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Updated 1 October 2002

**Information Management: Records Management**  
**LIST OF APPROVED RECURRING REPORTS**

**Summary.** This pamphlet contains an updated listing of controlled recurring reports. Pamphlet will be maintained electronically on the TRADOC Homepage and updated as changes occur. Deputy Chiefs of Staff and Special Staff Offices are responsible for ensuring the proponent of this pamphlet is notified when a new recurring requirement is received from higher headquarters or one is imposed by HQ TRADOC on a subordinate activity.

**Applicability.** This pamphlet applies to HQ TRADOC staff, major subordinate commands, service schools, and activities.

**Suggested improvements.** The proponent of this pamphlet is the Deputy Chief of Staff for Command, Control, Communications & Computers (DCSC4).

The validity and currency of the information contained in this pamphlet is dependent on the offices which receive, establish, and monitor reporting requirements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 102 McNair Dr., Fort Monroe, VA 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address: atimi@monroe.army.mil

**Availability.** This publication is only available on the TRADOC Homepage at <http://www-tradoc.army.mil>

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**1. Purpose.** To identify approved Department of Defense (DoD), Department of the Army (DA), interagency, and HQ TRADOC reports which TRADOC staff, organizations, and activities are preparing agency(ies); and HQ TRADOC monitoring staff offices.

**2. References.** Required and related publications are listed in appendix A.

**3. Explanation of abbreviations, terms, and codes.** The glossary contains abbreviations, terms, and codes used in this pamphlet.

**4. Monitoring information reporting requirements.** Within their area of primary interest, the HQ TRADOC monitoring staff offices identified in appendix B—

a. Ensure all TRADOC, DoD, DA, and interagency reports prepared by HQ TRADOC and command elements are correctly identified in this pamphlet (app C) unless exempt. Exemptions from management information control are cited in the prescribing directive. Uncontrolled (those without a requirement control symbol) reports need to be brought to the attention of the proponent of this pamphlet.

b. Provide the proponent of this pamphlet with all directives, both HQ TRADOC and non-TRADOC, which create, change, supersede, or rescind reports.

**5. Assignment of requirements control symbols (RCS).**

a. The designated Management Information Control Officer (MICO) with jurisdiction assigns the RCS to approved management information requirements (see AR 335-15). The proponent for this pamphlet is the HQ TRADOC and command MICO.

b. The prefix will be changed when proponenty for a

\*This pamphlet supersedes TRADOC Pamphlet 25-53, 30 December 1994

report is transferred to another activity or upon reorganization after the prescribing directive is changed.

**6. Listing of information reporting requirements by monitoring staff office** (see app C).

**7. Alphanumeric index of approved recurring information requirements** (see app D).

**8. Numerical listing of reporting forms** (see app E).

**Appendix A  
References**

**Section I  
Required Publication**

AR 335-15  
Management Information Control System

**Section II  
Related Publication**

AR 25-400-2  
The Modern Army Recordkeeping System (MARKS)

**Appendix B  
Monitoring Staff Office**

	<b>PAGE NO IN APP C REQUIREMENTS INITIATED BY HQ TRADOC</b>	<b>PAGE NO IN APPC REQUIREMENTS INITIATED BY DA/DOD</b>
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Chief of Staff/Command Group		4
Small and Disadvantaged Business Utilization (SADBU)	4	4
Equal Employment Opportunity (EEO)	5	5
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Deputy Chief of Staff for Developments (DCSDEV)	14	14/15
Deputy Chief of Staff for Doctrine, Concepts and Strategy (DCSDCS)	15	15
Deputy Chief of Staff for Operations and Training (DCSOPS&T)	15/16	16
Deputy Chief of Staff for Resource Management (DCSRM)	17	17/18
Deputy Chief of Staff for Command, Control, Communications & Computers (DCSC4)	18	19
Deputy Chief of Staff for Intelligence (DCSINT)		19
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**Appendix C  
Reports by Monitoring Staff Office**

**DEPUTY COMMANDING GENERAL FOR UNITED STATES ARMY RESERVE (DCG USAR)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	USAR SITREP	M	MEMO	HQ TRADOC/INSTLS

**CHIEF OF STAFF/COMMAND GROUP  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	OPREP	AR	AR 500-1	*HQ TRADOC
	OPSEC REPORT	A	AR 530-1	HQ TRADOC
	TREATY COMPLIANCE	SA	INF TREATY AND DA IMPLEMENTATION PLAN	HQ TRADOC
	CIVILIAN LAW ENFORCEMENT ORGANIZATIONS	Q	AR 500-51	HQ TRADOC/INSTLS

**SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	SMALL BUSINESS PROGRAM PLAN	A	DOD 4205.1	INSTLS

**SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	MID-YEAR SMALL BUSINESS PROGRAM PLAN REVIEW	A	SEC 644 TITLE 15 USC	HQ TRADOC/INSTLS
	FINAL SMALL BUSINESS PROGRAM PLAN REVIEW	A	SEC 644 TITLE 15 USC	HQ TRADOC/INSTLS
	AWARD PROJECTIONS	A	SEC 644 TITLE 15 USC	HQ TRADOC/INSTLS
	SMALL BUSINESS SPECIALIST APPOINTMENT	AR	DOD 4205.1	HQ TRADOC/INSTLS

	CERTIFICATE OF COMPETENCY	AR	DEFENSE FAR SUPPL	HQ TRADOC/INSTLS
DD-ACQ(AR)1862	SMALL BUSINESS COORDINATION RECORD (DD 2579)	AR	DOD 4205.1 ARMY FAR SUPPL	HQ TRADOC/INSTLS

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	EQUAL EMPLOYMENT OPPORTUNITY (EEO)	Q	TRADOC EEO OFC	INSTLS

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	SEP GOALS, OBJECTIVES	A	AR 690-12/ DOD 1440-1/ EO 11375	HQ TRADOC/INSTLS
	ANNUAL FEDERAL EEO STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS (462) REPORT	A	EEOC MD-110	HQ TRADOC/INSTLS
	AFFIRMATIVE EMPLOYMENT PROG PLAN ACCOMPLISHMENT REPORT	A	EEOC MD-714	*HQ TRADOC/INSTLS
	POSH REQUIREMENTS	Q	DA EEO AGCY	HQ TRADOC/INSTLS

**COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
CSOCS-308/309	TRAINING ACCIDENT REPORT	Q	TR 385-2	*INSTLS

**COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TRADOC QUARTERLY FIRE REPORT	Q	THIS REPORT WAS INITIATED FOR FY99 UNTIL TRANSITION FROM DFIRS TO NFIRS IN FY00	INSTLS
	ARMY ANNUAL OCCUPATIONAL SAFETY AND HEALTH REPORT	A	DODI 6055.1/AR 385-10	HQ TRADOC
	ACCIDENT EXPOSURE REPORT	AR	AR 385-40	HQ TRADOC
	RADIATION INCIDENT REPORT	AR	AR 40-5/385-11	INSTLS
	RANGE SAFETY WAIVER	A	AR 385-62/385-63/ TR 385-2	INSTLS
	EXPLOSIVE SAFETY WAIVER	A	AR 385-64/ TR 385-2	INSTLS
CSOCS-308/309	CLASS A&B ACCIDENT REPORTS	AR	AR 385-40/ TR 385-2	HQ TRADOC/INSTLS

\* Reports designated as CG/CofS INTEREST

**COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATBO-S	SERIOUS ACCIDENT REPORTS	AR	AR 385-40/ TR 385-2	HQ TRADOC
	TESTER, DENSITY & MOISTURE (MC-1)	AR	AR 11-9; NRC LICENSE 21-01222-05	INSTLS
	TRANSFER OF INDIVIDUALLY CONTROLLED RADIOACTIVE ITEMS OF SUPPLY (ICRIS)	as needed when owner- ship exchanged	AR 11-9; NRC LICENSE 21-01222-05/10 CFR	INSTLS
	IONIZING RADIATION INCIDENT REPORTS	when accident/ incident occurs	AR 11-9; NRC LICENSE 21-01222; 10 CFR	INSTLS
	NON-IONIZING RADIATION EXPOSURES	when non- ionizing exposure occurs	AR 11-9/40-5	INSTLS
	CHEMICAL AGENT SPILL	when a spill occurs	AR 40-5/50-6	INSTLS
	BIOLOGICAL DEFENSE MISHAP	AR	AR 40-5	HQ TRADOC
DD-ACQ&T	DOD FIRE INCIDENT REPORT (DD 2324-A)	AR	DODI 6055.7/ 6055.6/AR 420-99	INSTLS
DD-ACQ&T	DOD SUMMARY NO-LOSS FIRE EMERGENCIES REPORT (DD 2324-1)	Q	DODI 6055.7/ 6055.6/AR 420-99	INSTLS
	EXPLOSIVES STORAGE LICENSE	AR	AR 385-64/ TR 385-2	INSTLS

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATBO-20(R4)	ACTIVE ARMY DRILL SERGEANT REPORT	M	TR 350-16	TRADOC TCs
ATBO-20(R4)	DS STRENGTH REPORT BY NAME, GAINS, AND LOSSES	M	TR 614-200	INSTLS
	SITUATION REPORT (SITREP) ON STATUS OF SIDPERS-3 FIELDING	M	TRADOC MEMO	INSTLS
	LIBRARY MANAGEMENT DATA REPORT SYSTEM (LMDRS)	Q	DCSBOS (ATBO-FL)	INSTLS
	TRADOC QUARTERLY STATISTICAL REPORT (ALCOHOL & DRUG)	Q	TRADOC ADAPCP	INSTLS
	INMATE POPULATION REPORT	W	TRADOC CPM POLIC	INSTLS

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	POST HOLIDAY ACCIDENT/ INCIDENT TRADOC	AR	TR 385-2	*HQ TRADOC/INSTLS
	EXPOSURE REPORT	Q	TR 385-2	INSTLS
	COMMAND INCIDENT REPORT (CIR)	w/n 24 hrs of discovery notification	HQ TRADOC	*INSTLS
	MILITARY CONSTRUCTION PRIORITIES	A	AR 415-15	INSTLS
	UNACCOMPANIED BUILDING INVENTORY (UBI)	AR	TRADOC MEMO	INSTLS
ATBO-1	DINING FACILITY OPNS RPT (TRADOC 216-R-E)	M	TR 30-3	INSTLS
ATBO-23(R3)	TRAFFIC ACTIVITY REPORT (TRADOC 406-R)	Q	DOD 4500-34-R/4500.9-R/ TR 55-3	INSTLS
	QUARTERLY FAMILY CHILD CARE REPORT	Q		INSTLS
	FORCE PROTECTION (FP) PROGRAM ASSESSMENT	A (PRIOR TO 15 NOV)	TR 525-13	INSTL

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	DOD PROPERTY IN THE CUSTODY OF CONTRACTORS (DD 1662)	A	DOD, AFARS 45.505-14	INSTLS DOC
	PROJECTED COMPETITION GOAL	A	HQDA, AFARS 6.502(b)(S-91)	HQ TRADOC
	ANNUAL COMPETITION REPORT	A	HQDA, AFARS 6.502(b)(S-90)	HQ TRADOC
DD-IG (SA) 1580	OVERAGED AUDIT	SA	DA GUIDANCE/TAI 15.890-3	HQ TRADOC
	LABOR STANDARDS ENFORCEMENT	BI	DFARS 22.406-13	INSTLS DOC
	FORT BENNING DEPLOYMENT/ REDEPLOYMENT DAILY SITREP	D	FM 100-17	FORT BENNING (CF: HQDA)
	TRADOC ADVANCED ACQUISITION PLANNING (TAAPS)	A	PL 100-656/ TR 70-1	HQ TRADOC
DD-IG (SA) 1580	STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS	SA	TAI 15.890.3	HQ TRADOC
	AWARD TERM CONTRACTING	A	FAR 16-4	HQ TRADOC

\* Reports designated as CG/CofS INTEREST

**ACTVSDEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	OFFICER REQUISITION REQUESTS	Q	INSTR PUBLISHED BY OFFICER MGT	HQ TRADOC
	SEXUAL MISCONDUCT REPORT	M	DA DIRECTED	INSTLS; CADET CMD; ORD CEN & SCH; OMMCS
CSGPA-1746	NUMBER AND TYPES OF AWARDS AND DECORATIONS (DA 4612-R)	A	AR 600-8-22	INSTLS/ACTVS
	ENTRANCE NATIONAL AGENCY HOLDOVER REPORT	M	DCSPER MSG 151930Z OCT 92	INSTLS (LESS LVN, HUA, (ENTNAC) BLI, MON, DLI, AND CARLISLE); ORD CEN & SCH; SCH OF MUSIC
RPT	FOREIGN LANGUAGE	M	AR 611-6	INSTLS PROFICIENCY PAY
	MONTGOMERY GI BILL RPT	M	AR 621-202	INSTLS (LESS LVN, MON, DLI, AND CARLISLE); ORD CEN & SCH; OMMCS
AG-860	FUNERAL SUPPORT DATA REPORT	A	AR 600-25	INSTLS (LESS MON, DLI, AND CARLISLE)
	ARMY CAREER AND ALUMNI PROGRAM (ACAP) CLIENT GUIDANCE MEMO	M	HODA ACAP FULL IMPLEMENTATION 24 JUN 93	INSTLS (LESS MON, DLI, AND CARLISLE)
CSGPA-1471 (R1)	NARRATIVE AND STATISTICAL RPT ON EQUAL OPPORTUNITY PROGRESS	Q/A	AR 600-20/ DA PAM 600-26	INSTLS
	MIL/CIV PERSONNEL STRENGTH REPORT	W	TRADOC GUIDANCE (SGS E-MAIL)	* HQ TRADOC
	NON-DEPLOYABLE REPORT	Q	DCSPER MEMO, DEC 94	INSTLS
	INITIAL, INTERIM AND CLOSEOUT RPT OF CHILD ABUSE IN DOD OPERATED OR SANCTIONED (DA 7318-1-R/7318-2-R)	w/n 24 hrs of abuse	PL 93-247/AR 608-18 DOD 6400.1/6400-2/6400.3	HQ TRADOC/INSTLS
	EXCEPTIONAL FAMILY MEMBER PROGRAM ASSESSMENT GUIDE (DA 7351-R)	A	AR 608-75	HQ TRADOC/INSTLS
	ANNUAL REPORT (CDS)	A	AR 608-10	HQ TRADOC/INSTLS
	ANNUAL REPORT (SAS)	A	AR 608-10	HQ TRADOC/INSTLS
	ANNUAL REPORT (YS)	A	AR 215-1	HQ TRADOC/INSTLS
	CAREGIVER PERSONNEL PAY PROGRAM (CP3)	SA	DODI 6060.1	HQ TRADOC/INSTLS
	APF END STRENGTH REPORT	M	DODI 6060.1	HQ TRADOC/INSTLS
	ANNUAL FEE REPORT (CDS)	A	DODI 6060.1	HQ TRADOC/INSTLS

\* CG/CofS INTEREST

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	MACOM CHILD CARE EVAL TEAM (MCCT) INSPECTION CORRECTIVE ACTION PLAN	A	AR 608-10/ DODI 6060.2	HQ TRADOC/INSTLS
	SERIOUS CHILD INJURIES, ACCIDENTS, DEATHS THAT COULD RESULT IN A CLAIM	AR	AR 608-10	HQ TRADOC/INSTLS
	CHILD ABUSE/NEGLECT INCIDENTS	AR	AR 608-10	HQ TRADOC/INSTLS
	NATIONAL MEDIA EXPOSURE	AR	AR 608-10	HQ TRADOC/INSTLS
	REPORTABLE OUTBREAKS OF COMMUNICABLE DISEASE	AR	AR 608-10	HQ TRADOC/INSTLS
	CDRS INFORMATION PAPER	A	AR 608-10	HQ TRADOC/INSTLS
	INSTALLATION CHILD CARE AVAILABILITY PLAN (ICCAP)	A	AR 608-10	HQ TRADOC/INSTLS
	INSTALLATION SCHOOL AGE SERVICES AVAILABILITY PLAN (ISSAP)	A	AR 608-10	HQ TRADOC/INSTLS
	INSTALLATION CHILD CARE EVALUATION (ICCET)	A	AR 608-10/ DODI 6060.2	HQ TRADOC/INSTLS
	INSTALLATION SCHOOL AGE SERVICES EVAL TOOL (ISASET)	A	DODI 606.3	HQ TRADOC/INSTLS
	ANNUAL UPDATE OF COMMERCIAL SPONSORSHIP	A	AR 215-1/ DODI 1015.10	HQ TRADOC/INSTLS
	DEPARTMENT OF ARMY CLOTHBOUND AND PAPER BOUND BOOK KIT SURVEY	A	AR 215-2	HQ TRADOC/INSTLS
1270 HEW-AN	RANDOLPH-SHEPPARD ACT ANNUAL REPORT	A	AR 210-25/ DOD 1125.3	HQ TRADOC/INSTLS
CSGPA-1291	ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM RESOURCE AND PERF RPT (DA 3711-R)	M	AR 600-85	HQ TRADOC/INSTLS
	FEDERAL DRUG-FREE WORKPLACE REPORT	A	AR 600-85/ PL 100-71	HQ TRADOC/INSTLS
	COMMAND EXECUTION PLAN	A	MEMO, DA/SAMR, 10 FEB 98	HQ TRADOC
	EXPERTS AND CONSULTANTS	A	5USC3109	HQ TRADOC/INSTLS
DA&M(A)1538	RIGHT TO FINANCIAL PRIVACY ACT (DD 2563)	A	AR 190-6/ HQDA POLICY	HQ TRADOC/INSTLS
	FY PROJECTED MILITARY WORKING DOG REQUIREMENTS	A	AR 190-12	HQ TRADOC/INSTLS
	VICTIM/WITNESS NOTIFICATION REPORT (DD 2701)	A	DOD 1030.1/ HQDA POLICY	HQ TRADOC/INSTLS



**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	MILITARY WORKING DOG (MWD) ASSET INFORMATION	SA	AR 190-12	HQ TRADOC/INSTLS
	MILITARY WORKING DOG (MWD) STATUS REPORT	Q	AR 190-12	HQ TRADOC/INSTLS
CSGPA-1353 (R3)	LAW ENFORCEMENT AND DISCIPLINE	Q	AR 190-45	HQ TRADOC/INSTLS
	CORRECTIONS REPORT (STAFF AUTHORIZED AND ON-HAND; INMATE STATISTICAL DATA)	M	AR 190-47	HQ TRADOC/INSTLS
	SERIOUS INCIDENT REPORT (SIR)	Upon occurrence of incident	AR 190-40	*HQ TRADOC/INSTLS
JUST-1010	MISSING/RECOVERED FIREARMS, AMMO, AND EXPLOSIVES (DA 3056)	Upon occurrence of incident	AR 190-11	HQ TRADOC/INSTLS
	DOMESTIC VIOLENCE INCIDENT REPORT	A	HQDA POLICY	HQ TRADOC/INSTLS
	INSTALLATION COMMANDER'S ANNUAL REAL PROPERTY	A	AR 405-70	HQ TRADOC/INSTLS
	INVENTORY OF ARMY MILITARY REAL PROPERTY	SA	AR 405-45	HQ TRADOC/INSTLS
	STEWART B. MCKINNEY HOMELESS ASSIST ACT	Q	PL 101-645,104 STATUTE 4673	HQ TRADOC/INSTLS
	ARMY STATIONING AND INSTALLATION PLAN (ASIP)	A	AR 5-18	HQ TRADOC/INSTLS
	STATUS REPORT ON IMPLEMENTATION OF HWY SAFETY PROGRAM	BI	DODI 6055.4/ AR 55-80	INSTLS
	BRIDGE STRUCTURE INVENTORY AND APPRAISAL	AR	AR 420-72/ PL 23 CFR 650.3	INSTLS
	DAM INVENTORY REPORT	BI	AR 420-72/PL 104-303	INSTLS
	DEFENSE UTILITIES ENERGY REPORTING SYSTEM 1 REPORT (DUERS1)	M	DOD 5126.46-M-2/ AR 11-27	INSTLS
	DEFENSE UTILITIES ENERGY REPORTING SYSTEM 1 REPORT (DUERS2)	M	DOD 5126.46-M-2/ AR 11-27	INSTLS
ENG-328	GENERAL/FLAG OFFICERS QUARTERS COST REPORT	Q	AR 210-50	HQ TRADOC/INSTLS
	GENERAL/FLAG OFFICERS QUARTERS SIX YEAR PLANS	A	AR 210-50	HQ TRADOC/INSTLS
	ARMY FAMILY HOUSING BUSINESS OCCUPANCY REPORT	M	BUSINESS OCCUPANCY PROG IMPL PLAN	HQ TRADOC/INSTLS

\* CG/CofS INTEREST

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	STATUS REPORT OF OPERATIONAL STOCKS	Q	AR 710-3	HQ TRADOC
	GUIDED MISSILE AND LARGER ROCKET AMMO RECEIPT, AND EXPENDITURES REPORT	M/Q	AR 710-9	HQ TRADOC
	CATEGORY I MISSILE REPORT	M	MSG, HQDA DALO-SMA, 081345Z MAY 95	HQ TRADOC/INSTLS
	WORLDWIDE AMMUNITION REPORTING SYSTEM (WARS)	M/Q/SA	AR 700-22	INSTLS
CSGLD-1596(RS)	FOOD COST AND FEEDING STRENGTH SUMMARY (DA 2969-R)	M	AR 30-5	INSTLS
	CONTINUING BALANCE SYSTEM EXPANDED (CBS-X)	W/M	AR 710-3	INSTLS
CSGLD-1816	FOOD SERVICE SUMMARY (DA 4811-R)	SA	AR 30-1	INSTLS
	LAUNDRY AND DRY CLEANING OPERATIONS (DA 2969)	Q	AR 210-130	INSTLS
CSGLD-1816	FOOD SERVICE SUMMARY (DA 4811-R)	Q	DOD 1338.10-M	INSTLS
	TROOP ISSUE SUBSISTENCE MANAGEMENT REPORT (DA 7169-R)	Q	AR 30-7	INSTLS
	STATEMENT OF GAINS AND LOSSES (DA 4170-R)	Q	AR 30-18	INSTLS
	MATERIEL CONDITION STATUS REPORT	M	AR 700-138	INSTLS
	OPERATIONAL READINESS FLOAT ANNUAL REQUIREMENTS	A	AR 750-1	INSTLS
	AVIATION INTENSIVE MGT ITEMS SEMI-ANNUAL FORECAST	SA	AR 710-1	INSTLS
	SPECIAL REPAIR ACTIVITY (SRA) PROGRAM ANNUAL REPORT	A	AR 750-1	INSTLS
	MISSILE FIRING DATA REPORTS (SHILLELAGHIL/TOW/DRAGON)	AR	AR 702-5	INSTLS
	AMMUNITION CONDITION REPORT	AR	DA PAM 738-750	INSTLS
	DINING FACILITY MODERNIZATION PLAN DEVELOPMENT (DA 4945-R)	BI	AR 30-1	INSTLS
	SUMMARY OF OPERATIONS REPORT	Q	MEMO, HQDA DALO-TST, 5 MAR 87	INSTLS
	OZONE DEPLETING CHEMICALS ANNUAL REPORT	A	DOD 6050.9	INSTLS

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	INSTALLATION MENU BOARD MINUTES	Q	AR 30-1	INSTLS
	QUARTERLY ACTION PLANS	Q	AR 30-1	INSTLS
MTMC-7 (R2)	CONUS MILITARY INSTALLATION MATERIEL OUTLOADING AND RECEIVING CAPABILITY REPORT	A	AR 55-4	INSTLS
MTMC-11	DESCRIPTION OF TERMINAL FACILITIES	M	AR 55-354/ DOD 4500.9	INSTLS
MTMC-54	REPORTING OF TRANSPORTATION DISCREPANCIES IN SHIPMENT	AR	AR 55-38	INSTLS
MTMC-74	HIGHWAY OFFICER SYSTEMS NEEDS	AR	AR 55-80	INSTLS
MTMC-75	ACCESS ROAD NEEDS	AR	AR 55-80/T SUPPL	INSTLS
MTMC-76	MANEUVER AREA ROAD CONDITION REPORT	AR	AR 55-80/T SUPPL	INSTLS
MTMC-88	VOLUME MOVEMENT OF FREIGHT	AR	DOD 4500.9-R, PART II	INSTLS
MTMC-98 (R1)	TRAFFIC ENGINEERING NEEDS	AR	AR 55-80/T SUPPL	INSTLS
MTMC-150	HIGHWAY SAFETY STANDARDS	AR	AR 55-80/T SUPPL	INSTLS
MTMC-179	CONTAINER MOVEMENT REPORT	AR	AR 55-1	INSTLS
	AGENCY REPORT OF MOTOR VEHICLE DATA	A	DOD 4500-36-R/ AR 58-1	HQ TRADOC
	ANNUAL COMMERCIAL DESIGN MOTOR VEHICLE RQMTS REVIEW	A	AR 58-1	INSTLS
CSGLD-14538	QUARTERLY STRATIFICATION REPORT OF SECONDARY ITEMS	AR	AR 710-1/37-1	HQ TRADOC/INSTLS
CSGLD-1111 (R3)	MONTHLY MANAGEMENT REPORT STATEMENT 7 NARRATIVE	M	AR 37-1	HQ TRADOC/INSTLS
	AWCF MONTHLY FLASH REPORT	M	DOD REG 7000.14/ MSG, DALO-MRI, MAR 92	HQ TRADOC/INSTLS
	ANNUAL FORMULATION DIRECTIVE AWCF (BUD 1066)	A	DOD REG 7000.14	HQ TRADOC/INSTLS
	ANNUAL BOLD GRANT PROJ TRACKING REPORT	A	SELF-GENERATED RQMT FROM BOLD GRANTS EXEC GUIDE	INSTLS
	CIVILIAN INMATE LABOR PROGRAM	A	AR 210-35	HQ TRADOC/BLI, LEE, MCCL, LVN
	DEFENSE SITES ENVIRONMENTAL RESTORATION TRACKING SYSTEM (DSERTS)	SA	AR 200-1	HQ TRADOC/INSTLS

**DEPUTY CHIEF OF STAFF FOR PERSONNEL, INFRASTRUCTURE AND LOGISTICS (DCSPI&L)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	INSTALLATION ACTION PLAN (IAP)	A	AR 200-1	INSTLS
	UNCONSTRAINED COST TO COMPLETE BUDGET REQUIREMENTS SUBMISSION	A	DA POM SUBMISSION	HQ TRADOC/INSTLS
	CONSTRAINED COST TO COMPLETE BUDGET DEVELOPMENT DATACALL	A	ENVIRONMENTAL RESTORATION, ARMY ACCOUNT MGT	HQ TRADOC/INSTLS
	FY MACOM WORKPLAN	Q	AR 200-1	HQ TRADOC
	FY OBLIGATION PLAN	M	AR 200-1	HQ TRADOC
	NOMINATION OF PROJECTS FOR FOREST PEST SUPPRESSION FUNDING BY U.S. FOREST SERVICE	A	AR 200-3	HQ TRADOC/INSTLS
	ANNUAL WORKPLANS FOR FORESTRY, AGRICULTURAL/ GRAZING AND FISH AND WILDLIFE REIMBURSABLE PROGRAMS	A	AR 200-3	HQ TRADOC/INSTLS
	ANNUAL ENDANGERED SPECIES UPDATE	A	AR 200-3	INSTLS
	ENVIRONMENTAL PROGRAM REQUIREMENTS (EPR)	SA	EO 12088	HQ TRADOC/INSTLS
	SOLID WASTE ANNUAL REPORT (SWAR)	A	HQDA (ACSIM)	INSTLS
	INSTALLATION STATUS REPORT PART II (ISR II)	A	DA/CSA INITIATIVE, 2 OCT 95	INSTLS
	ENVIRONMENTAL QUALITY REPORT (EQR)	Q	DOD, DA REPORTING REQUIREMENT; AR 200-1	INSTLS
	OVERAGED AUDIT	SA	DA GUIDANCE	HQ TRADOC
	PERFORMANCE BASED SERVICE CONTRACTING	Q	CHECKLIST	INSTL DOC'S
	LABOR STANDARDS ENFORCEMENT	BI	DFARS 22.406-13	INSTL DOC'S
	OZONE DEPLETING CHEMICALS NATIONAL DEFENSE	A	PL 102-484	INSTL DOC'S
CSGPA-1730	EXCEPTIONAL FAMILY MEMBER PROGRAM (DA 5864-R)	A	AR 608-75	HQ TRADOC
	INSTALLATION LISTING OF PRIVATE ORGANIZATIONS GRANTED ON-POST OPERATING PERMITS	BI	AR 210-1/ DODD 1125.3	INSTLS
CSGPA 1961	AMMUNITION/WEAPON MALFUNCTION REPORT	AR	AR 75-1	INSTLS
	DECONTAMINATION OF CERTAIN WITHDRAWN LANDS	A	PL 106-65	FORT BLISS

**DEPUTY CHIEF OF STAFF FOR DEVELOPMENTS (DCSDEV)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	INFO SYS VULNERABILITY AND PROTECTION (ISVAP) INTEGRATED CONCEPT TM	Q	CHARTER SIGNED BY CDR CAC	HQ TRADOC
	INFORMATION SUPERIORITY ACT	Q	CHARTER SIGNED BY CDR CAC	HQ TRADOC
	TRADOC SYSTEM MGT RPT	A	TR 71-12	HQ TRADOC
	STATUS OF CONCEPT EXPERIMENTATION PROG	B/M	TP 71-9	HQ TRADOC
	CEP EXPERIMENTATION REPORT	R	AR 73-1/ TP 71-9	HQ TRADOC

**DEPUTY CHIEF OF STAFF FOR DEVELOPMENTS (DCSDEV)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	COMMAND AND CONTROL PROTECT (C2P) COC AND GOSC	SA	VOCO DA DISC4	HQ TRADOC/INSTLS
	ISVAP INTEGRATED PRODUCT TEAM (IPT)	Q	IPT CHARTER SIGNED BY DA DISC4	HQ TRADOC/INSTLS
	INFO OPERATIONS COC, GOSC SENIOR OPERATIONS REVIEW COMMITTEE (SIORC)	M	VOCO DA DCSOPS	HQ TRADOC/INSTLS
	ARMY INVOLVEMENT IN SPECIAL ACCESS PROGRAMS	A	SEC DEF	HQ TRADOC/INSTLS
	ADVANCED CONCEPTS & REQUIREMENTS (ACR) MODELING & SIMULATION (M&S) DOMAIN INVESTMENT AND MANAGEMENT PLAN	AR 2 yr cycle	AR 5-11/ TR 5-11	HQ TRADOC/INSTLS
	RDTE BUDGET ITEM JUSTIFICATION SHEETS (R-FORMS)	SA	DOD FIN MGT REG/ DOD 7000.14-R, VOL 2	HQ TRADOC/INSTLS
	CONTINUING RESOLUTION AUTHORITY (CRA)	A	DFAS REG 37-1	HQ TRADOC/INSTLS
	PHASING PLAN FOR RDTE FUNDING	A	HQDA DIR	HQ TRADOC/INSTLS
	TRADOC SCIENCE AND TECHNOLOGY REVIEW	A	TP 71-9	HQ TRADOC/INSTLS

**DEPUTY CHIEF OF STAFF FOR DEVELOPMENTS (DCSDEV)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	ARMY SCIENCE AND TECHNOLOGY OBJECTIVES/ ADVANCED TECHNOLOGY DEMONSTRATION (STO/ATD) REVIEW	A	ASA(ALT) DIR	HQ TRADOC/INSTLS

SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	A	PL 97-219/99-443/102-564	HQ TRADOC/INSTLS
TRANSFORMATION ACTVS REPORT	Q	OSD DIRECTIVE	HQ TRADOC/INSTLS

**DEPUTY CHIEF OF STAFF FOR DOCTRINE, CONCEPTS AND STRATEGY (DCSDCS)**  
**REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATFE-2(R1)	TRADOC LIAISON OFFICER ACTIVITIES REPORT	every 2 mo	TR 1-17	DCSDOC

**DEPUTY CHIEF OF STAFF FOR DOCTRINE, CONCEPTS AND STRATEGY (DCSDCS)**  
**REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	NATO MILITARY AGENCY FOR STANDARDIZATION WG (8)	AR	AR 34-1	HQ TRADOC/INSTLS
	ABCA QUADRIPARTITE WG (8)	AR	AR 34-1	HQ TRADOC/INSTLS
	BILATERAL STAFF TALKS (10)	AR	AR 34-1	HQ TRADOC
	ARMY AFTER NEXT (AAN) ANNUAL REPORT	A	CSA DIRECTED	HQ TRADOC

**DEPUTY CHIEF OF STAFF FOR OPERATIONS AND TRAINING (DCSOPS&T)**  
**REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TUITION ASSISTANCE PARTICIPATION	M	AR 621-5	INSTLS
	INSTL EXODUS	A	AR 600-8-10/ TR 600-16	INSTLS
	INSTL POST EXODUS	A	AR 600-8-10/ TR 600-16	INSTLS

**DEPUTY CHIEF OF STAFF FOR OPERATIONS AND TRAINING (DCSOPS&T)**  
**REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TRADOC ARRIVAL	W		CENTERS
ATTG-13(R2)	TRADOC TRAINING AMMUNITION EXPENDITURES	M	TR 350-8	INSTLS
	TRADOC MONTHLY HRAP PARTICIPATION REPORT	M	TRADOC HRAP SOP	INSTLS
	TRADOC TRAINEE ABUSE REPORT	Q	TR 350-6	INSTLS
	MONTHLY STATUS REPORT (MSR)	M	AR 220-1/TRADOC LOI	* INSTLS

**DEPUTY CHIEF OF STAFF FOR OPERATIONS AND TRAINING (DCSOPS&T)**

**REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
CSGPO-411	TRAINING AMMUNITION MGMT INFO SYSTEM (TAMIS)	M	AR 5-13	HQ TRADOC/INSTLS
0304-GSA-XX	PRESIDENT'S ANNUAL REPORT (GSA T-8204)	A	PL 92-463	HQ TRADOC
	CONTINUING EDUCATION COST/PARTICIPATION RPT (DA 1821)	M/Q	AR 621-5	HQ TRADOC
	ARMY AIRCRAFT INVENTORY, STATUS AND FLYING TIME (DA 1352 & 1352-1)	M	AR 700-138	HQ TRADOC
	AIRCRAFT PROGRAMMING AND UTILIZATION FLYING HOUR (DA 1352)	Q	AR 95-1	HQ TRADOC
	OPERATIONAL SUPPORT AIRLIFT POST MISSION	M	AR 95-1	HQ TRADOC
	CHIEF OF STAFF WEEKLY UPDATE	W	CSA GUIDANCE	HQ TRADOC
	DANTES TEST INVENTORY	Q/A	AR 621-5	HQ TRADOC
TRADOC-1	AIR TRAFFIC CONTROL FACILITY & PERSONNEL STATUS (DA 3479-6-R)	M	AR 95-2	HQ TRADOC
	TRAINING AMMUNITION REQUIREMENTS (COMPUTER-GENERATED)	A	AR 5-13	HQ TRADOC/INSTLS
	WEAPONS DENSITY	A	AR 5-13	HQ TRADOC
	INSTITUTIONAL TRAINING READINESS REPORT	A	DOD GUIDANCE	HQ TRADOC
	MONTHLY READINESS REPORT (MRR)	M	HODA REQUIREMENT	HQ TRADOC

\* Reports designated as CG/CofS INTEREST

**DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)**

**REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATRM-159 (R2)	COST ANALYSIS PROGRAM (MOS/FMS TRAINING COST REPORT (ATRM-159 RPT (R2)))	A	TR 11-5	HQ TRADOC
	COMMAND PLAN	A		HQ TRADOC
	REVIEW AND ANALYSIS	SA		HQ TRADOC

**DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATRM-159 (R2)	COST ANALYSIS PROGRAM (MOS/FMS TRAINING COST REPORT (ATRM-159 RPT (R2))	A	TR 11-5	HQ TRADOC
	COMMAND PLAN	A		HQ TRADOC
	REVIEW AND ANALYSIS	SA		HQ TRADOC

**DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	CRA OBLIGATION PLAN DATA CALL	A	DA REPORTING REQUIREMENT	HQ TRADOC
	SAVINGS BOND CAMPAIGN REPORT	A	DEPARTMENT OF TREASURY CIR	HQ TRADOC
	UNOBLIGATED AUTOMATIC DRAWDOWN	M	DFAS-IN REG 37-1	HQ TRADOC
	OBLIGATION ADJUSTMENTS \$100K PRIOR YEAR	V	DFAS-IN REG 37-1	HQ TRADOC
	JOINT REVIEW PROGRAM	TRI	DFAS-IN REG 37-1	HQ TRADOC
	YEAREND OBLIGATION REPORT	A	DFAS-IN REG 37-1	HQ TRADOC
	FUND ALLOWANCE INCIDENT REPORT ALLOWANCE	V	DFAS-IN REG 37-1	HQ TRADOC
	CANCELLED YEAR REPORTS	M	DFAS-IN REG 37-1	HQ TRADOC
	YEAREND CERTIFICATION REPORT	A	DFAS-IN REG 37-1	HQ TRADOC
	ARMY IDEAS OF EXCELLENCE PROGRAM (AIEP)	A	AR 5-17	HQ TRADOC
CSGPA-1697	MILITARY END OF YEAR ACTUALS	A	AR 570-4	HQ TRADOC
	CIVILIAN EXECUTION PLAN	SA	MEMO, ASA(M&RA)	HQ TRADOC
	MILITARY COMMAND PLAN	A	DAMO-FDF	HQ TRADOC
	MANPOWER SCHEDULE 8	A	DA PAE; ASA(M&RA); ODCSOPS	HQ TRADOC
	EQUIPMENT SURVEY RESULTS	AR	AR 570-7	HQ TRADOC
	EQUIPMENT SURVEY SCHEDULE	A	AR 570-7	HQ TRADOC
	COMMERCIAL ACTIVITIES INVENTORY	A	DODI 4100.33; TITLE 10, USC 2461	HQ TRADOC
	ARMY CA MANAGEMENT INFO SYSTEMS	A	AR 5-20	HQ TRADOC
	18-MONTH/36 MONTH REPORT	AR	DODI 4100.33	HQ TRADOC
	CPAS AND FINAL DECISION REPORT	AR	AR 5-20	HQ TRADOC



**DEPUTY CHIEF OF STAFF FOR COMMAND, CONTROL, COMMUNICATIONS & COMPUTERS (DCSC4)  
REQUIREMENTS INITIATED BY HQ TRADOC**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
ATIM-26	INSTALLATION VTC UTILIZATION	M	DCSIM Memo	INSTLS
	INSTALLATION INFORMATION TECHNOLOGY ARCHITECTURE	A	TR 25-73	INSTLS

**DEPUTY CHIEF OF STAFF FOR COMMAND, CONTROL, COMMUNICATIONS & COMPUTERS (DCSC4)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
DD-DA&M(A)-1365	FREEDOM OF INFORMATION ACT (DD 2564)	A	DOD 5400.7-R	HQ TRADOC/INSTLS
DD-DA&MA(A)-1379	PRIVACY ACT	A	DOD 5400.11-R	HQ TRADOC/INSTLS
	INFORMATION TECHNOLOGY METRICS	A	AR 25-1	HQ TRADOC/INSTLS

**DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DCSINT)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
AL-0230-NAR-N	INFORMATION SECURITY PROGRAM DATA RPT (SF 311)	A	AR 380-5	HQ TRADOC
	BILLET REPORT	A	DOD 5105.21-M-1	HQ TRADOC
	NATIONAL FOREIGN INTEL PROG (NFIP) PROGRAM EXECUTION REPORT	Q	DOD 7000-14-R/ CIA MEMO CMS3647-93	HQ TRADOC

**DEPUTY CHIEF OF STAFF FOR SIMULATION AND ANALYSIS (DCSSA)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TRADOC STUDY PROGRAM FOR DUSA (OR)	A	AR 5-5	HQ TRADOC
	STANDARDS REPORT FOR AMSO	A	AR 5-11/TR 5-11	HQ TRADOC
	COMMUNICATIONS/IM REQUIREMENTS	A	AR 5-11	HQ TRADOC

**PUBLIC AFFAIRS (PAO)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	MEDIA ADVISORY OF UPCOMING ARMY EVENTS	M	CPA HQDA MEMO	HQ TRADOC
	PRESIDENTIAL WREATH LAYING CEREMONIES	Q	AR 360-1	HQ TRADOC

**INSPECTOR GENERAL (IG)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
IG(SA) 1717	DOD INSPECTOR GENERAL SEMIANNUAL REPORT TO CONGRESS (DD 2487)	SA	5 USC/AR 20-1	HQ TRADOC/INSTLS

**INTERNAL REVIEW AND AUDIT COMPLIANCE (IRAC)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
DD-IG(SA)1574	SEMIANNUAL FOLLOW-UP STATUS REPORT	SA	DOD 7600.7-M/AR 11-7/AR 36-2	HQ TRADOC/INSTLS
IG(SA)-1717	DOD INSPECTOR GENERAL SEMIANNUAL REPORT TO THE CONGRESS	SA	PL 95-452/DODI 7750.6/AR 36-2	HQ TRADOC/INSTLS
IG(A) 1740	AUDIT TIME REPORT	A	DOD 7600.7-M	HQ TRADOC/INSTLS
	INTERNAL REVIEW ANNUAL PLAN	A	DOD 7600.7-M/AR 11-7	HQ TRADOC/INSTLS

**STAFF JUDGE ADVOCATE (SJA)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
JAG-81	LEGAL ASSISTANCE SERVICES REPORT	A	AR 27-3	INSTLS
JAG-2(R-12)	JAG-2 REPORT	M	AR 27-10	INSTLS
	AFTER ACTION REPORT ON TAX ASSISTANCE	A	AR 27-3	INSTLS
	VICTIM-WITNESS REPORT	A	AR 27-10	INSTLS
	SEXUAL MISCONDUCT	M	DCSPER MSG	INSTLS
	AFFIRMATIVE CLAIMS REPORT	M	AR 27-20	INSTLS
	CLAIMS STATUS REPORT	M	AR 27-20	INSTLS
	MAGISTRATE COURT	Q	AR 27-10	INSTLS

**STAFF JUDGE ADVOCATE (SJA)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TRAVEL BENEFITS ACCEPTED UNDER 31 USC 1353	SA	SA POLICY, 8 APR 99	HQ TRADOC/INSTLS
	CONFIDENTIAL FINANCIAL DISCLOSURE STATUS REPORT	A	DOD 5500.7R	HQ TRADOC/INSTLS
	ETHICS PROGRAM QUESTIONNAIRE	A	5 CFR 2638.602	HQ TRADOC/INSTLS
	ETHICS TRAINING PLAN	A	DOD 5500.7-R 5 CFR 2638.702	HQ TRADOC/INSTLS

**CHAPLAIN (CHAP)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	DISTINCTIVE FAITH GROUP LEADERS	A	AR 165-1	HQ TRADOC
	FORCE STRUCTURE/ PERSONNEL STATUS	M	AR 165-1/ DA PAM 165-17	HQ TRADOC
	ANNUAL TRAINING	A	AR 165-1/ DA PAM 165-3	HQ TRADOC
	MANDATORY 1.5%	Q	AR 165-1	HQ TRADOC
	30% DRAWDOWN	A	AR 165-1	HQ TRADOC
	ANNUAL REPORT	A	AR 165-1	HQ TRADOC
	CONTRACTS, AF	A	AR 165-1	HQ TRADOC
	CONTRACTS, NAF	A	AR 165-1	HQ TRADOC
	DD FORMS 1391	A	AR 165-1	HQ TRADOC
	CMRP	A	AR 165-1	HQ TRADOC
	T611R	M	AR 165-1	HQ TRADOC
	AAR ON GRANTS	AR	AR 165-1	HQ TRADOC

**MILITARY HISTORY (MH)  
REQUIREMENTS INITIATED BY DA/DOD**

<u>REPORTS CONTROL SYMBOL</u>	<u>TITLE AND FORM NUMBERS</u>	<u>FREQUENCY</u>	<u>PRESCRIBING DIRECTIVES</u>	<u>PREPARING AGENCY</u>
	TRADOC HISTORICAL PUBLICATIONS PLAN	A	AR 870-5	HQ TRADOC (SUBMIT TO MH)
	HISTORIANS' ACTIVITIES	SA	AR 870-5	HQ TRADOC (SUBMIT TO MH)
	TRADOC ANNUAL COMMAND HISTORY	A	AR 870-5	HQ TRADOC
	MUSEUMS ANNUAL RPT	A		HQ TRADOC

**Appendix D  
Alphanumeric Index of Approved Recurring Reports**

<u>REPORTS CONTROL SYMBOL</u>	<u>PAGE NO IN APPENDIX C</u>	<u>REPORTS CONTROL SYMBOL</u>	<u>PAGE NO IN APPENDIX C</u>
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1270 HEW-AN	9	ATTG-13(R2)	16
AG-860	8	ATFE-2(R1)	15
AL-0230-NAR-N	19	CSGLD-1816	11
ATBO-1	7	CSGLD-1111(R3)	12
ATBO-20(R4)	6	CSGLD-1596(RS)	11
ATBO-23(R3)	7	CSGLD-14538	12
ATBO-S	6	CSGPA-1291	9
ATIM-26	18	CSGPA-1353(R3)	10
		CSGPA-1471(R1)	8

**Appendix D**  
**Alphanumeric Index of Approved Recurring Reports**

<b>REPORTS CONTROL SYMBOL</b>	<b>PAGE NO IN APPENDIX C</b>	<b>REPORTS CONTROL SYMBOL</b>	<b>PAGE NO IN APPENDIX C</b>
CSGPA-1697	18	IG(A) 1740	20
CSGPA-1730	13	JAG-2(R-12)	20
CSGPA-1746	8	JAG-81	20
CSGPA-1961	13	JUST-1010	10
CSGPO-411	16	MTMC-7(R2)	12
CSOCS-308/309	5	MTMC-11	12
DA&M(A)1538	9	MTMC-54	12
DD-ACQ(AR)1862	4	MTMC-74	12
DD-ACQ&T	6	MTMC-75	12
DD-COMP(AR)1467	19	MTMC-76	12
DD-DA&M(A)1365	19	MTMC-88	12
DD-DA&M(A)1379	19	MTMC-98(R1)	12
DD-IG(SA)1574	20	MTMC-150	12
DD-IG(SA)1580	7	MTMC-179	12
DD-P&L(Q)1833	19	TRADOC-1	16
ENG-328	10		
IG(SA) 1717	20		

**Appendix E**  
**Index of Reporting Forms**

<b>FORM NO</b>	<b>RCS #</b>	<b>FORM NO</b>	<b>RCS #</b>
DD FORM 2324-A	DD-ACQ&T	DA FORM-4170-R	
DD FORM 2324-1	DD-ACQ&T	DA FORM 4612-R	CSGPA-1746
DD FORM 2487	G(SA)1717	DA FORM 4811-R	CSGLD-1816
DD FORM 2563	DA&M(A)1538	DA FORM 4945-R	
DD FORM 2564	DD-DA&M(A)1365	DA FORM 5864-R	CSGPA-1730
DD FORM 2579	DD-ACQ(AR)1862	DA FORM 7169-R	
DD FORM 2701		DA FORM 7318-1-R	
DA FORM 1352		DA FORM 7318-2-R	
DA FORM 1352-1		DA FORM 7351-R	
DA FORM 1821		GSA T-8204	0304-GSA-XX
DA FORM 2969-R	CSGLD-1596(RS)	SF 311	AL-0230-NAR-N
DA FORM 3056	JUST-1010	ATRM 159	ATRM-159 (R2)
DA FORM 3711-R	CSGPA-1291	TRADOC FORM 216-R-E	ATBO-1
DA FORM 3479-6-R	TRADOC-1	TRADOC FORM 406-R	ATBO-23(R3)

**Glossary**  
**Section I**

AFARS	Army Federal Acquisition Regulation Supplement
AP	Army pamphlet
AR	Army regulation
CofS	Chief of Staff
Chap	Chaplain
DA	Department of the Army

**Glossary**  
**Section I**

<b>DCSPI&amp;L</b>	Deputy Chief of Staff for Personnel, Infrastructure and Logistics
DCSDEV	Deputy Chief of Staff for Developments
<b>DCSDCS</b>	Deputy Chief of Staff for Doctrine, Concepts and Strategy
DCSC4	Deputy Chief of Staff for Command, Control, Communications & Computers
DCSINT	Deputy Chief of Staff for Intelligence
DCSRM	Deputy Chief of Staff for Resource Management

DCSSA Analysis	Deputy Chief of Staff for Simulations and
<b>DCSOPS&amp;T</b>	Deputy Chief of Staff for Operations and Training
DoD	Department of Defense
DoDI	Department of Defense Instruction
EO	Executive Order
FM	field manual
HQ	Headquarters
IG	Inspector General
IRAC	Internal Review and Audit Compliance
MICO	Management Information Control Officer
MH	Military History
PA	Public Affairs
PL	Public Law
RCS	requirements control symbol
SADBU	Small and Disadvantaged Business Utilization
SF	standard form
SJA	Staff Judge Advocate
TAI	TRADOC Acquisition Instruction
TF	TRADOC form
TP	TRADOC pamphlet
TR	TRADOC regulation
TS	TRADOC supplement
TRADOC	United States Army Training and Doctrine Command
USAR	United States Army Reserve
USC	United States Code
VERA	Voluntary Early Retirement Authority

**Section II  
Terms**

**Frequency**  
How often the report is required.

**Initiating agency**  
The DOD, DA, or interagency organizational element, or HQ TRADOC staff element establishing the information management collection requirement.

**MINIMIZE status**  
The predetermined status of the reporting requirement by the initiating agency for submission by electrical message under condition MINIMIZE.

**Monitoring agency**  
The HQ TRADOC staff element, installation, command, center, school, or activity within TRADOC responsible for preparing and submitting all or part of the report to the initiating agency.

**Requirement control symbol**  
A symbol assigned to an approved reporting requirement by the initiating agency.

**Requiring directive**  
Official directive which creates or changes the reporting requirement; states who will submit the data; and provides procedures, definitions, forms, and information sources

**Section III  
Explanation of Codes**

**Frequency codes**  
D – Daily; W – Weekly; BW – Biweekly; SM – Semimonthly; M – Monthly; Q – Quarterly; SA – Semiannually; A – Annually; BI – Biennially; TRI – Triennially; V – Variable; AR – As required; R – Recurring

**MINIMIZE status code**  
The abbreviation MIN within parenthesis (MIN) following the RCS indicates electrical responses are required during MINIMIZE.

**FOR THE COMMANDER:  
OFFICIAL:**

**LARRY R. JORDAN**  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

//signed//  
**GREGORY J. PREMO**  
Brigadier General, GS  
Deputy Chief of Staff  
for Command, Control,