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Training and Doctrine Command
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*TRADOC Pamphlet 25-53

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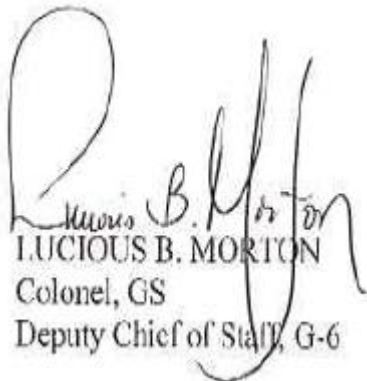
Information Management

LIST OF APPROVED RECURRING INFORMATION REQUIREMENTS

FOR THE COMMANDER:

OFFICIAL:

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1 
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History. This pamphlet is a rapid action revision. The portions affected by this major revision are listed in the summary of change.

Summary. This pamphlet lists the approved recurring management information requirements.

Applicability. This pamphlet applies to all U.S. Army Training and Doctrine Command (TRADOC) organizations to include Headquarters, TRADOC; major subordinate organizations; special activities and field operating activities, centers of excellence, and schools.

Proponent and exception authority. The proponent for this pamphlet is the Deputy Chief of Staff, G-6. The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations. The proponent may delegate this authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher HQ to the policy proponent.

*This pamphlet supersedes TRADOC Pamphlet 25-53, dated 12 January 2010.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms is prohibited without prior approval from the Deputy Chief of Staff, G-6 (ATIM-II), 661 Sheppard Place, Fort Eustis, VA 23604-5733.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-6 (ATIM-II), 661 Sheppard Place, Fort Eustis, VA 23604-5733, or electronically to monr.atim@us.army.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Distribution. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil/publications.htm>.

Summary of Change

TRADOC Pamphlet 25-53
List of Approved Recurring Information Requirements

This rapid action revision, dated XX July 2011-

- o Updates the proponent's mailing address.
- o Updates management information requirements by proponent (app B).

This major revision, dated 12 January 2010-

- o Adds the procedure for the collection of management information requirements (para 4).
 - o Adds example and element explanation of a requirement control symbol (table 5-1).
 - o Deletes the list of information reporting requirements by monitoring staff office (app B), the alphanumeric index of approved recurring information requirements (app D), and the numerical listing of reporting forms (app E).
 - o Updates management information requirements by proponent (app B).
 - o Updates organizational names, publication format, and references throughout the publication.
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1. Purpose

To identify approved management information requirements in an organized and continuous effort to improve the quality and economy of reporting by providing Department of Defense (DOD), Department of the Army (DA), and Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC) with required information at the right time, in the best format, and the lowest possible cost.

2. References

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

3. Explanation of abbreviations

Abbreviations and special terms used in this pamphlet are explained in the [glossary](#).

4. Procedure

a. Army Regulation (AR) 335-15 prescribes policy and procedures for approving and reviewing information requirements collection. Prior to collecting information, the staff office requiring the information shall ensure that the information to be collected is not duplicative of information already available. Unless exempted, the information requirements will be controlled and kept up to date to ensure:

(1) Only mission essential management data are requested and be as infrequent as feasible, with reasonable due dates.

(2) Directives that require management data:

(a) Are completed, clear, and brief.

(b) Comply with standard forms, terms, data elements, and source resources.

(c) Provide simple, orderly, and flexible procedures and systems that can respond to mobilization.

(d) Advanced information technology is used when cost effective.

b. Exempt management information requirements and documents used in day to day operational activities (see AR 335-15, para 5-2) must conform to the qualifying rules (see AR 335-15, paras 5-3 and 5-4).

c. The HQ TRADOC proponent that either created the information requirements and/or is responsible for preparing and submitting all or part of the information requirements to DOD/DA as listed in appendix B shall:

(1) Ensure all approved information requirements initiated by DOD, DA, and HQ TRADOC are correctly identified in appendix B.

(2) Provide updates when policy guidance creates, supersedes, or rescinds information requirements to the Office of the G-6, Management Information Control Officer (MICO) at monr.atim@us.army.mil.

(3) Ensure HQ TRADOC information requirements are prescribed in an administrative publication in accordance with (IAW) DA Pam 25-40, paragraph 10-27. The prescribing publication must contain all of the instructions the user needs to prepare and submit the information requirement. It must fully describe the management information requirement submission, the individuals who are to prepare the submission, the frequency and method of submission, and the proper routing of the information requirement submission.

- The instructions for preparing and submitting an information requirement must always be placed in a separate chapter, section, or paragraph.
- Each prescribed information requirement (that is not exempt) should be assigned a requirement control symbol (RCS). Reference an RCS in the prescribing publication and list each RCS by number and title in appendix A at the end of the related references in section II.
- IAW AR 335-15, paragraph 2-6 final review, complete the AR 335-15, figure 2-1 checklist for conducting final review.

d. Review management information requirements at least once every 18 months.

5. Assignment of requirement control symbol (RCS)

The MICO will use table 5-1 to construct and assign RCSs IAW AR 335-15, paragraph C-2. See table 5-1, for RCS elements and element explanation.

**Table 5-1
Example and element explanation of an RCS**

| Sample RCS | Element | Explanation | | | | | | | | | | | | | | | | |
|------------------|---|--|--------------|---------------|------------------|--------------------|-----------------|--------------------|----------------|-------------------|---------------|---------------------|-----------|-------------------|-------------|------------|---------------|--|
| ATIM(M)9999(R4) | AT | The first two letters of the RCS indicate the organization’s primary command. “AT” is reserved for Army TRADOC. Do not duplicate codes used by other agencies. This code is used for both recurring and one-time data. | | | | | | | | | | | | | | | | |
| | IM | The third and fourth letters of the RCS represent the principal official (proponent) of the activity. In this example, “IM” delineates the Deputy Chief of Staff (DCS), G-6. | | | | | | | | | | | | | | | | |
| | (M) | Abbreviation for submission frequency; in this example monthly. | | | | | | | | | | | | | | | | |
| | | <table border="0"> <tr> <td>A – Annually</td> <td>Q - Quarterly</td> </tr> <tr> <td>AR – As Required</td> <td>QD - Quadrennially</td> </tr> <tr> <td>BI – Biennially</td> <td>QI – Quintennially</td> </tr> <tr> <td>BM – Bimonthly</td> <td>SA - Semiannually</td> </tr> <tr> <td>BW – Biweekly</td> <td>TRA – Thrice Yearly</td> </tr> <tr> <td>D – Daily</td> <td>TRI – Triennially</td> </tr> <tr> <td>M – Monthly</td> <td>W – Weekly</td> </tr> <tr> <td>OT – One Time</td> <td></td> </tr> </table> | A – Annually | Q - Quarterly | AR – As Required | QD - Quadrennially | BI – Biennially | QI – Quintennially | BM – Bimonthly | SA - Semiannually | BW – Biweekly | TRA – Thrice Yearly | D – Daily | TRI – Triennially | M – Monthly | W – Weekly | OT – One Time | |
| | A – Annually | Q - Quarterly | | | | | | | | | | | | | | | | |
| AR – As Required | QD - Quadrennially | | | | | | | | | | | | | | | | | |
| BI – Biennially | QI – Quintennially | | | | | | | | | | | | | | | | | |
| BM – Bimonthly | SA - Semiannually | | | | | | | | | | | | | | | | | |
| BW – Biweekly | TRA – Thrice Yearly | | | | | | | | | | | | | | | | | |
| D – Daily | TRI – Triennially | | | | | | | | | | | | | | | | | |
| M – Monthly | W – Weekly | | | | | | | | | | | | | | | | | |
| OT – One Time | | | | | | | | | | | | | | | | | | |
| | Note: To specify two frequencies, the following convention is used: (A & AR) Annually and as required or (Q & A) Quarterly and annually | | | | | | | | | | | | | | | | | |
| 9999 | Four-digit unique serial number that is assigned to each approved information requirement. Use one sequence of numbers for both one-time and recurring data requests in each proponent. | | | | | | | | | | | | | | | | | |
| R4 | Assign revision suffix to major revisions. (Refer to AR 335-15 for major and minor revisions.) (Recurring data requests only.) | | | | | | | | | | | | | | | | | |

a. New and revised controllable management information requirements.

(1) A new RCS will be assigned to separate, controllable management information requirements.

(2) A revision suffix will be assigned to the previously assigned RCS for a major revision or expansion of controlled management information requirements.

b. New exempt management information requirements will be noted as exempt and will not be assigned an RCS.

c. The same RCS will be assigned to supporting requests that collect data for existing controllable data requests. Supporting information will be limited to the content and frequency of the basic data request.

d. The element will be revised when the information requirement is transferred to another activity or upon reorganization after the prescribing directive is revised.

Appendix A
References

Section I
Required Publications

AR 335-15
Management Information Control System (Cited in paras 4a, 4b, 4e, 5a, and table 5-1.)

DA Pam 25-40 (Cited in para 4f.)

Section II
Related Publications

AR 25-400-2
The Army Records Information Management System (ARIMS)

DOD Instruction 8910.01
Information Collection and Reporting

DOD 8910.1-M
Department of Defense Procedures for Management of Information Requirements

Section III
Prescribed Forms

This section contains no entries.

Section IV
Reference Forms

This section contains no entries.

Appendix B

Management information requirements listed by U.S. Army Training and Doctrine Command (TRADOC) proponent

Management information requirements listed by TRADOC proponent (see tables B-1 through B-14).

Section I

Other Deputy Commanding Generals

Table B-1

Deputy Commanding General for Initial Military Training

| Requirements initiated by HQ TRADOC | | | | |
|--|--|------------------|-------------------------------|-------------------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| ATBO-20 (R4) | Active Army Drill Sergeant (DS) Report (TRADOC Form 603) | M | TR 350-16 | Organizations |
| ATBO-20 (R4) | Active Army DS Report by Grade and Military Occupational Specialty (TRADOC Form 603-1) | M | TR 350-16 | Organizations |
| ATTG-35 (R-2) | DS Course Performance (TRADOC Form 350) | AR | TR 350-16 | DS School |
| RCS exempt: AR 335-15, paragraph 5-2 h(1) | DS of the Year Nominee (TRADOC Form 298) | A | TR 350-16 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 h(1) | DS School Cadre Evaluation Sheet (TRADOC Form 369) | AR | TR 350-16 | DS School |
| RCS exempt: AR 335-15, paragraph 5-2 h(1) | Soldier Assessment Report (Initial Entry Training Soldiers) (TRADOC Form 350-6-2) | AR | TR 350-6 | TRADOC initial entry training units |
| RCS exempt: AR 335-15, paragraph 5-2 h(1) | Training Abuse Report (TRADOC Form 350-6-1) | AR | TR 350-6 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Serious Incident Report | AR | TR 350-6 | Organizations |

Section II

Personal Staff

Table B-2

Public Affairs

| Requirements initiated by DOD/DA | | | | |
|---|---|------------------|----------------------------------|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Media Relations Division Report of Media Activity | D | Chief, Public Affairs Memorandum | HQ TRADOC |
| | Presidential Wreath Laying Ceremonies | Q | AR 360-1 | HQ TRADOC |

Table B-3

Chaplain

| Requirements initiated by DOD/DA | | | | |
|---|----------------------------------|------------------|-------------------------------|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | After-Action Report On Grants | AR | AR 165-1 | HQ TRADOC |
| | Annual Report | A | AR 165-1 | HQ TRADOC |
| | Annual Training | A | AR 165-1/DA PAM 165-3 | HQ TRADOC |
| | Force Structure/Personnel Status | M | AR 165-1/DA PAM 165-17 | HQ TRADOC |

**Table B-4
Staff Judge Advocate**

| Requirements initiated by DOD/DA | | | | |
|---|---|------------------|---|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| DD-P&R(A)1952 | Annual Report on Victim and Witness Assistance (DD Form 2706) | A | AR 27-10 | HQ TRADOC/Organizations |
| JAG-81 | Report on Legal Assistance Services (DA Form 4944-R) | A | AR 27-3 | Organizations |
| | Affirmative Claims Report | M | AR 27-20 | Organizations |
| | After Action Report on Tax Assistance | A | AR 27-3 | Organizations |
| | Claims Status Report | M | AR 27-20 | Organizations |
| | Confidential Financial Disclosure Status Report | A | DOD 5500.7-R | HQ TRADOC/Organizations |
| | Ethics Program Questionnaire | A | 5 Code Of Federal Regulations (CFR) Part 2638.602 | HQ TRADOC/Organizations |
| | Felony and Magistrate Court Report | A | AR 27-10 | HQ TRADOC/Organizations |
| | Military Justice Report | M | AR 27-10 | HQ TRADOC/Organizations |
| | Travel Benefits Accepted under 31 United States Code (USC) Section 1353 | SA | Secretary of the Army policy, 8 APR 99 | HQ TRADOC/Organizations |

**Section III
Coordinating Staff**

**Table B-5
Deputy Chief of Staff (DCS), G-1/4**

| Requirements initiated by HQ TRADOC | | | | |
|--|---|------------------------------|------------------------------------|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| RCS exempt: AR 335-15, paragraph 5-2 a(3) | Request for Official OCONUS Temporary Duty Travel (TRADOC Form 712) | AR | TR 1-11 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 h(1) | Sergeant Audie Murphy Club Board Remarks Sheet (TRADOC Form 600-14-4) | AR | TR 600-14 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Command Incident Report | Within 24 hours of discovery | TR 1-8 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Exposure Report | Q | TR 385-2 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Post Holiday Accident/Incident | AR | TR 385-2 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | TRADOC Telework Report (TRADOC Form 600-18-1) | A | Public Law (PL) 106-346; TR 600-18 | HQ TRADOC/Organizations |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| 1102-GSA-AN | Federal Automotive Statistical Tool (FAST) Reporting (Standard Form 82) | A | DOD 4500.36-R; AR 58-1 | HQ TRADOC |
| | Installation Status Report | AR | AR 58-1 | Organizations |
| | GSA Annual Leased Vehicle Replacement | A | AR 58-1 | HQ TRADOC/Organizations |
| | Annual Priority Requirements Review for NTV Fire Fighting Apparatus | A | AR 58-1 | HQ TRADOC/Organizations |
| | Annual Priority Requirements Review for NTV Passenger, General Purpose, and Special Purpose | A | AR 58-1 | HQ TRADOC/Organizations |

Table B-5
Deputy Chief of Staff (DCS), G-1/4, continued

| Requirements initiated by DOD/DA, continued | | | | |
|--|---|------------------|--|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Premium Class Travel Reporting | AR | DoD Directive 4500.9 | HQ TRADOC/Organizations |
| CSGLD 1438 | Quarterly Stratification Report of Secondary Items (DA Form 1887) | AR | AR 710-1 | HQ TRADOC/Organizations |
| CSGLD 1961 | Ammunition Malfunction Report (DA Form 4379) | AR | AR 75-1 | Organizations |
| CSGLD-1837 (R1) | Army Aircraft Inventory, Status and Flying Time (DA Forms 1352 and 1352-1) | M | AR 700-138 | Organizations |
| | Unmanned Aerial System (UAS) Status Report (DA Forms 1353 and 1353-1) | M | AR 700-138 | Organizations |
| CSGPA-1471 (R1) | Narrative and Statistical Report on Equal Opportunity Progress | A | AR 600-20; DA PAM 600-26 | Organizations |
| CSGPA-1746 | Number and Types of Awards and Decorations (DA Form 4612-R) | A | AR 600-8-22 | Organizations |
| | Category I Missile Report | M | HQDA DALO-SMA message, 081345Z MAY 95 | HQ TRADOC/Organizations |
| | Command Execution Plan | A | DA/Assistant Secretary Of The Army, Manpower And Reserve Affairs memorandum, 10 FEB 98 | HQ TRADOC |
| | Commander Information Paper | A | AR 608-10 | HQ TRADOC/Organizations |
| | Entrance National Agency Holdover Report | M | Deputy Chief Of Staff for Personnel message, 151930Z OCT 92 | Organizations |
| | Experts and Consultants | A | 5 USC Section 3109 | HQ TRADOC/Organizations |
| | Materiel Condition Status Report | M | AR 700-138 | Organizations |
| | Military/Civilian Personnel Strength Report | W | TRADOC Guidance | HQ TRADOC |
| | Officer Requisition Requests | Q | Instruction Published by Office Management | HQ TRADOC |
| | Operational Readiness Float Annual Requirements | A | AR 750-1 | Organizations |
| | Reportable Outbreaks of Communicable Disease | AR | AR 608-10 | HQ TRADOC/Organizations |
| | Special Repair Activity Program Annual Report | AM | AR 750-1 | Organizations |
| | Statement of Gains and Losses (DA Form 4170) | Q | AR 30-18 | Organizations |
| | Troop Issue Subsistence Management Report (DA Form 7169) | Q | AR 30-22 | Organizations |
| CSGPA-0911 | Measurement, Tracking, and Information Collection System (METRICS) (DA Form 7615) | A | AR 25-97 | HQ TRADOC/Organizations |
| | AMCOM message Tracking System (AMTRACK) | D | AR 750-1 | Organizations |
| | Army's Distribution of Depot Maintenance Workload Report (50/50 report) | Q | AR 750-1 | Organizations |

**Table B-6
DCS, G-2**

| Requirements initiated by DOD/DA | | | | |
|---|--|------------------|-------------------------------|---|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| AL-0230-NAR-N | Information Security Program Data Report (Standard Form 311) | A | AR 380-5 | HQ TRADOC |
| DD-C3I(AR)1418 | DOD Security Classification Guide Data Elements (DD Form 2024) | QI | AR 380-5 | HQ TRADOC/Original Classification Authorities |
| | Billet Report | A | DOD 5105.21-M-1 | HQ TRADOC |
| | Certification of Notification Procedures | BI | AR 380-53 | HQ TRADOC |
| | National Foreign Intelligence Programs Execution Report | Q | DOD 7000.14-R | HQ TRADOC |

**Table B-7
DCS, G-3/5/7**

| Requirements initiated by HQ TRADOC | | | | |
|--|--|------------------|--|--|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| ATTG-13(R2) | Training Ammunition Expenditure Report | M | TR 350-8 | Organizations |
| ATTG-38 | Training Ammunition Requirements Report | A | TR 350-8 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Total Army Training System/Reserve Component Configured Course Exportable Instructional Material Request Form (TRADOC Form 350-18-1) | AR | TR 350-18 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 b(4) | The Army School System Unit Pre-Execution Checklist (TRADOC Form 350-18-2) | AR | TR 350-18 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 b(7) | Institutional Attendance Register (TRADOC Form 270) | AR | TR 350-18 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Defense Readiness Reporting System - Army/NetUSR | M | AR 220-1 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Hometown Recruiter Assistance Program Participation Report | M | TRADOC Hometown Recruiter Assistance Program Standard Operating Procedures | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Operations Report | AR | TR 1-8 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Suspicious Activity Report | AR | TR 1-8 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Catalog Form (CataForm) for the Reimer Digital Library (RDL) On-Line Card Catalog (TRADOC Form 352-70-12-1) | AR | TP 350-70-12 | Organizations |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| CSGLD-1937(R1) | Army Aircraft Inventory, Status, and Flying Time and Daily Aircraft Status Record (DA Forms 1352 and 1352-1) | Q | AR 95-1 | HQ TRADOC |
| CSGPA-1679 | Quarterly Participation/Cost/Evaluation Report (DA Form 1821) | Q | AR 621-5 | HQ TRADOC |
| DDP-C3I (A) 1403 | Annual Personnel Reliability Program Status Report (DA Form 7422) | A | AR 50-6 | HQ TRADOC/ Chemical, Biological, Radiological, And Nuclear (CBRN) School |
| | Air Traffic Control Facility and Personnel Status Report (DA Form 3479-6-R) | M | AR 95-2 | HQ TRADOC |

Table B-8
DCS, G-3/5/7, continued

| Requirements initiated by DOD/DA, continued | | | | |
|--|---|------------------|-------------------------------|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | American, British, Canadian, and Australian | AR | AR 34-1 | HQ TRADOC/Organizations |
| | Army After Next Annual Report | A | Chief Of Staff, Army directed | HQ TRADOC |
| | Bilateral Staff Talks | AR | AR 34-1 | HQ TRADOC |
| | Defense Activity for Non-traditional Educational Support Test Inventory | Q | AR 621-5 | HQ TRADOC |
| | Institutional Training Readiness Report | A | DOD guidance | HQ TRADOC |
| | Fiscal Year Projected Military Working Dog Requirements | A | AR 190-12 | HQ TRADOC/Organizations |
| | Military Working Dog Status Report | M | AR 190-12 | HQ TRADOC/Organizations |
| | Commander's Unit Status Report | M & Q | AR 220-1 | HQ TRADOC/Organizations |
| | North Atlantic Treaty Organization Military Standardization Agency | AR | AR 34-1 | HQ TRADOC/Organizations |
| | Semiannual Inventory Report For Schedule 1 Chemicals | SA | AR 50-6 | HQ TRADOC/CBRN School |
| | Training Ammunition Management Information System | M | AR 5-13 | HQ TRADOC/Organizations |
| | Training Ammunition Requirements (Computer-Generated) | A | AR 5-13 | HQ TRADOC/Organizations |
| | Tuition Assistance Participation | M | AR 621-5 | Organizations |
| | Weapons Density | A | AR 5-13 | HQ TRADOC |
| RCS exempt: AR 335-15, paragraph 5-2 i | Operations Security Report | A | AR 530-1 | HQ TRADOC |

Table B-8
DCS, G-6

| Requirements initiated by HQ TRADOC | | | | |
|--|---|------------------|-------------------------------|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Reporting and Acquisition Decision | AR | TR 25-1 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Courier Pouch Control Log (TRADOC Form 1-2-1-R) | AR | TRADOC Memorandum 1-2 | HQ TRADOC |
| RCS exempt: AR 335-15, paragraph 5-2 i | Long Haul Circuit Validation Report | A | HQ TRADOC requirement | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 i | Management Information Control Review | every 18 months | AR 335-15; TP 25-53 | HQ TRADOC |
| RCS exempt: AR 335-15, paragraph 5-2 i | Publication Review (TRADOC Form 25-35-1) | every 18 months | AR 25-30; TR 25-35 | HQ TRADOC |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| CSIM-46 | Information Management Requirement/ Project Document (DA Form 5695) | A | AR 25-1 | HQ TRADOC/Organizations |
| CSIM-62 | Management Decision Package MS4X Report | SA | AR 25-2 | HQ TRADOC |
| DD-COMP(A)1379 | Personally Identifiable Information (PII) Breach Report | AR | DOD 5400.11-R; TR 1-8 | HQ TRADOC/Organizations |
| DD-DA&M(A)1365 | Annual Freedom of Information Act (FOIA) Report (DD Form 2564) | A | DOD 5400.7-R; AR 25-55 | HQ TRADOC |
| DD-DA&MA(A)1710 | Form Processing Action Request (DD Form 67) | TRI | DOD 7750.07-M | HQ TRADOC |

**Table B-8
DCS, G-6, continued**

| Requirements initiated by DOD/DA, continued | | | | |
|--|--|------------------|--|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| DD-NII-(QA) 2296 | Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) | TRI | DODI 8510.01 | HQ TRADOC/Organizations |
| | DIACAP Annual Review | A | DODI 8510.01 | HQ TRADOC/Organizations |
| | Automatic Declassification And Systematic Review | A | EO 12598, section 3.3 | HQ TRADOC/Organizations |
| | Freedom of Information and Privacy Acts Case Tracking System (FACTS) (automated) | AR | DOD 5400.7-R | HQ TRADOC/Organizations |
| | Privacy Act Systems of Records Notices | AR | OMB Circular A-130 DOD 5400.11-R | HQ TRADOC/Organizations |
| | Privacy Impact Assessment (DD Form 2930) | AR | Office of Management and Budget E-Government Act of 2002 | HQ TRADOC/Organizations |
| | Privacy Reporting | Q | PL 110-53 | HQ TRADOC/Organizations |

**Table B-9
DCS, G-8**

| Requirements initiated by HQ TRADOC | | | | |
|--|---|----------------------|--|----------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| ATRM-159 (R2) | Cost Analysis Program (Training Costs) | A | TR 11-5 | Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Reprogramming Explanations | SA & W (at year-end) | TRADOC Budget Guidance (TBG) and Appropriation TRADOC Budget Guidance (ATBG) | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Unfinanced Requirements | SA | TBG and ATBG | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Web-based TRADOC Automated Schedules (automated) | AR | TR 5-14; ATBG | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 b(2) | Request for Contract Approval for Service and Supply/Product Contracts | AR | TR 5-14 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Funding or Realignment Requirements | BM & AR | TBG and ATBG | HQ TRADOC/Organizations |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| RCS exempt: AR 335-15, paragraph 5-2 b(2) | Contract Performance Assessment Reporting System | A & AR | OSD; TR 5-14 | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 a(6) | Contractor Manpower Reporting Application (automated) | A | SecArmy Memo (2005) | HQ TRADOC/Organizations |
| RCS exempt: AR 335-15, paragraph 5-2 b(2) | Assisted Acquisition Report | AR | AFARS 5117.780; TR 5-14 | HQ TRADOC/Organizations |
| CSCOA-112 | Commercial Activities Proposed Action Summary and Final Decision Report | AR | AR 5-20 | HQ TRADOC |
| CSGPA-1697 | Year-End Actual Military Strength | A | AR 570-4 | HQ TRADOC |
| DD-A&T(A)1540 | Commercial Activities Inventory Report | A | DODI 4100.33 | HQ TRADOC |
| RCS DD-COMP (Q) 1390 | Limitation .0012 Funds | Q | Part 219-Small Business Programs | HQ TRADOC |
| | 18-Month/36 Month Report | AR | 1998 EDITION 219.2-1 | HQ TRADOC |

Table B-9
DCS, G-8, continued

| Requirements initiated by DOD/DA, continued | | | | |
|--|---|------------------|---|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | A-76 Cost Determination Update (DCAMIS) | A | OMB Circular A-76 | HQ TRADOC |
| | Annual Statement of Assurance (Army Managers' Internal Control Program) | A | AR 11-2 | HQ TRADOC |
| | Army CA Management Information Systems | A | AR 5-20 | HQ TRADOC |
| | Army Ideas of Excellence Program | A | AR 5-17 | HQ TRADOC |
| | POM Data Call | A | DA-Annual Resource Formulation Guidance | HQ TRADOC |
| | Commander's Narrative Assessment | A | DA-Annual Resource Formulation Guidance | HQ TRADOC |
| | Schedule 75 – Force Protection | A | DA-Annual Resource Formulation Guidance | HQ TRADOC |
| | Contingency Operations Cost Report | M | DOD FMR 7000.14-R, volume 12, chapter 23 | |
| | Equipment Survey Results | AR | AR 570-7 | HQ TRADOC |
| | Equipment Survey Schedule | A | AR 570-7 | HQ TRADOC |
| | Fund Allowance Incident Report | AR | Defense Finance and Accounting Service (DFAS) - Indianapolis (IN) Regulation (Reg) 37-1 | HQ TRADOC |
| | Joint Reconciliation Program | TRI | DFAS-IN Reg 37-1 | HQ TRADOC |
| | Schedules 8 | A | DA – Annual Resource Formulation Guidance | HQ TRADOC |
| | Unauthorized Use of the Government Travel Charge Card | M | ASA(FM&C) Memorandum | HQ TRADOC |
| | Year-end Certification Report | A | DFAS-IN Reg 37-1 | HQ TRADOC |
| | Year-end Closeout Flash Report | A | HQDA & TRADOC Year-end Closing Guidance | HQ TRADOC/Organizations |
| | Year-end Obligation Report | A | DFAS-IN Reg 37-1 | HQ TRADOC |
| | Cost for Conference Report | A | Annual Army Budget Office Guidance | HQ TRADOC |
| | Congressional Earmark Report | A | Annual Army Budget Office Guidance | HQ TRADOC |
| | Contractor Inventory/Panel for Documentation of Contractors | A | 10 USC 2330a | HQ TRADOC |

Section IV
Special Staff

Table B-10
Equal Employment Opportunity

| Requirements initiated by DOD/DA | | | | |
|---|---|------------------|---|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| 0288-EEO-AN | Annual Federal Equal Employment Opportunity (EEO) Statistical Report of Discrimination Complaints (EEOC Form 462) | A | Equal Employment Opportunity Commission (EEOC) Management Directive - 110 | HQ TRADOC |
| | Annual Report to the President on Hispanic Employment | A | EO 13171; DA, Office of Personnel Management reporting requirement | HQ TRADOC |

Table B-10
Equal Employment Opportunity, continued

| Requirements initiated by DOD/DA, continued | | | | |
|--|---|------------------|--|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Disabled Veterans Affirmative Action Program Plan Certification and Accomplishment Report | A | 38 USC Section 4214; 5 CFR; DA, Office of Personnel and Management reporting requirement | HQ TRADOC |
| | Federal Agency Annual EEO Program Status Report | A | EEOC MD-715 | HQ TRADOC |

Table B-11
Military History

| Requirements initiated by DOD/DA | | | | |
|---|-------------------------------|------------------|-------------------------------|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| CSHS-6(R4)) | Annual Command History | A | AR 870-5 | HQ TRADOC |
| | Historians' Activities | SA | AR 870-5 | HQ TRADOC |
| | Museums Annual Report | A | AR 870-20 | HQ TRADOC |

Table B-12
Safety Office

| Requirements initiated by HQ TRADOC | | | | |
|--|---|------------------|---|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| RCS exempt: AR 335-15, paragraph 5-2 i | Accident Exposure Report | Q | TR 385-2 | Organizations |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Accident Exposure Report | AR | AR 385-10 | HQ TRADOC |
| | Biological Defense Mishap | AR | AR 40-5; AR 50-1 | Organizations |
| | Chemical Agent Incident | AR | AR 40-5; AR 50-6; DA PAM 385-61 | Organizations |
| | Class A through D Accident Reports | AR | AR 385-10; TR 385-2 | HQ TRADOC/Organizations |
| | Explosive Safety Waiver | A | AR 385-64; TR 385-2 | Organizations |
| | Explosives Storage License | AR | AR 385-64; TR 385-2 | Organizations |
| | Ionizing Radiation Incident Reports | AR | 10 CFR; 40 CFR; Nuclear Regulatory Commission (NRC) License 21-01222; AR 385-10 | Organizations |
| | Non-Ionizing Radiation Exposures | AR | AR 40-5; AR 385-10 | Organizations |
| | Occupational Safety And Health Administration (OSHA) 300 Log | AR | AR 385-10; OSHA Act | Organizations |
| | Occupational Safety and Health Report | A | DODI 6055.1; AR 385-10 | HQ TRADOC |
| | Radiation Incident Report | AR | AR 40-5; 385-10 | Organizations |
| | Range Safety Waiver | A | AR 385-63; AR 385-64; TR 385-2 | Organizations |
| | Transfer of Individually Controlled Radioactive Items of Supply | AR | 10 CFR; 40 CFR; NRC License 21-01222-05; AR 385-10 | Organizations |

**Table B-13
Internal Review and Audit Compliance**

| Requirements initiated by DOD/DA | | | | |
|---|-----------------------------------|------------------|-------------------------------|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Internal Review Annual Plan | A | AR 11-7 | HQ TRADOC |
| | Semiannual Internal Review Report | SA | AR 11-7 | HQ TRADOC |

**Section V
Major Subordinate Organizations**

**Table B-14
Army Capabilities Integration Center**

| Requirements initiated by HQ TRADOC | | | | |
|--|--|------------------|--|-------------------------|
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| RCS exempt: AR 335-15, paragraph 5-2 i | Information Superiority Act | Q | Charter signed by U.S. Army Combined Arms Center (CAC) Commander | HQ TRADOC |
| RCS exempt: AR 335-15, paragraph 5-2 i | Information System Vulnerability and Protection Integrated Concept Team | Q | Charter signed by CAC Commander | HQ TRADOC |
| RCS exempt: AR 335-15, paragraph 5-2 i | TRADOC System Management Report | A | TR 71-12 | HQ TRADOC |
| Requirements initiated by DOD/DA | | | | |
| RCS | Title and Form Numbers | Frequency | Prescribing Directives | Preparing Agency |
| | Advanced Concepts and Requirements Modeling and Simulation Domain Investment and Management Plan | AR | AR 5-11; TR 5-11 | HQ TRADOC/Organizations |
| | Army Involvement in Special Access Programs | A | Secretary Of Defense | HQ TRADOC/Organizations |
| | Army Science And Technology Objectives/Advanced Technology Demonstration Review | A | Assistant Secretary of the Army (Acquisition, Logistics, And Technology) Directive | HQ TRADOC/Organizations |
| | Command And Control Protect Council Of Colonels and General Officer Steering Committee (GOSC) | SA | DA Director of Information Systems for Command, Control, Communications, and Computers (DISC4) | HQ TRADOC/Organizations |
| | Communications/Information Management Requirements | A | AR 5-11 | HQ TRADOC |
| | Concept Experimentation Program Report | AR | AR 73-1 | HQ TRADOC |
| | Continuing Resolution Authority | A | Defense Finance and Accounting Service (DFAS) Reg 37-1 | HQ TRADOC/Organizations |
| | Information Operations Council of Colonels, GOSC Senior Operations Review Committee | M | DA Deputy Chief of Staff for Operations and Plans | HQ TRADOC/Organizations |

Table B-14
Army Capabilities Integration Center, continued

| Requirements initiated by DOD/DA, continued | | | | |
|--|--|-------------------------|--|--------------------------------|
| <u>RCS</u> | <u>Title and Form Numbers</u> | <u>Frequency</u> | <u>Prescribing Directives</u> | <u>Preparing Agency</u> |
| | Information System Vulnerability and Protection Integrated Product Team | Q | Integrated Product Team Charter signed by DA DISC4 | HQ TRADOC/Organizations |
| | Phasing Plan for Research, Development, Test and Evaluation (RDTE) Funding | A | HQDA Directive | HQ TRADOC/Organizations |
| | RDTE Budget Item Justification Sheets (R-Forms) | SA | DOD FMR 7000.14-R, Volume 2 | HQ TRADOC/Organizations |
| | Small Business Innovative Research | A | PL 97-219; PL 99-443; PL 102-564 | HQ TRADOC/Organizations |
| | Standards Report for Army Model and Simulation Office | A | AR 5-11; TR 5-11 | HQ TRADOC |
| | Transformation Activities Report | Q | Office of the Secretary of Defense Directive | HQ TRADOC/Organizations |

Glossary

Section I

Abbreviations

| | |
|------------|---|
| ACAP | Army Career and Alumni Program |
| AFARS | Army Federal Acquisition Regulation Supplement |
| AIEP | Army Ideas for Excellence Program |
| AR | Army regulation |
| ASA (M&RA) | Assistant Secretary of the Army (Manpower and Reserve Affairs) |
| ATBG | appropriation TRADOC budget guidance |
| AWCF | Army working capital fund |
| CAC | U.S. Army Combined Arms Center |
| CATAFORM | catalog form |
| CBRN | chemical, biological, radiological, and nuclear |
| CFR | Code of Federal Regulations |
| DA | Department of the Army |
| DCS | deputy chief of staff |
| DFAS | Defense Finance and Accounting Service |
| DFAS-IN | Defense Finance and Accounting Service-Indianapolis Center |
| DIACAP | Department of Defense Information Assurance Certification and Accreditation Process |
| DISC4 | Director of Information Systems for Command, Control, Communications, and Computers |
| DOD | Department of Defense |
| DODD | Department of Defense directive |
| DODI | Department of Defense instruction |
| DS | drill sergeant |
| EEO | Equal Employment Opportunity |
| EEOC | Equal Employment Opportunity Commission |
| EO | executive order |
| FMR | financial management regulation |
| FACTS | Freedom of Information and Privacy Acts Case Tracking System |
| FOIA | Freedom of Information Act |
| G-1/4 | personnel and logistics |
| G-2 | intelligence |
| G-3/5/7 | operations, plans and training |
| G-6 | command control, communications, and computers |
| G-8 | resource management |
| GOSC | general officer steering committee |
| HQ | headquarters |
| HQDA | Headquarters, Department of the Army |
| IAW | in accordance with |
| MICO | management information control officer |
| NRC | Nuclear Regulatory Commission |
| OPM | Office of Personnel Management |

| | |
|--------|--|
| OSHA | Occupational Safety and Health Administration |
| PL | public law |
| RDL | Reimer Digital Library |
| RDTE | research, development, test, and evaluation |
| Reg | regulation |
| TBG | TRADOC budget guidance |
| TP | TRADOC pamphlet |
| TR | TRADOC regulation |
| TRADOC | United States Army Training and Doctrine Command |
| USC | United States Code |
| USR | unit status report |

Section II

Terms

Directive

Management information requirement or implementing instruction or guideline that 1) Creates or revises a management information requirement; 2) States who will submit the data; or 3) Provides procedures, definitions, forms, and information sources.

Frequency

How often the report is required.

Management information

Information required in planning, organizing, directing, coordinating, and controlling an organization and its assigned mission tasks.

Management information requirements

Requirements for management information to be collected, processed, and transmitted on a periodic, as required, or one-time basis.

MS4X

Operation and maintenance, Army management decision package funding that may be used for salaries, travel, training, and oversight pertaining to information assurance/command and control protection.

Requirement control symbol

A symbol assigned to a management information requirement by the MICO with jurisdiction to show it has been approved under the guidance of this pamphlet.

Section III

Special Abbreviations and Terms

Proponent

The head of the Headquarters TRADOC proponent approving the information requirements.