

**USAR Circular 25-11-1**

Information Management

**List of Approved  
Recurring Management  
Information Requirements**

**Department of the Army  
Office of the Chief, Army Reserve  
Washington, DC 20310-2400  
1 October 2011**

# ***SUMMARY OF CHANGE***

USAR Circular 25-11-1  
List of Approved Recurring Management Information Requirements

This circular—

- o Contains information on Department of the Army (DA); HQ, USARC; and other agencies' recurring management information requirements currently monitored or prepared by HQ USARC and subordinate agencies.
- o Rescinded Requirement Control Symbols (RCSs) are listed in Appendix B.

Information Management  
**LIST OF APPROVED RECURRING MANAGEMENT INFORMATION REQUIREMENTS**

For the Commander:

KEITH L. THURGOOD  
Major General, US Army  
Deputy Commanding General (Support)/  
Chief of Staff

Official:



B. LYNNE OWENS  
COL, GS  
Deputy Chief of Staff, G-1

---

**History.** This is the initial printing of USAR Circular 25-11-1.

**Summary.** This circular contains information on Department of the Army (DA); HQ USARC; Office of the Chief, Army Reserve (OCAR); and other agencies' recurring management information requirements currently monitored or prepared by HQ USARC, OCAR, and subordinate agencies.

**Applicability.** This circular applies to Headquarters (HQ), US Army Reserve Command (USARC); Office Chief Army Reserve (OCAR); and USARC major subordinate commands (MSCs).

**Proponent and exception authority.** The proponent for this circular is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions to this circular that are consistent with controlling law and regulation.

**Army management control process.** This circular does not contain management control provisions.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the G-1, Services and Support Division, Records Management and Publishing Branch (AFRC-PRS), US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

**Distribution:** This publication is intended for command level B. Local reproduction is authorized. A link to this circular and other Command publications are on the USARC Intranet website at <http://usarcintra/> and Army Knowledge Online (AKO) at <https://www.us.army.mil/>.

---

## 1. Purpose

- a. This circular contains information on DA; HQ USARC; OCAR; and other agencies' recurring management information requirements currently monitored or prepared by HQ USARC, OCAR, and subordinate agencies.
- b. Appendix A lists information requirements mandated by higher headquarters; Appendix B lists recently rescinded requirements; and Appendix C explains management information control system (MICS) exemptions and lists those exemptions most commonly used.

## 2. References

- a. Army Regulation (AR) 335-15, Management Information Control System.
- b. USAR Pamphlet 25-2, Army Reserve Records Management and Publishing Program.

## 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this publication are explained in the glossary.

## 4. Responsibilities

- a. Headquarters, USARC Management Information Control Officer (MICO) will publish a circular at least bi-annually listing all approved recurring management information requirements.
- b. Headquarters, USARC staff agencies preparing or monitoring management information reports/requirements will:
  - (1) Ensure that all reports being prepared are listed and correctly identified in this circular's appendices or are specifically exempt from the Management Information Control System.
  - (2) Notify the USARC MICO of any errors, omissions, changes, or additions to the listed reporting requirements.

(3) Ensure that at least a 30-day suspense is given when information is needed from a USARC MSC. For information requests below the USARC MSC level, allow at least 60 days. When less than 30 or 60 days are available, allow at least 5/6th of the time to the subordinates.

(4) Use directives to request information above from subordinates. Directives may include letterhead memorandums, operation orders, regulations, or circulars. Reminders of reports that are due may be included in Operation Orders, memorandums, e-mails, or phone calls.

c. All MSCs will publish a circular at least bi-annually listing all approved recurring management information requirements, and forward a copy to this Headquarters, Services and Support Division, Records Management and Publishing Branch (AFRC-PRS).

d. HQ USARC staff agencies, OCAR, and USARC MSCs are to challenge unapproved reporting requirements from higher headquarters. Also challenge forms that do not have a form number (do not have to be completed). They may be associated with an unapproved reporting requirement. See USAR Pamphlet 25-2, Chapter 5.

## APPENDIX A APPROVED RECURRING MANAGEMENT INFORMATION REQUIREMENTS

<u>RCS</u>	<u>TITLE</u>	<u>FREQ</u>	<u>DIRECTIVE</u>	<u>PREPARING AGENCY</u>
<b>SECRETARY OF THE GENERAL STAFF (SGS)</b>				
NONE				
<b>G-1 (Personnel)</b>				
DD-P&R(AR) 1221	Personnel TEMPO (PERSTEMPO)	R	DOD Dir 8910-M, DOD Procedures for Management of Information Requirements	HQ USARC; MSCs; units
DD-P&R(A)2205	Sexual Assault Prevention and Response Program (SAPR)	M	DOD Dir 6495.02, Sexual Assault Prevention and Response Program Procedures, 23 Jun 06	MSCs
MILPC-45(R3)	Number & Types of Decorations Approved	A	AR 600-8-22, Military Awards	HQ USARC; MSCs
HRCAG-011	Participation in the Voting Assistance Program	M	AR 608-20, Army Voting Assistance Program, 23 Oct 04	HQ USARC; MSCs
HRCAG-0911	Army Voting Assistance Program	M	AR 608-20, Army Voting Assistance Program, 23 Oct 04	MSCs, units
RCOP-064	Military Funeral Honor Report	M	OPORD 00-002, 30 Mar 00, subject: Military Funeral Honors	HQ USARC; RSCs
RCPR-075	Risk Factors Data Collection Report	Q	USARC Memo, 22 Oct 03, subject: Risk Reduction Program (RRP) Guidance (update pending) & AR 600-85, The Army Substance Abuse Program	MSCs
RCPR-078	Military Occupational Specialty/ Medical Review Board (MMRB) Statistics	Q	AR 600-60, Physical Performance Evaluation System	RSCs, Div (TS)
RCPR-089	Medical Evaluation Board (MEB) Non-Duty Related Physical Evaluation Board (NDR-PEB)/MOS Administrative Retention Review (MAR2) Statistics	W	USAR OPORD 11-097, AR Support to Medical Board Process, 261626ZAug11	RSCs
Un-numbered	Lautenberg Amendment Report	SA	AR 600-20, Army Command Policy	HQ USARC; MSCs; units
CSIM-15	Periodic Review of Management Information Requirements – Preparing Agency Response & Recommendations	R	AR 335-15, Management Information Control System	MSCs
CSIM-16	Proponent Management Information Requirement Review	R	AR 335-15, Management Information Control System	HQ, USARC
DD-DA7M(A) 1379	Annual Privacy Act Report	A	AR 340-21, The Army Privacy Program	HQ USARC; MSCs; units
DD-PA(A) 1365	Annual Report Freedom of Information Act	A	AR 25-55, The Department of the Army Freedom of Information Act Program	HQ USARC; MSCs; units
ISC-76	Semi-Annual Postage Expenditure Worksheet	SA	USARC Suppl 1 to AR 25-51 Official Mail and Distribution Management	HQ USARC; RSCs; units
Un-numbered	Annual Report on the Yellow Ribbon Reintegration Program to DOD	A	Section 582, NDAA 2008 (Public Law 110-181; 122 Stat. 122; 10 U.S. Code 10101 note)	HQ USARC

<u>RCS</u>	<u>TITLE</u>	<u>FREQ</u>	<u>DIRECTIVE</u>	<u>PREPARING AGENCY</u>
Un-numbered	Quarterly Report of Yellow Ribbon Reintegration Program Progress to DOD	Q	Section 582, NDAA 2008 (Public Law 110-181; 122 Stat. 122; 10 U.S. Code 10101 note)	HQ USARC; MSCs; units
RCPR-086	Enlisted Promotion Statistics	Q	OPORD 00-000, 121055RJUN08 & AR 600-8-19, Enlisted Promotion and Reductions	MSCs

### **G-2/6 (Intelligence/Communications)**

RCIM-080	Functional C4/IT Plan	BE	USAR Reg 25-3, Army Reserve Command, Control, Communications, Computers, and Information Technology (C4/IT) Investment Management, 1 Dec 04	HQ USARC, MSCs
RCIM-081	C4/IT Investment Performance Measurement	A	USAR Reg 25-3, Army Reserve C4/IT Investment Management, 1 Dec 04	HQ USARC, MSCs

### **G-3/5/7/FM**

JCS-6-11-2-1-6	Unit Status Report	M	AR 220-1, Unit Status Reporting	DRCs; units
CSGPA-1340(R3)	Serious Incident Report (SIR)	R	AR 190-45, Serious Incident Report	HQ USARC; MSCs; installations; units
CSGPA-1671	Physical Security Inspection Report	R	AR 190-13, The Army Physical Security Program	HQ USARC
DD-M(A)1595	Quarterly Report of Support to Civilian Law Enforcement Officials (CLEO)	Q	AR 500-51, Support to Civilian Law Enforcement	HQ, USARC; MSCs; installations
FCJ3-168 (pending USAR RCS & form)	Field Budget Estimate (FBE) (FORSCOM Form 253-R)	A	FORSCOM Reg 350-5, Joint Training Exercises (pending USAR directive)	USARC Action Agents
FCJ3-169 (pending USAR RCS & form)	Final Cost Report (FCR) (FORSCOM Form 253-R)	A	FORSCOM Reg 350-5, Joint Training Exercises (pending USAR directive)	USARC Action Agents
CSGID-161	REDTRAIN Annual Plan	A	AR 350-3, Tactical Intelligence Readiness Training Program	MIRC
CSGID-165	REDTRAIN Status Report	Q *	AR 350-3, Tactical Intelligence Readiness Training Program	MIRC
CSGID-166	Annual REDTRAIN Report	A	AR 350-3, Tactical Intelligence Readiness Training Program [*made 3 times a year (2d thru 4th quarters only)]	MIRC
RCIN-033	The Army Language Program (TALP) Report	A	AR 350-16, Total Army Language Program	MIRC
CSGPO-465	Quarterly Flying Hour Execution Report	Q	AR 95-1, Flight Regulations & USAR Suppl to AR 95-1	DRCs; units with aircraft
CSGLD-1837(R2)	Army Aircraft Inventory, Status, & Flying Time	M	AR 700-138, Army Logistics Readiness and Sustainability	HQ USARC; MSCs, units with aircraft
CSGLD-1860(R1)	Safety of Flight Message	R	AR 95-1, Flight Regulations & USAR Suppl 1 to AR 95-1	HQ USARC; MSCs; units with aircraft
RCFD-014	Change in Status of USAR Organizations Report and USARC Command Plan Issue Worksheet	A	USAR Reg 140-1, Force Management	HQ, USARC; MSCs
CSGLD-1042(R4)	Army Material Status System (AMSS)	M	AR 700-138, Army Logistics Readiness and Sustainability; Chapter 2	MSCs; units

### **G-4 (Logistics)**

CSGLD-1596(R-5)	Subsistence Data Summary Reserve Components	Q	AR 30-5, Food Cost and Feeding Strength Summary and AR 30-22, The Army Food Program	MSCs
CSGLD-1608	Registration & Reporting U.S. Army Vehicles	R	AR 710-3, Asset and Transaction Reporting System	MSCs; units

<b><u>RCS</u></b>	<b><u>TITLE</u></b>	<b><u>FREQ</u></b>	<b><u>DIRECTIVE</u></b>	<b><u>PREPARING AGENCY</u></b>
CSGLD-1961 (MI)	Malfunctions Involving Ammunition and Explosives	R	AR 75-1, Malfunctions Involving Ammunition and Explosives	MSCs
RCLG-006	Property Accountability Adjustment Data Report (PAADR)	Q	USARC Reg 735-1, Property Accountability Adjustment Data	MSCs
RCLG-012	Equipment Density List/Maintenance Schedule	A	USAR Reg 750-1, Maintenance Management	MSCs; units; AMSA/ECS
RCLG-012	Mission Support Summary	A	USAR Reg 750-1, Maintenance Management Report	MSCs
RCLG-012	Workload Summary	M	USAR Reg 750-1, Maintenance Management	RSCs
RCLG-013(R1)	Approved Subsistence Sources Report	A	AR 30-22, The Army Food Program, para 2-13d	MSCs
RCLG-025	Combat Service Support (CSS) Hands-on Training Mission Quarterly Report	Q	USARC Reg 700-1, Logistics Combat Service Support Hands-On Training Mission Program	CSS units
RCLG-085	US Army Reserve Subsistence Account Report	Q	AR 30-22, The Army Food Program, para 2-13c	MSCs

### **G-8 (Comptroller)**

NONE

### **CHAPLAIN**

RCCH-003(R1)	Commander's Master Religious Program (CMRP)	A	USARC Reg 165-1, Commanders Master Religious Program (CMRP)	HQ USARC; MSCs; units
--------------	---	---	---	-----------------------

### **EQUAL OPPORTUNITY (EO)**

CSGPA-1471(R1)	Narrative & Statistical Report on EO Progress (EO Database Report)	Q	AR 600-20, Army Command Policy, 7 Jun 06	HQ USARC; MSCs
----------------	--	---	--	----------------

### **INSPECTOR GENERAL (IG)**

DD-IG(SA)1717	Semiannual Report to Congress (Inspector General Act of 1978)	SA	AR 20-1, Inspector General Activities and Procedures	HQ USARC; MSCs
---------------	---	----	--	----------------

### **SURGEON**

NONE

### **OFFICE OF ARMY RESERVE HISTORY (OARH)**

CSHIS-6(R4)	Annual Command History	A	AR 870-5, Military History: Responsibilities, Policies and Procedures	HQ USARC
CSHIS-6(R4)	Annual Historical Summary	A	AR 870-5, Military History: Responsibilities, Policies and Procedures	OARH; MSCs; units
CSHIS-6(R4)	Semiannual Staff Historical Report	SA	AR 870-5, Military History: Responsibilities, Policies and Procedures	HQ USARC
CSHIS-9(R1)	Historians Activities Report	SA	AR 870-5, Military History: Responsibilities, Policies and Procedures	HQ USARC; MSCs
CSHIS-11	Command Report	R	AR 870-5, Military History: Responsibilities, Policies and Procedures	Major TO&E units in combat or exercises Mobilized units
JCS (un-numbered)	Unit History Reports	R	CJCS Notice S76, Preservation of Historical Records of OER and ONE; Citizen Warrior; Warrior Citizen	
RCHI-088	Regional Support Command (RSC) Historian Report	R	USAR Reg 870-1, Military Operations Historical Collection (Draft)	RSCs

### **PUBLIC AFFAIRS OFFICE (PAO)**

NONE

<u>RCS</u>	<u>TITLE</u>	<u>FREQ</u>	<u>DIRECTIVE</u>	<u>PREPARING AGENCY</u>
------------	--------------	-------------	------------------	-------------------------

**STAFF JUDGE ADVOCATE (SJA)**

Un-numbered	Military Justice Report	M	AR 27-10, Military Justice	MSCs
JAG-74	Confidential Financial Disclosure Report (OGE 450)	A	DOD Directive 5500.7, Standards of Conduct	HQ USARC; MSCs
JAG-74	Financial Disclosure Reports (SF 278)	A	DOD Directive 5500.7, Standards of Conduct	HQ USARC; MSCs
Un-numbered	Semi-annual Report of Payments Accepted from Non-Federal Sources	SA	DOD Directive 5500.7, Standards of Conduct	HQ USARC; MSCs
Un-numbered	Report of Annual Ethics Training	M	Department of Army Standards of Conduct Office	HQ USARC; MSCs
Un-numbered	Annual Ethics Questionnaire	A	Office of Government Ethics	HQ USARC; MSCs
Un-numbered	Military Discipline/Misconduct Reports/Updates	R, M	Memorandum, Military Justice Policy, 29 Sep 09	MSCs

**ARMY RESERVE INTERNAL REVIEW (AR-IR)**

CSCOA-98(R1)	Annual Assurance Statement (Status of Internal Control System)	A	Directive issued annually AR 11-2, Management Control	HQ USARC; MSCs
DD-IG(SA)1717	Semiannual Report to Congress (Inspector General Act of 1978)	SA	AR 11-7, Internal Review and Audit Compliance	HQ USARC; MSCs

**SAFETY**

CSOCS-307	Operational Hazard Report	R	AR 385-10, Army Safety Program and USAR Reg 385-2, US Army Reserve (USAR) Safety Program	HQ USARC; MSCs; units
CSOC5-308	Abbreviated Ground Accident Report (DA Form 285-AB-R)	R	AR 385-10, Army Safety Program	HQ USARC; MSCs; units
CSOC5-308	U.S. Army Accident Report (DA Form 285)	R	AR 385-10, Army Safety Program	HQ USARC; MSCs
CSOC5-308	Quarterly Summary Report	Q	USAR Reg 385-2, US Army Reserve (USAR) Safety Program	HQ USARC; MSCs
CSOCS-309	Abbreviated Aviation Accident Report (DA Form 2397-R series & 2397-AB-R)	R	AR 385-10, Army Safety Program	HQ USARC; MSCs; units with aircraft
DD-FM&P(AR) 1020	Notification of Army Accidents or Incidents (Ammunition, Explosives, Or Chemical)	R	AR 385-10, Army Safety Program	HQ USARC; MSCs; units
DD-R&E (AR) 1168(MIN)	Radiological Accident & Incident Report	R	AR 385-10, Army Safety Program	HQ USARC; MSCs; units
RCSA-023	Radioactive Material Inventory	A	USAR Reg 385-2, US Army Reserve (USAR) Safety Program	MSCs

**CONTRACT ADMINISTRATIVE SUPPORT OFFICE (CASO)**

NONE

**FAMILY PROGRAMS DIRECTORATE**

RCFP-087	Army Reserve Family Programs Quarterly Family Support Non-appropriated Fund Request	Q	USAR Reg 608-1, Family Programs	O&F commands
----------	---	---	---------------------------------	--------------

**APPENDIX B**

**RECENTLY RESCINDED REQUIREMENT CONTROL SYMBOLS (RCS)**

<b>RCS</b>	<b>REQUIREMENT TITLE</b>	<b>COMMENTS</b>
AG-534	US Army Reserve Components Unit Record of Reserve Training	No longer a USAR requirement.

**APPENDIX C**  
**MANAGEMENT INFORMATION CONTROL SYSTEM (MICS) CHAPTER 5, AR 335-15,**  
**EXEMPTIONS**

**C-1.** All requests for management information **must** cite an AR 335-15 exemption statement or an RCS. The types of information listed below need not cite an RCS, provided the information requested can be easily provided or already exists. However, your request **must** cite the applicable AR 335-15 exemption statement.

**C-2.** One-time information requests for **subjects not listed** will be processed as follows:

a. One-time requests requiring less than 30 minutes to complete **must** cite the following exemption statement immediately after the requirement or suspense: RCS exempt, AR 335-15, para 5-2j (when requesting from one agency) or para 5-2m (from more than one agency).

b. Any one-time request requiring more than 30 minutes to complete **must** cite a valid RCS.

**C-3.** Requests for simple facts (AR 335-15, para 5-2c) are readily available information that already exist. Requests for simple facts that require more than 30 minutes to complete **must** cite an applicable RCS. Information requests for simple facts are for requests such as:

- a. The ability or inability to comply with a directive.
- b. Change of an address or telephone number.
- c. Occurrence of an event.
- d. Existence of a disaster, emergency, alarm, warning, alert, or security compromise.

**C-4.** Congressional inquiries, Freedom of Information Act (FOIA), and Privacy Act (PA) requests are not management information and will be processed regardless of the workload imposed, without the need to cite an RCS or an exemption statement.

**C-5.** For assistance, call the USARC MICOs at (404) 464-9362/9359.

**LIST OF COMMONLY USED MANAGEMENT INFORMATION EXEMPTIONS, CHAPTER 5, AR 335-15**

<b>SUBJECT</b>	<b>PARA</b>	<b>REMARKS</b>
Address/Telephone Number; Change of After Action Reports	5-2c(2)	A request for simple fact. See para D-3, above.
Appointment Orders	5-2e(7)	
AR 15-6 Investigations	5-2b(5)	Not for points of contact (POCs). Exemption para 5-2h(1) is for POCs.
Army Audit Agency (AAA) Findings/Recommendations	5-2e(4)	
Assignment Orders; requests for Assistance, requests for IG	5-2e(1)	
Audits, AAA	5-2a(1)	Not for POCs. Exemption 5-2h(1) is for POCs.
Audits, IR	5-2e(3)	Applies for requests to IG for assistance.
Authorizations for Funds, Personnel, Equipment, Supplies, & Services	5-2e(1)	
Awards; requests for nominations of Bills of Lading	5-2e(7)	
Change of Address/Telephone Number	5-2a(6)	
Claims, legal	5-2h(2)	Includes nominations for unit and individual awards.
Class or Training Schedules	5-2b(3)	
Corrections or explanations concerning inaccurate or missing information in an existing information system.	5-2c(2)	A request for simple fact. See para D-3, this circular.
Corrective Actions	5-2b(6)	
Data Collections; requests for Dental Admin Actions	5-2b(7)	
Disposition Instructions; requests for Existence of: Disaster, emergency, alarm, warning, alert, or security violation.	5-2f	This exemption does not apply if extensive compilations or research over and above normal operations is required to supply or justify the corrections or explanations, nor does it apply to requests for resubmission in whole or in part because of inadequate or revised instructions. Extensions of suspense, elimination of hazardous condition, corrective action(s) taken as a result of a survey or inspection. For IG inspection use exemption para 5-2e(3). For GAO inspections and AAA audits use exemption data 5-2e(1).
	5-2a(7)	
	5-2a(5)	Complete DA Form 335-R.
	5-2b(8)	Pertains only to an individual patient.
	5-2a(2)	
	5-2c(4)	A request for simple fact. See para D-3, this circular.



SUBJECT	PARA	REMARKS
Fiscal Documents	5-2b(1)	
GAO Findings/Recommendations	5-2e(1)	
Historical Inquiry, a one-time information request (Request to <b>ONE agency</b> )	5-2j	A one-time request. See para D-2, this circular.
Historical Inquiry, a one-time information request (Request to <b>more than ONE agency</b> )	5-2m	A one-time request. See para D-2, this circular.
IG Findings/Recommendations	5-2e(3)	
IG Requests for Assistance	5-2e(3)	Applies for requests to IG for assistance.
Impact Statements	5-2o	Impact statements to include costs estimates, and equipment and personnel data pertaining to a specific data collection and needed to make recommendations on a course of action.
Individual Awards; requests for nominations of	5-2h(2)	
Individual Personnel Actions (prepared by applicant)	5-2b(4)	
Individual Personnel Actions (prepared by an organization)	5-2b(5)	
Intelligence Matters reported to an intelligence agency	5-2e(2)	Requests for routine information do not come under this exemption, even if it flows from one INTEL agency to another INTEL agency. Only specific INTEL information comes under this exemption. The Quarterly Intelligence Oversight Report is an example of the types of INTEL reports that are under this exemption.
Invoices	5-2b(1)	
IR Audits	5-2e(7)	
Job Descriptions	5-2b(4)	
Legal Actions	5-2b(6)	Includes claims.
Legal Proceedings	5-2e(4)	As necessary to substantiate a charge, complaint, or claim.
Mail Transit Time Checks	5-2b(3)	Verify mailing time.
Mailing Instructions; requests for	5-1a(2)	
Manifests	5-2b(3)	
Medical Admin Actions	5-2b(8)	Pertains only to an individual patient.
NCOER; preparation of	5-2b(5)	
Newsletters	5-2d	
Notification of Change of Address, request for	5-2b(4)	
Occurrence of an event	5-2c(3)	A request for simple fact. See para D-3, this circular.
OER, preparation of	5-2b(5)	
Performance Reports	5-2b(5)	Civilian Performance Appraisals, OERs, and Senior Enlisted Evaluation Reports (SEERs).
Personnel appointment, requests for	5-2h(1)	Use when requesting POC.
Post Clearance	5-2b(5)	Outprocessing sheet.
Point of Contact (POC)	5-2h(1)	
Procurement Documents	5-2b(2)	
Property Accountability	5-2b(2)	
Public Information Releases	5-2d	
Publications; request for	5-2d	Catalogs manuals, pamphlets, technical bulletins, regulations, office and telephone directories, public information releases, newsletters, and magazines.
Quarterly Intelligence Oversight Report	5-2e(2)	Intelligence matters reported to an INTEL agency.
Receipts for Documents	5-2b(10)	Letters/memorandums of transmittal.
Receiving Reports	5-2b(2)	
Recommendations to existing or proposed plans, policies, procedures, organizations, missions, publications, agencies, or courses of actions.	5-2g	Including comments or concurrences that are part of the routine clearance of proposed actions or publications. <b>This exemption does not apply if extensive compilations or research over and above normal operations is required, nor does it apply to recommendations or evaluations required to be submitted on a periodic basis.</b>
Reports of Survey	5-2b(2)	
Requisitions & Purchase orders	5-2b(2)	
Resource Authorizations	5-2a(6)	Funds, personnel, equipment, supplies, and services.
Road Clearance Requests	5-2b(3)	
Schools/Training Programs	5-2b(7)	
School/Training Quota, requests for or notices of	5-2b(7)	
Security Clearance Documents	5-2b(4)	
Security compromise	5-2c(4)	A request for simple fact. See para D-3, this circular.
Shipping Instructions; requests for	5-2a(2)	

<b>SUBJECT</b>	<b>PARA</b>	<b>REMARKS</b>
Signature Cards	5-2b(4)	
Simple Facts	5-2c	A request for simple fact. See para D-3, this circular.
Staff Inspections/Visits	5-2e(6)	
Staffing Correspondence & Publications	5-2g	<b>Exemptions do not apply if extensive compilations or research over and above normal operations is necessary (i.e., preparation would require extensive overtime or keep other important work from being completed on time.)</b>
Statement of Charges	5-2b(1)	
Surveys & Staff, Technical & Training Visits	5-2e(6)	
Timesheets	5-2b(1)	
Technical Inspections & Visits	5-2e(6)	
Telephone Number; change of Training/School	5-2c 5-2b(7)	A request for simple fact. See para D-3, this circular. Training/school data used for quotas, planning, and other purposes generally fall under this exemption.
Training Inspections & Visits	5-2e(6)	
Transit Time Checks	5-2b(3)	Verify mailing time.
Transmittal Memo	5-2b(10)	Verify receipt of documents and files
Transportation Actions	5-2b(3)	
Travel Authorizations	5-2a(3)	
Trip Reports	5-2e(5)	
Unit Awards; requests for	5-2h(2)	
Violation of Law, Regulation, or Procedure	5-2c(5)	A request for simple fact. See para D-3, this circular.
Visits, staff, technical and training	5-2e(6)	

## **GLOSSARY**

### **Section I Abbreviations**

**A**  
Annually

**AMSA**  
Area Maintenance Support Activity

**BE**  
Biennial

**CSS**  
Combat Service Support

**D**  
Daily

**Div (TS)**  
Division (Training Support)

**DRC**  
Direct Reporting Command

**ECS**  
Equipment Concentration Site

**FREQ**  
Frequency

**I**  
Initial

**M**  
Monthly

**MSC**  
Major Subordinate Command

**OT**  
One-Time

**Q**  
Quarterly

**R**  
As Required

**RCS**  
Requirement Control Symbol

**RSC**  
Regional Support Command

**SA**  
Semiannually

**SM**  
Semimonthly

**USAR**  
US Army Reserve

**USARC**  
US Army Reserve Command

**W**  
Weekly

## **Section II** **Terms**

### **Directive**

The regulation, circular, message, or memorandum that established the requirement.

## **Section III**

### **Special Abbreviations and Terms**

The following abbreviations, brevity codes, or acronyms are unique to this publication.

#### **Frequency (FREQ)**

How often a report is required.

#### **Reporting agencies**

Headquarters USARC and/or its subordinate units.

#### **Requirement**

A report/information needed by a higher headquarters.

#### **Requirement Control Symbol (RCS)**

A symbol assigned to an approved requirement. Any RCSs requiring transmission by electrical means under MINIMIZE are assigned the suffix (MIN).