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IMC Message: 1-01-APR-001

IMC Effective Date: 01 May 01

From MIM-CD

Subj IMC 1, C2, USMEPCOM Regulation 25-3, Managing Automated Data Processing (ADP) Resources, 17 August 1998

To HQ USMEPCOM Directors and Special Staff Officers
Sector and MEPS Commanders

1. Purpose. This interim message change (IMC) officially replaces USMEPCOM Form 25-3-2-R-E (Automation Equipment Log).

2. New and/or changed material. The new and/or changed material has been annotated by the underscore/strikethrough method. (This IMC was not edited; the proponent is solely responsible for its content.) File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) from/to C2, USMEPCOM Regulation 25-3, 17 August 1998, as follows:

Remove pages
2-5 and 2-6

Insert pages
2-5 and 2-6

3. Implementation. This IMC is released for implementation on the effective date shown above.

4. USMEPCOM Electronic Pubs/Forms Library. The IMC transmittal message page, its page changes, and the new form will be uploaded to the USMEPCOM Intranet (MEPNET) (<https://mepnet.mepcom.army.mil>) within 72 hours after initial distribution via the Command Message System. Document names are:

25-3ri1M for the transmittal message.

25-3ri1 for the page changes.

25-3-2-R-E for the new form.

5. Comments/suggested improvements. Users may submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum through their chain of command to the point of contact (POC) in paragraph 6a.

6. POCs.

a. The POC for the content of this IMC is Ms. Lyerly at DSN 792-3680 ext. 7741 or commercial (847) 688-3680, ext. 7741, or e-mail BLYERLY@mepcom.army.mil.

b. The POC for electronic distribution of USMEPCOM publications and forms is SGT Damewood at DSN 792-3680 ext. 7703, commercial (847) 688-3680 ext. 7703, or e-mail Edamewood@mepcom.army.mil.

AUTOMATION EQUIPMENT LOG							Page 1 of 2
For use of this form, see USMEPCOM Reg 25-3							
INSTRUCTIONS: Use bond paper for continuation sheet. Keep log on or near equipment described below. This log will be kept for the life of the equipment. Destroy log after equipment is turned in as excess to a property disposal office.							
1. FC name:		2. Name: Smith, Joe			3. Login: jsmith		
4. Make: Gateway		5. Model: E-4200			6. Serial number:		
7. Hard drive size: 6 GB		8. Memory: 64 MB DIMM, SDRAM			9. Speed: PII 350 MHz		
10. Location/room number: Company office, 3d floor, Room 312							
11. IP address: Computer							
12. Printer(s):		a. LPT1: MHC1		b. LPT2:		c. LPT3:	
13. Date acquired: 981201				14. Date installed: 981215			
15. Peripheral equipment:							
a. Attached equipment	b. Yes	c. No	d. Make	e. Model	f. Serial number	g. Comments	
Printer		X					
Scanner		X					
Modem (INT/EXT)		X					
ERGO Keyboard		X					
External storage		X					
Monitor (Size) (17")	X		Gateway	EV 700			
16. Authorized software (e.g., support by approved IMENS, site license application provided by Information Management):							
a. Software	b. Version	c. IMENS	d. Software	e. Version	f. IMENS		
MS Windows 95		98-065					
MS Office Pro 97		98-064					
MS Outlook 98		98-064					
McAfee	4.5	00-114					
Calendar Creator	4.0	99-007					

Figure 2-1. Sample of a completed USMEPCOM Form 25-3-2-R-E

