

III CORPS AND FORT HOOD REGULATION 25-400-2

Records Management
**RECORDS MANAGEMENT POLICIES
AND PROCEDURES HANDBOOK**

**Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood Texas 76544
4 October 2013**

Unclassified

SUMMARY OF CHANGE

Fort Hood Regulation 25-400-2

Records Management Policies and Procedures Handbook

This major revision, dated 4 October 2013

- Changes the title of Fort Hood Regulation 25-2 to Fort Hood Regulation 25-400-2 in accordance with DA General Order 2006-01, the records management function transferred from the DCS, G-1, to the AASA.
- Deletes 4th Infantry Division
- Adds 3rd Cavalry Regiment
- Deletes Freedom of Information Act
- Removes Copier Program as the requirement is no longer with ASD
- Adds ARIMS training requirements for Units/Activities
- Updates Office Symbols, per AR 25-59
- Disposition Labels updated and printed in ARIMS per the ARIMS Web site with the bar code instructions for those turning records into Records Holding Area
- Deletes Printing Management
- Deletes Duplicating Facilities
- Deletes Printing and reprographic support
- Deletes outdated publications/forms.
- Administrative changes throughout

Records Management
Records Management Policies and Procedures Handbook

History. This revision is a major revision. Portions affected by this regulation are listed in the summary of change.

Summary. This regulation establishes policy and provides guidance for the records management program at Fort Hood.

Applicability. This regulation applies to all staff offices of Headquarters III Corps and Fort Hood, 1st Cavalry Division (1CD), 3rd Cavalry Regiment (3CR), other Major Subordinate Commands (MSCs), Nondivisional Units, and Tenant Activities.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of Directorate of Human Resources (DHR).

Suggested Improvements. The proponent of this regulation is the DHR, Admin Services Division (ASD). Send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: IMHD-HRA, Fort Hood, Texas 76544-5056.

FOR THE COMMANDER:

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DISTRIBUTION:
In Accordance With (IAW)
Fort Hood (FH) Form 1853:
S

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Chapter 1 Overview

Section 1

1-1. Purpose.

This regulation establishes policy and provides guidance in all areas of records management. It governs the management of:

- a). Micrographics.
- b). Files equipment.
- c). Files maintenance.
- d). Records use.
- e). Disposition.
- f). Privacy Act (PA).

1-2. References

Required and related publications are listed in Appendix A

1-3. Abbreviations and Terms

The glossary explains abbreviations and terms used within the regulation

1-4. Objectives

This regulation performs the following functions:

- a). Deletes 4th Infantry Division
- b). Adds 3rd Cavalry Regiment
- c). Deletes Printing and Publishing
- d). Deletes Forms Management
- e). Deletes Correspondence Management
- f). Updates Office Symbols per AR 25-59
- g). Adds training requirements
- h). Adds records manager appointment requirement
- i). Adds records coordinator requirement
- j). Adds the use of DA Form 1613 (Records Cross Reference)
- k). Administrative changes throughout

Chapter 2 Responsibilities

2-1. Directorate of Human Resources(DHR), Administrative Services Division(ASD).

DHR, ASD is assigned staff responsibility for the III Corps and Fort Hood Records Management Program. The DHR ASD will manage and oversee the Fort Hood Records Holding Area (RHA).

2-2. III Corps/1st Cavalry Division (1CD)/3rd Cavalry Regiment (3CR) 13th Sustainment Command Expeditionary (13th ESC)

Commanders will establish and manage a record keeping program throughout their command. Commanders will appoint in writing a Records Manager (RM) to manage the records program for the command. There will be two RM's, a primary and an alternate with longevity. Grade should be E-5 or above. RM's must be appointed at the Command Staff level and down to one subordinate level (Brigade or Squadron) from the S-1. Commanders will ensure good records keeping practices are implemented and used IAW with laws, regulations and local policy.

2-3. Brigade/Regiment

Commanders will:

- a). Establish and manage a record keeping program throughout their command.
- b). Commanders will appoint in writing a Records Manager (RM) to manage the records program for the command. There will be two RM's, a primary and an alternate with longevity Grade should be E-5 or above from the brigade S-1.
- c). Commanders will ensure RM's attend training per DHR ASD.
- d). Commanders will ensure good records keeping practices are implemented and used IAW with laws, regulations and local policy.

2-4. Battalion/Squadron

Commanders will:

- a). Establish and manage a record keeping program throughout their command.
- b). Commanders will appoint in writing a Records Coordinator (RC) from each staff section (S-1 through S-6) to assist the brigade records manager with the records management program.
- c). The RC will serve as a liaison between the action officer (AO) and the RM.
- d). Commanders will ensure RC's attend training per DHR ASD.
- e). Commanders will ensure good records keeping practices are implemented and used IAW with laws, regulations and local policy.

2-5. Company/Troop/Battery/Detachment

Commanders will ensure good records keeping practices are implemented and used IAW with laws, regulations, and local policy.

2-6. Non Divisional Units/ III Corps Staff Tenants

Chiefs of III Corps, Fort Hood General, Special Staff Activities, Separate Units, and Tenant Activities will:

- a). Establish and maintain a records management program IAW army regulation and local policy.
- b). Plan, direct, and establish objectives for directly assigned elements of the office records management program.

- c). Appoint two RM's, a primary and an alternate with longevity. Grade must be E-5/GS 04 or above.
- d). Carry out the records management provisions of AR 25-55, AR 340-21, and AR 380-5, AR 251, and AR 25-400-2.
- e). Provide advice/ assistance to the security manager in developing and executing programs that will reduce classified holdings, using approved disposition standards for the absolute minimum required time for current operations.
- f). Forward one copy of each designation to the IRM (ATTN: IMHD-HRA).
- g). Micrographics POC.
- h). PA coordinator to perform duties outlined in AR 25-55 and AR 340-21.

2-7 Records Manager (RM)

The Records Managers (RM) will:

- a). Be appointed in writing to manage the records program for the command. There will be two RM's, a primary and an alternate with longevity Grade should be E-5 or above from the brigade S-1. For garrison activities the RM must be a GS04 or above. Appointment orders must be forwarded to Records administrator (RA) and include all UIC's that belong to the RM.
- b). Attend training established by the DHR ASD.
- c). Plan, direct, and establish objectives for directly assigned elements of the office, agency, or command records management program.
- d). Carry out the records management provisions of The Department of the Army Freedom of Information Act Program (AR 25-55).
- e). Army Privacy Program (AR 340-21), and Department of Army Information Security Program (AR 380-5). Army Information Technology (AR 25-1), Army Records Information Management System (ARIMS) (AR 25-400-2), Guide to Recordkeeping in the Army (DA Pam 25-403), AR 25-59, and Records Management Program (DA Memo 25-51), IAW Local Policy.
- f). Approve Office Records List (ORLs) for subunits.
- g). Serve as local authority for recordkeeping.
- h). Create and manage office symbols for command/subunits IAW AR 25-59 and local policy.
- i). Ensure office symbols are published to subordinate units.
- j). Approve role request of Records Coordinator (RC).
- k). Approve requests for unit access in ARIMS.
- l). Seek guidance and assistance from security managers or G6/S2 in developing and executing a program to reduce classified holdings, by approved disposition standards, to the absolute minimum required for current operations.
- m). Implement an agency or command program for all personnel requiring orientation and training in records management.
- n). Survey and appraise the activities of the records management program every 2 years.

- o). Provide staff direction for the transfer of records to the Records Holding Area (RHA).
- p). Be the Point of Contact (POC) and transfer permanent records to RHA.
- q). Retire records to a RHA or transfer to other governmental agencies.
- r). Properly arrange/package records before movement and prepare shipping documents as outlined in AR 25-400-2 and most current information posted on ARIMS Web site.
- s). Forward one copy of each designation to the Installation Records Manager (IRM) (ATTN: IMHD-HRA).

2-8. Records Coordinator (RC)

The RC will:

- a). Serve as a liaison between the RM and subordinate elements.
 - b). Will be trained.
 - c). Serve as a subject matter expert for records under their proponent or office.
- (For example RC in S-4 must be knowledgeable about records maintained by their subordinate supply room, maintenance, food service, etc.)

2-9. Action Officer (AO)

Active duty service members are automatically granted the role as an AO upon sign in and registration. An AO is anyone who creates and/or receives and/or manages official records. An AO will:

- a). Establish files management in their office.
- b). Know what constitutes a record.
- c). Create an ORL for the office records they are managing.
- d). Submit the ORL to the RM for approval.
- e). Create labels for records.
- f). Know the retention period of the records they create based on prescribing regulations and local policy.

Chapter 3

Records Management

3-1. Records Management

Records Management is the gathering, handling, protection, and preservation of information, data, standards, and forms regardless of media type. The requirement for an office that has any government records is to establish a central file location accessible to only individuals working in that office that require access to those records for conducting business.

3-2 Identifying Records and Recordkeeping Requirements

Federal records include materials that are made or received by an agency of the Government under Federal law or in connection with the transaction of public business. Any records regardless of physical form (digital or hard copy) created or received by

any organization that is an agency of the government located on Fort Hood is worthy of preservation. Examples of records include but are not limited to:

- a). Letters.
- b). Memorandums.
- c). Completed forms.
- d). Reports.
- e). Graphics
- f). Photographs.
- g). Audio and video recordings.
- h). Electronic Records (email, digitized images, and so on).
- i). Tape recordings.

It is the responsibility of the office maintaining records to know what records need to be maintained by that office and how long the records need to be maintained IAW Army regulation and local policy. Once a record is identified, use the prescribing directive, Army regulation, or the proponent of prescribing directive for that record to determine the retention period and disposition instructions. Contact your RC or RM if additional guidance is needed. The RM can contact the DHR ASD as needed for more information.

3-3. Classified Documents

File classified and unclassified documents separately unless it fits the exceptions listed in AR 25-400-2 paragraph 5-6. Agency security managers must be consulted before transferring classified records and actions initiated, as specified in AR 380-5, paragraph 6-27. RHAs will not accept classified records for storage that were not reviewed for declassification and marked with declassification dates. Classified information will not be disclosed on the SF 135 or equivalent; only unclassified titles may be used to identify the records. Agency security managers should be consulted for specific information.

3-4. Privacy Act

The purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy. The Privacy Act focuses on four basic guidelines:

- a). To restrict disclosure of personally identifiable records maintained by agencies.
- b). To grant individuals increased rights of access to agency records maintained on the individual.
- c). To grant individuals the right to seek amendment of agency records maintained on themselves upon a showing that the records are not accurate, relevant, timely or complete.
- d). To establish fair practices which require agencies to comply with statutory norms for collection, maintenance, and the dissemination of records.

3-5 Army Records Information Management System (ARIMS)

ARIMS is a web based application used to manage hard copy and electronic records. It is a program to manage long term and short term records. ARIMS enables users to manage their records from record creation through final disposition. ARIMS uses a system of numbers to organize and categorize records called record numbers (RN).

3-6. Office Records List (ORL)

An ORL is required for any office managing files and will be created using the ARIMS website. A new ORL must be created each year (fiscal or calendar).

3-7. Labeling

All folders, binders, and containers used to store record information will be labeled. Labels can be created in ARIMS after an ORL is approved. ARIMS labels must contain:

- a). RN.
- b). Title of the record.
- c). Year of creation (fiscal or calendar).
- d). Privacy Act (PA) system notice citation if the record information is covered by one.
- e). Disposition duration periods provided by the prescribing regulation, local policy and the ARIMS database.

3-8. Cross Reference

Cross referencing is used when a record or series of records is maintained separate from the primary file location established within an office. When cross referencing is needed, then use DA Form 1613 to identify the location of the record(s).

Chapter 4 Records

4-1. Records Holding Area

DHR, ASD personnel will:

- a). Remind personnel to transfer records prior to due date of turn-in.
- b). Review the SF 135 for accuracy; if the form is incomplete, return for corrections.
- c). Return one copy of the SF 135 to the appropriate activity with a turn-in date and time.
- d). Review records for regulatory compliance for turn-in.
- e). Accept properly prepared records and assign shelf locations.
- f). Return one copy of the annotated SF 135 with record location upon completion of turn-ins.

User will file the completed SF 135 in file number 400A 0-6 until retention periods for records has expired.

4-2. Records Transfer Procedures

Records are transferred to the RHA by a Records Transmittal and Receipt Standard Form ((SF) 135). SF 135s are due to III Corps Records Management (ATTN: IMHD-HRA) by the 10th working day of September for fiscal year records transferred in October and December for calendar year records transferred in January. All Fort Hood units and activities maintaining records with a retention period of 3 years or more will submit an SF 135 in duplicate to IMHD-HRA. Note: See AR 25-400-2 for disposition instructions. The Major Subordinate Command (MSC) RMs and RMCs will consolidate records before submitting to IMHD-HRA.

4-3. SF 135 Instructions

1. Item 1. Delete Federal Archives and Records Center and enter "Records Holding Area, Fort Hood, TX 76544-5056".

2. Item 2. Enter the name and title of the organizational head of the element transferring the records. Enter the date. (Note: This item must also be signed).

3. Item 3. Enter the name, office, and phone number of the individual preparing the list or responsible for filing/shipping records.

4. Item 4. Leave blank.

5. Item 5. Enter the name and address of the organizational element transferring the records.

6. Item 6.

6a. Leave blank.

6b. Leave blank.

6c. Leave blank.

6d. Enter number of boxes in shipment. Each box contains one cubic foot of records.

6e. Enter the box number in relation to total boxes in shipment (i.e., 1/5, 2/5, etc.).

6f. Enter the Privacy Act Statement for files subject to the Privacy Act as specified in AR 340-21.

If the records are microforms, enter the word "Microforms".

6f(1) The second item will be the name and location of the organizational element creating the records, even if it duplicates the entry in Item 5.

6f(2) Enter the historical data of the organizational element creating the record for the year of the files being transferred.

6f(3) Enter the file title, arrangement of files, and year of files.

6g. Enter the appropriate restriction code as described on the reverse side of the form.

6h. Enter the ARIMS record number as it appears in the regulation.

6i. Enter the month and year in which files are to be destroyed (i.e., Jan 07, Oct 07, etc.).

6j. Leave blank.

6k. Leave blank.

6l. Leave blank.

6m. Leave blank.

4-4. Records Chargeout Suspense System

Use Request for Records (Department of the Army (DA) Form 543) to request records from the RHA. The requester completes the form, shows user responsibility by signing item 2b and retrieves files from the RHA. Upon completion of charged-out files, the requester will return the record and place it in the appropriate box. If the entire box is removed, it will be placed in the proper shelf location when returned. Due to the geographic location of the RHA, prior arrangements are required before charge out of files. Call 287-4914 to schedule an appointment.

Chapter 5 Records Management Surveys

5-1. Director of Human Resources/ Administrative Services Division

Records management personnel will conduct surveys on:

- a). Files.
- b). Files equipment.
- c). Publications for proper labeling.
- d). Procedural compliance with the PA

Surveys are conducted at least every 3 years per AR 25-1, Chap 2-9 paragraph 5-4

5-2. Unit/Activity

RM's will arrange internal survey schedules, review list of selected file numbers for accuracy, and accompany DHR, ASD surveyors on scheduled surveys.

Chapter 6 Records Management Training

6-1. Training

Training is:

- a). Required for all RM's and RC's IAW the direction of the RHAM for the DHR.
- b). Recommended for AO's.
- c). Available for ARIMS website, records management, and PA.

Training is at the direction of the DHR ASD. Training locations and instructors will be listed in the ASD SOP. Training received must be through a resource or location approved by the DHR ASD.

Chapter 7 Office Symbols

7-1. Policy

Office symbols:

- a). Identify the originators of correspondence and electronically transmitted messages within the Department of the Army.
- b). Denote the placement of an organization within the Army structure for historical and records purposes.
- c). Changes will be kept to a minimum.
- d). Will be added or deleted when:
 - 1). New organizational elements are created
 - 2). Existing organizational elements are terminated
 - 3). Organizational elements are divided or merged
 - 4). Major organizational names change
- e). Will contain a maximum of 10 characters (XXXX-XXX-XXX)
- f). Will not contain any numbers (AR 25-59)
- g). Must be created for all staff offices and subordinate elements down to company level. At company level, office symbols are required to be established for Maintenance Control Sections, Field Level Maintenance Activities (FLMA), Maintenance Support, and Supply Support Activities (SSA).
- h). Are required to be established to cover the unit orderly room and training room. Both offices can fall under the same office symbol. An additional office symbol is required to cover the unit supply room, Arms Room, CBRN, and Commo section. These offices can fall under one office symbol. See also FHR 750-2.
- i). Creating additional office symbols (separate sections of staff offices) is at the discretion of the RM.

7-2. Office symbol construction

Office Symbol Construction:

- a). First and second digit represents the parent agency.
- b). Third and fourth digit represents the principal office or installation.
- c). Fifth, sixth, and seventh digit represents directorate or comparable element or next element below agency level (or certain official in head office) and may consist of three characters.
- d). Additional characters identify the staff division/ comparable, next lower element and branch. As well as the next lower element/ section, group, team, and/or individual action officer.

7-3. Fort Hood Office Symbols

This is a list of Office Symbols on record for Fort Hood organizations.

Please notify the DHR, ASD of corrections that need to be made.

OFFICE SYMBOLS FOR FORT HOOD

Activity	Office Symbol
<i>Command Group</i>	
Commanding General.....	AFZF-CG
Deputy Commander.....	AFZF-DC
Chief of Staff.....	AFZF-CS
Garrison Commander.....	AFZF-GC
Command Sergeant Major.....	AFZF-CSM
Secretary of the General Staff.....	AFZF-SGS
 <i>Major Subordinate Commands</i>	
1st Cavalry Division.....	AFVA
3d Cavalry Regiment.....	AFZC
13th Sustainment Command (Expeditionary).....	AFVG
89th Military Police Brigade.....	AFVP
504th Military Intelligence Brigade.....	AFVQ
Apache Training Brigade.....	AFVU
3d Finance Group.....	AFZF-CFG
 <i>Principal Staff</i>	
G1.....	AFZF-GA
G2.....	AFZF-GS
G3.....	AFZF-GT
G4.....	AFZF-GL
G5.....	AFZF-GE
Corps Chaplain.....	AFZF-CH
Corps Chemical Office.....	AFZF-CML
Corps Engineer.....	AFZF-EN
Corps Provost Marshall.....	AFZF-PM
Corps Signal Office.....	AFZF-CE
Corps Surgeon.....	AFZF-MD
Deputy for Plans, Training, and Mobilization.....	IMHD-PLD
Directorate of Plans, Analysis, and Integration Office.....	IMHD-PI
Headquarters Commandant.....	IMHH
Inspector General.....	AFZF-IG
Nuclear Surety Office.....	AFZF-NSO
Office of Internal Audit.....	AFZF-AUD
Office of the Adjutant General.....	AFZF-AG
Office of the Historian.....	AFZF-MH
Public Affairs Office.....	AFZF-PA
Staff Judge Advocate.....	AFZF-LA

Garrison

Civilian Personnel Office.....	IMHD-HRD
Director of Dental Services.....	AFZF-DDS
Director of Health Services.....	AFZF-DHS
Directorate of Contracting.....	AFZF-CO
Directorate of Human Resources.....	IMHD-HR
Directorate of Public Works.....	IMHD-PW
Directorate of Logistics.....	IMHD-LG
Directorate of Morale, Welfare, and Recreation.....	IMHD-MW
Directorate of Reserve Component Support.....	AFZF-RC
Directorate of Resource Management.....	IMHD-RM
Directorate of Security.....	AFZF-PLS
Equal Employment Opportunity Office.....	AFZF-EEO
Headquarters Command.....	AFZF-HH
Installation Aviation Office.....	AFZF-PLA
Office of the Garrison Chaplain.....	AFZF-RS
Provost Marshall Office.....	AFZF-ESP

Tenant

Air mobility Command (AMC) Liaison Office, Operational Test Command.....	AMXFS
Apache Materiel Fielding Team.....	AMCPM-AAH-MFT-H
Army Audit Agency – Fort Hood Field Office.....	SAAG-SWR-FHFO
Cohort Task Force, Training and Doctrine Command (TRADOC).....	ATRM-ZM
Defense Reutilization and Marketing Office.....	DRMO-HOOD
Dental Activity.....	HSBI
Det 14, 5th Weather Squadron.....	AFZF-GS-W
Fort Hood District Sixth Region, United States Army.....	CIRFD
Criminal Division (USACID) C	
Fort Hood Resident Office – 902nd Military.....	IAGPA-C-FHRO
Intelligence Group (902d MI Group)	
Headquarters Operational Test Command.....	ATCT
Joint Tac Fusion Field Office.....	JTF-FOFH
Logistics Assistance Office – Central	AMXLA-C-C
Medical Department Activity.....	HSXI
Military Judge, 3d Judicial Circuit.....	AFZF-MJ
Mobile Subscriber Equipment (MSE).....	AMCPM-MSE-TF
Noncommissioned Officer Academy.....	AFZF-NCOA
Operational Test and Evaluation Agency (OTEA) Field Office.....	CSTE-ZF
PM MSE Fielding Team.....	AMCPM-MSE-FH
Regional Defense Counsel.....	AFZF-JA-RDC
Trial Defense Service.....	AFZF-JA-TDS
USA Logistics Assistance Office – Fort Hood.....	AMXLA-C-C-HO
US Air Force Liaison Office.....	AFZF-DPT-ALO
US Army Test Measurement and Diagnostic Equipment.....	AMXTM-CW-PB-HD
Support (Spt) Operation (Op)	
United States (US) Army (USA) Commissary.....	OTA-MW-H
US Army Research Institute Field Unit.....	PERI-SH

Chapter 8 Assistance

8-1. Assistance

Assistance in records management is available; contact DHR, ASD at 287-4914.

Appendix A References

Section I. Required Publications

AR 25-1 (Para 2b, Para 4a; Para 8b)
Army Information Technology

AR 25-30 (Para 2b; Para 7c; Para 8b)
The Army Publishing Program

AR 25-50 (Para 9a; Table 9-1)
Preparing and Managing Correspondence

AR 25-55 (Para 2b; Para 2c)
Department of the Army Freedom of Information Act Program

AR 25-59 (Para 1d, Para 2b, Para 6a)
Office Symbols

AR 25-400-2 (Para 1d, Para 2b; Para 5a; Para 5-6; Para 9d)
The Army Records Information Management System (ARIMS)

AR 340-21 (Para 2b; Para 2c; Figure 5-1)
The Army Privacy Program

AR 380-5 (Para 2b; Para 2c)
Department of the Army Information Security Program

DA MEMO 25-51
Records Management Program (Para 2b)

DA PAM 25-403
Records Keeping in the Army (Para 2b)

FHR 1-10 (Para 9a)
Staff Procedure Guide

FHR 750-2 (Para 2b)
Maintenance Policies and Procedures

FH Pam 25-30 (Para 7d)
Consolidated Index of III Corps and Fort Hood Administrative Publications and Blank Forms

Section II. Related Publications

AR 27-10
Military Justice

DA Memo 25-51 (Para 2b)
Records management Program

Section II. Prescribed Forms

DA Form 543 (Para 5c)
Request for Records

DA Form 1613 (Para 3e)
Records Cross Reference

DD Form 458 (Para 9b; Table 9-1; Table 9-2)
Charge Sheet

SF 135 (Para 5a; Para 5b; Figure 5-1; Table 9-1)
Records Transmittal and Receipt

Section II. Terms
This section not used.

Glossary Section I. Abbreviations

AAA
Army Audit Agency

ACS
Army Community Service

AMC

Air Mobility Command

AR

Army Regulation

ARIMS

Army Records Information Management System

ASD

Admin Services Division

COMET TEAM

Command Maintenance Evaluation & Training Team

DA

Department of the Army

DAPS

Defense Automation Production Service

DD

Department of Defense (interchangeable as DOD)

DET

Detachment

DHR

Directorate of Human Resources

DLOGS

Division, Logistics

DOD

Department of Defense

DODIG

Department of Defense Inspector General

DPW

Directorate of Public Works

DRM

Directorate of Resource Management

FAO

Financing and Accounting

FH

Fort Hood

FHR

Fort Hood Regulation

FLMA

Field Level Maintenance Activity

FMC

Forms Management Coordinator

FMO

Forms Management Officer

FORSCOM

Forces Command

GAO

General Audit Office

GCM

General Court Martial

IAW

In Accordance With

IFMO

Installation Forms Management Office

IRM

Installation Records Manager

LEAD

Leadership, Education, and Development

MARKS

Modern Army Record-Keeping System

MEDDAC

Medical Department Activity

MSC

Major Subordinate Command

MSE

Mobile Subscriber Equipment

NEC

Net Work Enterprise

NCO

Noncommissioned Officer

OP

Operation

ORL

Office Records List

OTEA

Operational Test and Evaluation Agency

PA

Privacy Act

PAM

Pamphlet

POC

Point of Contact

RC

Records Coordinator

RHA

Records Holding Area

RM

Records Manager

RMD

Records Management Division

SF

Standard Form

SGS

Secretary of the General Staff

SJA

Staff Judge Advocate

SPT

Support

SSA

Supply Support Activity

TDA

Table of Distribution and Allowances

TDY

Temporary Duty

TOE

Table of Organization and Equipment

TRADOC

Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

UP

User Program

US

United States

USA

United States Army

USACID

United States Army Criminal Division

USAOTC

United States Army Operational Test Command

1CD

1st Cavalry Division

3CR
3rd Cavalry Division

3d Fin Gp
3rd Finance Group

13th SC (E)
13th Sustainment Command (Expeditionary)

21st Cav Bde
21st Cavalry Brigade

89th MP Bde
89th Military Intelligence Brigade

504th MI Bde
504th Military Intelligence Brigade

902d MI Gp
902nd Military Intelligence Group