HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC 20310-2500
15 April 1994

Management Information Control

ARMY NATIONAL GUARD MANAGEMENT INFORMATION CONTROL SYSTEM

Summary. This regulation establishes the Army National Guard (ARNG) Management Information Control System, explains its objectives, provides program procedures, assigns responsibilities for executing these procedures at the Bureau and State levels.

Applicability. This regulation applies only to the Army National Guard.

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

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

Supplementation. Supplementation of this regulation is not permitted without prior approval from the Chief, National Guard Bureau (NGB-ARC-MR).

Interim Changes. Interim changes to this regulation are not official unless they are 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 Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.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 regulation is the Chief, 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 National Guard Bureau, Comptroller, Army National Guard, **ATTN:** NGB-ARC-MR, 111 South George Mason Drive, Arlington, VA 22204-1382.

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1. Purpose

This regulation implements AR 335-15 and establishes responsibilities and procedures for the administration and maintenance of the Army National Guard Management Information Control System (ARNG-MICS).

2. References

a. AR 335-15, Management Information Control System.

b. NGP (AR) 335-11,Recurring Management Information Requirements Applicable to the Army National Guard.

3. Explanation of abbreviations

a. AAA - Army Audit Agency

b. ARNG - Army National Guard

c. ARNG MICS - Army National Guard Management Information Control System

d. GAO - General Accounting Office

e. IDEs - Interim Data Elements

f. IG - Inspector General

g. MICO-Management Information Control Officer

h. RCS - Reports Control Symbol

i. PCN - Product Control Number

j. SDEs - Standard Data Elements

*This regulation supersedes NGR 335-10, 8 May 1970

4. Responsibilities

a. The Comptroller, ARNG.
Responsible for the administration, establishing procedures, implementing the program, performing periodic reviews of reporting requirements, and maintaining a Reports Control Inventory for the Army National Guard Management Information Control System.

b. Management Information Control Officer (MICO). An MICO will be appointed by the Comptroller, ARNG. The MICO will manage and oversee the program for the Army National Guard and will act as the liaison with the HQDA MICO.

c. The State Adjutants General. Responsible for administering the Management Information Control System within their State. Each state will provide to the ARNG-MICO a point of contact for their state who is involved in day-to-day MICS functions and periodic Management Information Requirement Reviews.

5. Policy

a. Management Information is any information required in planning, organizing, directing, coordinating, and controlling an organization and its assigned tasks.

b. A Management Information Requirement is any requirement for information which is to be collected, processed, and transmitted on a periodic, as required, or one-time basis.

c. Management Information Requirements can be initiated by ARNG Directorates (internal) or can be information that is requested by agencies outside (external) of the ARNG.

d. Report Control Symbol (RCS) - A symbol assigned to a Management Information Requirement by the MICO with jurisdiction to show that it has been approved under AR 335-15.

e. It is the responsibility of the MICO to review all new reporting requirements to ensure that the requirements are authorized and not duplicative of existing requirements.

f. Reports required within a State at the direction of the State Adjutant General or in response to requests from State and Local Governments do not fall in the category of controlled reports as explained in this regulation. The policies and procedures governing the preparation of these reports will be as established by the State concerned.

6. Procedures

a. ARNG activities may receive requirements for report(s) directly from other agencies. Such requirements must contain an agency assigned Reports Control Symbol (RCS). It is essential that offices receiving direct requirements from other agencies advise the MICO in NGB-ARC-MR so that the requirement may be included in the ARNG Reports Control Inventory contained in NGP(AR) 335-11. If no RCS has been assigned, the MICO will contact the proponent office and verify the requirement.

b. All requests for information generated from within (internal) the ARNG must be submitted to NGB-ARC-MR for approval. When approved, an RCS will be assigned by the ARNG-MICO. (Do not confuse the RCS number which should appear in the upper right corner of the request with the Form number which is located at the bottom of the page. These are two entirely different items).

c. ARNG Information Requirements (RCS# ARNG-xxx) will not be levied on the states unless the lead time for preparing the report is 30 days after the requirement is furnished to the state. An exception to this policy may be granted in special/emergency cases by the NGB-ARC MICO.

7. Procedures for approving internal management information requirement proposals (requirements initiated, prepared, and used only within the ARNG)

a. ARNG reports (recurring and one-time).

(1) The proponent office originating the report requesting information will forward the directive initiating the requirement and a completed DA Form 335-R to NGB-ARC-MR (MICO) prior to publication. DA Forms 335-R may be obtained from NGB-ARC-MR. (See **App A** for instructions to complete DA Form 335-R).

(2) Coordination with other interested directorates will be obtained by the requesting directorate.Coordinations must be indicated on the DA Form 335-R as well as on the coordination copy of the directive. DA Form 335-R will be authenticated at directorate level.

(3) The MICO will verify the DA Form 335-R, directives, procedures, instructions, and forms against existing information sources to determine whether the requested information is available at NGB, in other data files, or can be made available by modifying an existing report.

(4) If the MICO determines that the criteria for approval has been met, the MICO will--

(a) Ensure that the request conforms to the principles established in AR 335-15 and NGR 335-10. If there are questions or problems with the request, the MICO will promptly notify the initiator.

(b) Resolve any questions concerning exemption, reporting format, terminology, mobilization (emergency) status of report, MINIMIZE transmission authorization, assignment of an RCS and completion of DA Form 335-R.

(c) Assign an RCS as described in paragraph 6, sign DA Form 335-R to indicate approval, and return one copy to the initiator.

(d) A file will be maintained by the MICO as directed by AR 335-15 which will include the directive initiating the requirement, the completed and approved DA Form 335-R with the assigned RCS, and other pertinent information pertaining to the request.

(e) Include the new reporting requirement in NGP(AR) 335-11, Approved Recurring Management

Information Requirements Applicable to the Army National Guard.

b. Army Systems Reports. NGB activities requiring information from existing Army systems or activities will prepare and submit a DA Form 335-R to NGB-ARC-MR. The ARNG-MICO will take necessary actions for approval of the requirement and assignment of a DA RCS.

8. Composition of Reports Control Symbols (RCS)

a. Codes. The RCS will consist of an alphabetic prefix to designate the initiating agency and a numerical suffix to designate the specific report. The RCS is assigned to approved reporting requirements as follows:

(1) CSNGB is assigned to an ARNG information requirement which the NGB levies on another HQDA Staff Agency or Army Command.

(2) ARNGB/ARNG is assigned to requirements internal to the ARNG.

(3) 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 for agencies external to ARNG. Reports with these control symbols are prepared for higher headquarters or other Federal Agencies.

b. Recurring reports. For controlled recurring reports, an RCS will consist of an alphabetic prefix and a numerical suffix.

c. One-time reports. RCS's assigned to controlled one-time reports will use the same alphabetic prefix as recurring reports and may be numbered in the same sequence.The letters "OT" (Signifying "one-time" in parentheses, will be used to separate the alphabetic prefix and numerical suffix.

d. Major revisions. A major revision will be assigned a revision suffix to the previously assigned RCS. Revision suffixes will be included in parentheses and be composed of the letter "R" followed by a number indicating the number of the revision.

e. Minor revisions. No changes are made in the symbol.

9. Adoption of existing or proposed Army reports for the ARNG

When an Army directive containing a reporting requirement is made applicable to the ARNG, the functional proponent will advise the NGB-ARC-MR (MICO) and will provide the information necessary to update the inventory.

10. Discontinuance of Recurring Reports

If a recurring report is no longer required, the proponent will notify NGB-ARC-MR (MICO) that the report is discontinued. Proponents will also advise reporting activities of the discontinuance. A copy of such notifications will be furnished to the ARNG-MICO so that the discontinued reports will be deleted from the inventory. DA Form 335-R is not required to discontinue a report.

11. ADP Reports

The ARNG Information Systems Directorate (NGB-AIS) processes requests for computer support and automation of reports. NGB-AIS responsibilities include--

a. Assigning a Product Control Number (PCN) to all reporting requirements generated by NGB-AIS for other Directorates using a standard numbering system.

b. Establishing and maintaining an ADP Final Product Register and Final Product Control files.

c. Coordinating with NGB-ARC-MR when a RCS is required.

12. Exempt management information requirements

Listed below is a partial listing of information requirements which are exempt. See AR 335-15, Chapter 5, for a more detailed listing.

a. Requests for orders, travel authorizations, authorizations for funds, personnel, equipment, supplies, and services, applications, corrective actions, grant or loan authorizations.

b. Transactions pertaining to fiscal accounting such as disbursing transactions, vouchers, invoices, bills, credit slips, payrolls, separate rations requests, tax returns.

c. Procurement, supply, or property accountability actions, purchase orders, requests for proposal, bid specifications, reports of survey, receiving reports, inspection documents, procurement and maintenance reports.

d. Transportation actions involving individual shipments or movements.

e. Personnel actions relating to applications for employment, job descriptions security clearance documents, notices of change of employment, school or training administrative actions, requests for quotas, course or class schedules.

f. Documents relating to individual patient medical and dental actions.

g. Intelligence matters submitted to an intelligence agency.

h. General Accounting Office (GAO) or Army Audit Agency (AAA) findings and recommendations or responses to such findings.

i. Inspector General (IG) reports of inspection, investigations, inquiry, or survey, and the complaints or requests for assistance submitted to the IG.

j. Legal proceedings that are necessary to justify or substantiate a charge, complaint, claim, or violation of a law or regulation.

k. Trip reports and technical and training inspections and the status of resulting actions.

13. Compliance with requests for reports
Requests for reports received by the States from any agency of the Department of Defense will not be complied with unless an appropriate RCS is cited in the request or unless the request indicates that this is exempt from an RCS.

14. Procedures in case of violation
Upon receipt of a request for a report which does not contain a RCS:

a. The State Adjutant General will immediately notify the Chief, National Guard Bureau, **ATTN:** NGB-ARC-MR (MICO), by telephone, telefax, or mail and include a copy of the request.

b. The Chief, National Guard Bureau, will advise the Directorate/Joint Office that preparation of the report is being suspended and will request that they withdraw the request or make proper application for a RCS. Pending proper clearance of the request, no further action will be taken by the Division/Joint Office on which report was requested.The National Guard Bureau will advise the State Adjutant General concerned as to the final disposition of the request.

15. Periodic review of management information requirements
Recurring reporting requirements have a significant impact on available manpower resources, communication channels, and the time of reviewing officials at successively higher echelons of command. Reports required to plan, program, operate, and administer ARNG programs must be prepared and transmitted in the most economical manner. Consequently, periodic evaluations are required to--

a. Identify the original purpose of the report.

b. Measure the current effectiveness and cost of the report.

c. Resolve the disposition to be made of the requirement on the basis of the reevaluation.

16. Responsibilities for reevaluation
NGB-ARC-MR (MICO) will--

a. Develop a schedule for review of all ARNG-related recurring reporting requirements to ensure complete review of each product once every 3 years.

b. Schedule such reviews over a period which avoids peak loads and fosters efficient and thorough evaluation.

17. Review procedures
Recurring Controlled Internal and External Information Requirements.

a. The MICO will prepare DA Form 1085-R (Management Information Requirement and ADP Product Review Schedule) and will forward the schedule along with DA Forms 1086-R, (Periodic Review of Management Information Requirements - Preparing Agency Comments and Recommendations), with cover memorandum to proponent Directorates responsible for the Management Information Requirement in the month preceding the review month.

b. The reviewing component will complete the DA Form 1086-R, retain one copy, and return the original to NGB-ARC-MR (MICO) not later than the first workday following the review month. (See **app B** for instructions to complete DA Form 1086-R.)

c. Upon receipt of the DA Form 1086-R, the MICO will review for any discrepancies. If discrepancies are noted, the MICO will notify the proponent for verification. All approved forms will be filed in the original folder maintained by the MICO as described in paragraph 7a(4)(d).

Appendix A

Instructions for Completion of DA Form 335-R

Item

1 **THRU:** Leave Blank

2 **TO:** Enter NGB-ARC-MR, ARNG Readiness Center, 111 S. George Mason Drive, Arlington, VA 22204-1382

3 **FROM:** Enter the name of your organizational entity (Directorate/Office Symbol which is initiating or monitoring the information requirement. Please include mailing address.

4 **SUBJECT:** Enter the proposed title of the information requirement which will be cited in the directive.

5 **DATE:** Enter today's date in the DOD standard format of Year - Month - Day

6 **ACTION OFFICER:** Enter the name and telephone number of the functional POC for this requirement.

7 **PRESCRIBING DIRECTIVE:** Identify all the regulations, pamphlets, letters, etc. which will establish or refer to this requirement.

8 **TYPE OF REQUEST:** Indicate whether this request is "New" (first time), "Extension" (continued duration) or "Revised" (Change in the amount or kind of information requested).

9 **FREQUENCY OF SUBMISSION:** Enter the occurrence of the report - ie. monthly, quarterly, annually, etc.

10 **ESTIMATED DURATION OF REQUIREMENT:** Indicate the approximate number of months/ years the requirement will be established. Indicate "unk" if unknown.

11 **SUBMISSION DATE:** Enter the calendar date(s) when responses are due at the requesting office.

12 **FORM NUMBER:** Enter the number of any forms used in the preparation/submission of the report.

13 **MINIMIZE:** If the requirement will be transmitted electrically, enter "MIN" to indicate continued electric submission under MINIMIZE conditions or "NON-MIN" to indicate submission by other than electrical means during "MINIMIZE conditions. If not transmitted electrically, enter "NA".

14 **MOBILIZATION STATUS:** Indicate status of the requirement under conditions of mobilization or national emergency in the following way. No Change (NC), Modify (M), Rescission (R), or if prepared only in case of mobilization (MOB).

15 **SECURITY CLASSIFICATION:** Enter the security classification of the information collected by the report.

16a **STATE NEED FOR REQUESTED DATA:** Explain the purpose for imposing this information requirement and identify all the planned uses for the information when collected. Requests will contain the statement, "Data to fulfill this request (will, will not) be required from company or battalion size units." If company or battalion level responses are required, include the following information:
(1) Mission impact if data is not collected, and
(2) The extent that sampling can be used.

16b **ACTION TO BE TAKEN ON DATA:** Explain why the preparing agencies should not be responsible for managing this information.

17 **APPROVAL REQUESTED BY:** Show signature and title of the approving authority for the report. Normally, this will be Directorate Chief or equivalent.

18 **APPROVAL RECOMMENDED BY:** Leave Blank

19 **COORDINATION:** Enter the names and corresponding offices and telephone numbers of the indvidual(s) who reviewed the requirement prior to publication.

Instructions for Completion of DA Form 335-R--Continued

Item

20 **REQUIREMENT TO BE REVISED, RESCINDED OR REPLACED:** Enter the alphanumeric Requirement Control Symbol (RCS) which will be revised, rescinded or replaced, if applicable, by this request.

21 **SOURCE RECORDS:** Indicate which documents, registers, files, etc. the preparing agency should reference to obtain the requested data.

22 **COST ESTIMATE:** Enter the estimate of the annual work load and cost associated with completing the requirement. (Hint: Total Annual Cost = Number of Preparing Agencies X Number of Hours to Prepare the Report X Average Hourly Salary of Individual(s) at Each Agency who Prepare Report X Number of Annual Submissions).

23 **CONFORMANCE WITH DATA ELEMENTS AND CODES STANDARDIZATION PROGRAM:** This refers to the use of existing Interim Data Elements (IDEs) or Standard Data Elements (SDEs) published in the AR 18 series. If the information proposal will be automated and involves use of IDEs or SDEs listed in the AR 18 series, record the IDE or SDE identification number. If the proposal involves use of elements not listed in the AR 18-12 series, or proposes changes or additions thereto, explain and indicate that approval for the changes/additions has been obtained from the designated assigned responsible agency (ARA).

24 **PREPARING AGENCIES:** List each agency or group of agencies involved and indicate the title of the individual(s) who are responsible for preparing data for the requirement. Enter the corresponding number of elements and the total submissions per year by all elements.

25 **APPROVED BY:** Leave Blank. For approved requests, the signature of the Management Information Control Officer (MICO), date of approval, and assigned RCS will be entered where indicated.

Appendix B

Instructions for Completion of DA Form 1086-R

Item	
1 - 5	Self-explanatory.
6 a	The Directorate or agency that prepares or combines the DA Forms 1086-R. Group agencies by organizational level and specify the level as either battalion, division/ brigade, installation/ subcommand.
6 b	Number of organizations, units, groups of organizations, or units corresponding to each entry in column *a*.
6c	Total number of submissions per year by units shown on each line of column a. For example, for a monthly request, there are 12 submissions per year for the number in column *b* (i.e., 12 x column *b*).
6 d	Estimated number of manhours per year expended by all elements in column a in preparation and consolidation of the data.This is obtained by estimating hours that would end if the data collection ended. Include military and civilian supervisory and clerical man-hours. Include manhours to collect, process, and format data in total.
6 e	Total direct personnel cost.
6f	Total ADP cost, if applicable.
6 g	Cost of supplies and materials used to produce the data.
6 h	Other direct costs not included in columns *f*, *g*, or *i* necessary to prepare and maintain data.
6 i	Indirect and overhead costs, such as facilities, supervision, and administrative support.
6 j	Total of columns *e*, *f*, *g*, *h*, and *i*.
7	Enter any problems, comments, and recommendations.
8	Duplicate information being reported. List data elements from forms, if known.
9	Self-explanatory
9a and b	Indicate whether the form is a consolidated report and explain reason.
9c	Signature of Directorate's Point of Contact
9d thru f	Self-explanatory
1 0	Leave Blank

By Order of the Secretary of the Army:

RAYMOND F. REES
Major General, USA
Acting Chief, National Guard Bureau

OFFICIAL:

E. DARDEN BAINES
Chief
Administrative Services

DISTRIBUTION: C