

INFORMATION PAPER

SUBJECT: Army Substance Abuse Program (ASAP) Army Consolidated Records Schedule (ACRS) Record Categories, Series Numbers and Naming Conventions

1. Purpose: To provide information and instruction on changes to the Army Records Information Management System (ARIMS) system and ASAP file categories, series numbers and labeling procedures.


2. Facts:

a. The Army Consolidated Records Schedule (ACRS) has been deployed and replaces the Records Retention Schedule-Army (RRS-A) in ARIMS effective 6 Jan 12. The deployment of the ACRS has changed the record categories, series numbers, and file labeling of ASAP results, records, and statistics.

b. Enclosure A outlines the ASAP record categories and series numbers from the old RRS-A system and the new record categories and series numbers to be used for ASAP records in the new ACRS system.

c. ASAPs will create Office Records Lists (ORLs) for FY13 ASAP files in ARIMS. All FY13 ASAP files will be labeled using the ACRS record categories, series numbers and naming conventions. FY12 records and records from previous years will remain labeled with RRS-A record categories, series numbers, and naming conventions. Information on the new ACRS system and instructions to build the files and print labels in ARIMS can be found in the ACSAP ACRS power point located on the ACSAP website at [www.acsap.army.mil](http://www.acsap.army.mil).

4. The point of contact is MSG Cassandra Colondres at 502-626-2493 or [cassandra.y.colondres.mil@mail.mil](mailto:cassandra.y.colondres.mil@mail.mil).

  
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Enclosure A: ASAP Record categories and series numbers

| <b>RRS-A Record Categories</b>  | <b>ACRS Record Categories</b>   |
|---|---|
| 600- 5e1 – Alcohol and Drug Abuse Testing Report files – Positive Results                                       | 600–A - Active Duty Personnel – Alcohol and Drug Abuse Testing Report Files – Positive Results<br>600-B - Civilian Personnel – Alcohol and Drug Abuse Testing Report Files – Positive Results   |
| 600-85e2 – Alcohol and Drug Abuse Testing Report Files – Negative Results                                       | 600–A - Active Duty Personnel – Alcohol and Drug Abuse Testing Report Files – Negative Results<br>60–B - Civilian Personnel – Alcohol and Drug Abuse Testing Report Files – Negative Results  |
| 600- 85a2 – Alcohol and Drug Abuse Management Files-Other Offices and TOE Units                                 | 600- A- Active Duty Personnel – Alcohol and Drug Abuse Management Files – Other Offices and TOE Units<br>600–B - Civilian Personnel – Alcohol and Drug Abuse Testing Report Files – Other Offices and TOE Units   |
| 600- 85b2 – Alcohol and Drug Abuse Statistics – Office Having Army-Wide Responsibility and OTSG: Feeder Reports | 600-A - Active Duty Personnel – Alcohol and Drug Abuse Statistics – Office Having Army-Wide Responsibility and OTSG: Feeder Reports<br>600–B - Civilian Personnel – Alcohol and Drug Abuse Statistics – Office Having Army Wide Responsibility and OTSG: Feeder Reports |
| 600-85b3 – Alcohol and Drug Abuse Statistics – Other Offices and TOE Units                                      | 600–A - Active Duty Personnel – Alcohol and Drug Abuse Statistics – Other Offices and TOE Units<br>600 – B - Civilian Personnel – Alcohol and Drug Abuse Statistics – Other Offices and TOE Units   |
| 600-85d1 – Substance Abuse Records (Adults)   | 600–A - Active Duty Personnel – Substance Abuse Records (Adults)<br>600–B - Civilian Personnel – Substance Abuse Records (Adults)   |
| 600-85d1 – Substance Abuse Records (Minors)   | 600A – Active Duty Personnel – Substance Abuse records (Minors)   |
| 600-85f – ASAP Clinical Certification   | 600-A - Active Duty Personnel – ASAP Clinical Certification<br>600-B - Civilian Personnel – ASAP Clinical Certification   |
| 600-85j – Risk Reduction Program (RRP)  | 600– A – Active Duty Personnel - Risk   |

Enclosure A: ASAP Record categories and series numbers

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| System Master File | Reduction Program (RRP) System Master File<br>600-B – Civilian Personnel - Risk<br>Reduction Program (RRP) System Master File |
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