES IP address in order to login from that system.
- **Configuring A New Account**

When you first launch Transverse, you will need to configure your account. You will need to input your login (the same as the TNE File Share) and your provided password. Select "Save Password" and fill in your Chat Server: flct-xmpp. Next, select "Options."

- This will expand the window. From here, under Cross Domain, select "Disabled" and then move to the Advanced tab.



- In the Advanced tab, fill in the Connection host with the IP address provided for your system. There is a different IP address for SIPR and US BICES. Please ensure you are connecting to the correct one. Once complete. Select “Save/Login.” Once the login process has completed and Transverse has launched you will need to change your password. Select “Edit” then “Change Password” and complete the selection of a new password then close and reopen Transverse.



- **Creating/Destroying a Room**

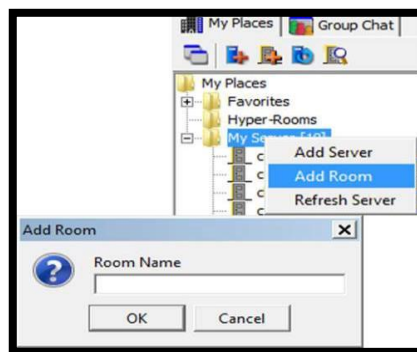
- Once in Transverse, chatting occurs within rooms.

- **Creating a Room:**

- A user can create a room as needed.
 - To create a room, select the “My Places” tab and right click on the My Servers folder and select “Add Room.”
 - Room names consist of three parts:
 - Name of operation – i.e.: OIR
 - Country



- Subject/group or callsign – i.e.: TF_TURKEY
- Next, a user will need to set the configurations/settings of the room. Once the user hits ok, the configuration will launch.
- Select the classification and releasability of the room
- The maximum number of occupants
- Once set it cannot be changed
- Zero equals unlimited
- Select any other stipulations as needed





- **Destroying a Room**

When a room is no longer needed, destroy it. From inside the room, select the red X in the upper right and confirm its destruction. Once you login again the room will no longer exist.

- **Chatting**

- A user can only use 256 characters in each message. You cannot attach files. A user can edit and set preferences under the Edit menu.

US BICES Transverse Chat

US BICES Transverse Chat uses your US BICES credentials to log into Transverse. Set-up is very similar to TNE chat. The only different is the server. The following are the unique features of US BICES Transverse Chat:

- Chat rooms are all at the REL TO NATO level
- Users cannot build a chat room; they must call the CSSD
- These are on the USBICES server in ChatSurfer and MiRC and ChatSurfer users from SIPR can access them

Chatsurfer

An additional chat service available in US BICES-X is called Chatsurfer. This service is a web-based app and does not require another separate account.

- Monitor Chat Rooms
- mIRC / Intelink access
- Cross Domain
 - SIPR users can locate BICES rooms
- Two servers
 - US BICES
 - Connects to Transverse with US BICES creds
 - ChatSurfer BICES
 - Connects ChatSurfer created rooms
 - Cannot see these rooms in Transverse
- Need CSD or user with TNE chat account to create room



Consolidated Dissemination Center (CDC)

The US BICES-X Consolidated Dissemination Center (CDC) supports customer transfer request for products to be moved between NIPR, USBICES-X, SIPR, and JWICS.

- Broker intelligence products to US BICES and Coalition Communities (both bilateral and multilateral)
- Provide local support to Combatant Command's information sharing concerns
- Annually disseminate products from over 50 US producers worldwide
- Directly support ongoing operations and various international crises around the globe
- Currently support Operation Inherent Resolve (OIR)
- Receive products via E-mail, FTP, or automated processes
- Metrics gathering, reports, and dashboard creation
- Value added to users worldwide
- Provide translation and consecutive and simultaneous interpretation in select locations
- Geographical subject matter expertise allows for relevant and timely all-source intelligence discovery, or "knowledge harvesting" (JWICS, SIPR, UNCLASS)

CDC Contact

CDC-MOLESWORTH: +44 1480-84-2125

UNCLASS: osd.Molesworth.osd.mbx.usbices-cdcmolesworth@mail.mil

SIPR: osd.Molesworth.osd.mbx.usbices-cdcmolesworth@mail.smil.mil

JWICS: CDC_M@coe.ic.gov

CDC-TAMPA: (813) 826-5575

UNCLASS: USBICESDissemination@socom.mil

SIPR: USBICES.Dissemin.org@socom.smil.mil

CDC-PACOM: (808) 473-6361

UNCLASS: ~CDCP_USBICES@dodiis.mil

SIPR: ~CDCP_USBICES@dodiis.smil.mil

JWICS: ~CDCP_USBICES@dodiis.ic.gov

CDC-OIR (24/7):

Comm: (813) 826-4573 / 7763 / 3562

UNCLASS: cdc-oir-support@socom.mil

US BICES: cdc_oir_support@usa.bices.org

BICES Phone: 001-500-0293 / 0055

SIPR: cdc-oir-support@socom.smil.mil

SVoIP: 299-3700