

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5733

*TRADOC Pamphlet 25-53

2 May 2019

Information Management

List of Approved Recurring Information Management Requirements

FOR THE COMMANDER:

OFFICIAL:

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History. This pamphlet is a major 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.

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, 661 Sheppard Place, Fort Eustis, Virginia 23604-5733.

*This pamphlet supersedes TRADOC Pamphlet 25-53, dated 7 July 2011.

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, 661 Sheppard Place, Fort Eustis, VA 23604-5733, or electronically to usarmy.jble.tradoc.mbx.tradoc-atim1@mail.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Distribution. This pamphlet is available in electronic media only at the TRADOC Administrative Publications website <http://adminpubs.tradoc.army.mil/>.

Summary of Change

TRADOC Pamphlet 25-53
List of Approved Recurring Information Requirements

This major revision, dated 2 May 2019-

- o Updates the management information requirements listed by TRADOC proponent.
- o Adds the Diversity Office (table B-4) and G-9 (table B-14).
- o Renames Deputy Commanding General for Initial Military Training as the Center for Initial Military Training (table B-1).
- o Removes Army Capabilities Integration Center table.

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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), Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC) TRADOC; special activities and field operating activities, centers of excellence, and schools with required information at the right time, in the best format, and the lowest possible cost.

2. References

See [appendix A](#).

3. Explanation of abbreviations

See the [glossary](#).

4. Procedure

a. Army Regulation (AR) 25-98 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 these requests be as infrequent as feasible, with reasonable due dates.
- (2) Qualifying rules for directives that require management data:
 - (a) Are complete, 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.
 - (e) Do not require extensive compilations of research over and above normal operations.
- b. Exempt management information requirements and documents used in day-to-day operational activities must conform to the qualifying rules.
- c. The 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, Information Management Control Officer (IMCO) at usarmy.jble.tradoc.mbx.tradoc-atim1@mail.mil.

(3) Ensure TRADOC information requirements are prescribed in an administrative publication in accordance with DA Pamphlet 25-40. 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 personnel 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 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.
- See AR 25-98, for the required documents and approval process.
- Review information management requirements when publications are updated.

5. Records management requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army. Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System/Records Retention Schedule-Army at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

6. Assignment of report control symbol (RCS)

The IMCO will use table 5-1 to construct and assign RCSs in accordance with AR 25-98. 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" style="width: 100%;"> <tr> <td style="width: 50%;">A – Annually</td> <td style="width: 50%;">Q - Quarterly</td> </tr> <tr> <td>AsR – 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	AsR – 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																
	AsR – 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 & AsR) 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 25-98 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 25-98
Information Management Control Requirements Program

Section II
Related Publications

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

DOD Manual 8910.01, Volume 1
Information Collection and Manual: Procedures for DOD Internal Information Collections

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
Personal Staff

Table B-1
Chief of Public Affairs

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
ATPA(D)0001	Media Relations Division Report of Media Activity	D	Chief, Public Affairs Memorandum	HQ TRADOC
ATPA(Q)0002	Presidential Wreath Laying Ceremonies	Q	AR 360-1	HQ TRADOC
ATPA(AR)0003	Narrative summary of PA activities (and results) during disaster relief operations	AsR	AR 360-1	HQ TRADOC

Table B-2
Command Chaplain

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	After-Action Report On Grants	AsR	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-3
Staff Judge Advocate

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
JAG-81	Report on Legal Assistance Services (DA Form 4944-R)	A	AR 27-3	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 5500.07-R	HQ TRADOC/Organizations
	Ethics Program Questionnaire	A	5 CFR Part 2638.207	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	DOD 5500.07-R	HQ TRADOC/Organizations
	Court Reporting Productivity Report	M	AR 27-10	Organizations

**Section II
Special Staff**

**Table B-4
Diversity Office**

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
	Federal Equal Opportunity Recruitment Program	A	EO 13171; DA, Office of Personnel Management reporting requirement	HQ TRADOC
	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-5
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

**Table B-6
Military History**

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

**Table B-7
Safety Office**

Requirements initiated by HQ TRADOC				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
	Accident Exposure Report	Q	TR 385-2	Organizations
Requirements initiated by DOD/DA				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
	Accident Exposure Report	AsR	AR 385-10	HQ TRADOC
	Biological Defense Mishap	AsR	AR 40-5; AR 50-1	Organizations
	Chemical Agent Incident	AsR	AR 40-5; AR 50-6; DA PAM 385-61	Organizations
	Class A through D Accident Reports	AsR	AR 385-10; TR 385-2	HQ TRADOC/Organizations
	Explosive Safety Waiver	A	AR 385-64; TR 385-2	Organizations
	Explosives Storage License	AsR	AR 385-64; TR 385-2	Organizations

**Table B-8
Safety Office**

Requirements initiated by DOD/DA				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
	Ionizing Radiation Incident Reports	AsR	10 CFR; 40 CFR; Nuclear Regulatory Commission (NRC) License 21-01222; AR 385-10	Organizations
	Non-Ionizing Radiation Exposures	AsR	AR 40-5; AR 385-10	Organizations
	Occupational Safety And Health Administration (OSHA) 300 Log	AsR	AR 385-10; OSHA Act	Organizations
	Occupational Safety and Health Report	A	DODI 6055.1; AR 385-10	HQ TRADOC
	Radiation Incident Report	AsR	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	AsR	10 CFR; 40 CFR; NRC License 21-01222-05; AR 385-10	Organizations
	High Risk Training Courses	AsR	TR 385-1	Organizations

**Section III
Coordinating Staff**

**Table B-9
Deputy Chief of Staff (DCS), G-1/4**

Requirements initiated by HQ TRADOC				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
	Request for Official OCONUS Temporary Duty Travel (TRADOC Form 712)	AsR	TR 1-11	HQ TRADOC/Organizations
	Sergeant Audie Murphy Club Board Remarks Sheet (TRADOC Form 600-14-4)	AsR	TR 600-14	Organizations
	Command Incident Report	Within 24 hours of discovery	TR 1-8	Organizations
	Exposure Report	Q	TR 385-2	HQ TRADOC/Organizations
	Post Holiday Accident/Incident	AsR	TR 385-2	HQ TRADOC/Organizations
	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				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
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	AsR	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
	Premium Class Travel Reporting	AsR	DoD Directive 4500.9	HQ TRADOC/Organizations
CSGLD 1438	Quarterly Stratification Report of Secondary Items (DA Form 1887)	AsR	AR 710-1	HQ TRADOC/Organizations
CSGLD 1961	Ammunition Malfunction Report (DA Form 4379)	AsR	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	HQ TRADOC
	Commander Information Paper	A	AR 608-10	HQ TRADOC/Organizations
Multiple see AR 710-2	Command and Supply Discipline Assessment	A	ARs 710-2;AR 735-5	Organizations

**Table B-9
Deputy Chief of Staff (DCS), G-1/4, cont.**

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	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	AsR	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-10
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

Table B-11
DCS, G-3/5/7

Requirements initiated by HQ TRADOC				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
ATTG-13(R2)	Training Ammunition Expenditure Report	M	TR 350-8	Organizations
ATTG-38	Training Ammunition Requirements Report	A	TR 350-8	Organizations
	Total Army Training System/Reserve Component Configured Course Exportable Instructional Material Request Form (TRADOC Form 350-18-1)	AsR	TR 350-18	Organizations
	The Army School System Unit Pre-Execution Checklist (TRADOC Form 350-18-2)	AsR	TR 350-18	Organizations
	Institutional Attendance Register (TRADOC Form 270)	AsR	TR 350-18	Organizations
	Defense Readiness Reporting System - Army/NetUSR	M	AR 220-1	Organizations
	Hometown Recruiter Assistance Program Participation Report	M	TRADOC Hometown Recruiter Assistance Program Standard Operating Procedures	Organizations
	Operations Report	AsR	TR 1-8	HQ TRADOC/Organizations
	Suspicious Activity Report	AsR	TR 1-8	HQ TRADOC/Organizations
	Catalog Form (CataForm) for the Reimer Digital Library (RDL) On-Line Card Catalog (TRADOC Form 352-70-12-1)	AsR	TP 350-70-12	Organizations
	Continuity of Operations (COOP) Exercise/Site Visit	A	AR 500-3	HQ TRADOC
Requirements initiated by DOD/DA				
<u>RCS</u>	<u>Title and Form Numbers</u>	<u>Frequency</u>	<u>Prescribing Directives</u>	<u>Preparing Agency</u>
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
	SROTC Program Viability Review	A	DoDI 1215.08	USACC
	DOD ROTC and Educational Institution Partnership Excellence Award Program	A	DoDI 1215.08	USACC
	Officer Accessions Report	M	AR 145-1	USACC, USAREC
	Officer Accessions Review	Q	AR 145-1	USACC, USAREC
	End of Fiscal Year Commission/Accession Report	A	AR 145-1	USACC
	American, British, Canadian, and Australian	AsR	AR 34-1	HQ TRADOC/Organizations
	Army After Next Annual Report	A	Chief Of Staff, Army directed	HQ TRADOC
	Bilateral Staff Talks	AsR	AR 34-1	HQ TRADOC
	Defense Activity for Non-traditional Educational Support Test Inventory	Q	AR 621-5	HQ TRADOC

Table B-11
DCS, G-3/5/7, continued

Requirements initiated by DOD/DA, continued				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	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	AsR	AR 34-1	HQ TRADOC/Organizations
	Semiannual Inventory Report For Schedule I 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
	Operations Security Report	A	AR 530-1	HQ TRADOC
	COOP Operations Plan Review and Submission	BI	AR 500-3	HQ TRADOC

Table B-12
DCS, G-6

Requirements initiated by HQ TRADOC				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	Reporting and Acquisition Decision	AR	TR 25-1	HQ TRADOC/Organizations
	Management Information Control Review	every 18 months	AR 25-98; TP 25-53	HQ TRADOC
	Publication Review (TRADOC Form 25-35-1)	every 18 months	AR 25-30; TR 25-35	HQ TRADOC
	Computer Workstation Inventory for Life-Cycle Replacement	AsR	AR 25-1	HQ TRADOC/Organizations
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-NII-(QA) 2296	Department of Defense-Risk Management Framework (RMF) process	TRI	DODI 8510.01	HQ TRADOC/Organizations
	RMF Annual Review	A	DODI 8510.01	HQ TRADOC/Organizations
	Army Portfolio Management Solution	AsR	AR 25-1	HQ TRADOC/Organizations
	Records Management Self-Assessment	A	44 U.S.C. 2904(c) and Office of the Chief Records Officer Memo AC 01.2014, Part I, Section 2	HQ TRADOC
	Identify Unscheduled Records	AsR	AR 25-400-2	HQ TRADOC/Organization
DD-COMP(A)1379	Personally Identifiable Information (PII) Breach Report	AsR	DOD 5400.11-R; TR 1-8	HQ TRADOC/Organizations

**Table B-12
DCS, G-6, cont.**

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
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
	Automatic Declassification And Systematic Review	A	EO 12598, section 3.3	HQ TRADOC/Organizations
	Freedom of Information and Privacy Acts Case Tracking System (FACTS)	AsR	DOD 5400.7-R	HQ TRADOC/Organizations
	Privacy Act Systems of Records Notices	AsR	OMB Circular A-130 DOD 5400.11-R	HQ TRADOC/Organizations
	Privacy Impact Assessment (DD Form 2930)	AsR	Office of Management and Budget E-Government Act 2002	HQ TRADOC/Organizations
	Privacy Reporting	SA	PL 110-53	HQ TRADOC/Organizations

**Table B-13
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
	Reprogramming Explanations	SA & W (at year-end)	TRADOC Budget Guidance (TBG) and Appropriation TRADOC Budget Guidance (ATBG)	HQ TRADOC/Organizations
	Unfinanced Requirements	SA	TBG and ATBG	HQ TRADOC/Organizations
	Web-based TRADOC Automated Schedules (automated)	AsR	TR 5-14; ATBG	HQ TRADOC/Organizations
	TRADOC Request for Contract Approval for Service and Supply/Product Contracts as Assisted Acquisition Report	AsR	TR 5-14	HQ TRADOC/Organizations
	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
	Contract Performance Assessment Reporting System	A and AsR	OSD; TR 5-14	HQ TRADOC/Organizations
	Enterprise Contractor Manpower Reporting Application (automated)	A	10 United States Code Section 2330a	HQ TRADOC/Organizations
	Assisted Acquisition Report	AsR	AFARS 5117.780	HQ TRADOC/Organizations
CSCOA-112	Commercial Activities Proposed Action Summary and Final Decision Report	AsR	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	AsR	1998 EDITION 219.2-1	HQ TRADOC
	Year-end Closeout Flash Report	A	Headquarters DA Year-end Closing Guidance	HQ TRADOC/

**Table B-13
DCS, G-8, cont.**

Requirements initiated by DOD/DA				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	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
	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	AsR	AR 570-7	HQ TRADOC
	Equipment Survey Schedule	A	AR 570-7	HQ TRADOC
	Fund Allowance Incident Report	AsR	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

**Table B-14
DCS, G-9**

Requirements initiated by HQ TRADOC				
RCS	Title and Form Numbers	Frequency	Prescribing Directives	Preparing Agency
	TRADOC Strategic Engagement Manager Entry	AsR	TRADOC Supplement 1 to AR 11-31	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
AsR	as required
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
IMCO	information management 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 directive. A directive that—

- a. Creates or changes a management information requirement.
- b. States who will submit the data.
- c. Provides procedures, definitions, forms, and information sources.

Extensive compilation of research over and above normal operations

This phrase provides a basis for the preparer to appeal what it considers to be “unreasonable” information requirements. Whether a request is “unreasonable” is a matter of judgment. It involves consideration of the mission and the preparer’s resources, not simply the absolute workload. These factors bear on whether a request is unreasonable:

- a. Preparation would require extensive overtime or keep other important work from being completed on time.
- b. The existing operating records and information systems do not provide the data required or such data cannot be readily produced from the system (for example, retroactive data requests that would need extensive research of records or files).
- c. The purpose of the request might be served by data already available to the requester.
- d. An exemption that certifies the request does not require “extensive compilation or research over and above normal operations” permits the flow of data among agencies whose staff and operating relationships require a day-to-day exchange of spot data. Although these exemptions generally cover nonrecurring data exchanges that arise out of oral discussions, they are not limited to such exchanges and include written requests for one-time data requests.

Frequency

How often the report is required.

Information management

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

Information management product

Products generated in response to an approved requirement for information. The information product may be in narrative, tabular, or graphic form. A product can be transmitted in different ways. It may be an oral statement, a manual report, or an automated data processing product.

Information management requirement workload

The total workload (and costs) at all levels that would end if the request were discontinued.

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.

Report control symbol

A symbol the IMCO with jurisdiction assigns to an information management requirement to show it has been approved under the guidance of this pamphlet.

Surveys

DOD defines surveys as systematic data collections, using personal or telephone interviews, or self-administered questionnaires, in paper or digital format, from a sample or census of 10 or more persons as individuals or representatives of agencies that elicit attitudes, opinions, behavior, and related demographic, social, and economic data to identical questions that are to be used for statistical compilations for research or policy assessment purposes.

Section III

Special Abbreviations and Terms

Proponent

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