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Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Pamphlet 25-53

7 July 2011

Information Management

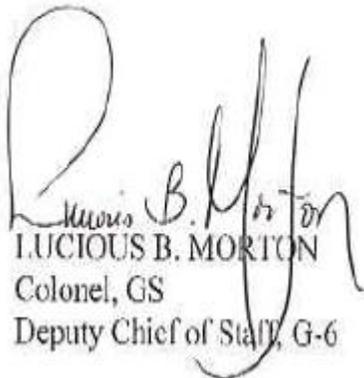
## LIST OF APPROVED RECURRING INFORMATION REQUIREMENTS

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FOR THE COMMANDER:

OFFICIAL:

JOHN E. STERLING, JR.  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

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LUCIOUS B. MORTON  
Colonel, GS  
Deputy Chief of Staff, G-6

**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.

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\*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](mailto: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>.

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## 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](mailto: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																	
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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.

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**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.

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**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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
RCS exempt: AR 335-15, paragraph 5-2 i	Accident Exposure Report	Q	TR 385-2	Organizations
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by HQ TRADOC</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
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
<b>Requirements initiated by DOD/DA</b>				
<b>RCS</b>	<b>Title and Form Numbers</b>	<b>Frequency</b>	<b>Prescribing Directives</b>	<b>Preparing Agency</b>
	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**

<b>Requirements initiated by DOD/DA, continued</b>				
<b><u>RCS</u></b>	<b><u>Title and Form Numbers</u></b>	<b><u>Frequency</u></b>	<b><u>Prescribing Directives</u></b>	<b><u>Preparing Agency</u></b>
	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.