

**Management Information Control**

**APPROVED RECURRING MANAGEMENT INFORMATION  
REQUIREMENTS APPLICABLE TO THE ARMY NATIONAL GUARD**

---

**Summary.** This pamphlet contains descriptions of the management information requirements applicable to the Army National Guard.

**Applicability.** This pamphlet applies only to the Army National Guard.

**Impact on New Manning System.** This pamphlet does not contain information that affects the New Manning System.

**Interim Changes.** Interim changes to this pamphlet are not official unless authenticated by the

Chief, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this pamphlet is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau (NGB-ARC-MR), Washington, DC 20310-2500.

**Internal Control Systems.** This regulation is not subject to the requirements of AR 11-2.

---

**1. Purpose and scope**

This pamphlet identifies and describes the approved management information requirements which pertain to the Army National Guard (ARNG). Only those requirements which were in effect as of 1 June 1991; are controlled by the Department of the Army or ARNG; are either initiated, prepared or monitored by the ARNG Directorate or Army elements of the Joint Staff; and which are prepared by ARNG activities in the States are contained in this pamphlet. It is not to be considered as authority for deviation from requirements established in directives pertaining to the various reports.

**2. Explanation of terms**

AR 335-15 prescribes the management information control system of the Army, including an explanation of terms and requirements which are subject to control, and provisions of their approval and control. Approved information requirements are assigned symbols to identify them and signify such approval.

**3. General**

**a.** Descriptions of each authorized reporting requirement are separated into two sections: Part I - Intra-Agency Reports and Part II - Interagency Reports. Within each part, the reports are further arranged by Requirement Control Symbol (RCS) in alphabetical-numerical sequence.

**b.** Two appendixes are provided for user reference: one which lists the reports by office of primary responsibility (OPR) (app A), and a second which clarifies the contents of each report's description (app B).

**c.** Activities tasked to complete unauthorized information requirements (as defined in AR 335-15 and NGR 335-10) will not comply with the instructions. A description of the report, its title and proponent or levying authority will be forwarded immediately to the ARNG Reports Control Management Officer (RCMO) who will provide guidance.

**d.** Activities should continually review publications, correspondence, or electrical communication pertaining to their operations to ensure that new or revised management information requirements are promptly detected and reported to the RCMO.

**4. Reporting changes**

Each NGB staff division/office or ARNG activity will review this listing upon receipt to ensure that all recurring information requirements prepared for transmission outside their division/office are either listed in this pamphlet or are specifically exempt from management information control, Chapter 5, AR 335-15. Omissions, deletions, or other suggested changes to this pamphlet will be reported to the RCMO as soon as possible, as follows:

**a. Deletions.** Requests to delete reports from this pamphlet will be forwarded in writing to the ARNG RCMO. The medium by which reports may be officially rescinded is the same as that which established the original requirement (e.g., AR, Message, DF, Memo, etc.).

**b. Additions.** Newly initiated reporting requirements will be added by the ARNG RCMO when approved in accordance with procedures contained in OM 335-15 and AR 335-15. Any reporting requirement not listed in this publication will be reported to NGB-ARC-MR. Reports monitored by the ARNG will be added to this publication by furnishing the ARNG RCMO a copy of the document tasking the ARNG with the reporting requirement.

**c. Corrections.** Changes to report descriptions contained in this pamphlet will be made as required. The following addresses will be used for sending all changes/comments/inquiries regarding this publication:

NGNET - NGB-ARC-MR@PENT-NGNET.ARMY.MIL  
 Mail - HQDA (NGB-ARC-MR)  
 ATTN: RCMO  
 Washington, DC 20310-2500  
 DSN - 227-3665

	<b>Page</b>
Part I - Intra-Agency Reports	2
Part II - Interagency Reports	17

## Part I: Intra-Agency Reports

---

**RCS: ARNGB-4**  
**TITLE:** Unit Record of Reserve Training - Army National Guard  
**DIRECTIVE(S):** NGR (AR) 680-1, 29 Dec 89  
**FREQUENCY:** Monthly  
**AS OF:** 2400 HRS of the day on which the last regularly scheduled UTA of the month is conducted  
**DUE DATE:** 4th Working Day after close-out date  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 1379  
**PREPARER(S):** Unit Commanders in each State/Territory  
**OPR:** NGB-ARP-S  
**DISTRIBUTION:** State AG  
 USPFO

**PCN(S):** None  
**DESCRIPTION:** Reports performances of duty by units and the duty status of each assigned or attached individual on ADT, ADSW, and Active Duty Guard/Reserve (AGR) including USPFO, statutory tour, long tour, and individuals on AGR under either Title 10 or Title 32 U.S.C.  
**REMARKS:** DA Form 1379 is printed in five copies by the State data processing installation.

---

**RCS: ARNGB-6**  
**TITLE:** Long-Range Major Construction Program  
**DIRECTIVES:** DODD 1225.7; NGR (AR) 415-5, 30 Nov 90, APP D  
**FREQUENCY:** Annually  
**AS OF:** 31 Dec  
**DUE DATE:** 1 Feb  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** NGB Form 592  
**PREPARER(S):** Facility Management Officer of each State/Territory  
**OPR:** NGB-ARI  
**DISTRIBUTION:** NGB-ARI (File)  
**PCN(D):**  
**DESCRIPTION:** Reports all armory, non-armory and training site major construction requirements for the next 10 years. Projects are listed in order of priority without regard to individual project costs.  
**REMARKS:**

---

**RCS: ARNGB-12**  
**TITLE:** State Equipment Maintenance Support Plan  
**DIRECTIVE(S):** AR 750-1, 21 Sep 91  
**FREQUENCY:** Annually  
**AS OF:** One year from date of the State's last published plan  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):**  
**PREPARER(S):** Surface Maintenance Manager of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** NGB-ARL-SM (File)  
 NGB-AVN.

**PCN(S):**  
**DESCRIPTION:** Plan describes organization for maintenance support and includes the location of each maintenance facility.  
**REMARKS:**

---

**RCS: ARNGB-14 (R3)**  
**TITLE:** Facilities Inventory and Stationing Plan (FISP)  
**DIRECTIVE(S):** Memo, OASD, (MRA&L), 16 Apr 65; DODD 7500.1; AR 130-400, 5 Jan 77; NGR (AR) 420-10, 15 Feb 90, Para 2-5f; NGR 405-80, 27 May 77, Para 4-3  
**FREQUENCY:** VOL I-Quarterly/VOL I Annually  
**AS OF:** VOL I, 30 Sep  
**DUE DATE:** As changes occur (See Remarks)  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Computer generated  
**PREPARER(S):** Facility Management Officer of each State/Territory  
**OPR:** NGB-ARI  
**DISTRIBUTION:** See Attached List  
**PCN(S):**

**DESCRIPTION:** Contains official home station, unit name, and authorized strength of all ARNG units located in the various States. Also lists all structures (i.e., by type, ownership, building number, year constructed, square footage, and adequacy of each) being utilized by the ARNG. Reflects all facilities authorized Federal support under training site or service funding agreements.

**REMARKS:**

1. Vol I is updated monthly and published quarterly only to the individual States since the report reflects which of the facilities listed have been authorized Federal support (i.e., training site or service agreements) by the NGB.
2. Annual report consists of the same quarterly report furnished each State.

**DISTRIBUTION LIST  
FOR  
FACILITIES INVENTORY & STATIONING PLAN**

ADDRESSEE	COPIES
EACH INDIV STATE	3*
OASD (M,RA&L)	2 *TAG - 1 copy
CDR FORSCOM	2 *USPFO - 1 copy
CDR FIRST ARMY	1 *FMO - 1 copy
CDR SECOND ARMY	1
CDR FOURTH ARMY	1
CDR FOURTH ARMY	1

ADDRESSEE	COPIES
CDR FIFTH ARMY	2
CDR SIXTH ARMY	1
HQDA(DAAR-LOI)	1
HQDA(DAEN-ZCI)	1
HQ SAC, NEBR	1
HQ USA READINESS REGION FORT SHERIDAN, IL	1
NGB-ARM-R	1
NGB-ARL	1
NGB-ARR	1
NGB-PAH	1
NGB-MS1	
NGB-ARO-T	1
NGB-AVN	1
NGB-ARM-V	1
NGB-ARI (AO's)	7
NGB-ARI (Spares/Loan Outs)	2

**TOTAL      34**

**RCS: ARNGB-22**

**TITLE:** Logistics Management Report  
**DIRECTIVE(S):** NGB Pam 700-1, Chap 11, 30 Apr 86  
**FREQUENCY:** Quarterly  
**AS OF:** 15 Dec, 15 Mar, 15 Jun, 15 Sep  
**DUE DATE:** 1 Apr, 1 Oct  
**TRANSMISSION:** AUTODIN/Mail (hardcopy)  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** Rescinded

**FORM(S):** Narrative

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-SY

**DISTRIBUTION:** NGB-ARL-RM (File)

**PCN(S):**

**DESCRIPTION:** Provides budget data for use by States and NGB on making logistics decisions, budget estimates, evaluation of logistics operations, and dollar value of warehouse inventory.

**REMARKS:**

**RCS: ARNGB-28 (R1)**

**TITLE:** Equipment Status Report (ESR)

**DIRECTIVE(S):** NGR 750-2, Para 4-3, 18 Sep 87;

NGB Pam 700-1, Chap 7, 30 Apr 86

**FREQUENCY:** Monthly

**AS OF:** 15th of each month

**DUE DATE:** 22nd of each month

**TRANSMISSION:** AUTODIN/Mail

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** Tape or Punch Card

**PREPARER(S):** USPFO for each State/Territory

**OPR:** NGB-ARL-S

**DISTRIBUTION:** NGB-ISA,  
 NGB-ARL-S,  
 NGB-ARL-SY  
 NGB-AVN

**PCN(S):**

**DESCRIPTION:** Equipment status authorization and asset records used to distribute ARNG assets with the States by NGB-ARL-S and NGB-AVN

**REMARKS:** Submitted by card when only change reports are submitted and by tape for complete submissions are required using Content Indicator Code AHAG.

**RCS: ARNGB-32 (R3)**

**TITLE:** Maintenance Performance Report

**DIRECTIVE(S):** NGB Pam 570-2, 1 Jul 83; NGB Pam 570-1, 1 Jun 87; NGR 750-3, 15 Nov 78, Para 5-5a

**FREQUENCY:** Quarterly

**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec

**DUE DATE:** 25 Apr, 25 Jul, 25 Oct, 25 Jan

**TRANSMISSION:** AUTODIN

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** Preprinted Worksheets

**PREPARER(S):** Surface Maintenance Manager of each State/Territory

**OPR:** NGB-ARL-SM

**DISTRIBUTION:** NGB-ISA.  
 NGB-ARM-R.  
 NGB-ARL-SM (File)

**PCN(S):**

**DESCRIPTION:** Reports man-hours expended by surface maintenance technicians at all OMS, MATES, UTES, and CSMS. Report data includes detailed accounting of man-hours by type of activity, equipment worked on, and manpower requirements for maintenance.

**REMARKS:** Punch Card data sent to NGB-ISA by AUTODIN. Local (State) program recapitulates punch card data. Command (NGB) program three quarterly reports:

- a. Performance data report (compiled State input).
- b. Accumulative data report.
- c. Equipment density report (manpower requirements).

---

**RCS: ARNGB-33**

**TITLE:** Commercial Design Vehicle Inventory and Usage Report

**DIRECTIVE(S):** NGR 58-1, 15 Apr 75, Para 15b

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 10 Oct

**TRANSMISSION:** AUTODIN

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** Format, App C, NGR 58-1

**PREPARER(S):** Surface Maintenance Manager in each State/Territory

**OPR:** NGB-ARL-SM

**DISTRIBUTION:** NGB-ISA  
NGB-ARL-SM (File)

**PCN(S):**

**DESCRIPTION:** This report provides NGB with the current nontactical commercial vehicle inventory of each State. The States furnish the age and (if appropriate to the type of vehicle) the current cumulative mileage of each and every DOD-owned nontactical commercial vehicle (NTV) in their inventory. The report is essential to justify replacement of old NTVs and the acquisition of new vehicles for the ARNG: it is used to prepare the NGB submission of the RCS CSGLD-1608 and CSGLD-1577 to Department of the Army.

**REMARKS:** This reporting requirement will be modified so that it more closely conforms to the tactical vehicle reporting system required by NGB Pam 38-750-1 and the information required to be presented in the CSGLD-1577. The changes will be incorporated into NGB Pam 38-750-1 as Chapter 3.

---

**RCS: ARNGB-35**

**TITLE:** Incapacitation Report

**DIRECTIVE(S):** NGB Pam 37-5, 16 Apr 84, Chap 5

**FREQUENCY:** Monthly

**AS OF:** End of Month

**DUE DATE:** 15th day of the following month

**TRANSMISSION:** Mail/TWX

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** Letter Format

**PREPARER(S):** SPMO of each State/Territory

**OPR:** NGB-ARC-MR

**DISTRIBUTION:** HQDA (NGB-ARC-MAR)  
RM# 2D400  
Washington, DC 20310

**PCN(S):** None

**DESCRIPTION:** Used as a management tool for incapacitation cases. The report is prepared by the Military Personnel Management Officer in each State and captures name, rank, type of injury or disease, insurer, and final disposition. The report is used as an inventory and progress roster, which enables both the State and NGB to monitor and assist where required. Further these reports are analyzed by State, month, year, number of cases, and age of each case for the Management Analysis Profile (MAP).

**REMARKS:** Negative Reports Requested

---

**RCS: ARNGB-40 (R2)**

**TITLE:** State Annual Training Plan

**DIRECTIVE(S):** NGB Pam 350-1, 1 Mar 84, Chap 2;

NGR (AR) 350-1, 3 Jun 91, Table 2-1

**FREQUENCY:** Annually

**AS OF:** Next FY

**DUE DATE:** 1 Jun

**TRANSMISSION:** Mail (see Remarks)

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Letter Format; NGB Form 350-1P-R Card; NGB Form 214-R

**PREPARER(S):** POTO in each State/Territory

**OPR:** NGB-ARO-Y

**DISTRIBUTION:** All States  
NGB-ARO-Y (File)  
NGB-ISA

**PCN(S):** None

**DESCRIPTION:** Letter format requesting approval of AT Plans and Support Man-days. NGB Form 350-1P card data reflects AT Plan by unit/site/date, and planned strategy.

**REMARKS:** Effective for FY 86 data, each State will submit through their WANG which is located in their State Headquarters, all data off NGB Form 350-1P-R (AT Work Sheet) directly to NGB-IMA. The written portion of the Annual Training Plan will continue to be submitted by mail to NGB-ARO-Y.

---

**RCS: ARNGB-46**

**TITLE:** ARNG Officer Candidate School

**DIRECTIVE(S):** NGR 351-5, 15 Apr 87, Para 2-15

**FREQUENCY:** Monthly

**AS OF:** See Remarks

**DUE DATE:** See Remarks

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** NGB Form 36-R

**PREPARER(S):** State ARNG Military Academy

**OPR:** NGB-ARO-ME

**DISTRIBUTION:** NGB-ARO-ME (File)

**PCN(S):** None.

**DESCRIPTION:** Report describes the enrollment to the State Military Academy OCS and gives a continued update throughout the year. Report also gives additional data required to support the funding, publication support, etc., to the State OCS.

**REMARKS:** Monthly reports will be submitted 10 days after completion of each weekend assembly and the AT phase.

**RCS: ARNGB-60****TITLE:** State Marksmanship Training Plan and After-Action Report.**DIRECTIVE(S):** NGR 350-6, 15 Aug 88, Para 13; NGB Pam 350-6, 1 Aug 88, Para 1-3c**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 1 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Letter Format**PREPARER(S):** State Marksmanship Coordinator**OPR:** NGB-ARO-MC**DISTRIBUTION:** NGB-ARO-MC (File)  
NGMTU**PCN(S):****DESCRIPTION:** After-Action report of previous year and Annual Plan for the current year, to include marksmanship ammo requirements.**REMARKS:****RCS: ARNGB-64****TITLE:** State Championship Match**DIRECTIVE(S):** NGR 350-6, 15 Aug 88; NGB Pam 350-6, 1 Aug 88**FREQUENCY:** Annually**AS OF:** Scheduled Match**DUE DATE:** 30 days after completion of match**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Letter Format, App C, NGB Pam 350-6**PREPARER(S):** State Marksmanship Coordinator (SMC)**OPR:** NGB-ARO-MC**DISTRIBUTION:** NGB-ARO-MC (File)  
NGMTU**PCN(S):****DESCRIPTION:** Reports winning unit**REMARKS:****RCS: ARNGB-98 (R1)****TITLE:** After Action Report Employment of National Guard Domestic Emergencies**DIRECTIVE(S):** NGR (AR) 500-1/NGR (AF) 55-5, 1 Oct 91, Chap 6**FREQUENCY:** As Required**AS OF:** Close of State Mission**DUE DATE:** 15 days after SAD is completed**TRANSMISSION:** Mail/FAX**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Formats, Appendix B, NGR (AR) 500-1/NGR (AF) 55-5**PREPARER(S):** Each State Plans, Operations and Support Officer (POMSO)**OPR:** NGB-MSO**DISTRIBUTION:** NGB-MSO (File)**PCN(S):****DESCRIPTION:** Gives detailed information of State active duty (SAD) such as type and scope of emer-

gency, daily strength of Army and Air National Guard, operation summary, training, logistics, cost, lessons learned and recommendations.

**REMARKS:** Three copies of the report are required**RCS: ARNGB-100 (R1)****TITLE:** Monthly ARNG FTRF, ARNG FTA/RF and AMEDD Report**DIRECTIVE(S):** All States Letter**FREQUENCY:** Monthly**AS OF:** End of Month**DUE DATE:** 10th day of the following month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-ARM-B**DISTRIBUTION:** NGB-ARM-B (File)  
NGB-ARP-RRM**PCN(S):****DESCRIPTION:** A monthly accounting of the number of ARNG Full Time Recruiting Forces (FTRF), Full Time Attrition/Retention Forces (FTA/RF) and Army Medical Department (AMEDD) assigned to the States by Grade.**REMARKS:** Reports from each State are consolidated at NGB level. NGB Form 95 should be used to transmit report information.**RCS: ARNGB-144****TITLE:** Command Supply Discipline Program**DIRECTIVE(S):** AR 710-2, App B, 25 Feb 92**FREQUENCY:** Quarterly**AS OF:** 15 Dec, 15 Mar, 15 Jun, 15 Sep**DUE DATE:** 31 Dec, 31 Mar, 30 Jun, 30 Sep**TRANSMISSION:** NGNET**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Narrative**PREPARER(S):** USPFO of each State/Territory/or CLO**OPR:** NGB-ARL-LS**DISTRIBUTION:** NGB-ARL-LS (File)**PCN(S):****DESCRIPTION:** Promotes supply discipline consciousness. Encourages management improvement ideas and concepts. Promotes correct asset control surveillance procedures to include accurate property accounting, completion of prescribed inventories, and timely and accurate asset reports.**REMARKS:****RCS: ARNGB-147****TITLE:** ARNG NCOES Report**DIRECTIVE(S):** NGR 351-3, 28 Nov 80, Para 13**FREQUENCY:** As Required**AS OF:** Course Completion Date**DUE DATE:** 15 days after the course is completed**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** NGB Form 33-R

**PREPARER(S):** State Military Academy  
**OPR:** NGB-ARO-ME  
**DISTRIBUTION:** NGB-ARO-ME  
**PCN(S):**  
**DESCRIPTION:** Attendance report of participation in NCOES courses conducted by State military academies.  
**REMARKS:**

---

**RCS: ARNGB-149**  
**TITLE:** NGB Training Ammunition Management System/Reg  
**DIRECTIVE(S):** AR 5-13, 14 Sep 90; All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 31 Jan  
**TRANSMISSION:** TAMS  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 551H-R  
**PREPARER(S):** UIC Level (Mobilization Entity) of each State/Territory  
**OPR:** NGB-ARO-M  
**DISTRIBUTION:** NGB-ARO-M (File)  
 HQDA (DAMO-TRS)  
 All States and Territories

**PCN(S):**  
**DESCRIPTION:** Reports training ammunition requirements, sub-authorization and expenditures via TAMIS  
**REMARKS:** These requirements are used as a basis of authorization to the States and Territories.

---

**RCS: ARNGB-153 (R1)**  
**TITLE:** Monthly AGR Personnel Status Report  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 10th day of the following month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format  
**PREPARER(S):** SPMO of each State/Territory  
**OPR:** NGB-ARM-B  
**DISTRIBUTION:** States  
 NGB-ARM  
 NGB-ARM-B (File)

**PCN(S):** HRM-GO1  
**DESCRIPTION:** Report requires each State SPMO to provide the total number of Guard personnel serving on active duty in the Active Duty Guard/Reserve Program by grade and program each month.  
**REMARKS:** Statistics to be used for budgetary and accounting purposes for NGPA. Information is consolidated by NGB-ARM-B and forwarded to OSD. NGB Form 95 should be used when forwarding correspondence.

---

**RCS: ARNGB-154**  
**TITLE:** ARNG Communications Facilities Report  
**DIRECTIVE(S):** NGR 105-23, 26 Mar 82, Para 1-8

**FREQUENCY:** Annually  
**AS OF:** 31 Dec  
**DUE DATE:** 31 Jan  
**TRANSMISSION:** AUTODIN/Mail (Hardcopy)  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Appendix C, NGR 105-23  
**PREPARER(S):** State CE Officer/POC  
**OPR:** NGB-ISA  
**DISTRIBUTION:** NGB-ISA  
**PCN(S):**  
**DESCRIPTION:** Report identifies all federally supported telephone systems and services thereon.  
**REMARKS:** Information is used to update automated communications facilities files maintained at NGB for all TAG, USPFO, MOB sites and ARNG major training facilities. The COMFAC files are used to prepare reports in response to NGB staff and external agency inquiries.

---

**RCS: ARNG-160**  
**TITLE:** Incompatibility Report  
**DIRECTIVE(S):** TPR 300(302.7)  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec  
**DUE DATE:** 10 Apr, 10 Jul, 10 Oct, 10 Jan  
**TRANSMISSION:** WANG VS-100/PDS-C file update  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Electronic Update of Records  
**PREPARER(S):** SPMO of each State/Territory  
**OPR:** NGB-PRC  
**DISTRIBUTION:** NGB-PRC (File)  
**PCN(S):** ARNGB-10077  
**DESCRIPTION:** Monitors progress toward meeting the goal set by the Chief, NGB, of 95% compatibility in each State.  
**REMARKS:** Information from this report provides data on compatibility for the quarterly Composite Performance Profile (CPP).

---

**RCS: ARNG-162**  
**TITLE:** Use of Official Time for Representational Functions  
**DIRECTIVE(S):** FPM Letter 711-161, 31 Jul 81; All States Letter  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 30 Apr, 31 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Letter Format  
**PREPARER(S):** USPFO for each State, Puerto Rico, and DC  
**OPR:** NGB-PRL  
**DISTRIBUTION:** NGB-PRL (File)  
**PCN(S):** None  
**DESCRIPTION:** Report is used to assess the impact of official time used in labor - management activities on agency operations. This includes any associated

travel and per diem costs paid by the agency for such purposes.

**REMARKS:** States must collect and maintain this information (per OPM requirements); however we no longer require regular submission to NGB.

---

**RCS: ARNG-164**

**TITLE:** Mid-Year Review of Annual Funding Program

**DIRECTIVE(S):** All States Letter

**FREQUENCY:** Annually

**AS OF:** 31 Jan

**DUE DATE:** 15 Mar

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Letter Format - Electronic Transmission - PC Disk

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARC-BU

**DISTRIBUTION:** NGB-ARC-BU (File)

**PCN(S):**

**DESCRIPTION:** Reports current status of allocated funds and recommends necessary adjustments to funding targets.

**REMARKS:** Data is used to monitor the execution of the current year's budget, to recommend mid-course corrections and to project final current year funding levels.

---

**RCS: ARNG-165**

**TITLE:** REDFRAM/Excess Shipments

**DIRECTIVE(S):** All States Letter

**FREQUENCY:** Quarterly

**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec

**DUE DATE:** 10 Apr, 10 Jul 10 Oct, 10 Jan

**TRANSMISSION:** Mail/TWX

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** None

**PREPARER(S):** USPFO for each State/Territory

**OPR:** NGB-ARL-S

**DISTRIBUTION:** NGB-ARL-S (file)  
NGB-AVN-L  
NGB-ARL-T

**PCN(S):** None

**DESCRIPTION:** REDFRAM messages direct States to ship excess equipment within 60 days. Report monitors the States' performance for the Composite Performance Profile (CPP).

**REMARKS:** Negative reports are required.

---

**RCS: ARNG-166**

**TITLE:** Weapons/Crew/Sub-Caliber Information

**DIRECTIVE(S):** All States Letter

**FREQUENCY:** Annually

**AS OF:** 1 Dec

**DUE DATE:** 30 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Letter Format

**PREPARER(S):** Units at each State/Territory

**OPR:** NGB-ARO-TS

**DISTRIBUTION:** NGB-ARO-TS (FILE)  
NGB-ARO-T

**PCN(S):** None

**DESCRIPTION:** Reports number of assigned crews to designated weapon systems and data related with sub-caliber devices. Report enables NGB to ensure equitable distribution of assets among AGs.

**REMARKS:** Data is also used to justify and defend POM requirements and requests for additional ammunition.

---

**RCS: ARNG-167**

**TITLE:** Aircrew Information Report (AIR)

**DIRECTIVE(S):** NGR (AR) 95-210, 1 Jul 91, Para 1-9 and Chap 9; All States Letter

**FREQUENCY:** Quarterly

**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec

**DUE DATE:** 15 Apr, 15 Jul, 15 Oct, 15 Jan

**TRANSMISSION:** Mail and/or electronic transmission

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** N/A (Automated)

**PREPARER(S):** Adjutants General of each State/Territory

**OPR:** NGB-AVN-OC

**DISTRIBUTION:** CNGB

**ATTN:** NGB-AVN-OC (167)

Bldg E6810

Aberdeen Proving Ground, MD

21010-5420

**PCN(S):**

**DESCRIPTION:** The Aircrew Information Report Version 2.0, herein referred to as the AIR, is a complete revision of the automated ARNG-RCS: 167 report. The AIR is utilized in the identification and tracking of aviation personnel and related training requirements. The information contained within the Air program is consolidated at the NGB Directorate level and forms the basis for Program Objective Memorandum (POM) submissions, resource allocations, and readiness/training trends identifications.

**REMARKS:**

---

**RCS: ARNG-168**

**TITLE:** Excess Equipment Report

**DIRECTIVE(S):** All States Letter

**FREQUENCY:** Annually

**AS OF:** 15 Nov

**DUE DATE:** 25 Nov

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Format in NGB Letter

**PREPARER:** USPFO of each State/Territory

**OPR:** NGB-ARL-CL

**DISTRIBUTION:** ARNG OAC

**ATTN:** NGB-ARL-CL

Bldg E6812

Aberdeen Proving Grounds, MD

21010-5420

**PCN(S):** NONE

**DESCRIPTION:** Reports equipment on hand versus equipment authorized, to include items on data processing products.

**REMARKS:****RCS: ARNG-169****TITLE:** ADP Products Register**DIRECTIVE(S):** OM 18-1, 22 Oct 80, Para 3c(5); AR 18-7, 15 May 78, Para 3-5**FREQUENCY:** Quarterly**AS OF:** 31 Jan, 30 Apr, 30 Jul, 31 Oct**DUE DATE:** 5 Feb, 5 May, 5 Aug, 5 Nov**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** NONE**PREPARER(S):** NGB-ISA**OPR:** NGB-ARC-MAR**DISTRIBUTION:** NGB-ARC-MAR**PCN(S):**

**DESCRIPTION:** A listing of all recurring ADP reports produced by the Information Management Agency for the ARNG and arranged by system name and requirement control symbol (RCS).

**REMARKS:** Report is used for the ADP Product Review (RCS: AG-878) and ADP Product Review Evaluation (RCS: AG-795).

**RCS: ARNG-171****TITLE:** Annual Flying Hour Program Development**DIRECTIVE(S):** NGR (AR) 95-210, 1 Jul 91, para 6-7**FREQUENCY:** Annually**AS OF:** Next Fiscal Year**DUE DATE:** 15 Mar**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** NGB Form 170-8R**PREPARER(S):** State Army Aviation Officer (SAAO)**OPR:** NGB-AVN-O

**DISTRIBUTION:** Chief, NGB  
Army Aviation Division  
(ATTN: NGB-AVN-O)  
Building E6810  
Aberdeen Proving Ground, MD  
21010-5420

**PCN(S):** None

**DESCRIPTION:** Report is used as basis for development, justification management and funding of the ARNG Aviation Flying Hour Program.

**REMARKS:** The CNGB and each MACOM are allocated flying hours type aircraft system based upon identified training and mission support requirements. Once allocations are approved, the States are then authorized flying hours, POL Funds, repair parts funds, etc.

**RCS: ARNG-173****TITLE:** ARNG AMEDD Quarterly Strength Report**DIRECTIVE(S):** NGR 40-1, 20 May 81; Memo, SAB, 15 Mar 91**FREQUENCY:** Quarterly**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec**DUE DATE:** 15 Apr, 15 Jul, 15 Oct, 15 Jan**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIAZION:** N/C**FORM(S):** NGB Form 400**PREPARER(S):** ARNG Medical Brigades**OPR:** NGB-ARS**DISTRIBUTION:** NGB-ARS (File)**PCN(S):** None

**DESCRIPTION:** Reports ARNG Medical Brigade Strength. This info is then compared with figures from the personnel reporting system.

**REMARKS:** Review of report identifies deficiencies within Brigade area and specific states for recruiting purposes and mobilization readiness. With operation Desert Shield/Storm, specialties must be monitored more closely and managed more effectively.

**RCS: ARNG-176****TITLE:** Monthly Public Affairs Summary**DIRECTIVE(S):** NGB Pam 360-5, 15 May 78**FREQUENCY:** Monthly**AS OF:** End of Month**DUE DATE:** 22nd day of the following month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** NGB Form 360-R**PREPARER(S):** State/Territory Public Affairs Officer**OPR:** NGB-PA**DISTRIBUTION:** NGB-PA**PCN(S):** NONE

**DESCRIPTION:** Reports number of band performances, General Officer speaking engagements, and other media contacts with the public.

**REMARKS:** Data will be reviewed and quantified to develop trends of public awareness, identify emerging issues, identify weaknesses, and identify needed public affairs initiatives. Data will also be used to inform the Secretary of the Army about National Guard Public Affairs activities in telling the Total Army story.

**RCS: ARNG-180****TITLE:** Property Accountability Management Information System (PAMIS)**DIRECTIVE(S):** AR 735-11, 1 Dec 84; NGB Pam 700-1, 30 Apr 86**FREQUENCY:** Quarterly**AS OF:** 15 Dec, 15 Mar, 15 Jun, 15 Sep**DUE DATE:** 31 Dec, 31 Mar, 30 Jun, 30 Sep**TRANSMISSION:** AUTODIN**MINIMIZE:** NON-MINIMIZE**MOBILIZATION:** Rescinded**FORM(S):** Punch Card**PREPARER(S):** USPFO of each State/Territory**OPR:** NGB-ARL-P

**DISTRIBUTION:** NGB-ISA,  
NGB-ARL-LS

**PCN(S):**

**DESCRIPTION:** Report provides property losses, gains, and damages within each state.

**REMARKS:** Source data is processed by States and sent to NGB-IMA using Content Indicator Code AHAC.

---

**RCS: ARNG-181**

**TITLE:** Supply Performance Measures  
**DIRECTIVE(S):** AR 710-2, 1 Dec 84; NGB Pam 700-1, 30 Apr 86, Chap 17  
**FREQUENCY:** Quarterly  
**AS OF:** 15 Oct, 15 Jan, 15 Apr, 15 Jul  
**DUE DATE:** 10 Nov, 10 Feb, 10 May, 10 Aug  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Punch Card  
**PREPARER(S):** USPFO for each State/Territory  
**OPR:** NGB-ARL-SY  
**DISTRIBUTION:** NGB-ISA, NGB-ARL-LS  
**PCN(S):** N/A

**DESCRIPTION:** This report is used to monitor supply performance measures at the USPFO. Report provides an automated method of measuring the percentage of valid demands for ASL, and Repair Parts; the report also measures processing time of requests from the date a user requests an ASL item received by the USPFO, th the date the item is released.

**REMARKS:** Submitted by card using Content Indicator Code AHAL.

---

**RCS: ARNG-182**

**TITLE:** Equipment Assets & Requirements Report in National Guard (EARRING).  
**DIRECTIVE(S):** AR 725-50, 15 AUG 81; NGB Pam 700-1, 30 Apr 86, Chap 12  
**FREQUENCY:** Quarterly  
**AS OF:** 15 Nov, 15 Feb, 15 May, 15 Aug  
**DUE DATE:** 10 Dec, 10 Mar, 10 Jun, 10 Sep  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** N/C  
**FORM(S):** Format  
**PREPARER(S):** USPFO for each State/Territory  
**OPR:** NGB-ARL-SY  
**DISTRIBUTION:** NGB-ISA  
 NGB-ARL-SY  
 Each State/Territory

**PCN(S):**

**DESCRIPTION:** The Materiel Returns Program required by AR 725-50 is submitted to NGB for screening and redistribution within the ARNG prior to forwarding to the appropriate NICP.

**REMARKS:** Submitted by Card using Content Indicator Code AHAAH.

---

**RCS: ARNG-183**

**TITLE:** Status of Directed Shipments  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 10th day of the following month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded

**FORM(S):** Format in All States Letter

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-S

**DISTRIBUTION:** NGB-ARL-S (File)

**PCN(S):**

**DESCRIPTION:** NGB-ARL-S REDFRAM messages directing shipment of equipment within the ARNG require shipments to be accomplished within 60 days. States submit report to NGB-ARL-S on the status of both outgoing and incoming equipment shipments. The monthly status report is used to monitor each State's compliance with shipments directed by inventory management specialists. This report also serves as the historical back-up documentation for data submitted by each State for inclusion in the quarterly Composite Performance Profile (CPP) (RCS: ARNG-165).

**REMARKS:** States are the data collection and preparation agencies for this report. Once prepared, this report also serves as a primary management tool within the State for the monitoring of incoming and outgoing REDFRAM equipment shipments.

---

**RCS: ARNG-185(R1)**

**TITLE:** FYXX Full-Time Support Flash Report

**DIRECTIVE(S):** All States Letter

**FREQUENCY:** Annually

**AS OF:** 16 Sep, 23 Sep, 30 Sep

**DUE DATE:** 21 Sep, 27 Sep, 4 Oct

**TRANSMISSION:** TWX/Telephone

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** Format in directive

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARM-B

**DISTRIBUTION:** NGB-ARM-B

**PCN(S):** NONE

**DESCRIPTION:** Reports AGR end-strength which will not be filled as of 30 September and recruiting personnel data to NGB.

**REMARKS:** Data on recruiting personnel is used in preparing OMARNG budget.

---

**RCS: ARNG-190**

**TITLE:** Report of Lost or Stolen Federal Property

Other than Small Arms Ammunition and

Explosives/Report of Forcible Entry Without Theft.

**DIRECTIVE(S):** AR 190-51

**FREQUENCY:** As required

**AS OF:** Discovery of loss, theft, or forcible entry

**DUE DATE:** Within 5 work days of discovery

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** Responsible officer for all thefts and losses of property other than arms, ammunition and explosives

**OPR:** NGB-ARI-S

**DISTRIBUTION:** NGB-ARI-S

**PCN(S):** NONE

**DESCRIPTION:**

**REMARKS:** Info copies of the report should be sent to:

- a. Local Police
- b. FBI Field Office
- c. Appropriate Provost Marshal

---

**RCS: ARNG-193**

**TITLE:** Environmental Compliance Status Report  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** As Required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** MAIL  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** None  
**PREPARER(S):** Facility Management Officer (FMO) of each State/Territory  
**OPR:** NGB-ARE  
**DISTRIBUTION:** NGB-ARE  
**PCN(S):**  
**DESCRIPTION:** Collects environmental data and/or project status  
**REMARKS:** This report was established to control the frequent number of information requests from HQDA for environmental data.

---

**RCS: ARNG-194**

**TITLE:** Loan Interstate Transaction Report  
**DIRECTIVE(S):** NGR 500-1, 1 Oct 91  
**FREQUENCY:** As Required  
**AS OF:** Each equipment loan between/among states  
**DUE DATE:**  
**TRANSMISSION:** Telephone/TWX/Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** None  
**PREPARER(S):** STARC/USPFO of each State/Territory  
**OPR:** NGB-ARL  
**DISTRIBUTION:** NGB-ARL  
**PCN(S):** None  
**DESCRIPTION:** Reports when equipment is loaned  
**REMARKS:** Information is required for inclusion in the Annual Historical Report

---

**RCS: ARNG-198**

**TITLE:** FYXX Goals for Small and Disadvantaged Business Program  
**DIRECTIVE(S):** All States Letter; Army Federal Acquisition Regulation Supplements (AFARS).  
**FREQUENCY:** Bi-monthly  
**AS OF:** 28 Feb, 30 Apr, 30 Jun, 31 Aug, 31 Oct, 31 Dec  
**DUE DATE:** 1 Mar, 1 May, 1 Jul, 1 Sep, 1 Nov, 1 Jan  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format, DD Form 350 and/or DD Form 1057

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** NGB-CP

**PCN(S):** None

**DESCRIPTION:** Reports the total amount of awards made under 8(a) and direct awards to minority contractors. Also reports the total dollar amounts that will be set aside for 8(a).

---

**RCS: ARNG-199**

**TITLE:** Distribution of Aircraft, Avionic and Aviation Life Support Equipment.  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 1 Oc  
**DUE DATE:** 15 Jun  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Worksheets  
**PREPARER(S):** Aircraft Maintenance Officer of each State, Puerto Rico, Virgin Islands, and DC.  
**OPR:** NGB-ARM-R  
**DISTRIBUTION:** NGB-ARM-R  
 NGB-AVN-LM

**PCN(S):** None

**DESCRIPTION:** Reports aircraft and signal equipment densities

**REMARKS:** Information is used to determine the Full-Time Support (FTS) mechanic manning requirements for Army Aviation Support Facilities.

---

**RCS: ARNG-201**

**TITLE:** Mobilization and Deployment Exercise After Action Reports  
**DIRECTIVE(S):** ARNGR 350-3, 1 Feb 90, Para 3-5  
**FREQUENCY:** As Required  
**AS OF:** The current fiscal year  
**DUE DATE:** As Required  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format at App C, ARNGR 350-3  
**PREPARER(S):** STARC of each State/Territory  
**OPR:** NGB-ARR-M  
**DISTRIBUTION:** NGB-ARR-M  
**PCN(S):** None  
**DESCRIPTION:** Report date, unit, location, and type of mobilization exercise, assigned and authorized strengths, exercise start and end dates, budgeted and actual costs, and tasks completed.  
**REMARKS:** Update reports are submitted as changes occur

---

**RCS: ARNG-204**

**TITLE:** Report of Leave Earned and Used  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:** End of leave year  
**DUE DATE:** 20 Feb  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded

**FORM(S):** NGB Form 27-R  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** NGB-ARC-MARR (File)  
**PCN(S):**  
**DESCRIPTION:** Reports the number leave days used, number leave days earned, number of leave days carried over, number of leave days forfeited end of leave year, and the amount of sick leave credited for retirement.  
**REMARKS:** Data will be consolidated by NGB with other cost information derived from NGB accounting data and forwarded to OPM under RCS: 0197-OPM-AN.

---

**RCS: ARNG-205**  
**TITLE:** Computer Security: Inventory of Computer Resources  
**DIRECTIVE(S):** AR 380-380, 4 Oct 77; All States Letter  
**FREQUENCY:** Semiannually  
**AS OF:** 30 Jun, 31 Dec  
**DUE DATE:** 30 Jun, 31 Dec  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in All States Letter  
**PREPARER(S):** MISO/ASSO of each State/Territory  
**OPR:** NGB-ISA-S  
**DISTRIBUTION:** NGB-ISA-S  
**PCN(S):** None  
**DESCRIPTION:** Inventory of all computer resources handling sensitive and non-sensitive defense information to include the organizations having accrediting authority, the sensitivity level and accreditation status.  
**REMARKS:** Report should be protected by the "For Official Use Only" marking. Negative reports reporting no change are required.

---

**RCS: ARNG-207**  
**TITLE:** PPBERS Force Modernization Reporting  
**DIRECTIVE(S):** Message  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**DUE DATE:** 10 Jan, 10 Apr, 10 Jul, 10 Oct  
**TRANSMISSION:** Mail/TWX/Telephone  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in message  
**PREPARER(S):** Force Modernization Officers of each State/Territory  
**OPR:** NGB-ARL-S  
**DISTRIBUTION:** NGB-ARL-S (File)  
 NGB-ARC-BU  
**PCN(S):** None  
**DESCRIPTION:** Reports equipment actually distributed or displaced to the ARNG. Data is reported cumulatively, by quarter.  
**REMARKS:** This information is required in order to report receipt of force modernization equipment issued to ARNG as part of HQDA's Program Performance/Budget Execution Review (PPBER) cycle.

Negative responses should be telephonically sent to NGB-ARL-S.

---

**RCS: ARNG-209**  
**TITLE:** Report of Lost, Stolen, and Unaccounted for or Recovery of Arms, Ammunition and Explosives  
**DIRECTIVE(S):** NGR 190-11, 1 Dec 83, Para 7-2b  
**FREQUENCY:** As Required  
**AS OF:** Occurrence of an incident  
**DUE DATE:** Within 5 working days after noticing loss  
**TRANSMISSION:** MAIL  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded.  
**FORM(S):** Letter format, Fig 7-2, NGR 190-11  
**PREPARER(S):** Security Officer in each State/Territory  
**OPR:** NGB-ARI-S  
**DISTRIBUTION:** NGB-ARI-S  
**PCN(S):** None  
**DESCRIPTION:** Reports small quantities of weapons and ammunition lost or stolen other than those items reported under RCS: CSGPA-1340(R2)  
**REMARKS:** Report is completed when between one to five weapons are lost or stolen. Information is rolled up semiannually in RCS: CSGPA-1645.

---

**RCS: ARNG-211**  
**TITLE:** Semiannual Report of Women Affected by DCPC  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Semiannual  
**AS OF:** 30 Jun, 31 Dec  
**DUE DATE:** 31 Jul, 31 Jan  
**TRANSMISSION:** MAIL  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in directive  
**PREPARER(S):** Personnel Managers of each State/Territory  
**OPR:** NGB-ARP-E  
**DISTRIBUTION:** NGB-ARP-E  
**PCN(S):** NONE  
**DESCRIPTION:** Reports number of women affected by the Direct Combat Probability Code (DCPC) policy who are in units/positions/military occupational specialties (MOS) that are closed to women.  
**REMARKS:** Reports are noncumulative

---

**RCS: ARNG-215**  
**TITLE:** Resource Management Division Summary Level Standards Workload Data  
**DIRECTIVE(S):** NGB Pam 570-1, 1 Jun 87; All States Letter  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 10th of the following month  
**TRANSMISSION:** Mail (Electronic Mail)  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Memo

**PREPARER(S):** Resource Manager of each State/  
Territory  
**OPR:** NGB-ARC-J  
**DISTRIBUTION:** NGB-ARM-R  
**PCN(S):** None  
**DESCRIPTION:** Data will be combined with Summary Level Standards to develop manning criteria and subsequent manpower requirements. Data is required for continued maintenance of support personnel manning documents and NGB Pam 570-1.  
**REMARKS:**

---

**RCS: ARNG-216**  
**TITLE:** Operating Tempos  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:** Prior fiscal year  
**DUE DATE:** 1 Jan  
**TRANSMISSION:** Message  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Format in directive  
**PREPARER(S):** States/Territories who have force modernization equipment  
**OPR:** NGB-ARA  
**DISTRIBUTION:** NGB-ARA  
**PCN(S):** NONE  
**DESCRIPTION:** Reports operating tempos for each type of force modernization equipment. Figures are stated in miles driven per hours utilized that relate to training only.

---

**RCS: ARNG-220**  
**TITLE:** Annual Funding Plan  
**DIRECTIVE(S):** OM 37-4, 7 Dec 84  
**FREQUENCY:** Annually  
**AS OF:** Beginning of next FY  
**DUE DATE:** Prior to new FY  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Modified  
**FORM(S):** None  
**PREPARER(S):** NGB activities requiring travel funds  
**OPR:** NGB-ARC-B  
**DISTRIBUTION:** NGB-ARC-BU  
**PCN(S):** None  
**DESCRIPTION:** This is an annual budget request used to establish the TDY travel target for each activity.  
**REMARKS:**

---

**RCS: ARNG-222**  
**TITLE:** New GI Bill Eligibles Eligibility Report  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Monthly  
**AS OF:** End of the month  
**DUE DATE:** 10th day of the following month  
**TRANSMISSION:** Telephonically/Mail  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** Rescinded  
**FORM(S):** NONE  
**PREPARER(S):** GI Bill manager of each State/  
Territory

**OPR:** NGB-ARP-P  
**DISTRIBUTION:** NGB-ARP-P  
HQDA (DAPE-MPA)  
**PCN(S):** NONE  
**DESCRIPTION:** Reports the number of officers and the number of enlisted who signed a DD Form 2384 during the proceeding month.  
**REMARKS:** Data is used to compute the monthly cost of the New GI Bill to the ARNG.

---

**RCS: ARNG-223**  
**TITLE:** ARNG Company Grade Officers Vacancy Listing  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Monthly  
**AS OF:** 15th of the same month  
**DUE DATE:** 22nd of the same month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in directive  
**PREPARER(S):** MILPO of each State/Territory  
**OPR:** NGB-ARP-O  
**DISTRIBUTION:** ARPERCEN  
(ATTN: DARP-OP-ALMT)  
9700 Page Blvd  
St. Louis, MO 63132-5260

**PCN(S):** NONE  
**DESCRIPTION:** Reports actual and projected vacancies of company grade officers.  
**REMARKS:** Report facilitates the distribution of Reserve Forces Duty Officers to the several States.

---

**RCS: ARNG-224**  
**TITLE:** State Operating Budget  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 1 Oct (next FY)  
**DUE DATE:** 15 June  
**TRANSMISSION:** Mail, Electronic Mail, or diskette  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Schedules of All States Letter  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARC-B  
**DISTRIBUTION:** NGB-ARC-BU  
**PCN(S):** None  
**DESCRIPTION:** Provide the Annual Funding Guidance requirements for the coming fiscal year (FY).  
**REMARKS:** Schedules are separated and forwarded to the appropriate NGB program manager for review and markup.

---

**RCS: ARNG-226**  
**TITLE:** Unfinanced Demand Review  
**DIRECTIVE(S):** NGB Pam 700-1, 30 Apr 86  
**FREQUENCY:** Quarterly  
**AS OF:** 30 Sep, 31 Dec, 31 Mar, 30 Jun  
**DUE DATE:** 15 Oct, 15 Jan, 15 Apr, 15 Jul  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** Rescinded  
**FORM(S):** Computer generated

**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-T  
**DISTRIBUTION:** NGB-ISA  
 NGB-ARL-T.

**PCN(S):**  
**DESCRIPTION:** Report provides method of reviewing items that have been deferred due to insufficient funds. Also it identifies items that are required but are not controlled by HQDA or local policy.  
**REMARKS:** Data required to establish unfinanced budgetary requirements for Organizational Clothing and Equipment by State. Data is transmitted by card using Content Indicator Code AHAB.

---

**RCS: ARNG-227**  
**TITLE:** RICC 1 AND 2 Excess  
**DIRECTIVE(S):** AR 725-50, 1 Oct 84; NGB Pam 700-1, 30 Apr 86  
**FREQUENCY:** Monthly  
**AS OF:** 15th of each month  
**DUE DATE:** 20th of each month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD Form 2765  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-S  
**DISTRIBUTION:** NGB-ISA  
 NGB-ARL-S.

**PCN(S):**  
**DESCRIPTION:** Identifies excess RICC 1 and 2 assets that are available for redistribution to other States.

---

**RCS: ARNG-230**  
**TITLE:** Collection of Military Justice Statistics  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 31 Dec  
**DUE DATE:** 31 Mar  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/C  
**MOBILIZATION:** RESCINDED  
**FORM(S):** Format  
**PREPARER(S):** Adjutant General of each State/Territory  
**OPR:** NGB-JA  
**DISTRIBUTION:** NGB-JA  
 Washington, DC 20310-2500

**PCN(S):** NONE  
**DESCRIPTION:** Provides statistical data regarding court-martial, non-judicial punishment and civilian felony convictions of Guardsmen.  
**REMARKS:**

---

**RCS: ARNG-234**  
**TITLE:** Bulk Purchase of ARNG Applicant Travel Tickets  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Monthly/As Required  
**AS OF:** End of month  
**DUE DATE:** End of month  
**TRANSMISSION:** Mail

**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** NGB Form 4200-T, NGB Form 4201-T and NGB Form 4202-T  
**PREPARER(S):** ARNG Recruiting and Retention Officers of each State/Territory  
**OPR:** NGB-ARP-RRM  
**DISTRIBUTION:** NGB-ARP-RRM  
**PCN(S):** Transcor, Inc.  
 P.O. Box 2006  
 Springfield, VA 22152-0006

**DESCRIPTION:** Requests applicant travel tickets and meal tickets used to travel to Military Entrance Processing Stations (MEPS) and tracks MEPS bus ticket utilization.

**REMARKS:**

---

**RCS: ARNG-239**  
**TITLE:** Aviation Safety Officer Course  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** Annually  
**AS OF:**  
**DUE DATE:** 15 Feb  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format All States Letter  
**PREPARER(S):** State Safety Officer in each State/Territory  
**OPR:** NGB-AVN-S  
**DISTRIBUTION:** NGB-AVN-S  
**PCN(S):** None  
**DESCRIPTION:** Reports personnel who will attend Safety Officer Course.  
**REMARKS:**

---

**RCS: ARNG-240**  
**TITLE:** Facilities Engineering Office Summary Level Standards Report  
**DIRECTIVE(S):**  
**FREQUENCY:** Monthly  
**AS OF:** 1st of each month  
**DUE DATE:** 15th of each month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):**  
**PREPARER(S):** All State FMOs  
**OPR:** NGB-ARI  
**DISTRIBUTION:** NGB-ARI  
**PCN(S):**  
**DESCRIPTION:** Data will be combined with summary level standards to develop manning criteria. Subsequent manpower requirements data is required for continued maintenance of FEO manning documents and NGB Pam 570-1.  
**REMARKS:**

---

**RCS: ARNG-242**  
**TITLE:** NGB Regional NCO Schools Report  
**DIRECTIVE(S):** NGR 351-3, 28 Nov 80  
**FREQUENCY:** Monthly  
**AS OF:** End of Month

**DUE DATE:** 10th day of the following Month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 1379  
**PREPARER(S):**  
**OPR:** NGB-ARO-E  
**DISTRIBUTION:**  
**PCN(S):** None  
**DESCRIPTION:** Reports number of individuals enrolled, no shows, failure rates, number of graduates, amount of funds expended, forecast funds of regional NCO schools.  
**REMARKS:**

---

**RCS: ARNG-246**  
**TITLE:** Facility Master Plan  
**DIRECTIVE(S):** NGR 415-5, 30 Nov 90, Appendix L  
**FREQUENCY:** Annually  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in Appendix L  
**PREPARER(S):** Facility Management officer of each State/Territory  
**OPR:** NGB-ARI  
**DISTRIBUTION:** NGB-ARI (2 copies)  
**PCN(S):** None  
**DESCRIPTION:** Reports the long range mission and planning goals and is used to ensure that Federal funds are expended in the most economical manner to obtain the most efficient use of land and facilities.  
**REMARKS:**

---

**RCS: ARNG-247**  
**TITLE:** Risk Analysis  
**DIRECTIVE(S):** AR 190-51, DA PAM 190-51  
**FREQUENCY:** Once every 3 years  
**AS OF:** When required  
**DUE DATE:** When required  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Memo  
**PREPARER(S):** Facility Commander of each State/Territory  
**OPR:** NGB-MS  
**DISTRIBUTION:** NGB-MS  
**PCN(S):** None.  
**DESCRIPTION:** The information is required by AR 190-51 to provide a more realistic and cost effective protection of Army resources. The AR 190-51 and DA Pam 190-51 do not have a specific report requirement, however, the NGB needs the information to evaluate the resource requirements.  
**REMARKS:** NGB needs the information to manage the anti-terrorism resources.

---

**RCS: ARNG-250**  
**TITLE:** Notification of Oil and Hazardous Substance Release

**DIRECTIVE(S):** AR 200-1, 15 Jul 82; All States Letter  
**FREQUENCY:** As Required  
**AS OF:** As Required  
**DUE DATE:** As Required  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Memo  
**PREPARER(S):** Each State/Territory Environmental Specialist  
**OPR:** NGB-ARE  
**DISTRIBUTION:** NGB-ARE  
**PCN(S):** None  
**DESCRIPTION:** Information will be applied at the National level to address total ARNG spill response needs. Resources will then be allocated to the State/Territories.  
**REMARKS:**

---

**RCS: ARNG-251**  
**TITLE:** Historical Aircraft Usage Report  
**DIRECTIVE(S):** NGR (AR) 95-1, Para 1-23  
**FREQUENCY:** Semi-Annually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 15 Apr, 15 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in NGR (AR) 95-1, Para 1-23b  
**PREPARER(S):** SAAO of each State/Territory  
**OPR:** NGB-AVN-O  
**DISTRIBUTION:** NGB-AVN-O  
**PCN(S):** None  
**DESCRIPTION:** Reports use of aircraft concerning missions which were other than routine individual and unit training, combined arms training and routine operational support airlift (OSA).  
**REMARKS:** Negative reports required

---

**RCS: ARNG-272**  
**TITLE:** Flying Hours by Day, Night, Night Vision Goggles, Night Vision Systems and Synthetic Flight Training Simulator  
**DIRECTIVE(S):** NGR (AR) 95-210, 1 Jul 91, para 6-10  
**FREQUENCY:** Monthly  
**AS OF:** 15th of each month (correlates to 1352 data)  
**DUE DATE:** 28th of month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:**  
**FORM(S):** Per format in NGR (AR) 95-210  
**PREPARER(S):** State Army Aviation Officer  
**OPR:** NGB-AVN-O  
**DISTRIBUTION:** Chief, NGB  
 Army Aviation Division  
 (ATTN: NGB-AVN-O)  
 Bldg E6810  
 APG, MD 21010-5420

**PCN(S):** None

**DESCRIPTION:** Report is used to gather information for DAMO-TRO as to conditions under which aircraft were flown by Budget Accounting Code.  
**REMARKS:** Data is input to PPBER system quarterly. Monthly input for Counter-Drug analysis DA/OSSD.

**RCS: ARNG-281****TITLE:** Desert Shield/Storm Legal Workload Report**DIRECTIVE(S):** All States Memo, SAB**FREQUENCY:** Monthly**AS OF:** End of Month**DUE DATE:** By 15th of each month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** ARNG Form 281**PREPARER(S):** JA in each State/Territory**OPR:** NGB-CCG**DISTRIBUTION:** NGB-CCG**PCN(S):** None

**DESCRIPTION:** Data required by Army National Guard Special Assistant to the Judge Advocate General, U.S. Army, to evaluate organizational requirements for ARNG judge advocates and to evaluate their response to Operation Desert Shield/Storm.

**REMARKS:** Consolidation of data of 54 jurisdictions necessary to evaluate organizational requirements for Army National Guard judge advocates. Necessary to evaluate response of judge advocates to prepare for future contingencies.

**RCS: ARNG-282****TITLE:** Full-Time Judge Advocate Quarterly Report**DIRECTIVE(S):** NGR (AR) 27-19/NGR (AF) 110-6, 30 Jul 90**FREQUENCY:** Quarterly**AS OF:** 31 Mar; 30 Jun; 30 Sep; 31 Dec**DUE DATE:** 15 Apr; 15 Jul; 15 Oct; 15 Jan**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Format**PREPARER(S):** Full-Time Judge Advocate of each State/Territory having one**OPR:** NGB-JA**DISTRIBUTION:** NGB-JA**PCN(S):** N/A

**DESCRIPTION:** Provides statistical data on work product and accomplishments of Full-Time Judge Advocates.

**REMARKS:****RCS: ARNG-283****TITLE:** Quarterly Staffing Status Report**DIRECTIVE(S):** Request from Office of Personnel Management (OPM)**FREQUENCY:** Quarterly**AS OF:** 31 Dec; 31 Mar; 30 Jun; 30 Sep**DUE DATE:** 14 Jan; 17 Apr; 17 Jul; 16 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/A**FORM(S):** OPM Form 1545**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-PRC**DISTRIBUTION:** OPM  
NGB-PRC (Files)**PCN(S):** None

**DESCRIPTION:** On a quarterly basis, OPM requests information on the number of technicians who were separated because of reduction in force.

**REMARKS:****RCS: ARNG-284****TITLE:** Disabled Veterans Affirmative Action Program Accomplishment Report**DIRECTIVE(S):** FPM Chapter 720, Subchapter 3-5**FREQUENCY:** Annually**AS OF:** 31 Oct**DUE DATE:** 25 Nov**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/A**FORM(S):** None**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-PRC**DISTRIBUTION:** OPM  
NGB-PRC (Files)**PCN(S):** None

**DESCRIPTION:** The above report gives information on the recruitment, employment, advancement, and current status of disabled veterans.

**REMARKS:****RCS: ARNG-285****TITLE:** Management Analysis Profile (MAP)**DIRECTIVE(S):** OM 11-8, 30 Apr 90**FREQUENCY:** Quarterly**AS OF:** 31 Mar; 30 Jun; 30 Sep; 31 Dec**DUE DATE:** 45 days after end of quarter**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** None**PREPARER(S):** NGB-ARC-MA**OPR:** NGB-ARC-MAP**DISTRIBUTION:** States/Territories**PCN(S):** None

**DESCRIPTION:** Increase and analyze productivity within the Army National Guard.

**REMARKS:** Data is collected from various ARNG Divisions, analyzed, transposed, and sent to States/Territories.

**RCS: ARNG-286****TITLE:** ARNG Conference Program Annual Memo**DIRECTIVE(S):** DA Memo 1-17, 14 Mar 90**FREQUENCY:** Annually**AS OF:** Aug/Sep**DUE DATE:** Aug/Sep**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C

**FORM(S):** List  
**PREPARER(S):** NGB-ARC-MA  
**OPR:** NGB-ARC-MAP  
**DISTRIBUTION:** States/Territories  
**PCN(S):** None  
**DESCRIPTION:** Information to States on conferences approved for attendance by State. Conferences sponsored or conducted by NGB that do not appear on list should not be attended.  
**REMARKS:** Conference requests are solicited from ARNG Divisions, analyzed and presented to DDARNG for decision. A list of approved conferences are compiled and forwarded to States.

---

**RCS:** ARNG-287  
**TITLE:** Quarterly PECIP/QRIP Project Priority Listing and Updated PECIP Qrip Points of Contact Listing  
**DIRECTIVE(S):** AR 5-4  
**FREQUENCY:** Quarterly  
**AS OF:** 1 Mar; 1 Jun; 1 Sep; 1 Dec  
**DUE DATE:** 15 Mar; 15 Jun; 15 Sep, 15 Dec  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** None  
**PREPARER(S):** NGB-ARC-MA  
**OPR:** NGB-ARC-MAP  
**DISTRIBUTION:** States/Territories  
**PCN(S):** None  
**DESCRIPTION:** PECIP/QRIP managers at State/Territory level require information on quarterly priority evaluations of their projects and valid phone numbers/name of state/territory managers.  
**REMARKS:** These listings updated and published quarterly, provide state/territory managers current information upon which they base management decisions regarding their state projects.

---

**RCS:** ARNG-288  
**TITLE:** Payroll for Personal Services Certification and Summary  
**DIRECTIVE(S):** AR 37-105, 4 May 87  
**FREQUENCY:** Bi-Weekly or as required  
**AS OF:** Based on pay cycle  
**DUE DATE:** To FAO on day 6 of pay cycle  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD 592  
**PREPARER(S):** Tech Pay Section of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** FAO  
**PCN(S):** None  
**DESCRIPTION:** This report contains the breakdown of withholdings and contributions. Accounting classification data is supplied to FAO on this form. Retirement codes, by category, are supplied on the continuation sheet.  
**REMARKS:** This report acts as the authorizing disbursing document for Technician Pay.

**RCS:** ARNG-289  
**TITLE:** Report of Withholding and Contribution for Health Benefits, Group Life Insurance, and Civil Service Retirement  
**DIRECTIVE(S):** AR 37-105, 4 May 87, Chap 23, Sec 1  
**FREQUENCY:** Bi-weekly  
**AS OF:** Based on pay cycle  
**DUE DATE:** To FAO & OPM on day 6 of Pay Cycle  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** SF 2812/2812A  
**PREPARER(S):** Tech Pay Sections of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** FAO, OPM  
**PCN(S):** None  
**DESCRIPTION:** Reports bi-weekly deductions/contributions made to OPM each pay period for health benefits, group life insurance, and civil service retirement.  
**REMARKS:** Reports include data re: FEGLI, by plan type; FEHB, by carrier; and retirement, by FERS and CSRS categories.

---

**RCS:** ARNG-290  
**TITLE:** Transmittal of Monthly Documents for CSRS and FERS  
**DIRECTIVE(S):** Civ Pay Msg 86-30, 90-46  
**FREQUENCY:** Monthly  
**AS OF:** 1st of each month  
**DUE DATE:** 15th of each month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Memorandum  
**PREPARER(S):** Tech Pay section of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** DFAS  
 FINCO-CA  
**PCN(S):** None  
**DESCRIPTION:** Report is used by DFAS to balance actions processed during month re: retirement/separations.  
**REMARKS:** Report consists of TL, DA103; SF3103, SF2807, and SF2812 which reflect amounts on Retirement Cards SF2806 and SF3100 processed during report month.

---

**RCS:** ARNG-291  
**TITLE:** Employers Quarterly Tax Return  
**DIRECTIVE(S):** AR 37-105, Chap 5, Section VI  
**FREQUENCY:** Quarterly (CY)  
**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec  
**DUE DATE:** 30 Apr, 30 Jul, 30 Oct, 30 Jan  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** TD 941  
**PREPARER(S):** Tech Pay Section of each State/Territory

**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** Treasury Department  
**PCN(S):** None  
**DESCRIPTION:** Report used at IRS to support deposits made for income tax, FICA, and Medicare taxes withheld during the tax quarter.  
**REMARKS:** Per ID instructions, amounts are calculated and submitted to TD. Separate letter also states wages subject to Medicare, Medicare tax withheld, and Government share of the tax.

---

**RCS: ARNG-292**  
**TITLE:** U.S. Savings Bond Control  
**DIRECTIVE(S):** AR 37-105, Chap 10  
**FREQUENCY:** Quarterly (CY)  
**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec  
**DUE DATE:** Within 10 days after close of Quarter  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD 716  
**PREPARER(S):** Tech Pay Section of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** FAO  
**PCN(S):** None  
**DESCRIPTION:** Report required to verify amount in bond balance account maintained by FAO.  
**REMARKS:** Report figures are verified by FAO and returned to TPS. All amounts and/or differences are noted.

---

**RCS: ARNG-293**  
**TITLE:** Semi-Annual FEHBP Enrollment Report  
**DIRECTIVE(S):** OPM Payroll Office Letter 91-5  
**FREQUENCY:** Semi-Annual  
**AS OF:** Final Payroll paid in March and Sept  
**DUE DATE:** 2nd workday after issuance of pay checks  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Memorandum  
**PREPARER(S):** Tech Pay Sections of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** OPM  
**ATTN:** Funds Control Section  
 P.O. Box 582  
 Washington, D.C. 20044

**PCN(S):** None  
**DESCRIPTION:** OPM requires information to validate enrollment totals with health benefit carriers against verifiable totals.  
**REMARKS:** TPS provide listing of enrollees by plan code options. Report is submitted with Semi-annual Head Count Report.

---

**RCS: ARNG-294**  
**TITLE:** FERS and CSRS Annual Summary Retirement Reports  
**DIRECTIVE(S):** OPM Payroll Office Letter 87-17  
**FREQUENCY:** Annually

**AS OF:** End of CY  
**DUE DATE:** 10 March of year following  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** OPM 1525 (CSRS), OPM 1564 (FERS)  
**PREPARER(S):** Tech Pay Sections of each State/Territory  
**OPR:** NGB-ARC-MARR  
**DISTRIBUTION:** OPM  
**PCN(S):** None  
**DESCRIPTION:** Used by OPM to balance retirement amounts for CSRS and FERS employees. Reconciled at DFAS prior to submission to OPM.  
**REMARKS:** Provide final opportunity to balance all retirement record transactions for the year. Balancing of amounts on SF3100's to all DA 103's is done at this time by TPS.

---

## Part II: Interagency Reports

**RCS: AG-569**  
**TITLE:** Status of Duplicate Records  
**DIRECTIVE(S):** HQDA COOP, 1 Feb 75; AR 340-26, 15 May 82, Para 5-2 & 5-4  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 20 Apr, 20 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 4573  
**PREPARER(S):** HQDA (DAAG-AM)  
**OPR:** NGB-AD-PA  
**DISTRIBUTION:** NGB-AD-PA (File)  
 NGB-ARR

**PCN(S):**  
**DESCRIPTION:** List of all material at each of the Duplicate Records Facilities for the National Guard Bureau.  
**REMARKS:** Should changes/deletion be annotated on the computer printouts, the pages on which changes/deletions are made, are copied and returned to the appropriate site.

---

**RCS: AG-601(R1)**  
**TITLE:** Consideration Reserve Component Officer Eligible for Promotion.  
**DIRECTIVE(S):** AR 680-150, 1 Feb 82  
**FREQUENCY:** 10 per year  
**AS OF:** Zone of consideration  
**DUE DATE:** 8 months prior to each convening ROPA promotion board  
**TRANSMISSION:** Mail/AUTODIN  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Format-List (Data Tape)  
**PREPARER(S):** NGB-ARP-C  
**OPR:** NGB-ARP-C

**DISTRIBUTION:** Cdr, ARPERCEN  
NGB-ARP-C (FILE)  
**PCN(S):** GPHR - 0020  
**DESCRIPTION:** List of officers eligible under zone of consideration for promotion by ROPA promotion board.

**RCS: AG-629(R1)**

**TITLE:** Army Bands Operational Status Report  
**DIRECTIVE(S):** AR 220-90, 20 Sep 84, Para 5-7  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**DUE DATE:** 5 Jan, 5 Apr, 5 Jul, 5 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 4172-R  
**PREPARER(S):** Each Army Band Unit  
**OPR:** NGB-ARO  
**DISTRIBUTION:** HQDA (DAAG-MSB)  
**PCN(S):** None  
**DESCRIPTION:** Reports accurate, current strength and unit use data of Army Bands.  
**REMARKS:** Report is completed in four copies. Only side 2 of the report is completed and forwarded directly to HQDA.

**RCS: AG-752**

**TITLE:** Word Processing Equipment Inventory  
**DIRECTIVE(S):** AR 340-8, 20 Jul 77, Para 6-2; All States Letter  
**FREQUENCY:** As required/Annually  
**AS OF:** See remarks  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 4633-R  
**PREPARER(S):** NGB-ISA  
**OPR:** NGB-ISA  
**DISTRIBUTION:** THRU:  
HQDA ((DACS-DMS))  
Washington, DC 20310-0200  
**TO:**  
HQDA (DAAG-AMS-W)  
Washington, DC 22331-0300  
NGB-IMA (file)

**PCN(S):**

**DESCRIPTION:** Reflects additions, deletions, or changes in the current inventory of word processing equipment.  
**REMARKS:** HQDA sends copies of inventory to NGB-IMA for verification by 15 February. Corrections will be made and forwarded not later than the last working day of April each year. Added, deleted, and changed items are reported within 30 days of their occurrence.

**RCS: AG-881**

**TITLE:** Positive Accountability Postage Administration System (PAPAS)  
**DIRECTIVE(S):** AR 340-3, 15 May 84, Para 2-8; All States Letter

**FREQUENCY:** Monthly/Quarterly  
**AS OF:** End of Month  
**DUE DATE:** 5th work day after the end of the month  
**TRANSMISSION:** Mail  
**MINIMIZE:** Minimize  
**MOBILIZATION:** N/C  
**FORM(S):** None  
**PREPARER(S):** Support Service Supervisor  
**OPR:** NGB-AD-PA  
**DISTRIBUTION:** NGB-AD-PA  
**PCN(S):** None  
**DESCRIPTION:** Reports dollar values of postage meter settings and permit mailings, Private Courier and Express Mail.  
**REMARKS:** NGB-AD-PA will consolidate reports and forward information to HQDA (AS-OPS-MR).

**RCS: AG-889**

**TITLE:** Disposition of Machine Readable Records  
**DIRECTIVE(S):** AR 25-400-2, Sec. 4  
**FREQUENCY:** As systems originates or as records are converted to magnetic media.  
**AS OF:** Date of origination  
**DUE DATE:** Date of origination  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 4737-R  
**PREPARER(S):** NGB-AD-PA  
**OPR:** NGB-AD-PA  
**DISTRIBUTION:** HQDA (DAIM-FAR-R))  
Alexandria, VA 22331-0300  
NGB-AD-PA (File).

**PCN(S):**

**DESCRIPTION:** To identify permanent records in Army data systems, produced by in-house means and by contractor, and establish a schedule for their orderly transfer to National Archived Records Service (NARS) and to establish a disposal schedule for existing, revised, and new data systems that are not permanent.  
**REMARKS:** NGB-AD-PA report for the National Guard Bureau and the States. (Formerly RCS: AG-830).

**RCS: AMC-132(MIN)**

**TITLE:** Malfunctions Involving Ammunition and Explosives  
**DIRECTIVE(S):** AR 75-1, 24 Mar 77; AR 385-40, 1 May 87  
**FREQUENCY:** As required  
**AS OF:** Date of incident  
**DUE DATE:**  
**TRANSMISSION:** Electrical Message/Letter Report  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 4379, DA Form 4379-1  
**PREPARER(S):** Units in each State/Territory  
**OPR:** NGB-AVN-S  
**DISTRIBUTION:** CDR, AMCCOM  
ATTN: DRSAR-QAS  
NGB-ARO-TS (FILE)

**PCN(S):**

**DESCRIPTION:** Reports malfunctions of ammunition and explosives, to include guided missiles, chemical and nuclear ammunition.

**REMARKS:** (Formerly RCS: DRC-132(MIN))

**RCS:** CC-54

**TITLE:** Communications Economy & Discipline Summary Report

**DIRECTIVE(S):** DA Pam 25-1-1, AR 25-1, Para 6-2, 18 Nov 88

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 30 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Questionnaire, as specified in annual letter

**PREPARER(S):** State/Territory using leased communications service

**OPR:** NGB-ISA-S

**DISTRIBUTION:** Commander, US Army Information Systems Command (USAISC)  
NGB-ISA-S (File)

**PCN(S):**

**DESCRIPTION:** Review and revalidation of dedicated leased "long haul" communications services. The desired result is the elimination of non-essential dedicated telecommunications services or the provision of adequate service through alternate or less costly means.

**REMARKS:** NGB is tasked as MACOM to perform required actions and to submit a consolidated report. Services requiring review and revalidation are identified by State. USPFOs of those States tasked to provide feeder reports, consolidate and review USER justification of service. (Formerly RCS: CSCCE-226(R1)).

**RCS:** CC-57

**TITLE:** ATC Facility and Personnel Status Report

**DIRECTIVE(S):** AR 95-2, 14 Oct 88, Chap 2

**FREQUENCY:** Monthly

**AS OF:** End of month

**DUE DATE:** 5th workday of the following month

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DA Form 3479-6R (FM95-93)

**PREPARER(S):** Units in each State/Territory assigned USA ATC personnel

**OPR:** NGB-AVN-O

**DISTRIBUTION:** USAAVNC  
ATTN: ATZQ-ATC-MO  
Fort Rucker, AL 36362-5265  
NGB-AVN-O.

**PCN(S):** NONE.

**DESCRIPTION:** Reports aircraft activity and Air Traffic Controller personnel information.

**REMARKS:** Reports are unclassified

**RCS:** CONG-1011

**TITLE:** Annual Review of the Chief, National Guard Bureau

**DIRECTIVE(S):** PL 84-1028; 70 a STAT 0604; 32 USC 0314; NGB OM 360-3/190-3, 15 Nov 82.

**FREQUENCY:** Annually

**AS OF:** End of Fiscal Year (30)

**DUE DATE:** 30 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Narrative

**PREPARER(S):** Chiefs of NGB Joint offices/divisions; ARNG and ANG furnish basic material for the report.

**OPR:** NGB-PAH

**DISTRIBUTION:** Secretary of the Army & Air Force  
Adjutants General of all States/  
Territory  
All military services & DOD  
NGB-PAH (FILE)

**PCN(S):**

**DESCRIPTION:** A resume of all programs and activities of the Army and Air National Guard as well as the National Guard Bureau for the fiscal year.

**REMARKS:** NGB is designated as the originator for this report

**RCS:** CONG-1051

**TITLE:** Military Construction Contracts Awarded without formal Advertising

**DIRECTIVE(S):** PL 95-82, 91 STAT 582, Sec 604; Memo, OASD (MRA&L) 29 Aug 78; AR 415-1, 1 Feb 78.

**FREQUENCY:** Annually

**AS OF:** End of Fiscal Year (30 Sep)

**DUE DATE:** 7 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** NGB-CP

**PCN(S):** NONE

**DESCRIPTION:** Report of negotiated construction contracts

**REMARKS:** Negative reports required

**RCS:** CSACE-1

**TITLE:** Army Automation Summary Sheet

**DIRECTIVE(S):** TB 18-100, 15 Aug 81, App D

**FREQUENCY:** As required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Narrative

**PREPARER(S):** NGB-IMA-C

**OPR:** NGB-IMA-C

**DISTRIBUTION:** HQDA (DAMO-C4R)  
NGB-ISA-D (File)

**PCN(S):** None

**DESCRIPTION:** Report informs the Army Staff (ARSTAF) of system developments occurring in the field.

**REMARKS:**

---

**RCS: CSCAA-118(R1)**

**TITLE:** Status of Reimbursements--Operating Agencies

**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Chap 30-11

**FREQUENCY:** Monthly

**AS OF:** Last day of each month

**DUE DATE:** 11th workday of the following month

**TRANSMISSION:** AUTODIN

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** Table 30-1

**PREPARER(S):** NGB-ARC-FA

**OPR:** NGB-ARC-FA

**DISTRIBUTION:** HQ, USAFAC (FINCO-BA)

**PCN(S):**

**DESCRIPTION:** Contains collection and receivable data for both funded and automatic reimbursements.

**REMARKS:** Data obtained from: Status of Reimbursements (RCS: CSCFA-112(R4)) and Operating Agency records.

---

**RCS: CSCAB-283 (MIN)**

**TITLE:** Cost Report for Contingency and/or Emergency Operations

**DIRECTIVE(S):** Letter, DAMO-ODM, 6 Oct 82, with Financial Management Plan for Emergency Conditions, Annex P, Vol. IV, App 3, 1 Mar 84

**FREQUENCY:** Monthly/As required

**AS OF:** End of Month

**DUE DATE:** 7th day of the following month

**TRANSMISSION:** Electronically

**MINIMIZE:**

**MOBILIZATION:** N/C

**FORM(S):** Appendix 3

**PREPARER(S):** NGB-ARC-BU

**OPR:** NGB-ARC-B

**DISTRIBUTION:** HQDA (DACA-BU)

**PCN(S):** None

**DESCRIPTION:** Provides costs of support to other Government agencies or States or establish basis for reimbursement.

**REMARKS:** Data obtained from State input and fiscal accounting reports. Monthly reports continue until such time as all expenses associated with the emergency are reported.

---

**RCS: CSCAB-292 (MIN)**

**TITLE:** Fund Estimates for Contingency and/or Emergency Operations

**DIRECTIVE(S):** Letter, DAMO-ODM, 6 Oct 82, Financial Management Plan for Emergency Conditions (FMPEC), Annex P, Vol. IV, App 2, 1 Mar 84

**FREQUENCY:** As required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** TWX/Mail

**MINIMIZE:** MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** Appendix 2

**PREPARER(S):** NGB-ARC-BU

**OPR:** NGB-ARC-BU

**DISTRIBUTION:** HQDA (DACA-BU)

**PCN(S):** NONE

**DESCRIPTION:** Reports the amount of fund estimates showing the order of magnitude of additional fund requirements.

**REMARKS:**

---

**RCS: CSCFA-110 (R1)**

**TITLE:** Transactions for Others

**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Para 29-12

**FREQUENCY:** Weekly

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** Servicing Finance and Accounting Offices

**OPR:** NGB-ARC-FA

**DISTRIBUTION:** USPFO of each State/Territory

**PCN(S):**

**DESCRIPTION:** The transactions processed by Servicing Finance & Accounting Office will be furnished the states on TFO/TBO Transmittal (RCS: CSCFA-110) listing. USPFOs will process these transactions either by accepting or rejecting the transmittals. TFO/TBO transmittals will be recorded manually at the level required to complete the TBO Accounting/Clearance Record in accordance with AR 37-1, para 29-12, Tables 29-2 and 29-3.

**REMARKS:** Finance & Accounting Office of Army sends the report to funded decentralized Army National Guard Fiscal Accounting Stations, from other Department of Defense Agencies other than Army through USAFAC, ATTN: Department 130, Indianapolis, IN 46249 in turn to USPFO.

---

**RCS: CSCFA-112(R4)**

**TITLE:** Status of Reimbursements

**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Para 29-13

**FREQUENCY:** Monthly

**AS OF:** End of Month

**DUE DATE:** 3rd (AUTODIN). Hard copies are due for Sep & Oct reports only.

**TRANSMISSION:** AUTODIN/Mail (hardcopy)

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORMAT:** Para 29-12, AR 37-1, Table 29-5

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARC-A

**DISTRIBUTION:** NGB-ARC-FA

**PCN(S):**

**DESCRIPTION:** Provides funding agency with information concerning the status of reimbursable activity financed by or identified with the related allotment of funds by fiscal station number of the reporting installation.

**REMARKS:** Report consolidated at NGB Level and Transmitted on RCS: CSCAA-118 (R1), Parts 1 and 2.

**RCS: CSCFA-112(R1). Parts III thru VIII**  
**TITLE:** Report of Status and Loans Receivable from the Public  
**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Chap 29-13  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**DUE DATE:** 3rd workday of the following month  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORMAT:** Table 29-6, 29-7 AR 37-1  
**PREPARER(S):** Fiscal Accounting Office of USPFO in each State/Territory  
**OPR:** NGB-ARC-FA  
**DISTRIBUTION:** NGB-ARC-FA  
 4501 Ford Ave (Suite 360)  
 Alexandria, VA 22302-1454

**PCN(S):**  
**DESCRIPTION:** Provides Army National Guard Bureau with information concerning the aging of automatic and funded Status and Loans Receivable Due from the Public under resource source code 900.  
**REMARKS:** Reports are consolidated quarterly at NGB Level and transmitted using AUTODIN feeder data records by 11th workday following report period. Additionally semiannual narrative report entitled "Analysis of Accounts and Loans Receivable from the Public" will be due at DFAS-I-ABA for the Jun and Dec quarters.

**RCS: CSCFA-208(MIN)**  
**TITLE:** Status of Allocations  
**DIRECTIVE(S):** AR 37-120, 1 Nov 81, Chap 9, Fig 9-1  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 11th workday of the following month  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 3146-R  
**PREPARER(S):** Military District, Washington  
**OPR:** NGB-ARC-FA  
**DISTRIBUTION:** 2035 (OPA) NGB-ARL-P  
 2035 (PECIP) NGB-ARC-MAP  
 2036 NGB-ARL-S

**PCN(S):**  
**DESCRIPTION:** Status report for other procurement, Army (OPA) appropriations and productivity capital investments programs (PECIP) in appropriations 21\*2035 and 21\*2036.  
**REMARKS:** NGB-ARC-FA has designated Military District of Washington in 1982 to account for those appropriations and to provide monthly status reports to DFAS-I-ABA. The program management offices listed under "Distribution" are responsible for control of these appropriations. At fiscal year-end, NGB-ARC-FA will hand-carry these status reports to

USAFAC after their joint certification by the Military District of Washington and NGB-ARC-AFC-FA.

**RCS: CSCFA-218(R1)**  
**TITLE:** Status of Approved Resources-Current Fiscal Year  
**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Chap 30-16  
**FREQUENCY:** Monthly  
**AS OF:** Last day of each month  
**DUE DATE:** 11th workday of the following month  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORMAT:** Table 30-12, 13, 14, 15, 16  
**PREPARER(S):** NGB-ARC-FA  
**OPR:** NGB-ARC-A  
**DISTRIBUTION:** Defense Finance & Accounting Service  
 ATTN: DFAS-I-ABA  
 Indianapolis Center

**PCN(S):** None  
**DESCRIPTION:** Contains all fiscal year appropriations  
**REMARKS:** Data obtained from Status of Allotments (RCS: CSCFA-218) to include records for approved funding programs, annual funding programs, allocating limitations and obligations maintained for each agency. Includes 9730350.0118, 2085, and 2086 information on non-merged multi-year appropriations.

**RCS: CSCFA-304**  
**TITLE:** Fiscal Station Accounting/Clearance Report  
**DIRECTIVE(S):** AR 37-1, 30 Apr 91, Chap 29-23  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 4th workday following accounting reporting month  
**TRANSMISSION:** AUTODIN/Mail (Hardcopy)  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** Rescinded  
**FORM(S):** Punch Card Format; DA Form 2947-R  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARC-FA  
**DISTRIBUTION:** Cdr, DFAS  
 ATTN: DFAS-I-ABA  
 Indianapolis, IN 46249-1026  
 NGB-ARC-FA (FILE)

**OCN(S):**  
**DESCRIPTION:** USAFAC furnishes the States a monthly consolidated edit accepted listing of RCS: CSCFA-304 records and NGB-ARC-FA the following:  
 a. TFO/TBO Reporting System,  
 b. Interfund Suspense Listing,  
 c. Interfund Suspense History Uncleared Billings  
 These listings contribute to NGB-ARC-FA's management of State report Status to Command Expenditure Variances.  
**REMARKS:** Negative reports required

---

**RCS: CSCOA-88****TITLE:** Post Investment Analysis (Productivity Capital Investment Program)**DIRECTIVE(S):** AR 5-4, 18 Aug 76, Para 5-4i**FREQUENCY:** Once for each project (as required)**AS OF:****DUE DATE:** Not later than 30 days after the 6 months operational date**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** DA Form 5108-1-R**PREPARER(S):** State Adjutants General/USPFOs**OPR:** NGB-ARC-MAP**DISTRIBUTION:** NGB-ARC-MAP (File)**PCN(S):****DESCRIPTION:** An after action or after-the-fact evaluation is made on all PCIP projects to compare projected savings/benefits with the actual results.**REMARKS:** Delays involving equipment received, but not operational within 60 days, must be reported to DACA-RPM along with an explanation for the delay and proposed solution.

---

**RCS: CSCOA-98 (R1)****TITLE:** Status of Internal Control Systems**DIRECTIVE(S):** OMB CIRC A-123; AR 11-2, 14 Sep 90, Para 3-6a**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 30 Sep**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** NONE**PREPARER(S):** Adjutant General of each State/Territory, Chief, NGB**OPR:** NGB-ARC-MAP**DISTRIBUTION:** HQDA ASA(FM)-ROI  
NGB-ARC-MAP (File)**PCN(S):** NONE**DESCRIPTION:** Reports (1) internal control reviews, and (2) an annual statement on the status of internal controls within the organization.**REMARKS:** Reports are consolidated by NGB-ARC-MAP and forwarded to ASA(FM)-ROI by 10 October.

---

**RCS: CSCOA-118****TITLE:** Federal Managers' Financial Integrity Act Annual Report on Operating Accounting Systems**DIRECTIVE(S):** HQDA Letter, DACA-FAP-A, 18 Jul 84**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 1 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format**PREPARER(S):** NGB-ARC-FA**OPR:** NGB-ARC-FA**DISTRIBUTION:** ACOA (F&A)**ATTN:** DACA-FAP-A

Indianapolis, IN 46249-1026

**PCN(S):** NONE**DESCRIPTION:** Reports whether or not each agency's operating accounting system conforms with GAO standards and if not, provides a time-phased plan to bring the system into conformance.**REMARKS:**

---

**RCS: CSCOA-120****TITLE:** Report of Automatic Data Processing (ADP) Costs**DIRECTIVE(S):** Letter, DACA-FAA/DACA-BUE, 13 Jun 84; MSG, DACA-FAP-A 171415Z Sep 84**FREQUENCY:** Monthly.**AS OF:** End of month**DUE DATE:** 20th workday of the following month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format in Letter**PREPARER(S):** NGB-ISA/NGB-ARC**OPR:** NGB-ISA**DISTRIBUTION:** HQDA (DACA-BUE-B)**PCN(S):** None**DESCRIPTION:** Reports actual and estimated ADP costs by element of expense (EOE) in all appropriations**REMARKS:**

---

**RCS: CSFOR-78(R2)****TITLE:** ARNG Manpower Utilization Report**DIRECTIVE(S):** AR 570-3, 22 Mar 71; AR 570-8, 4 Nov 75; AR 690-950-3, 1 Oct 83; All States Letter**FREQUENCY:** Monthly**AS OF:** End of month**DUE DATE:** 10th day of the following month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** See All States Letter**PREPARER(S):** Part A-USPFO of each

State/Territory

Part B-SPMO of each State/

Territory

**OPR:** NGB-ARM-B**DISTRIBUTION:** HQDA (DAPE-MBO)

NGB-ARM-B (FILE)

**PCN(S):****DESCRIPTION:** Part A reports data on ARNG Technician and DAC from TN, IN, UT and MD mandays used by activity, pay schedule, and type of appointment. Part B reports strength for AGR-C and AGR-RS by functional activity. Reported data is used in NGB for preparing consolidated reports to higher echelons and other Staff agencies in Department of Army on manpower utilizations by type of pay schedule, and in developing budget and programming estimates and actions.**REMARKS:** Report has two parts:

**Part A-ARNG Technician/DAC Man  
power Utilization Report.**  
**Part B-ARNG AGR-C and AGR-  
Readiness Support Employment  
by Activity Report.**

**RCS: CSGID-160**  
**TITLE: Personnel Security Clearance**  
**DIRECTIVE(S):** AR 604-5, DAMI-CIS, Para 11-101;  
231830Z Oct 86  
**FREQUENCY:** Annually  
**AS OF:** 31 Oct  
**DUE DATE:** 15 Nov  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Format in messages  
**PREPARER(S):** Security Managers of each State/  
Territory  
**OPR:** NGB-AD-PA, NGB-ARP-O  
**DISTRIBUTION:** HQDA (DAMI-CIS)  
NGB-AD-PA (FILE)  
NGB-ARP-O (FILE)

**PCN(S):** NONE  
**DESCRIPTION:** Reports number of military and  
civilian personnel who have SCI access, Top Secret  
Clearance, Secret Clearance and/or Confidential  
Clearance regardless of current access.  
**REMARKS:** NGB-AD-PA (NGB Security Manager)  
consolidates the States/ Territory information and  
forwards it to DAMI.

**RCS: CSGID-161**  
**TITLE: US Army Tactical Intelligence Readiness  
Training (RED TRAIN) Unit Report**  
**DIRECTIVE(S):** AR 350-3, 20 Nov 84, Chap 4; All  
States Letter  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 30 Apr, 30 Oct  
**TRANSMISSION:** Mail/TWX  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Format in All States Letter  
**PREPARER(S):** TAG of each State/Territory  
receiving RED TRAIN funds  
**OPR:** NGB-ARP-TO  
**DISTRIBUTION:** ADRUSAINSCOM IESC AHS  
VA//IAIESC-T//  
CNGB WASHDEC//NGB-ARO-  
T// (FILE).  
ADRUSAINSCOM CONUS MIGP  
FT MEADEMD//IAS-CPAR//  
(INFO)  
CDR902NDMIGP FT MEADE  
MD//IAGPA-OP-PT// (INFO)  
APPROPRIATE CONUSA (INDO)  
HQDA WASHDC//DAMI-IS//  
(INFO).

**PCN(S):** NONE  
**DESCRIPTION:** Reports expenditures on intelli-  
gence

**REMARKS:** NGB-ARO receives a copy of the final  
report from INSCOM  
(Formerly RCS: IA-7)

**RCS: CSGLD-1042(R3)**  
**TITLE: Materiel Condition Status Report**  
**DIRECTIVE(S):** DA Pam 738-750, 1 May 85, Chap 4  
and App C; TM 38-750-1, 29 Dec 78; AR 220-1, 1  
Jun 81; NGB Pam 38-750-1, 30 Sep 81, Chap 4  
**FREQUENCY:** Quarterly  
**AS OF:** 28 Feb, 31 May 31 Aug, 30 Nov  
**DUE DATE:** 10 Apr, 10 Jul, 10 Oct, 12 Jan  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 2406; Preprinted Worksheets  
**PREPARER(S):** Surface Maintenance Manager in  
each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** NGB-ISA  
NGB-ARL-SM (FILE)

**PCN(S):**  
**DESCRIPTION:** Report provides data relative to  
condition and status of materiel and the timeliness of  
supply and maintenance actions initiated on any  
item reported NMC.  
**REMARKS:** Source data is processed by States  
and sent to NGB-ISA by AUTODIN using Content  
Indicator Code AHDO.

**RCS: CSGLD-1047(R2)**  
**TITLE: Maintenance Performance**  
**DIRECTIVE(S):** DA Pam 738-750, 1 May 85, Para 3-  
6--3-8; TM 38-750-1, 29 Dec 78; NGB Pam 570-2, 1  
Jul 83; All States Letter.  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 2407  
**PREPARER(S):** Maintenance Activity in each State/  
Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Depots as directed by AMC  
**PCN(S):** NONE  
**DESCRIPTION:** Reports applied Modification Work  
Orders (MWOs) on end items, installed components  
and uninstalled components, and reports an MWO  
against an end item when a modified component  
replaces an unmodified one.  
**REMARKS:**

**RCS: CSGLD-1051**  
**TITLE: Weapon Record Data**  
**DIRECTIVE(S):** DA Pam 738-750, 1 May 85, Para 5-  
3; DA Pam 738-751, 28 Jun 85, Para 2-5.  
**FREQUENCY:** Annually  
**AS OF:** 10 Oct  
**DUE DATE:** 10 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A

**MOBILIZATION:** N/C  
**FORM(S):** DA Form 2408-4  
**PREPARER(S):** Users of artillery weapons  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Commander, Watervliet Arsenal  
**ATTN:** SMCWV-QAP  
 Watervliet, NY 12189

**PCN(S):** NONE  
**DESCRIPTION:** DA Form is designed to record rounds fired through Howitzer/Cannon tubes.  
**REMARKS:** Entries are made for each service round fired. This keeps the firing command aware of EFC rounds remaining on the gun tube. State Maintenance officer compiles data for State and forwards report to Watervliet.

---

**RCS:** CSGLD-1202  
**TITLE:** Ammunition Condition Report  
**DIRECTIVE(S):** DA Pam 738-750, 1 May 85, Para 9-5; TM 38-750, 31 May 81  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 2415  
**PREPARER(S):** Units using, handling, or storing nuclear, CBR, conventional and CIV items used on guided missiles or rockets.  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Commander, US Army Armament, Munitions and Chemical Command (AMCCOM)  
**ATTN:** DRSMC-DSM(R)  
 Rock Island, IL 61299

**PCN(S):** NONE  
**DESCRIPTION:** Reports serviceable, unserviceable and permanently suspended ammunition items by lot number.  
**REMARKS:** DA Form 2415 is completed in an original and six copies (Formerly RCS: CSGLD-1020)

---

**RCS:** CSGLD-1203  
**TITLE:** Calibration Data  
**DIRECTIVE(S):** TM 38-750-1, 29 Dec 78; TB 750-25  
**FREQUENCY:** Monthly  
**AS OF:** End of month  
**DUE DATE:** 20th day of the following month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 2416  
**PREPARER(S):** Calibration Coordinator of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Commander  
**ATTN:** DRXTM-SAI  
 Redstone Arsenal, AL

**PCN(S):** NONE  
**DESCRIPTION:** Report provides a means to identify measurement standards and TMDE that requires

cyclic calibration, schedule calibration, man-hours and parts utilization, calibration man-hours and a data source for management and operational information and instrument reliability and maintainability.  
**REMARKS:** Source data is processed by States and sent by mail directly Redstone Arsenal.

---

**RCS:** CSGLD-1322(R1) (MIN)  
**TITLE:** Installation Worldwide Ammunition Reporting System (IWARS)  
**DIRECTIVE(S):** AR 700-22, 15 Oct 83, Para 1-8c  
**FREQUENCY:** Monthly  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Automated form on ATAMS-L  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Automated  
**PREPARER(S):** USPFO/ASP of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** HQ, FORSCOM  
 NGB-ARO-TSM (FILE)

**PCN(S):**  
**DESCRIPTION:** Reports Ammunition Assets and Projected Requirements for a 12-month period for each State that stocks and issues ammunition.  
**REMARKS:** Part I-A - Monthly  
 Part I-B - Quarterly  
 Part I-F - Annually

---

**RCS:** CSGLD-1577  
**TITLE:** Annual Commercial Design Vehicle Requirements Review  
**DIRECTIVE(S):** AR 700-88, 22 Jun 72; AR 58-1, 15 Dec 79, Para 12-3; LTR, DAAG-PAP-A, 7 Mar 77; LTR, DRSTA-FHC, 23 Mar 77; All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 30 Nov  
**DUE DATE:** 15 Dec  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 3665-R  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Cdr US Army Tank-Automotive Command  
**ATTN:** DRSTA-FHC  
 Warren, MI 4890  
 HQDA (DALO-TSP-V)  
 HQDA (DAEN-ZCF-B)  
 NGB-ARL-SM (FILE)

**PCN(S):** NONE  
**DESCRIPTION:** Report lists status of maintenance & service on non-tactical vehicles and fiscal year requirements.  
**REMARKS:** Input received from States and consolidated by NGB-ARL-SM

**RCS: CSGLD-1608**

**TITLE:** Equipment control Record  
**DIRECTIVE(S):** AR 710-3, 15 Jul 84, Chap 5; DA Pam 738-750, 27 Sep 91; Para 5-6; TM 38-750-1, 29 Dec 78; NGR 58-1, 15 Apr 75  
**FREQUENCY:** Monthly  
**AS OF:** End of Month  
**DUE DATE:** 10th day of the following month  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 2408-9  
**PREPARER(S):** State Motor Transport Officer of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** NGB-ISA  
                   NGB-ARL-SM (FILE)  
                   CDR, US AMRSA  
                   ATTN: AMXMD-MS  
                   Lexington, KY 40511

**PCN(S):**

**DESCRIPTION:** Provides a record of equipment acceptance and other inventory data. Reports ownership, location, usage, transfers, gains, losses and overhaul/rebuild.  
**REMARKS:** Report is prepared by a unit gaining or losing an item of equipment which is listed as reportable in APP E, DA Pam 738-750. Report is the source document for the End Item Master Identification File (EIMIF).

**RCS: CSGLD-1707**

**TITLE:** Continuing Balance System (CRS) Reporting  
**DIRECTIVE(S):** AR 710-3, 31 Jan 86  
**FREQUENCY:** Monthly  
**AS OF:** First ABF update subsequent to the 15th of the month and ending with the last update closest to but NLT the 15th of the following month.  
**DUE DATE:** 5th day of the month following cutoff date  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Punch Card Format  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-SM  
**DISTRIBUTION:** Commander, US Army Depot Systems Command  
                   ATTN: DRSDS-SM-LCD  
                   Chambersburg, PA 17201  
                   (RUEPABE)  
                   NGB-ARL-SM (FILE)

**PCN(S):**

**DESCRIPTION:**  
**REMARKS:** CBS represents the official Army inventory of major items is used for planning, distribution and budgeting purposes.

**RCS: CSGLD-1759(R1)**

**TITLE:** Equipment Survey Report  
**DIRECTIVE(S):** AR 570-7, 1 Dec 82, Chap 3 and 4; All States Letter

**FREQUENCY:** As required

**AS OF:** Completion of Survey  
**DUE DATE:** Within 30 days of survey completion  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 4153-R  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-P  
**DISTRIBUTION:** HQDA (DALO-PLF)  
                   NGB-ARO-U  
                   State/Activity Surveyed  
                   NGB-ARL-P (FILE)

**PCN(S):**

**DESCRIPTION:** Informs HQDA (DAO\_LO-PLF) on what controlled and non-controlled equipment changes were made to TDA units as a result of an equipment survey.  
**REMARKS:** Submitted after DA-approved equipment survey is completed

**RCS: CSGLD-1837(R1)**

**TITLE:** Army Aircraft Inventory, Status and Flying Time  
**DIRECTIVE(S):** NGR 95-33, 23 May 80; AR 700-138, 30 Mar 90  
**FREQUENCY:** Monthly  
**AS OF:** 15th of each month  
**DUE DATE:** 21st of each month  
**TRANSMISSION:** See Remarks  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** NGB Form 1352, DA Form 1352-1  
**PREPARER(S):** By unit, by Army AVN Support Facility, by State  
**OPR:** NGB-AVN-AS  
**DISTRIBUTION:** Each USPFO by AUTODIN for processing and distribution to \ AASF.  
                   NGB-AVN-AS (File)

**PCN(S):**

**DESCRIPTION:** Reports aircraft by type, serial number, operational readiness, flying hours, and location of assignment.  
**REMARKS:** USPFO receives NGB Form 1352 via AUTODIN form NGB-ISA. Reports are processed and mailed from each AASF. NGB-AVN-AS receives and validates reports. NGB-ISA processes information and transmits reports to MRSA (Formerly RCS: AMC-176).

**RCS: CSGLD-1840**

**TITLE:** Property Accountability Adjustments Data  
**DIRECTIVE(S):** AR 735-11, 1 May 85, App B; NGB Pam 700-1, 30 Apr 86  
**FREQUENCY:** Quarterly  
**AS OF:** 15 Dec, 15 Mar, 15 Jun, 15 Sep  
**DUE DATE:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):**  
**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-P  
**DISTRIBUTION:** NGB-ARL-SY  
 NGB-ARL-P (FILE)  
**PCN(S):**  
**DESCRIPTION:** The report provides visibility at NGB level of all property lost, damaged or destroyed within the ARNG in the previous quarter.  
**REMARKS:**

---

**RCS:** CSGLD-1860  
**TITLE:** Safety of Flight Messages  
**DIRECTIVE(S):** AR 95-18, 1 May 80, Para 10  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:** 5 days after requirement  
**TRANSMISSION:** Mail/TWX/NGNET  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):**  
**PREPARER(S):** Each AASF/AAFA/AVCRAD owning MDS aircraft affected  
**OPR:** NGB-AVN-AS  
**DISTRIBUTION:** CDR, AVSOM  
 ATTN: AMSAV-MPSD

**PCN(S):**  
**DESCRIPTION:** Report notifies each aircraft user of a potential aircraft defect and provides a high assurance that the user has inspected the aircraft and repaired the defect. The prevention of one major aircraft accident would support the program in the Guard for 10 years.  
**REMARKS:**

---

**RCS:** CSGLD-1863(R1)  
**TITLE:** Missile Equipment Failure Report  
**DIRECTIVE(S):** AR 750-40, 15 Mar 82, Para 8; NGB Pam 38-750-1, 30 Sep 81, Para 1-2.  
**FREQUENCY:** As Required  
**AS OF:** When a missile system fails  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/C  
**MOBILIZATION:** N/C  
**FORM(S):** See remarks  
**PREPARER(S):** Units with air defense weapons  
**OPR:** NGB-ARL-M  
**DISTRIBUTION:** NGB-ARL-M (FILE)  
**PCN(S):** NONE  
**DESCRIPTION:** Report is completed when a failure occurs with air defense weapons; however, it is not used for TOW and Dragon missiles, which are used in the Guard.  
**REMARKS:** Report's use is discretionary. ARNG usually used DA Form 2407 internally; DA Form 3266 is not used between MICOM and ARNG. Report will be completed once Roland and Chapparral missiles are deployed within the ARNG.

---

**RCS:** CSGLD-1864(R1)  
**TITLE:** Army Missile Materiel Readiness Report  
**DIRECTIVE(S):** AR 750-4, 15 Mar 82, Para 9; NGB Pam 38-750-1, 30 Sep 81, Para 1-2  
**FREQUENCY:** Quarterly

**AS OF:** 28 Feb, 31 May, 31 Aug, 30 Sep  
**DUE DATE:** 25 Mar, 25 Jun, 25 Sep, 26 Dec  
**TRANSMISSION:** Mail (Classified)  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 3266-1  
**PREPARER(S):** Infantry, Armor, and Calvary Bns/Sqdns  
**OPR:** NGB-ARL-M  
**DISTRIBUTION:** Unit, SMO, NGB-ARL-M (FILE), and MICOM  
**PCN(S):**  
**DESCRIPTION:**  
**REMARKS:** Report is prepared on 8 x 11 1/2" Classified Confidential paper

---

**RCS:** CSGLD-1874  
**TITLE:** Selected Item Management System - Expanded (SIMS-X)  
**DIRECTIVE(S):** AR 710-1, 1 Nov 80, Chap 3; AR 710-3, 15 Jul 84, chap 3  
**FREQUENCY:** Daily/As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** AUTODIN  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):**  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL  
**DISTRIBUTION:** HQDA (DALO-SMS)  
**PCN(S):**  
**DESCRIPTION:** Reports daily summary transactions for very high dollar value items in terms of annual demands  
**REMARKS:**

---

**RCS:** CSGLD-1901  
**TITLE:** Dedicated Equipment Procurement for ARNG & USAR  
**DIRECTIVE(S):** LTR, DALO-SMD, 23 Aug 82  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 15 Nov  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Format in Directive  
**PREPARER(S):** NGB-ARL-S  
**OPR:** NGB-ARL-S  
**DISTRIBUTION:** HQDA (DALO-SMD)  
**PCN(S):** None  
**DESCRIPTION:** Reports to Congress how much money was spent to modernize the Reserve Components  
**REMARKS:**

**RCS: CSGLD-1905****TITLE:** NTV Cost Accounting and Management Reporting**DIRECTIVE(S):** LTR, DALO-TSM, 21 Oct 82**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 1 Jan**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Format in directive**PREPARER(S):** NGB-ARL-M**OPR:** NGB-ARL-M**DISTRIBUTION:** HQDA (DALO-TSM)**PCN(S):** NONE**DESCRIPTION:** Report obtains cost data on non-tactical vehicles (NTV) in relation to the vehicle year of manufacture.**REMARKS:****RCS: CSGPA-147(R4)(MIN)****TITLE:** Accident Report.**DIRECTIVE(S):** AR 385-40, 1 Apr 87; NGR 385-10, 7 Oct 88.**FREQUENCY:** As required.**AS OF:** Upon occurrence of an accident.**DUE DATE:** NLT 60 days after date of accident.**TRANSMISSION:** Mail/TWX.**MINIMIZE:** MINIMIZE.**MOBILIZATION:** Rescinded.**FORM(S):** DA Form 285.**PREPARER(S)** Unit experiencing the accident through State Safety Manager**OPR:** NGB-AVN-S.**DISTRIBUTION:** NGB-AVN-S (FILE), A & B only  
Commander  
All US Army Safety Center  
(USASC)  
Classes **ATTN:** PESC-D  
Ft Rucker, AL 36362-5363.**PCN(S):****DESCRIPTION:** Report contains factual accident information for reporting ARNG accidents (excluding aircraft mishaps). Collection of data is utilized to identify accident trends, causal factors, design deficiencies, etc., in an effort to develop accident prevention countermeasures.**REMARKS:****RCS: CSGPA-1302****TITLE:** Manpower Survey Report**DIRECTIVE(S):** AR 570-4, 16 Feb 87, Para 3-21b**FREQUENCY:** Upon completion of survey**AS OF:****DUE DATE:****TRANSMISSION:** Hand Carry**MINIMIZE:** N/A**MOBILIZATION:** Rescinded.**FORM(S):** DA Form 140; DA Form 140-1**PREPARER(S):** NGB-ARM-V**OPR:** NGB-ARM-V**DISTRIBUTION:** Director, ARNG  
Chief, NGB-ARM

Chief, Division with functional responsibility

**PCN(S):****DESCRIPTION:** Report of Survey provided Commanders, Directors, Chief, and Manpower Management upon completion of each survey.**REMARKS:****RCS: CSGPA-1303****TITLE:** Schedule of Manpower Surveys**DIRECTIVE(S):** AR 570-4, 16 Feb 87, Para 3-21a**FREQUENCY:** Annually**AS OF:** Next fiscal year**DUE DATE:** 1 Sep**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** DA Form 1845-R**PREPARER(S):** NGB-ARM**OPR:** NGB-ARM**DISTRIBUTION:** HQDA (DAPE-MBU)  
Director, ARNG  
NGB-ARM-V (Info)**PCN(S):****DESCRIPTION:** Reports an annual schedule of manpower surveys to be conducted during the next fiscal year.**REMARKS:** Negative reports are not required**RCS: CSGPA-1340(R2)****TITLE:** Serious Incident Report**DIRECTIVE(S):** AR 190-40, 14 Aug 85, Para 4-1; AR 27-50, 1 Dec 85, Para 4-8; NGR 190-11, 1 Dec 83, Para 7-2a**FREQUENCY:** As required**AS OF:** Occurrence of a serious incident**DUE DATE:** Not later than 24 hours after incident is discovered**TRANSMISSION:** TWX**MINIMIZE:** NON-MINIMIZE**MOBILIZATION:** N/C**FORM(S):** Format in AR 190-40**PREPARER(S):** Security Officer in each State/Territory**OPR:** NGB-ARI-S**DISTRIBUTION:** CDR USAMPOA  
NGB-ARI-S (FILE)**PCN(S):****DESCRIPTION:** Reports the loss, theft, and recovery of ARNG Arms, Ammunition, and Explosives**REMARKS:** During the course of the calendar year, AG in each State reports to NGB-ARI-S as incidents occur. Records are kept and figures are compiled. States forward their messages directly to CNGP (NGB-ARI-S) Washington, DC 20310-2500.

**RCS: CSGPA-1471(R1)**

**TITLE:** Narrative and Statistical Report on Equal Opportunity Progress  
**DIRECTIVE(S):** NGR 600-21, 1 Apr 86, App C. and All States Letter  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 15 Dec  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** Prescribed in Directive  
**Preparer:** ARNG HR/EO Officer of each State/Territory  
**OPR:** NGB-PRE  
**DISTRIBUTION:** NGB-PRE  
**PCN(S):** None  
**DESCRIPTION:** A narrative and statistical report of all action items in the ARNG Affirmative Action Plan, to include resources and funding. It captures affirmative action goal accomplishments, statistical trends and program changes.  
**REMARKS:** Requires input from ARNG military Personnel Officer and data from ARNG SIDPERS System.

**RCS: CSGPA-1550 (MIN)**

**TITLE:** Preliminary Report of Aircraft Mishap (PRAM)  
**DIRECTIVE(S):** AR 385-40, 1 Apr 87, Para 4-8; NGR 385-10, 7 Oct 88  
**FREQUENCY:** As required  
**AS OF:** When an accident occurs  
**DUE DATE:** NLT 5 working days after occurrence  
**TRANSMISSION:** TWX  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Message Format, AR 385-40  
**PREPARER(S):** State Aviation Safety Officer  
**OPR:** NGB-AVN-S  
**DISTRIBUTION:** HQDA (DAPE-HRS)  
 Washington, DC 20310-0300  
 NGB-AVN-S (File)

**PCN(S): NONE**

**DESCRIPTION:** Reports all aircraft mishaps and aircraft ground mishaps  
**REMARKS:**

**RCS: CSGPA-1551 (MIN)**

**TITLE:** Investigation & Reporting of Army Aircraft Mishaps & Aircraft Ground Mishaps  
**DIRECTIVE(S):** AR 385-40, 1 Apr 87, Para 4-14; NGR 385-10, 7 Oct 88  
**FREQUENCY:** As required  
**AS OF:** When an accident occurs  
**DUE DATE:** Thru NGB-AVN-S to US Army Safety Center within 90 calendar days of the date of occurrence  
**TRANSMISSION:** Mail/TWX  
**MINIMIZE:** MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 2397 Series

**PREPARER(S):** Aircraft Accident Investigation Board

**OPR:** NGB-AVN-S

**DISTRIBUTION:** HQDA (DAPE-HRS)  
 Washington, DC 20310-0300  
 NGB-AVN-S (file)

**PCN(S):** None

**DESCRIPTION:** Reports Class A, B, and C aircraft mishaps and aircraft ground mishaps

**REMARKS:**

**RCS: CSGPA-1606**

**TITLE:** Manpower Evaluation and Tracking System - ARNG Personnel Data  
**DIRECTIVE(S):** DF, DAPE-MBM, 7 Dec 81  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**DUE DATE:** 10 Jan, 10 Apr, 10 Jul, 10 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Magnetic Tape; Report format in directive  
**PREPARER(S):** NGB-IMA  
**DISTRIBUTION:** HQDA (DAPE-MBM)  
 NGB-ARM-B (FILE)

**PCN(S):**

**DESCRIPTION:** The ARNG Automated Personnel Reporting System Officer and Enlisted Master Files (OMF and EMF) are the authoritative sources for ARNG personnel data. Extracts from the OMF and EMF are used to perform the METS data base update.

**REMARKS:** Quarterly tapes extracted from the historical month-end data.

**RCS: CSGPA-1609**

**TITLE:** Civilian Training, Educational Development (CTED) Student Detachment Space Requirements  
**DIRECTIVE(S):** AR 690-950, 8 Sep 88, Chap 3  
**FREQUENCY:** Annually  
**AS OF:** Next fiscal year  
**DUE DATE:** 15 Feb  
**TRANSMISSION:** MAIL  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DA Form 5056-R  
**PREPARER(S):** NGB-AD-PA  
**OPR:** NGB-AD-PA  
**DISTRIBUTION:** HQDA PERSCOM (DAPC-CPT)  
 Alexandria, VA 22332-0300

**PCN(S):** NONE

**DESCRIPTION:** Forecasts agency intern requirements by career program

**REMARKS:**

**RCS: CSGPA-1645**

**TITLE:** Physical Security of Weapons, Ammunition and Explosives  
**DIRECTIVE(S):** DODD 5100.76, Mar 82; NGR 190-11, 1 Dec 83  
**FREQUENCY:** Semiannually

**AS OF:** 30 Jun, 31 Dec  
**DUE DATE:** 7 working days after the reporting period cutoff date  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** App J, NGR 190-11  
**PREPARER(S):** Security Officer of each State/Territory  
**OPR:** NGB-ARI-S  
**DISTRIBUTION:** NGB-ARI-S  
**PCN(S):** NONE  
**DESCRIPTION:** Part I reports status of weapon losses and Part II reports status of facilities and intrusion detection systems  
**REMARKS:** (Formerly RCS: DD-POL(SA & AR) 1358)

---

**RCS:** CSGPO-23(R1)  
**TITLE:** Deployment Readiness Report  
**DIRECTIVE(S):** AR 220-10, 15 Jun 73  
**FREQUENCY:** As Required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** TWX  
**MINIMIZE:** Exempt from minimize instructions  
**MOBILIZATION:** Rescinded  
**FORM(S):** Format in Appendix C, AR 220-10  
**PREPARER(S):** Units alerted for overseas deployment  
**OPR:** NGB-ARR-R  
**DISTRIBUTION:** HQDA (DAMO-ODG/DALO-PLF/DAPE-MPE)  
 FORSCOM  
 NGB-ARR-R (FILE)

**PCN(S):** NONE  
**DESCRIPTION:** Reports unit strength and any shortages of supplies to determine if a unit should deploy as scheduled  
**REMARKS:**

---

**RCS:** CSGPA-1681  
**TITLE:** Education Services Brochure  
**DIRECTIVE(S):** AR 621-5, 25 Sep 85, Chap 7  
**FREQUENCY:** Annually  
**AS OF:** Next FY  
**DUE DATE:** 31 Jul  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** NONE  
**PREPARER(S):** Adjutants General of each State/Territory  
**OPR:** NGB-ARP-O  
**DISTRIBUTION:** NGB-ARP-O  
**PCN(S):** NONE  
**DESCRIPTION:** Provides information on education that is available locally for the soldier - basic skill, high school completion, and associate, baccalaureate, and graduate degrees.  
**REMARKS:**

---

**RCS:** CSGPA-1687

**TITLE:** National Guard and FORSCOM ADAPCP Summary  
**DIRECTIVE(S):** AR 600-85  
**FREQUENCY:** Annually  
**AS OF:** End of FY  
**DUE DATE:**  
**TRANSMISSION:** Mail/TWX  
**MOBILIZATION:** Rescinded  
**FORM(S):** See Directive  
**PREPARER(S):** Alcohol and Drug Control Officer (ADCO) of each State/Territory  
**OPR:** NGB-HR  
**DISTRIBUTION:** NGB-HR  
**PCN(S):** NONE  
**DESCRIPTION:** Reports alcohol and drug abuse prevention programs as well as statistics on number of personnel identified as alcohol and drug abusers.  
**REMARKS:**

---

**RCS:** CSGPO-325  
**TITLE:** Manning Roster  
**DIRECTIVE(S):** HQDA COOP, 3 Nov 80  
**FREQUENCY:** As requested  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** Computer run from HQDA  
**PREPARER(S):** DAMO-OD  
**OPR:** NGB-ARR-M  
**DISTRIBUTION:** OP Group USA War College  
**PCN(S):**  
**DESCRIPTION:** Manning Roster for NGB personnel deploying DA/Main and OCSA/Adv

---

**RCS:** CSGPO-387(R1)  
**TITLE:** Data Requirements Transfer System (DARTS)  
**DIRECTIVE(S):** AR 105-25, 15 Jun 79; DA Pam 105-25, 15 May 79  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** SP 65, DA Form 3167  
**PREPARER(S):** ALL USPFO DPIs  
**OPR:** NGB-ISA-S (File)  
**DISTRIBUTION:** USACC  
 NGB-ISA-S (File)

**PCN(S):** None  
**DESCRIPTION:** Fulfills an Army requirement for a centralized data base containing telecommunications requirements of existing and planned ADP and other automated systems as well as the telecommunications facilities available to meet these requirements.  
**REMARKS:**

**RCS: CSGPO-401**

**TITLE:** Training Ammunition Expenditure Report  
**DIRECTIVE(S):** AR 5-13, 14 Sep 90; Para 6-3; DA Pam 710-2-2

**FREQUENCY:** Weekly

**AS OF:** See remarks

**DUE DATE:**

**TRANSMISSION:** TAMIS

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** ATAMS-L generated

**PREPARER(S):** USPFO when operating an ammunition supply point (ASP) or issuing from the USPFO warehouse

**OPR:** NGB-ARL-LS

**DISTRIBUTION:** HQDA (DAMO-C4T) TAMIS

NGB-ARO-M (FILE)

NGB-ARI-LB

**PCN(S):**

**DESCRIPTION:** Information from DA Form 581, Request for Ammunition Issues and Turn In

**REMARKS:** USPFO must report all issues and turn-ins of ammunition for which they have assumed accountability. Expenditure reports (extract) are sent via TAMIS to HQDA.

**RCS: CSGPO-411**

**TITLE:** Training Ammunition Management Information System (TAMIS)

**DIRECTIVE(S):** User instructions for TAMIS, Aug 91

**FREQUENCY:** As Necessary

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** TAMIS

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** NGB-ARO-M

**OPR:** NGB-ARO-M

**DISTRIBUTION:** HQDA (DAMO-C4S)

54 States and Territories

**PCN(S):**

**DESCRIPTION:** Report of unit training ammunition sub-authorization to HQDA, including changes, on a recurring schedule.

**REMARKS:** (See RCS: ARNGB-144.)

**RCS: CSGPO-428**

**TITLE:** MAST Mission Narrative Report

**DIRECTIVE(S):** R 500-4, 15 Jan 82, Para 7

**FREQUENCY:** Monthly

**DUE DATE:** 5th day of the following month

**TRANSMISSION:** TWX/Telephonically

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** Letter Format

**PREPARER(S):** Plans & Military Support Officer of each State/Territory

**OPR:** NONE

**DISTRIBUTION:** HQDA (DAMO-ODS)

**PCN(S):** NONE

**DESCRIPTION:** Reports previous month's MAST mission statistics; total missions, patients, and hours since activation.

**REMARKS:** Missions are categorized as Hospital Transfers, On-Site Recoveries or Blood/Organ/Medical Supply/Medical Personnel

**RCS: CSGPO-429(R1)**

**TITLE:** Army Remedial Action Project (ARAP) Program

**DIRECTIVE(S):** AR 350-28, 15 Dec 83, App F; Army Joint Exercise Manual

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 31 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Annex A, App 5, Army Joint Exercise Manual

**PREPARER(S):** NGB-ARR-M/DAMO

**OPR:** NGB-ARR-M

**DISTRIBUTION:** HQDA (DAMO-C4)

**PCN(S):** NONE

**DESCRIPTION:** Reports progress or reasons inhibiting progress to correct identified problems

**REMARKS:**

**RCS: CSGPO-430**

**TITLE:** Functional Systems Plan (FSP) and Individual System Automation Plan

**DIRECTIVE(S):** TB 18-101, 1 Aug 82, APP D

**FREQUENCY:** Annual

**AS OF:**

**DUE DATE:** 30 Jun

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** NGB-ISA

**OPR:** NGB-ISA

**DISTRIBUTION:** HQDA (DAMO-C4R)

**PCN(S):** None

**DESCRIPTION:** Narrative Summary of the NGB's automation objectives, goals, and concept plans for automation within their functional area; and a separate plan for each DA Standard System for which they are a proponent.

**REMARKS:** (Formerly RCS: CSACE-3)

**RCS: CSGPO-431**

**TITLE:** Operating Agency Automation Plan (OAAP)

**DIRECTIVE(S):** TB 18-101, 1 Aug 82, APP E

**FREQUENCY:** Annually

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Punch Card Format

**PREPARER(S):** NGB-ISA

**OPR:** NGB-ISA

**DISTRIBUTION:** HQDA (DAMO-C4R)

**PCN(S):****DESCRIPTION:** Provides long-range requirements/capabilities information over a seven year period**REMARKS:** (Formerly RCS: CSACE-4)**RCS: CSGPO-432****TITLE:** Army Automation Command Operating Budget (AACOB)**DIRECTIVES(S):** TB 18-101, 1 Aug 82, APP F**FREQUENCY:** Annually**AS OF:****DUE DATE:** Jun**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Punch Card Format**PREPARER(S):** NGB-ISA-B**OPR:** NGB-ISA-B**DISTRIBUTION:** HQDA (DAMO-C4R)**PCN(S):** None**DESCRIPTION:** A memorandum budget designed to report the level of automation resources contained in the MACOM/OA budget.**REMARKS:** (Formerly RCS: CSACE-5)**RCS: CSGPO-442****TITLE:** Army Mobilization Base Resource Planning System (MOBREPS)**DIRECTIVE(S):** CSM 85-15-20, 2 Oct 84**FREQUENCY:** Annually**AS OF:****DUE DATE:****TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):****PREPARER(S):** NGB-ARR-M**DISTRIBUTION:** HQDA (DAMO-FDP)**PCN(S):** NONE**DESCRIPTIONS:** Provides input for several existing Army Systems to MOBREPS. The outputs of the system assist the MACOM/ARSTAF to develop MOBTDA's.**REMARKS:****RCS: CSHIS-6(R3)****TITLE:** Annual Historical Review**DIRECTIVE(S):** AR 870-5, 1 Nov 82, Chap 6 and Appendix B; AR 190-47, 1 Oct 78, Para 2-78; NGB OM 360-3, 15 Nov 82**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** Not later than 12 months after end of Fiscal Year**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescind**FORM(S):** Narrative**PREPARER(S):** ARNG Division & Joint Offices**OPR:** NGB-PAH**DISTRIBUTION:** HQDA (DAMH-F1)  
NGB-PAH (File)**PCS(S):****DESCRIPTION:** Narrative of historically significant events of the NGB.**REMARKS:** Annual Historical Review requirement is satisfied by submitting CNGB Annual Review.**RCS: CSIM-8****TITLE:** Financial Management System (FMS) Inventory and Review**DIRECTIVE(S):** HQDA LTR (DAIM-ADI) 7 Aug 85;

HQDA MSG (DAIM-ADI) 051645Z Aug 85

**FREQUENCY:** Annually**AS OF:** 31 Jul**DUE DATE:** 16 Aug**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format in HQDA Letters**PREPARER(S):** NGB-ISA-B**OPR:** NGB-ISA-B**DISTRIBUTION:** HQDA (DACA-FAZ-C)**PCN(S):** None**DESCRIPTION:** Reports all financial management systems in the NGB and provides the clearing house key number of each system. Review of FMS entails determining where deficiencies exist and a schedule of when those deficiencies will be corrected.**REMARKS:** Report will eventually be combined with the Army Inventory of Data Systems (RCS: CSOCS-180(R1)).**RCS: CSIM-14****TITLE:** Information Collection Allowances From the Public**DIRECTIVE(S):** AR 335-15, Para 4-4, 28 Oct 86**FREQUENCY:** Annually**AS OF:** As per HQDA MICO**DUE DATE:** As required**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Letter Format**PREPARER(S):** NGB Divisions & Joint Offices who are proponents of reports imposed on the Public Sector**OPR:** NGB-ARC-MR**DISTRIBUTION:** HQDA (DAIM-ADI-M)  
Wash, DC 20310  
NGB-ARC-MAR (File)**PCN(S):** None**DESCRIPTION:** Reports the actual number of burden hours placed by ARNG on the public for the collection of management data.**REMARKS:** NGB had no information collection requirements imposed on the public. Negative reports required. (Formerly RCS: AG-864.)**RCS: CSIM-15****TITLE:** Periodic Review of Management Information Requirements-Preparing Agency Response and Recommendations**DIRECTIVE(S):** AR 335-15, 28 Oct 86, Chap 1, Para 17-a**FREQUENCY:** As Requested

**AS OF:** 30th day of review month  
**DUE DATE:** 20 days after review month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 1086-R  
**PREPARER(S):** ARNG Divisions/Offices who prepare reports listed in this Index  
**OPR:** NGB-ARC-MAR  
**DISTRIBUTION:** HQDA (DAIM-ADI-M)  
 Wash, DC 20310  
 NGB-ARC-MAR (File)

**PCN:**  
**DESCRIPTION:** Reports preparer's assessment of costs, workload, usefulness and recommended improvements to recurring reporting requirements.  
**REMARKS:** (Formerly RCS: AG-877 & CSOCS 236)

**RCS: CSIM-16**  
**TITLE:** Proponent Management Information Requirement Review  
**DIRECTIVE(S):** AR 335-15, 28 Oct 86, Para 6-12  
**FREQUENCY:** Monthly  
**AS OF:** 30th of each review month  
**DUE DATE:** 15 day following "as of" date  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 5170-R  
**PREPARER(S):** ARNG Divisions & Joint Offices who are proponents of interagency reports  
**OPR:** NGB-ARC-MAR  
**DISTRIBUTION:** NGB-ARC-MAR (File)  
 HQDA (DAIM-ADI-M)  
 Washington, DC 20310-0700

**PCN(S):**  
**DESCRIPTION:** Scheduled review of specific reporting requirements by proponents to determine continuing essentiality, and/or potential for reduction of content.  
**REMARKS:** NGB-ARC consolidates reports and forwards input to HQDA. (Formerly RCS: AG-806 (R1).)

**RCS: CSIM-17**  
**TITLE:** ADP Recurring Products Review  
**DIRECTIVE(s):** AR 335-15, 28 Oct 86, Chap 4, Para 6-15  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 4503-R  
**PREPARER(S):** Divisions supported by NGB-IMA  
**OPR:** NGB-ARC-MAR  
**DISTRIBUTION:** HQDA (DAAG-OPI)  
 Wash, DC 20310  
 NGB-IMA (File)  
 NGB-ARC-MAR (File)

**PCN(S):**

**DESCRIPTION:** Report ensures the continued need of recurring ADP products. Recurring products include those requested on an as-required basis.

**RCS: CSIM-18**  
**TITLE:** ADP Product Review Evaluation  
**DIRECTIVE(S):** AR 335-15, 28 Oct 86, Para 6-16  
**FREQUENCY:** Quarterly  
**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep  
**DUE DATE:** 31 Jan, 30 Apr, 31 Jul, 31 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORMS(S):** 4503-1-R  
**PREPARER(S):** ARNG Divisions & Joint Offices who receive reports from NGB-ISA  
**OPR:** NGB-ARC-MAR  
**DISTRIBUTION:** HQDA (DAIM-ADI-M)  
 Wash, DC 20310  
 NGB-ISA (File)  
 NGB-ARC-MAR (File)

**PCN(S):**  
**DESCRIPTION:** Reports ARNG savings to HQDA resulting from reviewing ADP-recurring products.  
**REMARKS:** (Formerly RCS: AG-795, CSOCS-254)

**RCS: CSIM-39**  
**TITLE:** Annual Copier Cost and Production Report  
**DIRECTIVE(S):** AR 25-30, 28 Feb 89, Para 11-52  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 30 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescind.  
**FORM(S):** N/A (Memorandum format)  
**PREPARER(S):** Each State Printing Officer  
**OPR:** NGB-AD-PP  
**DISTRIBUTION:** NGB-AD-PP (File)  
 USAPPC (ASGZ-FP)  
 Alex, VA 22331-0302

**PCN(S):**  
**DESCRIPTION:** List of all federally owned copiers to include number of copies produced, rental cost, purchase price, depreciation, maintenance cost, supplies, and cost per copy.  
**REMARKS:** Feeder reports from each activity with an office copier is forwarded to the State's Printing Officer quarterly. The State PO consolidates reports and forwards an Annual Copier Cost and Production Report to NGB-AD-PP who then retains a copy and forwards a copy to USAPPC.

**RCS: CSNGB-150**  
**TITLE:** Transfer/Separation Activities Data  
**DIRECTIVE(S):** NGB Pam 601-200, 1 Jul 85; MSG, DAPE-MPE-PS, 291415Z Apr 77  
**FREQUENCY:** Monthly  
**AS OF:** 15th of each month  
**DUE DATE:** 30th of each month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C

**FORM(S):****PREPARER(S):** PERSCOM**OPR:** NGB-ARP-RRM**DISTRIBUTION:** NGB-ARP-RRM (File)  
US Army Recruiting Command**PCN(S):****DESCRIPTION:** Reports those active component personnel who separate from the Army during the reporting month.**REMARKS:** PERSCOM provides NGB a computer tape monthly. Report helps manage the ARNG In-Service Recruiting Program.

---

**RCS: CSNGB-152****TITLE:** In-Service Recruiting Enlistment Data**DIRECTIVE(S):** HQDA (DAPE-MPA) Message  
2217452 Jul 86**FREQUENCY:** Monthly**AS OF:** End of Month**DUE DATE:****TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format in MSG**PREPARER(S):** In-Service Recruiters in each MA-COM**OPR:** NGB-ARP-RRM**DISTRIBUTION:** NGB-ARP-RRM  
Appropriate MACOM HQ**PCN(S):** None**DESCRIPTION:** Reports direct enlistments by name and date of enlistment**REMARKS:** Data collected is needed to correlate reassignments based on installation separation traffic, indicate individual and installation mission accomplishment and to aid on formulating future missioning requirements. RCS: RCS:

---

**RCS: CSOCS-212****TITLE:** Program Change Data Sheet Total Obligational Authority Manpower of Force**DIRECTIVE(S):** CSR 11-3, 27 Aug 84, APP D**FREQUENCY:** As requested**AS OF:** 31 Oct, 31 Jan, 31 May**DUE DATE:** 31 Oct, 31 Jan, 31 May**TRANSMISSION:** Hand carry**MINIMIZE:** N/A**MOBILIZATION:** Modified**FORM(S):** DAS-51**PREPARER(S):** NGB-ARM-B  
NGB-ARC-BU**OPR:** NGB-ARM-B  
NGB-ARC-BU**DISTRIBUTION:** OCSA (PAED)**PCN(S):****DESCRIPTION:** Coordinates Allocation of resources (manpower and fiscal) with Program 5 director FYDP**REMARKS:**

---

**RCS: CSOCS-220****TITLE:** General Officer Requirements**DIRECTIVE(S):** LTR, DAPE-GO, 11 Aug 82**FREQUENCY:** Annually**AS OF:** The next fiscal year**DUE DATE:** 1 Sep**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format in directive**PREPARER(S):** NGB-ARZ-A**OPR:** NGB-ARZ-A**DISTRIBUTION:** DCSPER (GOMO)**PCN(S):** None**DESCRIPTION:** Listing of ARNG General Officer requirements in the NGB and their justification**REMARKS:** This is the official designation of the Annual General Requirements Review.

---

**RCS: CSOCS-281****TITLE:** Inventory of Word Processing Equipment**DIRECTIVE(S):** DA Memo 15-26, 5 Apr 82; DF, DACS-DMS, 4 May 84**FREQUENCY:** Semiannually**AS OF:** 30 Sep, 31 Mar**DUE DATE:** 1 Oct, 1 Apr**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** OCSA Form 303-R**PREPARER(S):** NGB-ISA**OPR:** NGB-ISA**DISTRIBUTION:** HQDA (DACS-DMS)**PCN(S):****DESCRIPTION:** Reports by number, location, and type of all word processing equipment within the ARSTAF, including FOAs and SSAs in the National Capital Region.**REMARKS:**

---

**RCS: DD-A(Q)691****TITLE:** Administrative Space Report**DIRECTIVE(S):** DODI 5305.3, 23 May 66; DODI 5305.5, 23 May 66; AR 1-21, 20 Jul 70**FREQUENCY:** Semiannually**AS OF:** 30 Mar, 30 Sep**DUE DATE:** 5 Apr, 5 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** DA Form 3077**PREPARER(S):** NGB-AD-SS**OPR:** NGB-AD-SS**DISTRIBUTION:** Director, Army Space & Building Management Service Washington (S&BMS-W)**PCN(S):****DESCRIPTION:** Reports administrative space allocated to NGB managed by the Dept of the Army in the National Capital Region**REMARKS:**

**RCS: DD-A(A & AR)1379**

**TITLE:** Privacy Act Annual Report  
**DIRECTIVE(S):** DODD 5400.11, Aug 83; Memo, AR 340-21, 5 Jul 85, Para 4-7; Letter, All States Letter  
**FREQUENCY:** Annually/As required

**AS OF:** 31 Dec  
**DUE DATE:** 1 Mar  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):**

**PREPARER(S):** DOIM of each State/Territory  
**OPR:** NGB-AD-PA

**DISTRIBUTION:** NGB-AD-PA (File)  
 HQDA (DAAG-AMR-S)  
 Wash, DC 22331-0300

**PCN(S):**

**DESCRIPTION:** Number of requests and denials  
**REMARKS:** Feeder reports are consolidated by NGB-AD-PA and forwarded to DAAG-AMR-S.

**RCS: DD-A&L(M)1015**

**TITLE:** Monthly Procurement Summary of Actions under \$25,000  
**DIRECTIVE(S):** DODI 4105.1, 12 Jul 73, DFARS 4.672; AFARS 4.672  
**FREQUENCY:** Monthly

**AS OF:** End of month  
**DUE DATE:** 3rd workday of the following month  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C

**FORM(S):** DD Form 1057  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-CP

**DISTRIBUTION:** HQDA (HDHQ-SV-W-P)  
 Washington, DC 20310-2200  
 NGB-CP (File)

**PCN(S):** None

**DESCRIPTION:** Report of all procurement actions of less than \$25,000

**REMARKS:** ANG reports are consolidated with Army reports by the USPFO on DD Form 1057 and submitted as required by the DAR. Formerly RCS: DD DR&E(M)1015.

**RCS: DD-A&L(A)1624**

**TITLE:** Report on Federal Procurement Reforms  
**DIRECTIVE(S):** All States Letter; Letter, SARDA, 15 Feb 84

**FREQUENCY:** Annually  
**AS OF:** Prior Fiscal Year  
**DUE DATE:** 2 Sep

**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded

**FORM(S):** Format in All States Letter  
**PREPARER(S):** Senior JAG Officer in each State/Territory

**OPR:** NGB-CP  
**DISTRIBUTION:** NGB-CP  
 HQDA (DALO-CPP)

**PCN(S):** None

**DESCRIPTION:** Report describes efforts to implement or decisions not to implement task group products

**REMARKS:** Formerly RCS: DD-DR&E(Q)1624

**RCS: DD-COMP(AR)482**

**TITLE:** Base for Reprogramming Actions  
**DIRECTIVE(S):** DOD Budget Guidance Manual 7110-1-M, Section 10  
**FREQUENCY:** As required

**AS OF:**  
**DUE DATE:** 15 Days after Congressional Appropriation Act(s)

**TRANSMISSION:** Mail  
**MINIMIZE:** N/A

**MOBILIZATION:** N/C  
**FORM(S):** DD Form 1414  
**PREPARER(S):** NGB-ARC-BU  
**OPR:** NGB-ARC-BU

**DISTRIBUTION:** DACA-BUA  
 NGB-ARC-BU (File)

**PCN(S):** None**DESCRIPTION:**

**REMARKS:** 1 Disk and 1 Hard Copy

**RCS: DD-COMP(A) 659**

**TITLE:** Report of Personnel and Payroll Outlays by Operating Location

**DIRECTIVE(S):** DODI 7710.3, 24 Aug 79

**FREQUENCY:** Annually

**AS OF:** 30 Sep  
**DUE DATE:** 15 Oct

**TRANSMISSION:** AUTODIN/Mail (Hardcopy)

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** NGB-PRI

**OPR:** NGB-PRI

**DISTRIBUTION:** Cdr, USAFAC  
 Ft. Ben Harrison, IN 46249-1026

**PCN(S):**

**DESCRIPTION:** Reports total Technicians by State and Service, Citizen and Non-Citizen, and dollar value by GSA Location Code.

**REMARKS:****RCS: DD-COMP(Q) 879**

**TITLE:** Personnel Distribution by Country and Other Specified Areas

**DIRECTIVE(S):** DODI 7730.58, 16 Aug 79; MSGs, DAPE-MBM, 211111Z Aug 79 291719Z Feb 80, and 291500Z Dec 80

**FREQUENCY:** Quarterly

**AS OF:** 31 Mar, 30 Jun, 30 Sep, 31 Dec

**DUE DATE:** 15 Apr, 15 Jul, 15 Oct, 15 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** NGB-PRI

**OPR:** NGB-PRI

**DISTRIBUTION:** OASD, Comptroller  
Director of Information,  
Operations & Control  
Rm 1C535, PNT Wash, DC  
20310

**PCN(S):** ARNGB-10101 & ARNGB-10102  
**DESCRIPTION:** Tabulated report counts technicians in CONUS, Alaska, Hawaii, Puerto Rico, and the Virgin Islands  
**REMARKS:** Report is prepared partially from a GSA location tape Sum of these must balance to line #29, SF 113A, RCS: 1032-OPM-MO

---

**RCS: DD-COMP(AR) 944**

**TITLE:** DOD Standard Data Element Implementation Schedule

**DIRECTIVE(S):** DODI 5000.18, 17 Mar 69; TB 18-115-2, 1 Jul 83, Para 2-8

**FREQUENCY:** (See remarks)

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** NGB-ISA

**OPR:** NGB-ISA

**DISTRIBUTION:** OASD (COMP)

**PCN(S):**

**DESCRIPTION:** Reports the development of an implementation date for DOD standard data elements. The implementation date suggested to DOD is generally equivalent to the end of the fiscal year following the fiscal year in which the standard was approved.

**REMARKS:** The frequency of this report, as stated in the directives, is as requested. However, the requirement was deferred per LTR, ACSCDES-D, 30 Jan 81.

---

**RCS: DD-COMP(AR) 1092**

**TITLE:** DOD Budget Guidance

**DIRECTIVE(S):** SB 700-20, Chap 6, Army Master Data File (AMDF); AR 71-13 Update, Section 11

**FREQUENCY:** As Required by HQDA

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Plain Bond Paper

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-T

**DISTRIBUTION:** NGB-ARL-T

**PCN(S):** None

**DESCRIPTION:** Report prioritizes Base-level Commercial Equipment (BCE) requirements for the POM

**REMARKS:** Replaced RCS: DD COMP(AR)1092

---

**RCS: DD-COMP(AR) 1163**

**TITLE:** Employment of DOD Resources in Support of US Postal Service

**DIRECTIVE(S):** DODD 5030.50, 13 Apr 72; DA Postal Augmentation Plan, 1 May 84

**FREQUENCY:** As Requested

**AS OF:** Implementation

**DUE DATE:**

**TRANSMISSION:** Telephonically/TWX

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Annex K to the Postal Augmentation Plan

**PREPARER(S):** NGB-MS

**OPR:** NGB-MS

**DISTRIBUTION:** HQDA (DAMO-ODS)

**PCN(S):**

**DESCRIPTION:** Provides HQDA with information concerning the conduct of postal augmentation operations. (SITREP)

**REMARKS:** Negative reports are required. Report is completed only when a strike is in effect and an emergency has been declared by the President requiring the National Guard to participate.

---

**RCS: DD-COMP(M) 1442**

**TITLE:** Department of the Army Obligation Plan

**DIRECTIVE(S):** Memo, OASD(C), 29 Oct 76; Annual Letter, DACA-FAD(M); AR 37-62, 15 May 80, Para 3-4

**FREQUENCY:** Monthly

**AS OF:** End of Month

**DUE DATE:** 5th workday of the following month

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Worksheets

**PREPARER(S):** Budget Officer of each State/Territory

**OPR:** NGB-ARC-BU

NGB-ARI

**DISTRIBUTION:** Commander, USAFAC

**PCN(S):**

**DESCRIPTION:** Report covers re-obligations by appropriation (Direct and Funded) by month

**REMARKS:** USAFAC returns hardcopy computer printout back to NGB-ARC-BU/NGB-ARI. Report should be compared with RCS: DD-COMP(M)1445

---

**RCS: DD-COMP(AR) 1467**

**TITLE:** Commercial Printing Report

**DIRECTIVE(S):** AR 25-30, 28 Feb 89, para 11-51. All States Letter

**FREQUENCY:** Semiannually

**AS OF:** 31 Mar, 30 Sep

**DUE DATE:** 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/C

**MOBILIZATION:** Rescinded

**FORM(S):** DA Form 5395-R

**PREPARER(S):** Printing Officer of each State & Territory

**OPR:** NGB-AD-PP

**DISTRIBUTION:** NGB-AD-PP (File)  
USAPPC (ASQZ-FP)

**PCN(S):** None

**DESCRIPTION:** Reports all composition, printing, binding, and blank-book work procured from commercial sources through contracts during such period. Reports must be verified for completeness and accuracy and must include full justification for any listed item that exceeds the \$500.00 individual cost limitation.

**REMARKS:** NGB-AD-PP consolidates reports and forwards to USAPPC (ASQZ-FP)

---

**RCS: DD-COMP(AR) 1467**

**TITLE:** Field Printing Reports

**DIRECTIVE(S):** AR 25-30, 28 Feb 89, para 11-51; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DA Forms 5394-R, 5394-1R, 5395-R, 5465-R, 5466-R

**PREPARER(S):** Printing Officer of each State/Territory

**OPR:** NGB-AD-PP

**DISTRIBUTION:** HQDA (ASAZ-FP)  
Alexandria, VA 22331-0302  
NGB-AD-PP (File)

**PCN(S):**

**DESCRIPTION:** Provides description of equipment inventory, production and personnel of each duplicating facility.

**REMARKS:** Report required by all installation and off-post units authorized and operating duplicating equipment. Reports received from States are consolidated at NGB-AD-PP.

---

**RCS: DD-COMP(A) 1600**

**TITLE:** Federal Outlays by Geographic Location

**DIRECTIVE(S):** DODI 7710.3, 24 Aug 79

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 15 Oct

**TRANSMISSION:** AUTODIN/Mail (Hardcopy)

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** NGB-PRI  
NGB-ARM-R

**OPR:** NGB-TN

**DISTRIBUTION:** DA Director of Accounting Operations (USAFAC)  
Dept 130  
Ft Benjamin Harrison, IN 46249

**PCN(S):** TTUJ136P

**DESCRIPTION:** Dollar value (payroll outlay) by GSA location codes

**REMARKS:** Dollar figures obtained from NGB-ARM-R in September of each year. Figures exclude true LWOP. (Formerly RCS: 1167-OMB-AN) Report is also identified by RCS: ARNGB-10062/31-ANG-Q3.

**RCS: DD-COMP(SA) 1618**

**TITLE:** Internal Control Status Report

**DIRECTIVE(S):** AR 11-2, 14 Sep 90, Para 3-6b

**FREQUENCY:** Annually

**AS OF:** 31 Mar

**DUE DATE:** 10 Apr

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** None

**PREPARER(S):** Adjutant General of each State/Territory;  
Chief, NGB

**OPR:** NGB-ARC-MP

**DISTRIBUTION:** HQDA (ASA(FM)-ROI)  
NGB-ARC-MAP (File)

**PCN(S):** None

**DESCRIPTION:** Reports the status on internal controls and internal control reviews

**REMARKS:** NGB-ARC-MP consolidates State reports and forwards to HQDA (ASA(FM)-ROI) by the 10th day of the following month.

---

**RCS: DD-COMP(Q) 1639**

**TITLE:** Report of Non-Competitive Procurement of ADP Resources

**DIRECTIVE(S):** MSG, HQDA (DAIM-PSA), 051853Z Dec 84

**FREQUENCY:** Quarterly

**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep

**DUE DATE:** 10 Jan, 10 Apr, 10 Jul, 10 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** N/A

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** NGB-CP

**PCN(S):** None

**DESCRIPTION:** Reports the purchase of Automated Data Processing Equipment (ADP) on a non-competitive basis

**REMARKS:**

---

**RCS: DD-DR&E(M) 1014**

**TITLE:** Individual Procurement Action Report

**DIRECTIVE(S):** DFARS 4.671; AFARS 4.671

**FREQUENCY:** As Required

**AS OF:** Date of issuance of the contract

**DUE DATE:** 3 days after the issuance of a contract

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DD Form 350

**PREPARER(S):** National Guard Contracting Officers of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** Original to HQDA (JDHQ-SV-W-P)  
Washington, DC 20310-2200  
NGB-CP (File)

**PCN(S):** None

**DESCRIPTION:** Report of all procurement actions in excess of \$25,000

**REMARKS:** (Formerly RCS: DD-I&L(M) 1014)

**RCS: DD-DR&E(Q & AR) 1411**

**TITLE:** Termination Status Report

**DIRECTIVE(S):** DAC #76-41, 27 Dec 82, Para 8-206.1

**FREQUENCY:** Quarterly/As Required

**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep

**DUE DATE:** As Directed

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DD Form 1598

**PREPARER(S):** USPFO contract administrator of each State/Territory

**OPR:** (See remarks)

**DISTRIBUTION:** Under Secretary of Defense for Research & Engineering  
NGB-JA (File)

**PCN(S):** None

**DESCRIPTION:** Advises of termination of large contracts involving complex inventories and assets

**REMARKS:** NGB does not conduct contract administration and would not prepare subject report. In the event a USPFO (Contract Administrator) filed such a report, it would be routed through NGB (NGB-JA) to HQDA.

**RCS: DD-DR&E(AR) 1412**

**TITLE:** Prior Notification of Significant Contract Terminations

**DIRECTIVE(S):** DAC #76-26, 15 Dec 80, para 8-202 (F)

**FREQUENCY:** As Required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Format in directive

**PREPARER(S):** USPFO contract administrator of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** Under Secretary of Defense for Research & Engineering  
NGB-CP (File)

**PCN(S):**

**DESCRIPTION:** Reports contract number, name of company, reason for termination and statement of anticipated impact on company and community.

**REMARKS:** At present, NGB does not have any contracts of the magnitude addressed by this requirement.

**RCS: DD-DR & E (Q) 1525**

**TITLE:** Equipment Improvement Recommendation (EIR)

**DIRECTIVE(S):** DODD 4155.1, 10 Aug 78; AR 702-7, 30 Jul 79; NGR 95-17, 3 Feb 86, Appendix E; DA Pam 750-751

**FREQUENCY:** When Required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** SF 368

**PREPARER(S):** NGB-AVN-AS-R

**OPR:** NGB-AVN-AS-R

**DISTRIBUTION:**

**PCN(S):**

**DESCRIPTION:** Reports faults in equipment design, operation, and manufacture; suggestions of improvements to Army material; and new equipment received which is unsatisfactory as a direct result of poor workmanship or quality control.

**REMARKS:**

**RCS: DD-DR&E(AR) 1669**

**TITLE:** Bid Protest Action Report

**DIRECTIVE(S):** Acquisition Letter 85-22, 33.191

**FREQUENCY:** As Required

**AS OF:** After resolution of a protest to the GAO or GSBGA

**DUE DATE:** Jan 20

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Format in directive

**PREPARER(S):** Contracting Officer of each State/Territory

**OPR:** NGB-CP

**DISTRIBUTION:** HQDA (DALO-CPZ)

**PCN(S):** None

**DESCRIPTION:** Provides a summary analysis to OSD of all protests to the GAO or GSBGA

**REMARKS:**

**RCS: DD-IG(SA) 1574**

**TITLE:** Follow-Up Status Report

**DIRECTIVE(S):** DODD 7650.3, 23 Jun 83; Annual Letter, DAIG-PA; AR 36-2, 15 May 82, Para 5-2; All States Letter

**FREQUENCY:** Semiannually

**AS OF:** 31 Mar, 30 Sep

**DUE DATE:** 5 Apr, 5 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Schedules

**PREPARER(S):** States Examiners of each State/Territory

**OPR:** NGB-IG

**DISTRIBUTION:** NGB-IG

**PCN(S):**

**DESCRIPTION:** Provides status of corrective actions for findings and recommendations (FARs) included in audit and internal review reports.

**REMARKS:** Each State forwards their report to NGB-ARC-MA for consolidation. Report is due to the DAIG by 20 Apr/0 Oct. (Formerly RCS: DD-COMP(SA) 1574).

**RCS: DD-IG(SA) 1515**

**TITLE:** Report Procedures for Audit, Investigative and Inspection Activities  
**DIRECTIVE(S):** Memos, OASD(COMP) 12 Mar 79 & 22 Jan 82; Letter, DAIG-PA, 1 Aug 85  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 5 Apr, 5 Oct  
**TRANSMISSION:** TWX/Mail  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** N/C  
**FORM(S):** Letter format in DAIG-AI letter  
**PREPARER(S):** State Examiners  
**OPR:** NGB-ARC-MAR  
 NGB-IG  
**DISTRIBUTION:** HQDA (DACA-IR)  
 HQDA (DAIG-AI)  
 NGB-ARC-MAR (File)  
 NGB-IG (File)

**PCN(S):** None

**DESCRIPTION:** A feeder report to DOD concerning matters of fraud and waste which are required to be reported to Congress on a semiannual basis.  
**REMARKS:** NGB-ARC reporting requirement is limited to the report to DACA (Comptroller of the Army) concerning "Internal Review." NGB-ZD is responsible for obtaining Inspector General information while the DACA is responsible for obtaining internal review information. (Formerly RCS: DD-COMP(SA) 1515).

**RCS: DD-IG(SA) 1580**

**TITLE:** Follow-up Status Report on Specified Contract Audit Recommendations  
**DIRECTIVE(S):** DODD 7640.2, 29 Dec 82; AFARS 15.890-5  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 7 Apr, 7 Oct  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):**  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-CP  
**DISTRIBUTION:** NGB-CP

**PCN(S):** None

**DESCRIPTION:** Reports the disposition and tracking of contract audit recommendations  
**REMARKS:** (Formerly RCS: DD-R&O(SA) 1580)

**RCS: DD-I&L(AR) 1196**

**TITLE:** Defense Logistics Studies Information Exchange  
**DIRECTIVE(S):** DODI 5154.19, 13 Jul 72; AR 5-7, 9 Jul 74  
**FREQUENCY:** Upon initiation/modification/ completion of a study  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded

**FORM(S):** DD Form 1498  
**PREPARER(S):** NGB-ARL-P  
**OPR:** NGB-ARL-P

**DISTRIBUTION:** HQDA, SPMO  
 DLSIE  
 US Army Logistics Management Center  
 Ft Lee, VA 23801  
 NGB-ARC-P (File)

**PCN(S):**

**DESCRIPTION:** Summarizes proposed and/or completed logistics studies  
**REMARKS:**

**RCS: DD-M(SA) 802**

**TITLE:** Department of Defense Reserve Forces Facilities Status Report of Major Construction Program  
**DIRECTIVE(S):** DODD 1225.5, 23 Jan 79; AR 140-478, 15 Apr 82, Para 2-8  
**FREQUENCY:** Semiannually  
**AS OF:** 31 Mar, 30 Sep  
**DUE DATE:** 31 May, 30 Nov  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD Form 1405  
**PREPARER(S):** NGB-ARI  
**OPR:** NGB-ARI  
**DISTRIBUTION:** OASD (MI&L)

**PCN(S):**

**DESCRIPTION:** Semiannual status report of projects approved for funding within the lump sum authorization provided by the Guard/ Reserve Forces Facilities Authorization Acts (FY 1963 forward)  
**REMARKS:** Used to maintain financial management and control over ongoing construction projects

**RCS: DD-M(AR) 905**

**TITLE:** Defense Management Education and Training Program  
**DIRECTIVE(S):** AR 351-8, 23 Apr 73, para 12; DODD 5010.16, 28 Jul 72  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 25 Nov  
**TRANSMISSION:** TWX  
**MINIMIZE:** NON-MINIMIZE  
**MOBILIZATION:** Modified  
**FORM(S):** DRXTO Form 4171, DD Form 1631, DD Form 1631-1  
**PREPARER(S):** NGB-ARO-ME  
**OPR:** NGB-ARO-ME  
**DISTRIBUTION:** DARCOM LOG SPT ACT  
 Tobyhanna AD, PA

**PCN(S):**

**DESCRIPTION:** Report identifies the number of ARNG Personnel to be trained in a given FY  
**REMARKS:**

**RCS: DD-M(AR) 1020**

**TITLE:** Explosives and Chemical Accident Report  
**DIRECTIVE(S):** DODI 6055.7, 10 Apr 89; AR 385-40, 1 Apr 87, Chap 6 & 7; AR 50-6, 15 Jan 84; AR 525-1, 1 Oct 82

**FREQUENCY:** As required

**AS OF:** When an accident occurs

**DUE DATE:** Major accidents - within 3 hrs; Minor accidents - within 24 hrs

**TRANSMISSION:** Telephonically/TWX

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Modified

**FORM(S):** Format, Fig. 7-1, AR 385-40

**PREPARER(S):** Safety Manager

**OPR:** NGB-AVN-S

**DISTRIBUTION:** HQDA (DAPE-HRS)  
NGB-AVN-S (File)

**PCN(S):** None

**DESCRIPTION:** Reports accidents with ammunition, explosives and/or chemicals to HQDA

**REMARKS:**

**RCS: DD-M(A&AR) 1080**

**TITLE:** Pest Control Summary Report  
**DIRECTIVE(S):** DODI 4150.7, 6 Nov 78; AR 420-76, 15 Dec 80, Chap 4; AR 200-1, 15 Jun 82

**FREQUENCY:** Annually

**AS OF:** 1 Dec

**DUE DATE:** 15 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Format-Annual report, DD Form 1532

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARE

**DISTRIBUTION:** HQDA (DAEN-MPO)

**PCN(S):**

**DESCRIPTION:** Planned pesticide usage, target pest, pesticide, application procedures, description of area, sensitive areas, or issues, remarks (e.g. State/local coordination, applications performed in-house, or by contract).

**REMARKS:** Format for report can be found in AR 420-76, Appendix B

**RCS: DD-M(M) 1147**

**TITLE:** Reserve Components Common Personnel Data System (Master File)

**DIRECTIVE(S):** DODI 7730.54, 26 Oct 81; AR 680-52, 15 Feb 81, Chap 6

**FREQUENCY:** Monthly

**AS OF:** End of month

**DUE DATE:** 20th day of the following month

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Magnetic tape

**PREPARER(S):** NGB-ISA

**OPR:** NGB-ARP-P

NGB-PRI

**DISTRIBUTION:** Defense Manpower Data Center (DMDC)

**ATTN:** Tape Library  
Monterey, CA

Office of Deputy Asst Sec. Def (MR&A)

Room 3C980, Pentagon  
Washington, DC 20330

NGB-ISA (File)

**PCN(S):** NGAJ229P

**DESCRIPTION:** Encompasses the total ARNG Standard Installation/Division Personnel System (SIDPERS) for inclusion in the Official Guard/Reserve Manpower Strengths & Statistics (RCS: DD-M(M) 1147/1148)

**REMARKS:** A computer produced quality control edit, shown in figure 6-2, AR 680-52; basic directive will accompany the magnetic tape files. Reports will be accompanied by ADP Data Transmittal Record, DA Form 200 (completed in accordance with AR 18-7). Feeder Input (Mag tape) from NGPD5-C to ARNG Military Personnel System.

**RCS: DD-M(M) 1148**

**TITLE:** Reserve Components Common Personnel Data System TRANSACTIONS File)

**DIRECTIVE(S):** DODI 7730.54, 26 Oct 81; AR 680-52, 15 Feb 81, Chap 6

**FREQUENCY:** Monthly

**AS OF:** End of month

**DUE DATE:** 20th day of the following month

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Magnetic Tape

**PREPARER(S):** NGB-ISA

**OPR:** NGB-ARP-P

NGB-PRI

**DISTRIBUTION:** Defense Manpower Data Center (DMDC)

**ATTN:** Tape Library  
Monterey, CA

OASD (MR&A)  
Rm # 3C980, Pentagon

Washington, DC 20330  
NGB-IMA (File)

**PCN(S):**

**DESCRIPTION:** (See RCS: DD-M(M) 1147)

**REMARKS:** (See RCS: DD-M(M) 1147)

**RCS: DD-M(AR) 1383**

**TITLE:** Environmental Pollution Prevention, Control, and Abatement Report

**DIRECTIVE(S):** DODI 4120.14, 30 Aug 77; AR 200-1, 15 Jun 82, Chap 9; All States Letter

**FREQUENCY:** Semiannually

**AS OF:** 15 Mar, 15 Sep

**DUE DATE:** 15 Apr, 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/

**FORM(S):** DD Form 1391C, EPA Form 3500-7

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARE

**DISTRIBUTION:** Huntsville Division, Corps of Engineers (HNDED-PM)  
NGB-ARI (File)

**PCN(S):** None

**DESCRIPTION:** Report is required as a procedure to identify pollution control projects, and those resources needed to effectively carry out ARNG environmental programs

**REMARKS:** Feeder reports consolidated by NGB-ARI-E

**RCS:** DD-M(A) 1485

**TITLE:** Defense Environmental Status Report (DESR)

**DIRECTIVE(S):** Memo, OASD (I&L) 28 Aug 85; Letter, DAEN-ZCE, 8 Oct 85; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 20 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DD Form 2306(Test) through DD Form 2318(Test)

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARE

**DISTRIBUTION:** HQDA (DAEN-ZCE)  
NGB-ARE (File)

**PCN(S):** None

**DESCRIPTION:** Report is used to reflect the management objective plan for compliance with the Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act of 1976, and the Federal Insecticide, Fungicide and Rodenticide Act, Drinking Water Act & Endangered Species Act.

**REMARKS:** Information received from States is consolidated at NGB-ARI-E. Report provides a summary of environmental data for use in identifying trends in support of national defense and Army program goals. Report is identified in the NGB Composite Performance Profile (CPP) Report.

**RCS:** DD-M(A) 1514

**TITLE:** Defense Manpower Requirements Report

**DIRECTIVE(S):** DODI 1110.1, 28 Jan 79; LTR, DAPE-MBC-FI(M), 22 Oct 82

**FREQUENCY:** Annually

**AS OF:** Per DAPE-MBC tasker

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** See DAPE-MBC tasker

**PREPARER(S):** NGB-ARP-P

**OPR:** NGB-ARP-P

**DISTRIBUTION:** HQDA (DAPE-MBC)  
Rm 2A656 A, Pentagon  
Wash, DC 20310-0300

**PCN(S):**

**DESCRIPTION:** This report contains the DOD annual manpower requests for active military, selected Reserve and Civilian end strengths. Provides a justification for strength levels recommended in the report and explains the relationship between recommended levels and national security policies of the U.S.

**REMARKS:** DOD submits to Congress by 15 February, each year. ODCSPER (DAPE-MBC) tasked to coordinate Army input and prepare final Army report in accordance with DODI. DAPE-MBE will issue instructions to and task Army Staff elements as required during preparation of this report.

**RCS:** DD-M(Q) 1542

**TITLE:** Army Commercial Activities Management Information System (ACAMIS) Update

**DIRECTIVE(S):** DODI 4100.33, 25 Feb 80; AR 5-20, 1 Feb 85, App F

**FREQUENCY:** Quarterly

**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep

**DUE DATE:** 15 Jan, 15 Apr, 15 Jul, 15 Oct

**TRANSMISSION:** Telephonically

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** None

**PREPARER(S):** NGB-JA

**OPR:** NGB-ARM-V

**DISTRIBUTION:** HQDA (DACA-RMC)

**PCN(S):** None

**DESCRIPTION:** Requirement to correct/update the ACAMIS data base which maintains the status of all commercial activity cost studies in progress.

**REMARKS:** Currently the ARNG has no CITA (Commercial Industrial Type Activities) functioning; however, negative reports are still required by HQDA.

**RCS:** DD-M(A) 1561

**TITLE:** Documentation for Productivity Investment Fund

**DIRECTIVE(S):** DODI 5010.36, 31 Dec 80; AR 5-4, 18 Aug 76, para 5-6b

**FREQUENCY:** Annually (As Required)

**AS OF:**

**DUE DATE:** 1 Jun

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DA Form 5108-R

**PREPARER(S):** NGB-ARC-MAP

**OPR:** NGB-ARC-MAP

**DISTRIBUTION:** HQDA (DACS-DME)

**PCN(S):**

**DESCRIPTION:** High payoff projects costing over \$100,000 or more that amortize in four years or less

**REMARKS:** Use this RCS for all reports required by AR 5-4 that have no RCS assigned

**RCS: DD-M(A) 1569****TITLE:** Operational Support Airlift Report - Parts I & II**DIRECTIVE(S):** AR 95-3, 27 Sep 90; NGR 95-3, 1 Nov 88, Para 3-7a(4)(h); DODD 4500.43, 13 Feb 81**FREQUENCY:** Semiannually**AS OF:** 30 Jun, 30 Sep**DUE DATE:** 30 Jun, 30 Sep**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Appendix D, NGR 95-3**PREPARER(S):** State Army Aviation Officer of each State/Territory**OPR:** NGB-AVN-CS**DISTRIBUTION:** NGB-AVN-CS**PCN(S):** None**DESCRIPTION:** Report describes all flights to a destination out of the local flying area in Army Aircraft to support command, installation or management functions.**REMARKS:** NGB-AVN-O forwards Bureau report to HQDA (DALO-AV) & CAASO**RCS: DD-M(Q) 1595****TITLE:** Request for Assistance/Equipment Loans from Civilian Law Enforcement Officials**DIRECTIVE(S):** DODD 5525.5, 22 Mar 82; AR 500-51, 1 Jul 83, Para 1-5 App B**FREQUENCY:** Quarterly**AS OF:** 30 Sep, 31 Dec, 31 Mar, 30 Jun**DUE DATE:** 15 Oct, 15 Jan, 15 Apr, 15 Jul**TRANSMISSION:** Telephonically/TWX/Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Memorandum; Item/Qty/Requestor/Purpose/Period**PREPARER(S):** MGB-MS (See Remarks)**OPR:** NGB-MS**DISTRIBUTION:** HQDA (DAMO-ODS/DALO-SMS)**PCN(S):** None**DESCRIPTION:** Forwards information on requests from civilian law enforcement officials for NG assistance**REMARKS:** Information is received telephonically from the States which NGB-MS compiles and forwards to DAMO**RCS: DD-MIL(Q) 1458****TITLE:** Automated Civilian Personnel Records**DIRECTIVE(S):** DODI 1444.2, 26 May 81; DF, PECP-R, 22 Dec 76**FREQUENCY:** Quarterly**AS OF:** End of quarter**DUE DATE:** 4 working days after the end of the quarter**TRANSMISSION:** Tape**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):****PREPARER(S):** NGB-PRI**OPR:** NGB-PRI**DISTRIBUTION:** Mike Dove, Defense Manpower (DMDC)  
Office of the Asst Sec of Defense (M&RA)  
555 Camino El Estero  
Suite 200, Monterey, CA 93940**PCN(S):** TTUP630A**DESCRIPTION:** Quarterly input (mag tape) of technician personnel actions/records from NGPDS-C. (Master file and transaction file - mag tape)**REMARKS:** Report creates the DOD Master File. Report is also identified by RCS: ARNGB-10105/70-ANG-Q3. (Formerly RCS: DD-M(Q) 1458)**RCS: DD-MIL(A) 506****TITLE:** Bulk Petroleum Storage Facilities Report**DIRECTIVE(S):** DOD 4140-25-M, Dec 78, para 2-15 B; AR 703-1, 27 Aug 85, Chap 8**FREQUENCY:** Annually**AS OF:** 1 Jul**DUE DATE:** 1 Aug**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** ADPE printout received from DFSC**PREPARER(S):** States having capacity of 1,000 barrels or more**OPR:** NGB-ARL-T**DISTRIBUTION:** DFSC

(DET29 SA-ALC/SFML)

Cameron Station

Alexandria, VA 22314

NGB-ARL-T (File)

**PCN(S):****DESCRIPTION:** Provides procedures for verification and submission of data relative to bulk petroleum storage facilities owned or leased by Army.**REMARKS:** This report lists all States with ARNG Bulk Storage Tanks larger than 1,000 barrels (42,000 gallons). Negative reports are required. Reports should be forwarded directly to DET 29. (Formerly RCS: DD-I&L(A) 506).**RCS: DD-MIL(M) 1313****TITLE:** Defense Energy Information System (DEIS I)**DIRECTIVE(S):** DOD 5126.46-M, Dec 82; NGR 11-27, 9 Nov 88; AR 11-27, 7 Jul 85, Chap 5; AR 710-2, 1 Oct 91; All States Letter**FREQUENCY:** Monthly**AS OF:** 0800 HRS last Calendar day of the Month**DUE DATE:** 5th working day of the following Month**TRANSMISSION:** AUTODIN/NGNET**MINIMIZE:** NON-MINIMIZE**MOBILIZATION:** N/C**FORM(S):** None**PREPARER(S):** USPFO of each State/Territory**OPR:** NGB-ARL-SM**DISTRIBUTION:** NGB-ARL-SM (File)**PCN(S):** HRL-DO1, HRL-DO2

**DESCRIPTION:** Reports Monthly Energy Consumption in the area of Mobility Fuels and Utilities (Fuel usage) (i.e. AVGAS, jet fuels, MOGAS, Diesel, heating oil)

**REMARKS:** (Formerly RCS: DD-M(AR) 1313)

**RCS: DD-MIL(M) 1313**

**TITLE:** Defense Energy Information System (DEIS II)

**DIRECTIVE(S):** DOD 5126.46-M, Dec 82; Memo, OASD(MRA&L), 20 Sep 79; AR 11-27, & 7 Jul 85; AR 710-2, 1 Oct 91; MSGs, DALO-TSE, 221527Z Sep 78 & DAEN-MPO-U, 151957Z Oct 79; All States Letter

**FREQUENCY:** Monthly

**AS OF:** End of the Month

**DUE DATE:** 4th Wednesday of the following month

**TRANSMISSION:** NGNET

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** None

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-SM

**DISTRIBUTION:** NGB-ARL-SM (File)

**PCN(S):** HRL-DO3, HRL-DO4

**DESCRIPTION:** Consumption of utilities, electricity, gas, oil, coal & steam at ARNG installations

**REMARKS:** (Formerly RCS: DD-M(AR) 1313)

**RCS: DD-MIL(A) 1629**

**TITLE:** Annual National Guard Reconciliation Results, DOD Small Arms Serialization Program (DODSASP)

**DIRECTIVE(S):** DODD 4140.52, 31 Jul 84; All States Letter

**FREQUENCY:** Annually

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail/AUTODIN

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** None

**PREPARER(S):** USPFO of each State/Territory

**OPR:** NGB-ARL-SY

**DISTRIBUTION:** HQDA (DALO-LEZ-L)  
NGB-ARL-SY (File)

**PCN(S):**

**DESCRIPTION:** Reports small arms, including those mounted on aircraft, vehicles, and vessels that are accounted for in unclassified property records

**REMARKS:** Data is collected under RCS: CSGLD-1732

**RCS: DD-PA(B&AR) 1285**

**TITLE:** Cost Data and Specifications of DOD Periodicals and Requests for Approval

**DIRECTIVE(S):** DODD 5120.43, 8 Apr 77; AR 310-1, 15 Feb 80, Para 5-9--5-10

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 20 Nov

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** DD Form 1909

**PREPARER(S):** NGB-AD-PP

**OPR:** NGB-AD-PP

**DISTRIBUTION:** HQDA (DAAG-PAP)

**PCN(S):** None

**DESCRIPTION:** Reports Periodicals reviewed during FY, and proposed changes that will increase the total annual cost of a regulation by more than 20 percent

**REMARKS:**

**RCS: DD-PA(AR) 1348**

**TITLE:** Presidential Wreath Laying Ceremonies

**DIRECTIVE(S):** DODD 5410.18, 3 Jul 74; AR 360-61, 15 Oct 80, Chap 10

**FREQUENCY:** As Required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** NGB-PAR

**OPR:** NGB-PAR

**DISTRIBUTION:** HQDA (SAPA-CR)

**PCN(S):**

**DESCRIPTION:** Community Relations records or reports

**REMARKS:**

**RCS: DD-PA(TRA&A) 1365**

**TITLE:** Annual Report, Freedom of Information Act

**DIRECTIVE(S):** DODD 5400.7, Oct 90; AR 25-55, 10 Jan 90

**FREQUENCY:** Annually

**AS OF:** 31 Dec

**DUE DATE:** 5 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DD Form 2564

**PREPARER(S):** DOIM of each State/Territory

**OPR:** NGB-AD-PA

**DISTRIBUTION:** HQDA (DAAG-AMR-S)

NGB-AD-PA (File)

**PCN(S):**

**DESCRIPTION:** To show cost of administering the FOIA program and the number of requests completed

**REMARKS:** Feeder reports received from each State and consolidated and submitted by NGB-AD-PA

**RCS: DD-PA(TRA&A) 1365**

**TITLE:** Freedom of Information Act Annual Report

**DIRECTIVE(S):** DODD 5400.7, Oct 90; AR 25-55, 10 Jan 90

**FREQUENCY:** Annually

**AS OF:** 31 Dec

**DUE DATE:** 20 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C  
**FORM(S):** DD Form 2564  
**PREPARER(S):** NGB-AD-PA  
**OPR:** NGB-AD-PA  
**DISTRIBUTION:** HQDA (DAAG-AMR)  
 Wash DC 22331-0300

**PCN(S):** None  
**DESCRIPTION:** Annual report to Congress regarding all denials, basis for denial, exemptions used, internal rules, data on cost, appeals, etc.  
**REMARKS:**

---

**RCS: DD-PA(AR) 1381**

**TITLE:** Audiovisual Production Report  
**DIRECTIVE(S):** DODD 5040.2, 7 Dec 87, Page 8-1  
 Para A of encl 8; AR 25-1, 18 Nov 88, Para 7-20  
**FREQUENCY:** As required  
**AS OF:** As each film is produced  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD Form 1995  
**PREPARER(S):** NGB-AVN, NGB-ARP-RRM  
**OPR:** NGB-AVN, NGB-ARP-RRM  
**DISTRIBUTION:** HQDA (DAMO-TRS)  
 Washington, DC 20310-0400

**PCN(S):**  
**DESCRIPTION:** Prepared when a production is made. Report includes information relative to film and video tape productions such as media type, media size, media sound, whether or not it is cleared for public viewing, security classification, primary and secondary audiences, objectives, synopsis, etc.  
**REMARKS:** (Formerly RCS: DD-M(AR) 1381)

---

**RCS: DD-PA(A) 1438**

**TITLE:** Audiovisual Activities Annual Report  
**DIRECTIVE(S):** DODD 5040.2, 7 Dec 87, Page 8-1,  
 Para B of Encl 8; AR 25-1, 18 Nov 88, Para 7-20  
**FREQUENCY:** Annually  
**AS OF:** 30 Sep  
**DUE DATE:** 1 Nov  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DD Form 2054  
**PREPARER(S):** NGB-AVN, NGB-ARP-RRM  
**OPR:** NGB-AVN, NGB-ARP-RRM  
**DISTRIBUTION:** DCSOPS

**PCN(S):**  
**DESCRIPTION:** Tracks audiovisual equipment inventories and provides annual utilization of both equipment and manpower  
**REMARKS:**

---

**RCS: DD-PA(AR) 1638**

**TITLE:** Survey of Cost Data and Specifications of  
 DOD Newspapers  
**DIRECTIVE(S):** All States Letter  
**FREQUENCY:** As Required  
**AS OF:**  
**DUE DATE:**

**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DD Form 2323  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-PAC  
**DISTRIBUTION:** NGB-PAC  
**PCN(S):** None

**DESCRIPTION:** Reports information about the funding of command/internal information newspapers  
**REMARKS:** Reflects federal spending only. Copies of the newspaper are included with each DD Form

---

**RCS: DD-POL(AR) 1661**

**TITLE:** DOD Foreign Disclosure Automated Data  
 (FORDAD) System  
**DIRECTIVE(S):** DODI 5230.18, 6 Nov 84; AR 380-  
 10, 5 Jul 77, para 3-8  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:**  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** N/C  
**FORM(S):** DD Form 1822; DD Form 1822c  
**PREPARER(S):** NGB-MS  
**OPR:** NGB-MS  
**DISTRIBUTION:**

**PCN(S):**  
**DESCRIPTION:** Department of Army Commands and Staff Agencies which have been delegated disclosure authority must report disclosure transactions on DD Forms 1822 and 1822c to be included in a centralized repository of information pertaining to releases and denials of classified military information to foreign governments and international organizations.  
**REMARKS:** (Formerly RCS: DD-ISA(AR) 1108)

---

**RCS: DRC-159**

**TITLE:** Review of Sets, Kits and Outfits Comments/  
 Recommendations  
**DIRECTIVE(S):** AR 708-1, 1 Apr 81, Chap 10  
**FREQUENCY:** As required  
**AS OF:**  
**DUE DATE:** 60 days after receipt  
**TRANSMISSION:** Mail  
**MINIMIZE:** N/A  
**MOBILIZATION:** Rescinded  
**FORM(S):** DA Form 3163-R-1  
**PREPARER(S):** USPFO of each State/Territory  
**OPR:** NGB-ARL-P  
**DISTRIBUTION:** US Army General Mat. & Pet. Ac  
 tivity  
 New Cumberland, PA 17070  
 NGB-ARL-P (File)

**PCN(S):** None  
**DESCRIPTION:** Requests units review components of Sets, Kits and Outfits and make recommendations on their adequacy  
**REMARKS:**

**RCS: DRC-193**

**TITLE:** Installation Automated Report System and Guided Missile and Large Rocket Ammunition Issues, Receipts, and Expenditures Report

**DIRECTIVES:** AR 710-9, 11 Mar 77; AR 700-2-2, 15 Oct 83

**FREQUENCY:** Monthly

**AS OF:** 1st of month

**DUE DATE:** 1st of month

**TRANSMISSION:** TMS

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** ATAMS-L generated report

**PREPARER(S):** USPFOs who store assets and operate an ASP

**OPR:** NGB-ARL-LS

**DISTRIBUTION:** Commander, US Army Arrangement, Munition & Chemical Command

**PCN(S):**

**DESCRIPTION:** Reports all assets by serial number or lot number

**REMARKS:** NGB-ARL-LS

**RCS: DRC-226(R1)**

**TITLE:** US Army COMSEC Equipment Asset Reporting System (CEARS)

**DIRECTIVE(S):** TB 380-41-1, Jul 81, Chap 11; NGR 750-3, 15 Nov 78, para 6-4

**FREQUENCY:** Quarterly

**AS OF:** 30 Sep, 31 Dec, 31 Mar, 30 Jun

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** DA Form 4641-R, SF 153

**PREPARER(S):** USPFO of each State which has COMSEC equipment

**OPR:** NGB-ARL-S

**DISTRIBUTION:** DARCOM (DRXLS-LHD)  
NGB-ARL-M (File)

**PCN(S):**

**DESCRIPTION:** Report is generated by CSLA, Ft Huachuca, AZ, with feeder data from each ARNG COMSEC account holder

**REMARKS:** NGB-ARL-M receives a file copy of this report from DARCOM for information purposes only

**RCS: DRC-804**

**TITLE:** User Opinion Survey Questionnaire

**DIRECTIVE(S):** MSG, DRCQA-E, 221306Z Jul 77; All States Letter

**FREQUENCY:** As required

**AS OF:**

**DUE DATE:** As directed in the tasker

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** DARCOM Form 2442-R(T)

**PREPARER(S):** Users of surveyed equipment

**OPR:** NGB-ARL-M

**DISTRIBUTION:** As directed by All States Letter  
NGB-ARL-M (File)

**PCN(S):**

**DESCRIPTION:** Questionnaire which documents specific equipment problems or shortcomings and serves to establish a formal basis of need and justification for equipment and logistical improvement actions on equipment in the field

**REMARKS:** Information copy is sent to NGB-ARL-M

**RCS: DRC-806**

**TITLE:** Consolidation of Calibration Services

**DIRECTIVE(S):** DODD 4155.1, 10 Aug 78; Letter, DRSMI-MX, 12 Feb 78

**FREQUENCY:** As Required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** State Maintenance Officer of each State/Territory

**OPR:** None

**DISTRIBUTION:** DARCOM  
NGB-ARL-M (File)

**PCN(S):**

**DESCRIPTION:** The calibration committee meets periodically and determines a geographic area in which their activities will take place. All Army areas within the chosen area will then respond to the requirement.

**REMARKS:** NGB has no functional responsibility for the submission of report data to the proponent. However, reports are provided NGB-ARL-M for management information purposes.

**RCS: DRC-855**

**TITLE:** Validation of MWO Application Status Accounting

**DIRECTIVE(S):** AR 750-10, 1 Dec 82; App D: TM 38-750-1, 29 Dec 78, Para 8-3

**FREQUENCY:** Annually

**AS OF:** 31 Jul

**DUE DATE:** 1 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** None

**PREPARER(S):** State Maintenance Officer of each State/Territory

**OPR:** NGB-ARL-M

**DISTRIBUTION:** AMC

**PCN(S):**

**DESCRIPTION:** Report verifies equipment on hand by serial number adding those not listed and lining through those not on hand

**REMARKS:** States (owning) activities provide this information directly to AMC who is responsible for MWO procurement and application of Army material. (Formerly RCS: CSGLD-1414.)

**RCS: DRC-856**

**TITLE:** Commercial Vehicle Safety Recall Campaign (VSRC)  
**DIRECTIVE(S):** AR 750-10, 1 Dec 82, App E; NMP Letter

**FREQUENCY:** As Required

**AS OF:**

**DUE DATE:** Upon receipt of safety recall notice

**TRANSMISSION:** TWX

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** Rescinded

**FORM(S):** Safety Recall Reply Form

**PREPARER(S):** State Maintenance Officer of each State/Territory

**OPR:** NGB-ARL-M

**DISTRIBUTION:** Directorate for Maintenance (NMP)

**PCN(S):** None

**DESCRIPTION:** Reports the location of the vehicles or equipment, the serial number, and the quantity of the vehicle or equipment on hand which have been recalled.

**REMARKS:** Campaign is initiated whenever the vehicle or equipment manufacturer or NHTSA determines that any motor vehicle or item or replacement equipment is subject to safety recall.

**RCS: ENG-242**

**TITLE:** Inventory of Army Military Real Property and Building Information Schedule

**DIRECTIVE(S):** AR 405-45, 18 Mar 77; NGR 405-80, 27 May 77, Para 4-3 and 4-16

**FREQUENCY:** Quarterly

**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep

**DUE DATE:** 5 Jan, 5 Apr, 5 Jul, 5 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** SF 5081, DA Form 4581-R

**PREPARER(S):** USPFO of each State/Territory

**OPR:** None

**DISTRIBUTION:** HQDA (DEAN-REP-S)  
NGB-ARI (File)

**PCN(S):** None

**DESCRIPTION:** Inventory of all real property under the control of HQDA located in the United States, its possessions/territories, commonwealth of Puerto Rico and its foreign countries.

**REMARKS:** Submitted only by USPFOs that have assumed accountability for DA owned/controlled real property for the State. USPFO forwards the report directly to HQDA.

**RCS: ENG-288**

**TITLE:** Backlog of Maintenance and Repair (BMAR) Obligations

**DIRECTIVE(S):** AR 420-16, 15 Jul 83, Chap 4; NGR (AR) 420-10, Para 2-7

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 31 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Format in All States Letter

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARI

**DISTRIBUTION:** HQDA (DEAN-ZCF-R)  
Each State and Territory (File)  
NGB-ARI (File)

**PCN(S):** None

**DESCRIPTION:** A list, in priority sequence, of each maintenance and repair project which, due to the lack of resources, was not completed at the end of the fiscal year. Data includes state, location, project title/description and estimated cost.

**REMARKS:** NGB-ARI forwards a computer printout of the report back to each State and Territory.

**RCS: ENG-314**

**TITLE:** Timber Availability Report

**DIRECTIVE(S):** Letter, DEAN-ZCF-B, 3 May 83

**FREQUENCY:** As Required

**AS OF:** N/A

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** NGB-ARI

**OPR:** NGB-ARI

**DISTRIBUTION:** HQDA (DEAN-ZCF-B)

**PCN(S):** None

**DESCRIPTION:** Provides a projection of timber available for harvest

**REMARKS:**

**RCS: EPA-1001**

**TITLE:** Pollution Incident Report

**DIRECTIVE(S):** 40 CFR 112.4; AR 200-1, 15 Jun 82, Para 8-11; All States Letter

**FREQUENCY:** As required

**AS OF:** When an incident occurs

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARE

**DISTRIBUTION:** HQDA (DEAN-FEU)  
NGB-ARE (File)

EPA Regional Administrator

**PCN(S):** None

**DESCRIPTION:** Reports the cause of spills, to include a failure analysis of system or subsystem in which the failure occurred; and the counter measures and corrective actions taken to include a description of equipment repairs and/or replacements.

**REMARKS:** Report is required within 60 days after a single discharge of 1,000 gallons or more of oil or two spill events in a 12-month period. This report is detailed in 40 CFR 112.4.

**RCS: IG(SA) 1717****TITLE:** Information Requirements for Semiannual Report to Congress**DIRECTIVE(S):** DODI 7750.6, 22 Apr 87; AR 36-2**FREQUENCY:** Semiannually**AS OF:****DUE DATE:****TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** DD 2487**PREPARER(S):** IR Division of each State/Territory**OPR:** NGB-IR**DISTRIBUTION:** NGB-IR**PCN(S):** None**DESCRIPTION:** Each Analysis and Internal Review Division must submit one synopsis of a significant report issued during the reporting period. It must identify an audit that has either achieved significant monetary benefits, has resulted in significant management improvements, or both.**REMARKS:****RCS: JAG-74****TITLE:** DD Form 1555 Status Report (Confidential Statements of Affiliations and Financial Interests)**DIRECTIVE(S):** AR 600-50, 20 Nov 84, Para 3-14; All States Letter**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 31 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** DD Form 1555**PREPARER(S):** USPFO and certain designated technicians and AGR personnel**OPR:** NGB-CP**DISTRIBUTION:** NGB-CP (File)  
HQDA (DAJA-AL)**PCN(S):** None**DESCRIPTION:** Reports number of personnel required to submit confidential statements in the ARNG**REMARKS:****RCS: JCS 1-03.3****TITLE:** Unit Status Report**DIRECTIVE(S):** JCS Pub 1-03.3, 1 Oct 88; AR 220-1, 30 Aug 88; NGR 220-1, 1 Aug 90; NGB Pam 525-10, 15 Jan 87**FREQUENCY:** (See Remarks)**AS OF:** 15 Jan, 15 Apr, 15 Jul, 15 Oct**DUE DATE:** 25 Jan, 25 Apr, 25 Jul, 25 Oct**TRANSMISSION:** AUTODIN (Routing Indicator RUE WARR; Content Identifier AGHA)**MINIMIZE:** MINIMIZE**MOBILIZATION:** Modified**FORM(S):** DA Form 2715-R

DA Form 2715-1

**PREPARER(S):** All parent National Guard Units (UIC ending in AA or FF)**OPR:** NGB-ARR-R**DISTRIBUTION:** OJCS (J-3)  
DA CCSA  
FORSCOM  
NGB-ARR-R (File)**PCN(S):****DESCRIPTION:** Provides readiness condition of National Guard units**REMARKS:** Required "quarterly" or "as required" when a change occurs in the unit's overall rating or in a resource area (Replaced RCS: JCS 6-II-2-1-6)**RCS: JUST-1010****TITLE:** Report of Missing/Recovered Firearms, Ammunition and Explosives**DIRECTIVE(S):** AR 190-11, 31 Mar 86, Chap 8; NGR 190-11, 1 Dec 83, Para 7-3**FREQUENCY:** As Required**AS OF:** Upon discovery of lost/stolen/recovered firearm, ammunition or explosives**DUE DATE:** Within 72 hours after discovery**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** DA Form 3056**PREPARER(S):** Each ARNG unit**OPR:** NGB-ARI-S**DISTRIBUTION:** Supporting Active Army Provost Marshal (Original & Four Copies)

State Adjutant General (One Copy)

NGB-ARI-S (One Copy)

Commander, US Military Police

Operations Agency

(ATTN: MOMP-S)

5611 Columbia Pike

Falls Church, VA 22041

**PCN(S):** None**DESCRIPTION:** Reports lost, stolen or recovered small arms, ammunition and explosives**REMARKS:****RCS: LABOR-1009****TITLE:** Report of Geographic Distribution of Federal Employees**DIRECTIVE(S):** CPR 200; AFP 178; Ltr, NGB-ARC, 13 Apr 86**FREQUENCY:** Quarterly**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep**DUE DATE:** 15 Jan, 15 Apr, 15 Jul, 15 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):****PREPARER(S):** Support Personnel Management Office of each State/Territory**OPR:** NGB-PRI

**DISTRIBUTION:** Bureau of Labor Statistics, ES  
202  
Code 77, GAO BLDG  
441 G St., N.W  
Wash, DC 20212  
AFAFC/TCRC  
Denver, CO 80279  
OASD, Comptroller  
Director of Information, Opera  
tions & Control  
Rm 1C535, PNT  
Washington, DC 20310  
NGB-TN (File)

**PCN(S):** TTUP115A

**DESCRIPTION:** Total paid employment

**REMARKS:** Report is also identified by RCS:  
NGB-PRI ARNG-10062/31-ANG-Q3. NGB-TN pro-  
duces this report from RCS: ARNG-2. NGB is desig-  
nated as the monitoring agency for this report.

---

**RCS: MED-199(R1)**

**TITLE:** Optical Laboratory Report

**DIRECTIVE(S):** AR 40-61, 1 Aug 89, Para 8-27

**FREQUENCY:** Quarterly

**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep

**DUE DATE:** 11th workday after the end of the  
quarter

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DA Form 2717

**PREPARER(S):** Optical units in each State/Territory

**OPR:** None

**DISTRIBUTION:** HQDA (DASG-HCL)  
109 Leesburg Pike  
Falls Church, VA 22041-3258

**PCN(S):** None

**DESCRIPTION:** Reports data on optical devices  
fabricated by optical laboratories and units

**REMARKS:** Report is sent in duplicate

---

**RCS: MED-230(R2)**

**TITLE:** Local Purchase of Medical Materiel

**DIRECTIVE(S):** AR 40-61, 1 Aug 89, Para 3-35

**FREQUENCY:** Semiannually

**AS OF:** 30 Jun, 31 Dec

**DUE DATE:** 30 Jul, 30 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** Each State/Territory

**OPR:** None

**DISTRIBUTION:** USAMMA  
(ATTN: SGMMA-O)

**PCN(S):** None

**DESCRIPTION:** Reports information on nonstan-  
dard medical items which are purchased locally

**REMARKS:**

---

**RCS: MED-250(R1)**

**TITLE:** MEDCASE Report

**DIRECTIVE(S):** AR 40-61, 1 Aug 89, App D

**FREQUENCY:** Annually

**AS OF:** 31 Dec

**DUE DATE:** 31 Jan

**TRANSMISSION:** Mail/TWX

**MINIMIZE:** NON-MINIMIZE

**MOBILIZATION:** N/C

**FORM(S):** Format at App B

**PREPARER(S):** Each State/Territory

**OPR:** None

**DISTRIBUTION:** Commander, USAMMA  
ATTN: SGMMA-OM  
Federick, MD 21701-5001

**PCN(S):** None

**DESCRIPTION:** Reports dollar requirements for  
each of the five program years and dollar value of  
property book data.

**REMARKS:** Data is used for the annual update of  
the Five-Year Defense Program in the Other Pro-  
curement, Army (OPA) appropriation.

---

**RCS: MILPC-4**

**TITLE:** Army Occupational Survey Program (AOSP)

**DIRECTIVE(S):** AR 611-3, 1 Dec 82

**FREQUENCY:** As Required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** DA Form 4308

**PREPARER(S):** NGB-ARP

**OPR:** NGB-ARP

**DISTRIBUTION:** US Army Soldier Support Center

**PCN(S):**

**DESCRIPTION:** System of collecting, processing,  
storing, retrieving, and analyzing military occupa-  
tional information

**REMARKS:**

---

**RCS: MILPC-45(R2)**

**TITLE:** Number and Types of Decorations  
Approved

**DIRECTIVE(S):** AR 672-5-1, 12 Apr 84, Para 1-11;  
DA Memo 672-2, 16 Nov 79

**FREQUENCY:** Annually

**AS OF:** 31 Dec

**DUE DATE:** 31 Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** DA Form 4612-R

**PREPARER(S):** NGB-ARZ-A

**OPR:** NGB-ARZ-A

**DISTRIBUTION:** HQDA (DAPE-POS-A)  
Wash, DC 20314

**PCN(S):**

**DESCRIPTION:** Provides report of service awards  
approved and awarded. Breakout is by grade for  
LM, MSM, ARCOM. Also indicates retirement, length  
of service or achievement.

**REMARKS:**

**RCS: MTMC-7(R2)**

**TITLE:** CONUS Military Installation Materiel Outloading and Receiving Capabilities Report

**DIRECTIVE(S):** AR 55-4, 31 Dec 84

**FREQUENCY:** Annually and interim reports as required when installation's capability exceeds a 10 percent plus or minus variance from its previous report.

**AS OF:** 31 Dec

**DUE DATE:** 10 Feb

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DD Form 1726

**PREPARER(S):** State Owned Mobilization Stations

**OPR:** NGB-ARL-T

**DISTRIBUTION:** Cdr, MTMC-PLM  
Falls Church, VA  
NGB-ARL-T (File)

**PCN(S):** N/A

**DESCRIPTION:** Provides the capabilities of military installations to outload and receive materiel by rail and motor under both peacetime and mobilization expansion conditions.

**REMARKS:** The data is used to plan and analyze the outloading and receiving capabilities and receiving capability of installations to satisfy materiel movement requirements for both peacetime and strategic mobilization.

**RCS: MTMC-54(R2)**

**TITLE:** Reporting of Transportation Discrepancies in Shipment

**DIRECTIVE(S):** AR 55-38, 1 May 82; NGR 385-11, Para 4-1b; NGR 95-17, 3 Feb 86, App E

**FREQUENCY:** As Required

**AS OF:** When a DISREP occurs

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** SF 361  
DD Form 173/2  
DD Form 470

**PREPARER(S):** USPFO Traffic Manager in each State/Territory

**OPR:** NGB-ARL-T

**DISTRIBUTION:** Appropriate MTMC Area Command  
NGB-ARL-T (File) Carrier

**PCN(S):**

**DESCRIPTION:** Used to report all transportation discrepancies (DISREPs) in shipments sent through the Defense Transportation System and shipments within CONUS moving by commercial carrier.

**REMARKS:**

**RCS: MTMC-75**

**TITLE:** Access-Road Needs

**DIRECTIVE(S):** AR 55-80, 15 Dec 82, Chap 2

**FREQUENCY:** As required

**AS OF:**

**DUE DATE:**

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):**

**PREPARER(S):** Facility Management Officer of each State/Territory

**OPR:** NGB-ARI

**DISTRIBUTION:** Appropriate MTMC Area Command  
NGB-ARI (File)

**PCN(S):**

**DESCRIPTION:** A narrative report reflecting the access-road situation (with attendant site, plan and maps), traffic pattern, current and anticipated highway usage, access-road deficiencies, and recommendations for the Military Department to fund for any improvements thereto caused by activities of DOD.

**REMARKS:**

**RCS: SAOSA-140**

**TITLE:** Inventory of Public Property

**DIRECTIVE(S):** AR 1-39, 11 Jun 85

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** DA Form 2182

**PREPARER(S):** ARNG Divisions and Joint Offices

**OPR:** NGB-DAY

**DISTRIBUTION:** DSS-W Supply Mgmt Branch

**PCN(S):**

**DESCRIPTION:** The report covers all accountable property within the National Guard Bureau in the National Capital Region.

**REMARKS:**

**RCS: SAOSA-145**

**TITLE:** Department of the Army Historical Summary

**DIRECTIVE(S):** Memo, OASA, 28 Jun 72; DA Memo 870-2, 1 May 85

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** Upon completion

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Narrative

**PREPARER(S):** ARNG Divisions and Joint Offices

**OPR:** NGB-PAH

**DISTRIBUTION:** HQDA (DAMH-HD)  
NGB-PAH (File)

**PCN(S):**

**DESCRIPTION:** Report serves as a reference document - source of historical and statistical information for official and public use.

**REMARKS:** Inputs received from ARNG divisions and joint offices. NGB is involved only in Chapter 8 of the completed report.

**RCS: SAOSA-199****TITLE:** Command Information Program Assessment Report**DIRECTIVE(S):** AR 360-81, 15 Jan 82, Para 5-4**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 15 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** DA Form 510-R**PREPARER(S):** PADS of each State/Territory**OPR:** NGB-PAC**DISTRIBUTION:** NGB-PAC  
CONUSA (File)**PCN(S):****DESCRIPTION:** Evaluates Effectiveness of Command Information Program**REMARKS:****RCS: SAOSA-208****TITLE:** Increasing Competition in the Acquisition Process**DIRECTIVE(S):** DODD 4245.9; FAR 6.502**FREQUENCY:** Quarterly**AS OF:** 31 Dec, 31 Mar, 30 Jun, 30 Sep**DUE DATE:** 10 Jan, 10 Apr, 10 Jul, 10 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Format**PREPARER(S):** Contracting Officer of each State/Territory**OPR:** NGB-CP**DISTRIBUTION:** USPFO of each State/Territory  
NGB-CP**PCN(S):****DESCRIPTION:** Reports efforts made to improve the competitive process**REMARKS:****RCS: SAOSA-215****TITLE:** Unpriced Contractual Instruments**DIRECTIVE(S):** Letter, SARDA, 2 Nov 83; MSGs, SARDA, 101100Z Nov 83, and 191507Z Dec 83**FREQUENCY:** Monthly**AS OF:** End of month**DUE DATE:** 5th working day of the following month**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):****PREPARER(S):** Contracting Officer of each State/Territory**OPR:** NGB-CP**DISTRIBUTION:** NGB-CP**PCN(S):** None**DESCRIPTION:** Report on the use of unpriced contractual instruments**REMARKS:** Includes basic ordering agreements (BOAs) and time and material contracts (T&Ms). NGB-CP consolidates monthly input then submits a quarterly synopsis to OSA (RD&A).**RCS: TREAS-1032****TITLE:** Army Grants to States and Territories**DIRECTIVE(S):** TREAS Dept Circ 1014, 8 Aug 58; Ltrs, TREAS Dept, 19 May 69, FINFA 2.5.3, 29 Aug 67 and Compt-FAD, 28 May 69 (To NGB)**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 30 Oct**TRANSMISSION:** TWX**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):****PREPARER(S):** NGB-ARC-BU in coordination with NGB-ARC-FA and NGB-ARI**OPR:** NGB-ARC-FA**DISTRIBUTION:** HQ, USAFAC (FINCO-CA)**PCN(S):****DESCRIPTION:** Cash payments to States and State institutions**REMARKS:** NGB-ARC-BU prepares, NGB-ARC-FA coordinates and dispatches message to HQ, USAFAC**RCS: 0058-OPM-AN****TITLE:** Annual Report on the Federal Employee Counseling Programs**DIRECTIVE(S):** FPM Bulletin 792-36; TPR 792-2**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 31 Dec**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** OPM Form 1210**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-PRL**DISTRIBUTION:** OPM  
NGB-PRL (File)**PCN(S):** None**DESCRIPTION:** Report is designed to determine the effectiveness of the Federal Employee's Alcohol and Drug Abuse Program**REMARKS:** Negative reports are required. AGR Personnel are reported on a separate OPM Form 1210**RCS: 0127-TD-XX****TITLE:** Quarterly Direct Deposit/EFT Report**DIRECTIVE(S):** TFRM, Part III, Chap 8000; Letter, TREAS Dept, 1 Feb 79; Memo, OASD(MS), 9 Feb 79; Letter, DACA-FAF-C, 14 Mar 79**FREQUENCY:** As Required**AS OF:** See remarks**DUE DATE:****TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Format. RCD: COA-144 / 1/4 by DD/EFT Report**PREPARER(S):** Technician Payroll Section in each State/Territory**OPR:** NGB-ARC-MARR

**DISTRIBUTION:** Commander, USAFAC  
**ATTN:** DACA-FAF-C  
 Indianapolis, IN 46249-1326  
 NGB-ARC-MARR (File)

**PCN(S):**

**DESCRIPTION:** To periodically assess progress in the general administration of the composite check program and to comply with continuing requests of the House Committee on Government Operations for current program status and progress information.

**REMARKS:** Reports are only required when requested by Treasury Department through DACA-FAF-C. USAFAC submits consolidated information to OSD for further consolidation.

**RCS: 0169-OPM-AN**

**TITLE:** Feeder Report to Annual Productivity Report-PCIP (Productivity Capital Investment Program)

**DIRECTIVE(S):** AR 5-4, 18 Aug 76, Para 5-4j (5)

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 15 Nov

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Modified

**FORM(S):** DA Form 5108-2-R, DA Form 4557-R

**PREPARER(S):** NGB-ARC-MAP

**OPR:** NGB-ARC-MAP

**DISTRIBUTION:** HQDA (DACS-DME)

**PCN(S):**

**DESCRIPTION:** Listing of all projects funded in previous fiscal year indicating annual savings in money and manpower

**REMARKS:** A separate report is required for each of the three Capital Investment Programs

**RCS: 0169-OPM-AN**

**TITLE:** Five Year Program Budget (Productivity Capital Investment Program)

**DIRECTIVE(S):** AR 5-4, 18 Aug 76, Para 5-4j; AR 310-1, 15 Feb 80, Para 3-20

**FREQUENCY:** Annually

**AS OF:**

**DUE DATE:** Jan

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Modified

**FORM(S):** PARR Display

**PREPARER(S):** NGB-ARC-MAP

**OPR:** NGB-ARC-MAP

**DISTRIBUTION:** HQDA (DACS-DME)

**PCN(S):**

**DESCRIPTION:** Contains a display reflecting capital investment resource requirements

**REMARKS:** The data displayed will be used by HQDA (DACA-RPM) to develop a consolidated Program Development Increment Package (PDIP).

**RCS: 0197-OPM-AN**

**TITLE:** Report of Work-years and Personnel Costs for Civilian Employment

**DIRECTIVE(S):** FPM Bulletin #298, 15 Nov 82; AR 37-105, 1 Mar 83, Chap 23

**FREQUENCY:** Annually

**AS OF:** Parts A, B, & C-30 Sep; Part D-31 Dec

**DUE DATE:** Parts A, B, & C-31 Oct; Part D-15 Feb

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** OPM 1351-A

OPM 1351-B

OPM 1351-C

OPM 1351-D

**PREPARER(S):** NGB-ARC-MR and NGB-ARC-FA

**OPR:** NGB-ARC-MAR

**DISTRIBUTION:** Cdr, USAFAC (FINCO-BD)

Indianapolis, IN 46249-1316

NGB-ARC-MAR (File)

**PCN(S):**

**DESCRIPTION:** States report leave data using RCS:

ARNG-204; NGB-ARC-A reports personnel costs

**REMARKS:** Figures must agree with amounts shown on RCS: CSCFA-212. Send to Content Indicator Code: AFBB; Routing Indicator: RUFEDPPE

**RCS: 0218-OPM-SA**

**TITLE:** Part-Time Employment Progress Report

**DIRECTIVE(S):** FPM Bulletin 340-2, 4 May 84; P.L. 95-437; FPM 990-1, Chap 34; TPR 300(340)

**FREQUENCY:** Semiannually

**AS OF:** 31 Mar, 30 Sep

**DUE DATE:** 15 Apr, 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):**

**PREPARER(S):** Support Personnel Management Officer of each State/Territory

**OPR:** NGB-PRC

**DISTRIBUTION:** OPM

NGB-PRC (File)

NGB-PR-EPC

NGB-PR-CPC

NGB-PR-WPC

**PCN(S):**

**DESCRIPTION:** Report includes number of part-time technicians, part-time jobs established during the reporting period, impediments encountered, if any, and measures taken to overcome them.

**REMARKS:**

**RCS: 0230-GSA-AN**

**TITLE:** Information Security Program Data Report

**DIRECTIVE(S):** DOD 5200.1-R, Aug 82; AR 380-5, 15 Feb 85, Para 13-400

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 20 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** SF 311

**PREPARER(S):** Adjutant General of each State/Territory, and ARNG divisions and Joint Offices.

**OPR:** NGB-AD-PA (Security Manager)

**DISTRIBUTION:** HQDA (DAMI-CIS)  
AS/DCOS  
NGB-AD-PA (File)

**PCN(S):**

**DESCRIPTION:** A statistical report reflecting annual review of Original Classification Authorities, Classification Decisions, Declassification Actions, and Security Violations. Narrative section used for comments concerning particular aspects of the Information Security Program.

**REMARKS:** NGB-AD-PA consolidates and forwards input to HQDA.

---

**RCS: 0234-EEO-XX**

**TITLE:** Affirmative Action Program Plans for Hiring, Placement, and Advancement of Individuals with Disabilities

**DIRECTIVE(S):** EEOC-MD 713; Letter, DAPE-CPA, 27 Feb 85; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 1 Dec

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** EEOC Form 440

**PREPARER(S):** SEEM of each State/Territory

**OPR:** NGB-PRE

**DISTRIBUTION:** NGB-PRE

**PCN(S):** None

**DESCRIPTION:** This report covers Army/Air Competitive technician personnel and accessibility of National Guard public facilities. It documents yearly progress in hiring of disabled persons among competitive employees, as well as improvements to facilitate access by the disabled.

**REMARKS:** Coordination is required with SPMO, PSM and USPFO. State response requires Adjutant General certification. NGB prepares annual reply to EEOC directly.

---

**RCS: 0288-EEO-SA**

**TITLE:** Annual Report of Federal Equal Employment Opportunity Complaint Processing

**DIRECTIVE(S):** EEO-MD 107, Chap 2; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 5 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** Forms in Directive

**PREPARER(S):** SEEM of each State/Territory

**OPR:** NGB-PRE

**DISTRIBUTION:** NGB-PRE (File)  
EEOC

**PCN(S):** None

**DESCRIPTION:** Federal Equal Employment Opportunity Statistical Report on discrimination complaints. Reports the current status of States' complaint processing and resource expenditures.

**REMARKS:** (Formerly RCS: ARNG-157)

---

**RCS: 0309-GSA-AN**

**TITLE:** Annual Report of Public Manhours Associated with Standard Forms

**DIRECTIVE(S):** OACSIM MSG, DAIM-ADI, 212000Z May 85; Letter, OASD (COMP), 10 May 85

**FREQUENCY:** Annually

**AS OF:** End of FY

**DUE DATE:** 1 Jul

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** None

**PREPARER(S):** NGB-JA

**OPR:** NGB-ARC-MAR

**DISTRIBUTION:** NGB-ARC-MAR (File)  
HQDA (DAIM-ADI-M)

**PCN(S):** None

**DESCRIPTION:** Reports the number of public manhours to complete standard (SFs)

**REMARKS:**

---

**RCS: 0310-EEO-AN**

**TITLE:** Affirmative Employment Program For Minorities and Women, Annual Accomplishment Report and Plan Update

**DIRECTIVE(S):** EEOC Management Directive 714; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 31 Dec

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Forms in Directive

**PREPARER(S):** SEEM of each State/Territory

**OPR:** NGB-PRE

**DISTRIBUTION:** Regional EEOC Field Office  
NGB-PRE (Copy).

**PCN(S):**

**DESCRIPTION:** Annual Report of Accomplishment and update for all Title VII Technician employees. The first half of the report covers the accomplishments and progress the States had made in reducing underrepresentation in the workforce. The second half of the report addresses the update of the Affirmative Employment Program Plan.

**REMARKS:** This report is forwarded to Regional EEOC Field Office with information copy to NGB-PRE. Data is obtained from PDS-C system. Coordination with SPMO and PSM is required. Report is certified by State Adjutant General. (Formerly RCS: ARNG-178).

**RCS: 1032-OPM-MO****TITLE:** Monthly Report of Federal Civilian Employment, Short Form**DIRECTIVE(S):** FPM Letter 298-7, 13 Aug 79; FPM Letter 298-17, 24 Sep 81; DODI 7730.18, 7 Feb 79; MSG, PECC-CIM, 311400Z May 79; FPM Supp 298-2.**FREQUENCY:** Monthly**AS OF:** End of month**DUE DATE:** 15th day of the following month**TRANSMISSION:** Mail/Telephonically**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** SF 113A & Supplement**PREPARER(S):** NGB-PRI**OPR:** NGB-PRI**DISTRIBUTION:** HQDA (PECC-CIO-R)  
Rm 8N65 Hoffman II Bldg  
200 Stovall St  
Alexandria, VA 22334  
NGB-ISA (File)  
NGB-ARM-B (File)  
NGB/MPM (File)  
OCPO/MPKEA  
Randolph AFB, TX 78148**PCN(S):****DESCRIPTION:** Strength figures for Army and Air Guard**REMARKS:** Hardcopy from NGPDS-C forwarded to OPM through HQDA.

(Formerly RCS: 1032-CSC-MO)

**RCS: 0337-OPM-QU****TITLE:** Reduction-In-Force Status Report**DIRECTIVE(S):** All States Letter**FREQUENCY:** Quarterly**AS OF:** 31 Mar, 30 Jan, 30 Sep, 31 Dec**DUE DATE:** 15 Apr, 15 Jul, 15 Oct, 15 Jan**TRANSMISSION:** Mail**MINIMIZE:** Rescinded**MOBILIZATION:****FORM(S):** OPM Form 1545**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-PR**DISTRIBUTION:** NGB-PR  
OPM**PCN(S):** None**DESCRIPTION:** Reports reduction-in-force (RIF) activity information to OPM**REMARKS:****RCS: 1056-OPM-AN****TITLE:** Annual Report of Training Activities**DIRECTIVE(S):** FPM Bulletin 410-118, 17 Nov 83; CPR 400 (CIO), 15 Sep 78; Memo OASD (MR&A), 20 Jan 75; All States Letter**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 5 Jan**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** OPM Form 1186; OPM Form 1524**PREPARER(S):** SPMO of each State/Territory**OPR:** NGB-PRT (File)**DISTRIBUTION:** OPM  
NGB-PRT (File)**PCN(S):** None**DESCRIPTION:** Reports staff-years, salary costs, tuition, travel, and per diem associated with personnel engaged in agency training activities.**REMARKS:** NGB-PRT consolidates and forwards the report to OPM. The information requested in FPM Bulletin will be used to supplement other training information that is transmitted to the Technician Personnel Management Information System (TPMIS) (RCS: ARNGB-2).**RCS: 1059-OPM-AN****TITLE:** Incentive Awards Program Annual Report**DIRECTIVE(S):** FPM 451, Subchap 4-1; DODI 5120.16, 15 Jul 74; TPR 451**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 20 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** OPM Form 1465**PREPARER(S):** Support Personnel Management Office of each State/ Territory**OPR:** NGB-PRL**DISTRIBUTION:** OPM  
NGB-PRL (File)**PCN(S):****DESCRIPTION:** Summary of activity in the incentive awards area/ suggestions, quality salary increases, etc. in number of submissions and dollars.**REMARKS:** Reports are consolidated by NGB-PRL and forwarded to OPM.**RCS: 1064-OPM-AR****TITLE:** Supplemental Semi-Annual Headcount Report**DIRECTIVE(S):** OPM Letter, 8 Mar 85; AR 37-105, 1 Mar 83, para 23-1--23-9; All States Letter; NGR (AR) 37-105, 1 Aug 91**FREQUENCY:** Semiannually**AS OF:** Final Payroll paid in March and Sept**DUE DATE:** 2nd workday after issuance of pay checks**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** OPM Form 1523**PREPARER(S):** Technician Payroll Section of each State/Territory**OPR:** NGB-ARC-MARR**DISTRIBUTION:** OPM**ATTN:** Funds Control Section  
P.O. Box 582  
Washington, DC 20044**PCN(S):** TTUJ-775P

**DESCRIPTION:** This report breaks down withholdings and installation contributions made to OPM the last pay period in March and September for health benefits, group life insurance, civil service retirement, and deductions from salaries of reemployed annuitants.

**REMARKS:** (Formerly RCS: USCSC-1043)

---

**RCS: 1102-GSA-AN**

**TITLE:** Annual Motor Vehicle Report  
**DIRECTIVE(S):** DOD 4500.34-R, Jul 81; AR 58-1, 15 Dec 79, Para 12-3; NGR 58-3, 30 Dec 80, Para 13; All States Letter

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 15 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** SF 82

**PREPARER(S):** TMP Manager of each State/Territory

**OPR:** NGB-ARL-M

**DISTRIBUTION:** TACOM (DRSTA-FHC)  
 HQDA (DALO-TSM)  
 NGB-ARL-M (File)

**PCN(S):**

**DESCRIPTION:** Reports operation and maintenance costs of administrative use of motor vehicles. Report will include labor, materiel, supplies, and other costs.

**REMARKS:** Consolidated report at NGB-ARL. Data from all States and possessions will be contained in consolidated report. Copies are not to be provided to GSA. TACOM consolidates all reports and sends original and one copy to HQDA (DALO-TSM) not later than 24 November.

---

**RCS: 1106-GSA-QU**

**TITLE:** ADP Service Provided to Another Organization or Obtained From a Commercial Source

**DIRECTIVE(S):** AR 18-7, 15 May 78, Para 13-7; DODD 7950.1, 29 Sep 80; FPMR Temporary Reg F-499, Subpart 101-36.4701.3, 1 Sep 82

**FREQUENCY:** Quarterly

**AS OF:** 15 Oct, 15 Jan, 15 Apr, 15 Jul

**DUE DATE:** 1 Nov, 1 Feb, 1 May, 1 Aug

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** GSA Form 2068

**PREPARER(S):** NGB-ISA-B

**OPR:** NGB-ISA-B

**DISTRIBUTION:** To appropriate GSA ADP sharing exchange  
 Cdr , USACSC (CSCS-TEC-1)  
 Ft Belvoir, VA 22060

**PCN(S):**

**DESCRIPTION:** Services provided to another source on a reimbursable or nonreimbursable basis or received from a commercial source.

**REMARKS:**

---

**RCS: 1146-DOL-XX**

**TITLE:** Summary Report of Occupational Injuries and Illnesses

**DIRECTIVE(S):** DODD 1000.3, 29 Mar 79; DODI 6055.7, 10 Apr 89; AR 385-40, 1 Apr 87; NGR 385-10, 7 Oct 88

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 10 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** Rescinded

**FORM(S):** OSHA Form 200

**PREPARER(S):** SPMO

**OPR:** NGB-AVN-S

**DISTRIBUTION:** NGB-AVN-S

**PCN(S):** None

**DESCRIPTION:** Formal report - summary report of occupational injuries and illnesses required by public law 91-596

**REMARKS:** Applicable to ARNG Technicians

---

**RCS: 1179-TD-AN**

**TITLE:** Statement of Financial Condition, Schedules 4, 6

**DIRECTIVE(S):** AR 37-151, 1 Sep 75, Chap 6, Sec XIV; DOD 7220.9-M, Oct 83

**FREQUENCY:** Annually

**AS OF:** 30 Sep

**DUE DATE:** 30 Oct

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** Letter format

**PREPARER(S):** NGB-ARC-A

**OPR:** NGB-ARC-A

**DISTRIBUTION:** HQ, USAFAC (ATTN: Dept 130)

**PCN(S):**

**DESCRIPTION:** Reports unfunded liability data on long-term contracts

**REMARKS:** Negative reports are required

---

**RCS: 1216-VA-MO (HAU 65A)**

**TITLE:** Servicemen's Group Life Insurance Information

**DIRECTIVE(S):** Annual Veteran's Administration Letters

**FREQUENCY:** Monthly

**AS OF:** End of the Month

**DUE DATE:** End of the following month

**TRANSMISSION:** Mail

**MINIMIZE:** N/A

**MOBILIZATION:** N/C

**FORM(S):** SF 1080

**PREPARER(S):** NGB-ARC-FS

**OPR:** NGB-ARC-FS

**DISTRIBUTION:** Veteran's Administration

**PCN(S):** None

**DESCRIPTION:** Reports premiums due for the ARNG SGLI (JUMPS-RC) for the prior month

**REMARKS:**

---

**RCS: 1421-TD-XX****TITLE:** Mid-Campaign and End-of-Campaign Report**DIRECTIVE(S):** AR 608-15, 1 Jan 83, Para 2-4**FREQUENCY:** Annually**AS OF:** (See Remarks)**DUE DATE:** 20 May, 20 Jun**TRANSMISSION:** Telephonically/TWX**MINIMIZE:** NON-MINIMIZE**MOBILIZATION:** Rescinded**FORM(S):** Format, AR 608-15**PREPARER(S):** Savings Bonds Officer of each State/Territory**OPR:** NGB-ARC-MARR**DISTRIBUTION:** NGB-ARC-MARR (File)  
HQDA (DACA-FAY-A)**PCN(S):** None**DESCRIPTION:** Reports civilian personnel strength at the start of the campaign, number of bond buyers at the beginning of the campaign, number of new buyers during the report period, and the number of buyers who increased their allotments during the campaign.**REMARKS:** The first report will cover the first two weeks of the campaign and the second report will cover the period 1 through 31 May.**RCS: 1412-DOT-AN****TITLE:** Restricted Area Utilization Report**DIRECTIVE(S):** AR 95-50**FREQUENCY:** As Required**AS OF:****DUE DATE:****TRANSMISSION:****MINIMIZE:****MOBILIZATION:****FORM(S):****PREPARER(S):** SAAOs who have restricted air space**OPR:** NGB-AVN-OT**DISTRIBUTION:****PCN(S):****DESCRIPTION:****RCS: 1482-DOL-SA****TITLE:** Labor Standards Enforcement Report**DIRECTIVE(S):** AFARS 22.405-13**FREQUENCY:** Semiannually**AS OF:** 31 Mar, 30 Sep**DUE DATE:** 7 Apr, 7 Oct**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):** Locally designed**PREPARER(S):** USPFO of each State/Territory**OPR:** NGB-CP**DISTRIBUTION:** HQDA(DAJA)  
NGB-CP (File)**PCN(S):** None**DESCRIPTION:** Compliance with and enforcement of the Labor Standards Provisions of the Davis-Bacon Act and Contract Work and Safety Standards Act.**REMARKS:** NGB-CP consolidates report and submits to Army JAG. (Formerly RCS: SAOSA-41).**RCS: 1528-GSA-AN****TITLE:** Exchange of Personal Property for Replacement Purposes**DIRECTIVE(S):** DODI 4140.51, 2 Mar 83; AR 755-16, 15 Dec 83**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** 14 Nov**TRANSMISSION:** Mail**MINIMIZE:** N/A**MOBILIZATION:** Rescinded**FORM(S):** Format in App A, AR 755-16**PREPARER(S):** NGB-ARL**OPR:** NGB-ARL**DISTRIBUTION:** HQDA (DALO-SMP-U)  
Washington, DC 20310-0500**PCN(S):** None**DESCRIPTION:** Reports the exchange of nonexcess personal property when the exchange allowances are to be applied toward the purchase of similar new items.**REMARKS:****RCS: 1557-DOC-AN****TITLE:** Certain Payments by the Dept of Army to State and Local Government Agencies**DIRECTIVE(S):** Annual Letter, Dept of Commerce**FREQUENCY:** Annually**AS OF:** 30 Sep**DUE DATE:** (See remarks)**TRANSMISSION:** TWX**MINIMIZE:** N/A**MOBILIZATION:** N/C**FORM(S):****PREPARER(S):** NGB-ARC-BU**OPR:** NGB-ARC-BU  
NGB-ARI**DISTRIBUTION:** HQ, USAFAC (DACA-FAO-A)**PCN(S):****DESCRIPTION:** This report is required annually by the Department of Commerce and covers a 12 month period of cash payments to State and local governments.**REMARKS:** The "Due Date" is established by letter of instruction each year by DOC.

## Appendix A

Index of Reports by  
Office of Primary Responsibility (OPR)

RCS	TITLE	PAGE
<b><u>Director, Army National Guard (NGB-ARZ)</u></b>		
CSOCS-220	General Officer Requirements	33
MILPC-45(R2)	Number & Types of Decorations Approved	47
<b><u>Administrative Services (NGB-AD)</u></b>		
AG-569	Status of Duplicate Records	17
AG-881	Positive Accountability Postage Administration System	18
AG-889	Disposition of Machine Readable Records	18
CSGID-160	Personnel Security Clearance	23
CSGPA-1609	Civilian Training, Educational Development (CTED) Student Detachment Space Requirements	28
CSIM-39	Annual Copier Cost & Production Report	32
DD-A(Q)691	Administrative Space Report	33
DD-A(A & AR)1379	Privacy Act Annual Report	34
DD-COMP(AR)1467	Commercial Printing Report	35
DD-COMP(AR)1467	Field Printing Reports	36
DD-PA(B&AR)1285	Cost Data & Specifications of DOD Periodicals & Requests for Approval	42
DD-PA(TRA&A)1365	Annual Report, Freedom of Information Act	42
DD-PA(TRA&A)1365	Freedom of Information Act Annual Report	42
SAOSA-140	Inventory of Public Property	48
0230-GSA-AN	Information Security Program Data Report	50
<b><u>Office of Plans, Program Analysis &amp; Eval (NGB-ARA)</u></b>		
ARNG-216	Operating Tempos	12
<b><u>Comptroller Division (NGB-ARC)</u></b>		
ARNGB-35	Incapacitation Report	4
ARNG-164	Mid-Year Review of Annual Funding Program	7
ARNG-169	ADP Products Register	8
ARNG-204	Report of Leave Earned and Used	10
ARNG-215	Resource Management Division Summary Level Standards Workload Data	11
ARNG-220	Annual Funding Plan	12
ARNG-224	State Operating Budget	12
ARNG-285	Management Analysis Profile (MAP)	15
ARNG-286	ARNG Conference Program Annual Memo	15
ARNG-287	Quarterly PECIP/QRIP Project Priority Listing & Updated PECIP QRIP Points of Contact List	16
ARNG-288	Payroll for Personal Services Certification and Summary	16
ARNG-289	Report of Withholding & Contribution for Health Benefits, Group Life Insurance, & Civil Service Retirement	16
ARNG-290	Transmittal of Monthly Documents for CSRS and FERS	16
ARNG-291	Employers Quarterly Tax Return	16
ARNG-292	U.S. Savings Bond Control	17
ARNG-293	Semi-Annual FEHBP Enrollment Report	17
ARNG-294	FERS & CSRS Annual Summary Retirement Reports	17
CSCAA-118(R1)	Status of Reimbursements--Operating Agencies	20
CSCAB-283(MIN)	Cost Report for Contingency and/or Emergency Operations	20
CSCAB-292(MIN)	Fund Estimates for Contingency and/or Emergency Operations	20
CSCFA-110(R1)	Transactions for Others	20
CSCFA-112(R4)	Status of Reimbursements	20
CSCFA-112(R1)	Report of Status & Loans Receivable From the Public	21
CSCFA-208(MIN)	Status of Allocations	21
CSCFA-218(R1)	Status of Approved Resources--Current FY	21
CSCFA-304	Fiscal Station Accounting/Clearance Report	21
CSCOA-88	Post Investment Analysis PCIP	22

<b>RCS</b>	<b>TITLE</b>	<b>PAGE</b>
<b><u>Comptroller Division (NGB-ARC) -- Continued</u></b>		
CSCOA-98(R1)	Status of Internal Control System	22
CSCOA-118	Federal Manager's Financial Integrity Act Annual Report on Operating Accounting Sys	22
CSIM-14	Info Collection Allowances From the Public	31
CSIM-15	Periodic Review of Management Info Rgmt's - Preparing Agency Response & Recommendations	31
CSIM-16	Proponent Management Info Requirement Review	32
CSIM-17	ADP Recurring Products Review	32
CSIM-18	ADP Product Review Evaluation	32
CSOCS-212	Program Change Data Sheet Total Obligational Authority Manpower of Force	33
DD-COMP(AR)482	Base for Reprogramming Actions	34
DD-COMP(M)1442	Department of the Army Obligation Plan	35
DD-COMP(SA)1618	Internal Control Status Report	36
DD-IG(SA)1515	Report Procedures for Audit, Investigative & Inspection Activities	38
DD-M(A)1561	Documentation for Productivity Investment Fund	40
TREAS-1032	Army Grants to States & Territories	49
0127-TD-XX	Quarterly Direct Deposit/EFT Report	49
0169-OPM-AN	Feeder Report to Annual Productivity Report-PCIP (Productivity Capital Investment Prog)	50
0169-OPM-AN	Five-Year Program Budget (PCIP)	50
0197-OPM-AN	Report of Work-years & Personnel Costs for Civilian Employment	50
0309-GSA-AN	Annual Report of Public Manhours Associated with Standard Forms	51
1064-OPM-AR	Supplemental Semi-Annual Headcount Report	52
1179-TD-AN	Statement of Financial Condition, Schedule 4,6	53
1216-VA-MO	Servicemen's Group Life Insurance Information	53
1421-TD-XX	Mid-Campaign & End-of-Campaign Report	54
1557-DOC-AN	Certain Payments by the DA to State and Local Government Agencies	54
<b><u>Environmental Resources Mgmt Office (NGB-ARE)</u></b>		
ARNG-193	Environmental Compliance Status Report	10
ARNG-250	Notification of Oil & Hazardous Substance Release	14
DD-M(A&AR)1080	Pest Control Summary Report	39
DD-M(AR)1383	Environmental Pollution Prevention, Control, and Abatement Report	39
DD-M(A)1485	Defense Environmental Status Report (DESR)	40
EPA-1001	Pollution Incident Report	45
<b><u>Force Management Division (NGB-ARF)</u></b>		
<b><u>Installations Division (NGB-ARI)</u></b>		
ARNGB-6	Long-Range Major Construction Program	2
ARNGB-14 (R3)	Facilities Inventory & Stationing Plan (FISP)	2
ARNG-190	Report of Lost or Stolen Federal Prop Other Than Small Arms, Ammo and Explosives/Report of Forcible Entry Without Theft	9
ARNG-209	Report of Lost, Stolen, & Unaccounted for or Recovery of Arms, Ammunition and Explosives	11
ARNG-240	Facilities Engineering Office Summary Level Standards Report	13
ARNG-246	Facility Master Plan	14
CSGPA-1340(R2)	Serious Incident Report	27
CSGPA-1645	Physical Security of Weapons, Ammo & Explosives	28
DD-COMP(M)1442	Department of the Army Obligation Plan	35
DD-M(SA)802	DOD Reserve Forces Facilities Status Report of Major Construction Program	38
ENG-288	Backlog of Maintenance & Repair (BMAR) Oblig	45
ENG-314	Timber Availability Report	45
JUST-1010	Report of Missing/Recovered Firearms, Ammo and Explosives	46
MTMC-75	Access-Road Needs	48

RCS	TITLE	PAGE
<b><u>Logistics Division (NGB-ARL)</u></b>		
ARNGB-12	State Equipment Maintenance Support Plan	2
ARNGB-22	Logistics Management Report	3
ARNGB-28 (R1)	Equipment Status Report (ESR)	3
ARNGB-32 (R3)	Maintenance Performance Report	3
ARNGB-33	Commercial Design Vehicle Inven & Usage Report	4
ARNGB-144	Command Supply Discipline Program	5
ARNG-165	REDFRAM/Excess Shipments	7
ARNG-168	Excess Equipment Report	7
ARNG-180	Property Accountability Mgmt Info Sys (PAMIS)	8
ARNG-181	Supply Performance Measures	9
ARNG-182	Equip Assets & Req'm'ts Report in NG (EARRING)	9
ARNG-183	Status of Directed Shipments	9
ARNG-194	Loan Interstate Transaction Report	10
ARNG-207	PPBERS Force Modernization Reporting	11
ARNG-226	Unfinanced Demand Review	12
ARNG-227	RICC 1 And 2 Excess	13
CSGLD-1042(R3)	Material Condition Status Report	23
CSGLD-1047(R2)	Maintenance Performance	23
CSGLD-1051	Weapon Record Data	23
CSGLD-1202	Ammunition Condition Report	24
CSGLD-1203	Calibration Data	24
CSGLD-1322(R1)	Installation Worldwide Ammo Reporting System (IWARS)	24
CSGLD-1577	Annual Commercial Design Vehicle Req't Review	24
CSGLD-1608	Equipment Control Record	25
CSGLD-1707	Continuing Balance System (CRS) Reporting	25
CSGLD-1759(R1)	Equipment Survey Report	25
CSGLD-1840	Property Accountability Adjustments Data	25
CSGLD-1863(R1)	Missile Equipment Failure Report	26
CSGLD-1864(R1)	Army Missile Materiel Readiness Report	26
CSGLD-1874	Selected Item Management Sys-Expanded(SIMS-X)	26
CSGLD-1901	Dedicated Equip Procurement for ARNG & USAR	26
CSGLD-1905	NTV Cost Accounting & Management Reporting	27
CSGPO-401	Training Ammunition Expenditure Report	30
DD-COMP(AR)1092	DOD Budget Guidance	35
DD-COMP(A)1600	Federal Outlays by Geographic Location	36
DD-I&L(AR)1196	Defense Logistics Studies Information Exchange	38
DD-MIL(A)506	Bulk Petroleum Storage Facilities Report	41
DD-MIL(M)1313	Defense Energy Information System (DEIS I)	41
DD-MIL(M)1313	Defense Energy Information System (DEIS II)	42
DD-MIL(A)1629	Annual NG Reconciliation Results, DOD Small Arms Serialization Program (DODSAS24)	42
DRC-159	Review of Sets, Kits, and Outfits Comments/Recommendations	43
DRC-193	Guided Missile and Large Rocket Ammunition Issues, Receipts, and Expenditures Report	44
DRC-226(R1)	US Army COMSEC Equipment Asset Reporting System (CEARS)	44
DRC-804	User Opinion Survey Questionnaire	44
DRC-856	Comm Vehicle Safety Recall Campaign (VSRC)	45
MTMC-7(R2)	CONUS Military Installation Materiel Outloading and Receiving Capabilities Report	48
MTMC-54(R2)	Reporting of Transportation Discrepancies in Shipment	48
1102-GSA-AN	Annual Motor Vehicle Report	53
1528-GSA-AN	Exchange of Personal Property for Replacement Purposes	54
<b><u>Manpower Division (NGB-ARM)</u></b>		
ARNGB-100 (R1)	Monthly ARNG FTRF, ARNG FTA/RF and AMEDD Report	5
ARNGB-153 (R1)	Monthly AGR Personnel Status Report	6
ARNG-185(R1)	FYXX Full-Time Support Flash Report	9

**Manpower Division (NGB-ARM) -- Continued**

<b>RCS</b>	<b>TITLE</b>	<b>PAGE</b>
ARNG-199	Distribution of Aircraft, Avionic & Aviation Life Support Equipment	10
CSFOR-78(R2)	ARNG Manpower Utilization Report	22
CSGPA-1302	Manpower Survey Report	27
CSGPA-1303	Schedule of Manpower Surveys	27
CSOCS-212	Program Change Data Sheet Total Obligational Authority Manpower of Force	33
DD-M(Q)1542	Army Commercial Activities Management Info System (ACAMIS) Update	40

**Operations & Training Division (NGB-ARO)**

ARNGB-40 (R2)	State Annual Training Plan	4
ARNGB-46	ARNG Officer Candidate School	4
ARNGB-60	State Marksmanship Tng Plan & After-Action Rpt	5
ARNGB-64	NRA Annual Rifle Tournament	5
ARNGB-147	ARNG NCOES Report	5
ARNGB-149	NGB Training Ammunition Management System	6
ARNG-166	Weapons/Crew/Sub-Caliber Information	7
ARNG-242	NGB Regional NCO Schools Report	13
AG-629(R1)	Army Bands Operational Status Report	18
CSGPO-411	Training Ammo Management Info System (TAMIS)	30
DD-M(AR)905	Defense Management Education & Training Program	38

**Personnel Division (NGB-ARP)**

ARNGB-4	Unit Record of Reserve Training-ANG	2
ARNG-211	Semiannual Report of Women Affected by DCPC	11
ARNG-222	New GI Bill Eligibles Eligibility Report	12
ARNG-223	ARNG Company Grade Officers Vacancy Listing	12
ARNG-234	Bulk Purchase of ARNG Applicant Travel Tickets	13
AG-601(R1)	Consideration Reserve Component Officer Eligible for Promotion	17
CSGID-160	Personnel Security Clearance	23
CSGID-161	US Army Tactical Intell Readiness Training (RED TRAIN) Unit Report	23
CSGPA-1681	Education Services Brochure	29
CSNGB-150	Transfer/Separation Activities Data	32
CSNGB-152	In-Service Recruiting Enlistment Data	33
DD-M(M)1147	Reserve Components Common Personnel Data System (Master File)	39
DD-M(M) 1148	Reserve Components Common Personnel Data System TRANSACTIONS File	39
DD-M(A)1514	Defense Manpower Requirements Report	40
DD-PA(AR)1381	Audiovisual Production Report	43
DD-PA(A)1438	Audiovisual Activities Annual Report	43
MILPC-4	Army Occupational Survey Program (AOSP)	47

**Mobilization Readiness Division (NGB-ARR)**

ARNG-201	Mob & Deployment Exercise After Action Reports	10
CSGPO-23(R1)	Deployment Readiness Report	29
CSGPO-325	Manning Roster	29
CSGPO-429(R1)	Army Remedial Action Project (ARAP) Program	30
CSGPO-442	Army Mobilization Base Resource Planning System (MOBREPS)	31
JCS 1-03.3	Unit Status Report	46

**Office of the Army Surgeon (NGB-ARS)**

ARNG-173	ARNG AMEDD Quarterly Strength Report	8
----------	--------------------------------------	---

**Aviation Division (NGB-AVN)**

AMC-132(MIN)	Malfunctions Involving Ammunition and Explosives	18
ARNG-167	Aircrew Information Report (AIR)	7
ARNG-171	Annual Flying Hour Program Development	8
ARNG-239	Aviation Safety Officer Course	13
ARNG-251	Historical Aircraft Usage Report	14
ARNG-272	Flying Hours by Day, Night, Night Vision Goggles, Night Vision Systems & Synthetic Flight Training Simulator	14
CC-57	ATC Facility & Personnel Status Report	19

**Aviation Division (NGB-AVN) -- Continued**

<b>RCS</b>	<b>TITLE</b>	<b>PAGE</b>
CSGLD-1837(R1)	Army Aircraft Inventory, Status & Flying Time	25
CSGLD-1860	Safety of Flight Messages	26
CSGPA-147(R4)(MIN)	Accident Report	27
CSGPA-1550(MIN)	Preliminary Report of Aircraft Mishap (PRAM)	28
CSGPA-1551(MIN)	Investigation & Reporting of Army Aircraft Mishaps & Aircraft Ground Mishaps	28
DD-DR&E(Q)1525	Equipment Improvement Recommendation (EIR)	37
DD-M(AR)1020	Explosives & Chemical Accident Report	39
DD-M(A)1569	Operational Support Airlift Report-Parts I&II	41
DD-PA(AR)1381	Audiovisual Production Report	43
DD-PA(A)1438	Audiovisual Activities Annual Report	43
1146-DOL-XX	Summary Report of Occupational Injuries & Illnesses	53
1412-DOT-AN	Restricted Area Utilization Report	54

**Principal Assistant Responsible for Contracting (NGB-CP)**

ARNG-198	FYXX Goals for Small & Disadvantaged Business Program	10
CONG-1051	Military Construction Contracts Awarded Without Formal Advertising	19
DD-A&L(M)1015	Monthly Procurement Summary of Actions Under \$25,000	34
DD-A&L(A)1624	Report on Federal Procurement Reforms	34
DD-COMP(Q)1639	Report of Non-Competitive Procurement of ADP Resources	36
DD-DR&E(M)1014	Individual Procurement Action Report	36
DD-DR&E(AR)1412	Prior Notification of Significant Contract Terminations	37
DD-DR&E(AR)1669	Bid Protest Action Report	37
DD-IG(SA)1580	Follow-up Status Report on Specified Contract Audit Recommendations	38
JAG-74	DD Form 1555 Status Report (Confidential Statements of Affiliations & Financial Interests)	46
SAOSA-208	Increasing Competition in the Acquisition Process	49
SAOSA-215	Unpriced Contractual Instruments	49
1482-DOL-SA	Labor Standards Enforcement Report	54

**Contracting Support (NGB-CS)****Inspector General (NGB-IG)**

DD-IG(SA)1574	Follow-up Status Report	37
DD-IG(SA)1515	Report Procedures for Audit, Investigative & Inspection Activities	38

**Internal Review & Audit Compliance (NGB-IR)**

IG(SA)1717	Information Requirements for Semiannual Report to Congress	46
------------	--	----

**Information Systems Agency (NGB-ISA)**

ARNGB-154	ARNG Communications Facilities Report	6
ARNG-205	Computer Security:Inven of Computer Resources	11
AG-752	Word Processing Equipment Inventory	18
CC-54	Communications Economy & Discipline Summary Rpt	19
CSACE-1	Army Automation Summary Sheet	19
CSCOA-120	Report of Automatic Data Processing (ADP) Costs	22
CSGPA-1606	Manpower Evaluation and Tracking System--ARNG Personnel Data	28
CSGPO-387(R1)	Data Requirements Transfer System (DARTS)	29
CSGPO-430	Functional Systems Plan (FSP) and Individual System Automation Plan	30
CSGPO-431	Operating Agency Automation Plan (OAAP)	30
CSGPO-432	Army Auto Command Operating Budget (AACOB)	31
CSIM-8	Financial Management System (FMS) Inven & Rev	31
CSOCS-281	Inventory of Word Processing Equipment	33
DD-COMP(AR)944	DOD Standard Data Element Implementation Schedule	35
1106-GSA-QU	ADP Service Provided to Another Organization or Obtained From a Commercial Source	53

**Judge Advocate (NGB-JA)**

ARNG-230	Collection of Military Justice Statistics	13
ARNG-281	Desert Shield/Storm Legal Workload Report	15
ARNG-282	Full-Time Judge Advocate Quarterly Report	15

RCS	TITLE	PAGE
<b><u>Military Support (NGB-MS)</u></b>		
ARNGB-98 (R1)	After Action Report Employment of NG Domestic Emergencies	5
ARNG-247	Risk Analysis	14
DD-COMP(AR)1163	Employment of DOD Resources in Support of US Postal Service	35
DD-M(Q)1595	Request for Assistance/Equipment Loans from Civilian Law Enforcement Officials	41
DD-POL(AR)1661	DOD Foreign Disclosure Automated Data (FORDAD) System	43
<b><u>Public Affairs (NGB-PA)</u></b>		
ARNG-176	Monthly Public Affairs Summary	8
CONG-1011	Annual Review of the Chief, NGB	19
CSHIS-6(R3)	Annual Historical Review	31
DD-PA(AR)1348	Presidential Wreath Laying Ceremonies	42
DD-PA(AR)1638	Survey of Cost Data & Specifications of DOD Newspapers	43
SAOSA-145	DA Historical Summary	48
SAOSA-199	Command Information Program Assessment Report	49
<b><u>Personnel Resources (NGB-PR)</u></b>		
ARNG-160	Incompatibility Report	6
ARNG-162	Use of Official Time for Represent'l Functions	6
ARNG-283	Quarterly Staffing Status Report	15
ARNG-284	Disabled Veterans Affirmative Action Program Accomplishment Report	15
CSGPA-1471 (R1)	Narrative & Statistical Report on Equal Opportunity Progress	28
CSGPA-1687	NG & FORSCOM ADAPCP Summary	29
DD-COMP(A)-659	Report of Personnel and Payroll Outlays by Operating Location	34
DD-COMP(Q)879	Personnel Distribution by Country and Other Specified Areas	34
DD-COMP(A)1600	Federal Outlays by Geographic Location	36
DD-M(M)1147	Reserve Component Common Personnel Data System (Master File)	39
DD-M(M)1148	Reserve Components Common Personnel Data System TRANSACTIONS File	39
DD-MIL(Q)1458	Automated Civilian Personnel Records	41
LABOR-1009	Report of Geographic Distribution of Federal Employees	46
0058-OPM-AN	Annual Report on the Federal Employee Counseling Programs	49
0218-OPM-SA	Part-Time Employment Progress Report	50
0234-EEO-XX	Affirmative Action Program Plans for Hiring, Placement, & Advancement of Individuals with Disabilities	51
0288-EEO-SA	Annual Report of Federal Equal Employment Opportunity Complaint Processing	51
0310-EEO-AN	Affirmative Employment Program for Minorities and Women, Annual Accomplishment Report & Plan Update	51
1032-OPM-MO	Monthly Report of Federal Civilian Employment, Short Form	52
0337-OPM-QU	Reduction-In-Force Status Report	52
1056-OPM-AN	Annual Report of Training Activities	52
1059-OPM-AN	Incentive Awards Program Annual Report	52
<b><u>No OPR in the National Guard Bureau</u></b>		
CSGPO-428	MAST Mission Narrative Report	30
DD-DR&E(Q&AR)1411	Termination Status Report	37
DRC-806	Consolidation of Calibration Services	44
DRC-855	Validation of MWO Application Status Accounting	44
ENG-242	Inventory of Army Military Real Property and Building Information Schedule	45
MED-199(R1)	Optical Laboratory Report	47
MED-230(R2)	Local Purchase of Medical Materiel	47
MED-250(R1)	MEDCASE Report	47

## Appendix B

### Description of Contents

#### B-1. Requirement Control Symbol (RCS)

The RCS is assigned to approved reporting requirements as follows:

a. CSNGB is assigned to an ARNG information requirement which the NGB levies on another HQDA Staff Agency or Army Command.

b. ARNGB/ARNG is assigned to requirements internal to the ARNG.

c. DD, AG, CONG, CSGPA, CSGLD, etc., and numeric codes with agency designator (e.g. 0215-TD-SA) are control numbers assigned to reports which the ARNG prepares or monitors as the responsible staff agency. Reports with these control symbols are prepared for higher headquarters or other Federal Agencies.

#### B-2. Title

The exact title of the report as shown in the establishing directive for the corresponding RCS.

#### B-3. Directive(s)

The regulations, pamphlets, circulars, etc., which establish or refer to the report.

#### B-4. Frequency

The occurrence of the report.

#### B-5. As of

The last day upon which the report is compiled.

#### B-6. Due Date

The date the response is due at destination. When a report's due date falls during a weekend or on a holiday, the report is due at the requesting office on the preceding workday.

#### B-7. Transmission

The method preparers should use when forwarding the report to the requesting office.

#### B-8. Minimize

If the requirement is transmitted electrically, "MIN" or "MINIMIZE" will be used to indicate whether electric submission is continued during periods of crisis. "NON-MIN" or "NON-MINIMIZE" indicates reports will not be submitted by electrical means under MINIMIZE conditions. "N/A" is used if the report is not transmitted electrically at any time.

#### B-9. Mobilization

This field indicates the status of the requirement under conditions of mobilization or national emergency in the following way: Continued without change

(N/C), Modified (M), Rescinded (R), or if initiated at time of full mobilization (MOB). Blank indicates the report will be produced if and when conditions permit.

#### B-10. Form(s)

The form number of any form used in preparation/submission of the report.

#### B-11. Preparer(s)

This field cites reporting activities by unit, office, or organizational level.

#### B-12. Office of Primary Responsibility (OPR)

The NGB activity which established the reporting requirement or which is responsible for NGB's submission of the report to higher headquarters or other Federal Agencies.

#### B-13. Distribution

The offices/organizations who receive copies of the report.

#### B-14. Product Control Number (PCN)

The number assigned to each automatic data processing (ADP) product by the Information Systems Agency (NGB-ISA).

#### B-15. Description

A summary of the report's contents and use.

#### B-16. Remarks

Additional comments about the report to clarify its use in the ARNG.

10 August 1992

**By Order of the Secretary of the Army:**

**JOHN B. CONAWAY**  
Lieutenant General, USAF  
Chief, National Guard Bureau

**Official:**

**E. DARDEN BAINES**  
Chief  
Administrative Services

**Distribution: C**