

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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**Information Management: Management of Subdisciplines
United States Military Entrance Processing Command
MANAGEMENT INFORMATION CONTROL SYSTEM**

Summary. This pamphlet is issued as an operating guide and aid for Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) procedures for approving and reviewing information requirements and the data products that are prepared in response to these requirements. It expands guidance contained in Army Regulation (AR) 335-15 concerning coordination for management information control and generation of management information requirements. This pamphlet also contains an updated listing of management information requirements for United States Military Entrance Processing Command (USMEPCOM).

Applicability. This pamphlet applies to all elements of USMEPCOM.

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 they are authenticated by HQ USMEPCOM Director, Personnel and Administration Directorate. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this pamphlet is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCIM-O-H, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Internal control systems. This pamphlet is subject to the requirements of AR 11-2 but does not contain internal control review checklists. Checklists will be developed after further guidance is received from DA.

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1. Purpose.

a. This pamphlet establishes operational guidance for the USMEPCOM management information control system. It serves to interpret and explain parts of AR 335-15 and to provide general guidance.

b. This pamphlet also lists information on the composition of approved recurring management information requirements controlled by the Director of Information Management. This information is at appendixes B, C and D. This information includes the Requirement Control Symbol (RCS), title, frequencies, directive data, preparing organizations, and mobilization status, if available, for each valid requirement. Where applicable, information on forms is also provided.

2. References.

Required and related publications and forms are at appendix A.

3. Explanations of abbreviations and terms.

Abbreviations and terms used in this pamphlet are explained in the glossary.

4. Responsibilities.

a. The Director, Information Management, HQ USMEPCOM, as the Management Information Control Officer (MICO) for USMEPCOM -

(1) Advises the commander on the essentiality of proposed, revised and amended management information requirements and their conformity with governing policy.

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(2) Promotes standard information collection methods with the use of Department of Defense (DOD) standard data elements and codes in management information requirements.

(3) Interprets rules in this and related publications.

(4) Applies the management information control system set forth in AR 335-15.

(5) Approves or disapproves management information requirements initiated by the Command and prepared by the sectors and Military Entrance Processing Stations (MEPS).

(6) Reduces data collection burden by decreasing frequency and amount of data requested when possible.

(7) Provides guidance within the Command on management information control policies.

(8) Ensures DA Form 335-R (Application for Approval of Management Information Requirement) is completed for each nonexempt request initiated by the Command.

(9) Advises on the availability of data and the most efficient method to collect and compile the data.

(10) Determines whether the information requirements are controllable. Makes a final decision when a question is raised as to whether a requirement is exempt.

(11) Approves or disapproves the citation of exemptions as listed in AR 335-15.

(12) Assigns, extends, revises, or rescinds RCSs within USMEPCOM.

(13) Manages periodic reviews of controlled management information requirements and automatic data processing (ADP) products, insuring that each requirement and product is reviewed at least every 3 years.

(14) Approves for preparation within USMEPCOM only requirements with valid RCSs or exemptions.

(15) Ensures that any violations are reported to the initiating agency.

(16) Maintains a list of recurring information requirements for which the Command is the proponent or preparing agency.

(17) Maintains USMEPCOM's Management Information Control system files in accordance with AR 25-400-2.

b. Initiating Directorates or special staff sections as proponents -

(1) Justifies needed information requirements, using DA Form 335-R.

(2) Properly cites RCSs or exemptions.

(3) As needed, changes directives and forms to improve information requirements, the frequency, submission date, or workload, to meet the abilities of the preparing offices.

(4) Sends out needed clarifications or interpretations of instructions.

(5) Ensures that current data about each requirement are available. Evaluates resulting impact of data calculation, processing, overtime, and operating cost.

(6) Corrects any violations of information control rules.

(7) Rescinds a management information requirement when it is no longer essential.

c. Sector commanders as proponents and preparers -

(1) Ensure that requirements are implemented within the sector.

(2) Request the initiating agency cancel, change, or explain the information requirement if it is considered improper or burdensome.

(3) Are the initiating agency if implementing directives or supporting requests are needed to comply with the information requirement.

(4) Immediately change or rescind an implementing directive when the agency does the same for their information requirement.

(5) Submit through the Command MICO a request for implementation of the requirement.

d. MEPS commanders as preparers -

(1) Ensure prompt responses to controlled management information requirements. Pay particular attention to the timeliness, accuracy, and completeness of the data submitted, in full compliance with approved directives.

(2) Call to the attention of the initiating directorate or special staff section any request that duplicates or overlaps another controlled or exempt request.

(3) Obtain clarification or interpretation of instructions when necessary.

(4) Point out problems of data availability, submission dates, definition, and other problems of preparation.

(5) Make recommendations and suggestions on preparations of the data.

(6) Use existing data elements when preparing data to meet user requirements.

5. Policy.

It is the policy of USMEPCOM to provide clear and accurate guidance so that personnel can understand and comply with USMEPCOM procedures for implementation of the Army management information system. The policy of USMEPCOM is to ensure that -

a. Unnecessary data collection, where possible, is prevented, thereby alleviating the burden placed on respondents.

b. Only mission essential management data are requested.

c. Directives are complete, clear and brief.

d. Directives comply with standard forms, terms, data elements and source records.

e. Provide simple, orderly, and flexible procedures and systems that can respond to mobilization quickly.

f. Advanced information technology is used when cost effective.

6. Procedures.

a. Information requirement. The requirement for data compilation may be requested when there is a need for the information to be collected for control and management of a function. The request may be transmitted orally or in writing and may require several information products, data inputs and data outputs, processed either manually or by automatic data processing equipment.

b. How to initiate a management information requirement. All management information requirements need prior approval of the Command MICO. The MICO will issue to the proponent a OA Form 335-R and instructions for the completion of this form. This form must be completed and returned to the MICO with the directive and report(s), if applicable, for consideration. The MICO will review the requirement and ensure that the data is not already being collected elsewhere and could be reformatted for your needs. The MICO will also ensure the use of standard data elements and formats. If the requirement is approved, the MICO will issue an ROSS.

c. Media. All management information requirements should be published in an appropriate permanent-type media such as regulations, pamphlets, or other regulatory media. Nonpermanent media (i.e., circulars, messages, etc.) should be used only for one-time information requirements. Requests for management information by telephone should be avoided except in extreme cases. Personnel in receipt of a reporting requirement that does not have an RCS, product control number (PCN), or exemption clause as applicable, should contact the MICO.

d. RCS. Each directive that initiates a management information requirement will cite the title and RCS in the table of contents and text. Each subsequent action will also state the title and the RCS. The MICO will issue an example of an approved format for this information with the DA Form 335R.

e. Composition of an RCS. An RCS contains the office symbol of the proponent directorate or special staff section and a numeric suffix. The MICO assigns both the prefix and the suffix. Either a shift of proponent responsibility or a reorganization can cause the MICO to redesignate the prefix of an RCS. The timing of redesignation coincides with the publication of the USMEPCOM directive that contains the requirement to collect and report data. Until the directive is published, the alphabetic prefix of the RCS will remain unchanged.

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f. Composition of a PCN. As a minimum, each printed report, microform and output punched card file will have a unique PCN. The PCN will appear on every printed page of a report. The literal "PCN" will precede its associate data element by one space (e.g., PCN ABC-999).


g. Periodic review of management information requirements and ADP products. Reviews of all recurring controlled management information requirements and ADP products are to be conducted at least once every 3 years. Each proponent should review the directive and the report(s) to determine if the information is still required and not already being collected elsewhere. This holds true especially for automatic systems. If the data can be collected through automatic means versus manual means, the requirement should be rescinded as soon as the data can be extracted. If the requirement is automatic a memorandum is forwarded to the command MICO requesting the RCS be rescinded and all publications requiring the manual data collection should be updated.

(MEPCIM-O-H)

FOR THE COMMANDER:

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A

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**Appendix A
References**

**Section I
Required Publications**

AR 335-15

Management Information Control System, cited in title page and paragraphs 1a, 4a(4), and 4a(11).

AR 25-400-2

The Modern Army Recordkeeping System (NARKS), cited in paragraph 4a(17).

**Section II
Required Forms**

DA Form 2028

Recommended Changes to Publications and Blank Forms, cited in the title page.

**Section III
Related Forms**

DA Form 335-R

Application For Approval of Management Information Requirement.

Appendix B**Index to the List of Approved Recurring Management Information Requirements**

Alphabetical-numerical index to management information requirements by RCS initiated or completed by USMEPCOM, Sectors, or MEPS.

RCS NUMBER	PAGE	RCS NUMBER	PAGE

0279-EEO-OT	C-2	MED-87 (86)	C-5
1102-GSA-AN	C-2	MED-250 (81)	C-5
1270-HEW-AN	C-2	MED-315	C-5
1146-DOL-XX	C-2	OPNAV-6110-3	C-7
AG-881	C-6	SAOSA-209	C-3
AL-889	C-6	SYS-1	C-6
CSCAB-205	C-3	S000.22	C-2
CSCFA-218	C-5	MEPCACS-1	C-7
CSCOA-98	C-4	MEPCACS-2	C-7
CSGID-160	C-5	MEPCIM-2	C-8
CSGLD-1608	C-4	MEPCM-A-1	C-7
CSGLD-1840	C-5	MEPCOPT-1	C-7
CSGLD-1905	C-5	MEPCOP-2	C-7
CSGLD-1963	C-5	MEPCOPT-3	C-7
CSGAP-1580 (PECC-CSS)	C-4	MEPCOPT-8	C-7
CSGPA-147 (81)	C-4	MEPCOPT-9	C-7
CSGPA-147 (82)	C-4	MEPCPA-P-3	C-7
CSGPA-1291 (83)	C-4	MEPCRM-FM-12	C-8
CSGPA-1340 (83)	C-4	MEPCRM-FM-14	C-8
CSGPA-1702	C-4	MEPCRM-FM-32	C-8
CSGPO-445	C-4	MEPCRM-FM-F-1	C-8
CSIM-15	C-4	MEPCRM-FM-F-2	C-8
CSIM-17	C-4	MEPCRM-L-8	C-8
CSIM-39	C-6	MEPCRM-L-11	C-8
CSOIG-25	C-5	MEPCT-1	C-7
DD-A (A&AR) -1379	C-2	MEPCT-2	C-7
DD-A-PA (TRA&A) -1365	C-3	MEPCT-3	C-8
DD-A&L (A) -1540	C-3	MEPCT-6	C-8
DD-A (A) -1118	C-2	MEPCT-8	C-8
DD-FM&P (SA) -946	C-6		
DD-IG (SA) -1574	C-3		
DD-M (A) -1470	C-3		
DD-M (A) -1561	C-3		
DD-M (A) -1567	C-6		
DD-M (SA) -1596	C-2		
DD-PA (A) -1115	C-3		
DD-PA (A) -1438	C-3		
DD-IG (SA) -1717	C-3		

Appendix C**List of Approved Recurring Management Information Requirements.****C-1. List of approved recurring management information requirements.**

This appendix contains the approved recurring management information requirements by other headquarters/agencies and USMEPCOM.

C-2. Frequency and mobilization status symbols.

a. Frequency (Freq). Table 1 lists the meaning of frequency codes used in this appendix.

Table 1
Frequency codes and meaning.

Meaning	Code
Hourly	H
Daily	D
Semiweekly	F
Weekly	W
Biweekly	G
Semimonthly	J
Monthly	M
Quarterly	Q
Semiannually	L
Annually	A
Biennially	B
Other (irregular or as required)	R

b. Mobilization status (MS). Use the symbols below to determine the status of each recurring information requirement during mobilization. The last column in the lists in this appendix contains the following mobilization symbols:

- (1) NC - Continued without change.
- (2) M - Modified.
- (3) R - Rescinded.
- (4) MOB - Initiated at time of full mobilization.
- (5) ND - Not determined at this time.

List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
DEPARTMENT OF HEALTH AND HUMAN SERVICES					
1270-HEH-AN	RANDOLPH-SHEPPARD ACT ANNUAL REPORT	A	DD DIR 1125.3, 7 APR 78; AR 210-25, 1 JAN 79, APP J	MEPCRM-FM Sector's MEPS	NC
DEPARTMENT OF LABOR					
1146-DOL-XX	SUMMARY REPORT OF OCCUPATIONAL INJURIES AND ILLNESSES	R A	DD DIR 1000.3, 29 MAR 79; DD INSTR 6055.7, 16 DEC 81; AR 385-40, 1 APR 87	MEPCPA-S	ND
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION					
0279-EEO-OT	ANNUAL AFFIRMATIVE EMPLOYMENT PLAN AND ACCOMPLISHMENT REPORT	A	EEO-MD-714, SAMR-SFECA MEMO, 15 MAY 89; SAMR-SFECA MEMO, 12 OCT 90	MEPCEEO	NC
GENERAL SERVICES ADMINISTRATION					
1102-GSA-AN	AGENCY REPORT OF MOTOR VEHICLE DATA	A	DOD 4500.36-R, JUL 81; AR 58-1, C1, 1 MAR 81, PARA 12-3	MEPCRM-L Sector's MEPS	ND
ASSISTANT SECRETARY OF DEFENSE (COMPTROLLER)					
DD-A(A)-1118	REPORT OF INSPECTION OF INFORMATION CONCERNING NON-AFFILIATED PERSONS AND ORGANIZATIONS	A	DD DIRS 5200.26, 12 JUN 79 AND 5000.27, 7 JAN 80; MEMO, OASD (COMPT), 3 SEP 71, DIRC STUDY 5 MAY 71; AR 380-13, 30 SEP 74, PARA 12C; DA MEMO 380-13, 5 AUG 82	MEPCPA-AS Sector's MEPS	ND
DD-A(ABAR)-1379	PRIVACY ACT - ANNUAL REPORT NARRATIVE SUMMARY RECORD SYSTEM STATISTICAL DATA; SYSTEMS NOTICES	A R	DD DIR 5400.11 9 JUN 82; AR 340-21, C3, 1 NOV 80; LTRS, DAAG-AMR-S, 18 FEB 83 AND 1 OCT 84	MEPCPA-AR	ND
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL)					
DD-M(SA)-1596 (S000.22)	DISCRIMINATION BASED ON HANDICAP	B	AR 600-7, PARA 4-48	MEPCEEO	NC

List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL)					
DD-H(SA)-1596	DISCRIMINATION BASED ON HANDICAP	B	AR 600-7, PARA 4-4B	MEPCEO	NC
DD-H(A)-1561	DOCUMENTATION FOR PRODUCTIVITY CAPITAL INVESTMENT PROGRAM	A	DD INSTR 5010.36, 31 DEC 80; AR 5-4 C1, 1 AUG 82, APP H	MEPCRM-BP	ND
ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS)					
DD-PA(TRA&A)-1365	FREEDOM OF INFORMATION PROCESSING COST REPORT	R A	DD DIR 5400.7, 24 MAR 80; AR 25-55, 10 JAN 90	MEPCPA-AR	ND
DD-PA(A)-1438	ANNUAL VISUAL INFORMATION (VI) ACTIVITY REPORT	A	DA PAM 25-91; USMEPCOM Reg 25-90, 23 JAN 91	MEPCOPT-T	ND
DD-PA(A)-1115	REVIEW FOR OBSOLESCENCE REPORT	A	DA PAM 25-91; USMEPCOM Reg 25-90, 23 JAN 91	MEPCOPT-T	ND
ASSISTANT SECRETARY OF DEFENSE (PRODUCTION AND LOGISTICS)					
DD-A&L(A)-1540	PROCEDURES FOR PREPARING THE ARMY COMMERCIAL ACTIVITIES INVENTORY	A	DD INSTR 4100.33, 25 FEB 80; AR 5-20, 20 OCT 86, APP C	MEPCRM-RM-BP	NC
DD-H(A)-1470	UNACCOMPANIED PERSONNEL HOUSING INVENTORY AND OCCUPANCY	A	DD INSTR 4165.47, 15 JUL 80; AR 210-11, 15 JUN 83, CHAP 8	MEPCRM-L	NC
ASSISTANT SECRETARY OF DEFENSE (INSPECTOR GENERAL)					
DD-IG(SA) 1574	FOLLOW-UP STATUS REPORT ON AUDIT INSPECTION, INVESTIGATION AND INTERNAL REVIEW	L	DD DIR 7650.3, 19 MAR 85; AR-36-2, 5 SEP 86, PARA 1-7	MEPCIRAC	NC
DD-IG(SA)-1717	INFORMATION REQUIREMENTS FOR SEMIANNUAL REPORT TO CONGRESS	B	DDI 7750.6, 22 APR 87; HDA LTR, 20-87-1, 12 FEB 87; MSG, SAIG-PA-DTG 131500Z AUG 87; MSG, SAIF-PA-DTG 271000Z JUL 87	MEPCIG/MEPCIRAC	ND

List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
SAOSA-209	HISPANIC EMPLOYMENT PROGRAM EVALUATION	A	LTR, SFEQA, 27 OCT 82	MEPCCEO	R
ASSISTANT SECRETARY OF THE ARMY FOR FINANCIAL MANAGEMENT					
CSCAB-205	COMMAND OPERATING BUDGET (COB)	A R	LTR, DACA-BUF, 25 JAN 85 SAFN-BUC-F	MEPCRM-FM Sectors MEPS	ND
DIR OF INFO SYS FOR COMMAND, CONTROL, COMMUNICATIONS & COMPUTERS					
CSIM-15	PERIODIC REVIEW OF MANAGEMENT INFORMATION REQUIREMENTS--PREPARING AGENCY RESPONSE AND RECOMMENDATIONS	R	AR 335-15, C1, 28 OCT 86, CHAP 6; LTR, DAAG-OP1(M) 30 JUL 84, 6 AUG 84	MEPCIM-O	R
CSIM-17	ADP PRODUCT REVIEW COMMENTS	R	AR 335-15, C1, 28 OCT 86, CHAP 6	MEPCIM-O	R
DEPUTY CHIEF OF STAFF FOR PERSONNEL					
CSGPA-147(R)(MIN)	ACCIDENT REPORT	R	AR 385-40, 1 APR 87 PARA 3-5; DA PAM 385-1	MEPCPA-S Sectors MEPS	ND
CSGPA-1291(R3)	ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM	M	AR 600-85, 3 NOV 86, CHAP 7, PARA 7-3	MEPCPA-S	NC
CAGPA-1340(R3)	SERIOUS INCIDENT REPORT	R	AR 190-40, 14 AUG 85	MEPCAP-AS	NC
CSGPA-1471(R1)	EQUAL OPPORTUNITY QUARTERLY NARRATIVE REPORT	Q	USMEPCOM SUPPL1 TO AR 600-20, 5 JUL 89	Sectors	NC
CSGPA-1471(R2)	NARRATIVE AND STATISTICAL REPORT ON EQUAL OPPORTUNITY	A	AR 600-20, 30 MAR 88	MEPCCEO/EO	NC
CSGPA-1580 (PECC-CSS)	DELEGATION OF PERSONNEL AUTHORITIES	A	AR 690-900, C3, 1 MAR 87	MEPCCPD	NC

List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
DEPUTY CHIEF OF STAFF FOR PERSONNEL (CONTINUED)					
CSGPA-1702	CIVILIAN MANPOWER ES AND WORK YEARS	M	MSG, DAPE-MBU, 202018Z, JAN 87	MEPCRM-FM Sectors MEPS	R
DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS					
CSGPO-445	TERRORIST THREAT CONDITIONS	M	AR 525-13	MEPCPA-AS Sectors MEPS	ND
DEPUTY CHIEF OF STAFF FOR LOGISTICS					
CSGLD-1608	REGISTRATION AND REPORTING OF US ARMY VEHICLES (EQUIPMENT CONTROL RECORD)	R	AR 710-3, 16 DEC 87, CHAP 5, DA PAM 738-750, C7, 30 MAY 86, CH 5, PARA 5-6 TM 38-750-1	MEPCRM-L Sectors MEPS	ND
CSGLD-1840	PROPERTY ACCOUNTABILITY ADJUSTMENT DATA	Q	AR 735-11, 1 MAY 85, APP B	MEPCRM-L Sectors MEPS	NC
CSGLD-1963	ORF DEMAND DATA	A	AR 750-1, 11 MAR 88 (UPDATE)	MEPCRM-L	ND
CSGLD-1905	NTV COST ACCOUNTING AND MANAGEMENT REPORTING	A	LTR, DALO-TSM, 21 OCT 82	MEPCRM-L	ND
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE					
CSGID-160	PERSONNEL SECURITY CLEARANCES	A	AR 380-67	MEPCPA-AS	NC
THE INSPECTOR GENERAL					
CSOIG-25	REPORTING PROCEDURES FOR THE INSPECTOR GENERAL WORLDWIDE NETWORK (IGNET)	R	ADSM 18 G04-GAA-CVT UM (IGNET USER MANUAL), 1 OCT 86	MEPCIG	NC
THE SURGEON GENERAL					
MED-87(R6)	ASSIGNMENT AND UTILIZATION OF ARMY MEDICAL DEPARTMENT PERSONNEL	Q	AR 400-202, 10 OCT 77	MEPCRM-FM	ND

List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
THE SURGEON GENERAL (CONTINUED)					
MED-250(R1)	MEDICARE REPORT	A	AR 40-61, 30 APR 86, PARA 4-6	MEPCRM-L MEPS	NC
MED-315	MEDICAL EXAMINATION DATA, APPLICANTS FOR ENLISTMENT	M	LTR, DAAG-AMC-S, DASG-AMC-S, DASG-HCT, 18 NOV 75, AND INCL	MEPCRM-FM	NC
US ARMY FINANCE AND ACCOUNTING CENTER					
CSCFA-218	STATUS OF APPROVED OPERATING BUDGET	M	ARS 37-151, C1, 9 MAR 77, PARA 5-81 THRU 5-87; 37-108, 15 NOV 75, C3, 1 SEP 81, CHAP 15, SECT 11; 37-51, 1 MAY 81, PARA 11; MSG, FINCO-DB, 141300Z MAR 83	MEPCRM-FM	ND
US ARMY FINANCE AND ACCOUNTING CENTER					
CSCOA-98	STATUS OF INTERNAL CONTROL SYSTEMS ANNUAL REPORT	A	AR 11-2, 4 DEC 87, CHAP 3	MEPCRM-BP Sector's MEPS	NC
US ARMY INFORMATION SYSTEMS COMMAND					
AG-881	QUARTERLY POSTAGE EXPENDITURE WORK SHEET	Q	DD INSTR 4525-8, 9 SEP 81; AR 340-3, 15 MAY 84, PARA 2-8	MEPCPA	NC
AG-889	DISPOSITION OF MACHINE READABLE RECORDS	R	AR 25-400-2	MEPCPA	NC
SECRETARY OF DEFENSE					
DD-H(A)-1567	PHYSICIANS COMPARABILITY ALLOWANCE PROGRAM REPORT	A	AR 690-500, 109, 1 FEB 86	MEPCPO	ND

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List of approved recurring management information requirements from other HQ/agency - established information requirements (by requesting activity)

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
CSIN-39	ANNUAL COPIER COST AND PRODUCTION REPORT	A	AR 25-30	MEPCPA-AR Sectors MEPS	ND
DD-FM&P(SA)-946	ENLISTMENT EXAMINING SUPPORT COSTS	A	DD INSTR 1304.8	MEPCRM-FM	ND
SYS-1	DOE ENERGY INFORMATION REPORT	M	DOD 5126.46M	MEPCRM-L	ND
OPNAV 6110.3	PHYSICAL READINESS TEST SUMMARY FOR NAVY PERSONNEL	A	OPNAVINST 6110.1C USMEPCOM Reg 350-5, 24 JAN 91	MEPCOPT-T	ND

List of approved information requirements established by HQ USMEPCOM.

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
ASSISTANT CHIEF OF STAFF (MEPCACS)					
MEPCACS-1	END OF TOUR REPORT	R	USMEPCOM Reg 1-1, 23 MAY 88	Sectors/MEPS	NC
MEPCACS-2	AFTER ACTION REPORT	R	USMEPCOM Reg 1-3, 26 JUN 90	Sectors/MEPS	NC
PERSONNEL AND ADMINISTRATION DIRECTORATE (MEPCPA)					
MEPCPA-P-3	PIR REVIEW	M	USMEPCOM Reg 600-20, 6 DEC 85	Sectors/MEPS	NC
OPERATIONS PLANS AND TRAINING DIRECTORATE (MEPCOPT)					
MEPCOPT-2	MEPS SATURDAY/TRAINING DAY	Q	USMEPCOM Reg 601-8, 23 MAY 85	Sectors/MEPS	ND
MEPCOPT-1	MILITARY ENTRANCE PROCESSING REPORTING SYSTEM (MEPRS)	D	USMEPCOM Reg 680-1, 7 MAR 89	MEPS	NC
MEPCOPT-3	MEPRS MONTHLY DATA COLLECTION	M	USMEPCOM Reg 680-2, 17 MAY 90	MEPS	NC
MEPCOPT-8	MEPS CAPACITY	R A	USMEPCOM Reg 601-21, 10 APR 89	Sectors/MEPS	ND
MEPCOPT-9	BOUNDARY EXCEPTIONS	R	USMEPCOM Reg 601-3, 3 JUL 89	Sectors/MEPS	ND
MEDICAL DIRECTORATE (MEPCM)					
MEPCM-A-1	VACANT CMO POSITIONS	R	USMEPCOM Reg 40-1, 4 MAY 87	Sectors/MEPS	ND
MEPCM-A-1	MEDICAL SPECIALTY CONSULTATION/EYE REFRACTION	M	USMEPCOM Reg 40-1, 4 MAY 87	Sectors/MEPS	ND
TESTING DIRECTORATE (MEPCT)					
MEPCT-1	TESTING PROGRAM REPORT	M	USMEPCOM Reg 611-1, 5 OCT 88	Sectors/MEPS	NC
MEPCT-2	ASVAB TEST/LOSS COMPROMISE TELEPHONE REPORT	R	USMEPCOM Reg 611-1, 5 OCT 88	Sectors/MEPS	ND
MEPCT-2	MET SITE UTILIZATION REVIEW AND ANALYSIS	L	USMEPCOM Reg 611-1, 5 OCT 88	Sectors/MEPS	ND

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List of approved information requirements established by HQ USMEPCOM.

RCS NUMBER	TITLE	FREQ	DIRECTIVE	PREPARING ORGANIZATION(S)	MS
TESTING DIRECTORATE (MEPCT) (CONTINUED)					
MEPCT-3	TEST SPECIALIST ACTIVITY	Q	USMEPCOM Reg 601-2, 18 OCT 85	Sectors/MEPS	ND
MEPCT-6	AFTER ACTION REPORT SUBMITTED AFTER A COI EVENT	R	USMEPCOM REG 601-5, 23 MAY 88	Sectors/MEPS	R
MEPCT-6	REQUEST FOR COI EVENT PLANNING AND APPROVAL	R	USMEPCOM Reg 601-5, 23 MAY 88	Sectors/MEPS	R
MEPCT-8	MOBILE EXAMINING TEAM SITE UPDATE SHEET	R	USMEPCOM Reg 611-1, 5 OCT 88	Sectors/MEPS	R
INFORMATION MANAGEMENT DIRECTORATE (MEPCIM)					
MEPCIM-2	SYSTEM 80 ADPE EFFECTIVENESS LOG	M	USMEPCOM Reg 25-2, 29 JUL 85	Sectors/MEPS	NC
RESOURCES MANAGEMENT DIRECTORATE (MEPCRM)					
MEPCRM-FM-12	REVIEW AND ANALYSIS PROGRAM	Q	USMEPCOM Reg 11-1, 28 NOV 90	Sectors/MEPS	NC
MEPCRM-FM-14	PERSONNEL STRENGTH FEEDER REPORT	M	USMEPCOM Reg 11-1, 28 NOV 90	Sectors/MEPS	NC
MEPCRM-FM-32	PRODUCTION AND COST EFFECTIVENESS REPORT	Q	USMEPCOM Reg 37-16, 29 AUG 84	Sectors/MEPS	NC
MEPCRM-FM-F-1	ANNUAL AVMF BUDGET	A	USMEPCOM Reg 215-1, 5 JUN 90	Sectors/MEPS	ND
MEPCRM-FM-F-2	AVMF CASH, PROPERTY AND RECONCILIATION REPORT	M	USMEPCOM Reg 215-1, 5 JUN 90	Sectors/MEPS	ND
MEPCRM-L-8	MONTHLY MILEAGE AND FUEL CONSUMPTION	M	USMEPCOM Reg 58-1, 30 JUN 81	Sectors/MEPS	NC
MEPCRM-L-8	VEHICLE USAGE REPORT	A	USMEPCOM Reg 58-1, 30 JUN 81 TM 738-750	Sectors/MEPS	NC
MEPCRM-L-11	WEEKLY STATUS OF LEASED BACHELOR HOUSING REPORT	W	USMEPCOM Reg 210-4, 11 FEB 85	MEPCRM-L (MEPS calls in report)	NC
MEPCRM-L-11	MONTHLY COSTS OF LEASED BACHELOR HOUSING	M	USMEPCOM Reg 210-4, 11 FEB 85	MEPCRM-L (MEPS calls in report)	NC

Appendix D
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Other Hq/Agency Publications:

MANUALS

DD 5126.46M SYS-1
 TM 38-750-1 CSGLD-1608

INSTRUCTIONS

MI 1304.8 DD-FM&P (SA)-946
 OPNAV INST 6110.1C OPNAV 6110-3

PAMPHLETS

DA Pam 25-91 DD-PA (A)-1438
 DD-PA (A)-1115
 DA Pam 738-750 CSGLD-1608

REGULATIONS

AR 5-20	DD-A&L (A)-1540	AR 40-61	MED-250 (R1)
AR 11-2	CSCOA-98 (R1)	AR 40-202	MED-87 (R6)
AR 37-151	CSCFA-218	AR 58-1	1102-GSA-AN
AR 190-40	CSGPA-1340 (R3)	AR 385-40	CSGPA-1471 (R4)
			(MIN)
AR 210-11	DD-M (A)-1470		1146-DOL-XX
AR 210-25	1270-HEW-AN	AR 600-7	DD-M (SA)-1596
AR 335-15	CSIM-15		SOOO.22
AR 335-15	CSIM-17	AR 600-20	CSGPA-1471 (R1)
AR 340-3	AG-881	AR 600-85	CSGPA-1291 (R3)
AR 25-55	DD-PA (TRA&A)-1365	AR 710-3	CSGLD-1608
AR 25-400-2	AG-889	AR 750-1	CSGLD-1963
AR 340-21	DD-A (A&AR)-1379		
AR 380-13	DD-A (A) 1118		

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NUMBER          RCS          NUMBER NUMBER          RCS NUMBER
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USMEPCOM Publications:

REGULATIONS

1-1	MEPCACS-1	600-20	MEPCPA-P-3
1-3	MEPCACS-2	601-2	MEPCT-3
11-1	MEPCRM-FM-12	601-3	MEPCOPT-9
	MEPCRM-FM-14	601-5	MEPCT-6
25-2	MEPCIM-2	601-8	MEPCOP-2
37-16	MEPCRM-FM-32	601-21	MEPCOPT-8
40-1	MEPCM-A-1	601-1	MEPCT-1
58-1	MEPCRM-L-8		MEPCT-2
210-4	MEPCRM-L-11		MEPCT-8
215-1	MEPCRM-FM-F-1	680-1	MEPCOPT-1
	MEPCRM-FM-F-2	680-2	MEPCOPT-3

Appendix E
Index of Information Requirement Forms

 FORM NUMBER RCS NUMBER FORM NUMBER RCS NUMBER

Other Hq/Agency Forms:

DA 285	CSGPA-147 (R)	DA 4752-R	AG-889
DA 285-1	CSGPA-147 (R)	DA 4835-R	DD-A-PA-1365
DA 1086-R	CSIM-15	DA 5108-R	DD-M(A) 1561
DD 2085	DD-M(A)-1470	DD 173/2	CSGPO-445
DA 2408-9	CSGLD-1608	DD 4835-R	DD-PA (TRA&A) - 1365
DA 3604	MED-87 (R6)		
DA 3711-R	CSGPA-1291 (83)	OSHA 100F	1146-DOL-XX
DA 4312-R	DD-A(A)-1118	OSHA 102F	1146-DOL-XX
DA 4503-R	CSIM-17	SF82	1102-GSA-AN
DA 4572-R	AG-889		
DA 4587-R	DD-A(A&AR)-1379		
DA 4737-R	AG-889		
DA 4738-R	AG-889		

USMEPCOM Forms:

ADP	MEPCOP-1	USMEPCOM 680-2-R	MEPCOP-3
Memorandum	MEPCACS-1	USMEPCOM 914-R	MEPCRM-L-8
Memorandum	MEPCACS-2	USMEPCOM 933-R	MEPCRM-FM-32
Memorandum	MEPCOP-2	USMEPCOM 934-R	MEPCRM-FM-32
Memorandum	MEPCOPT-8	USMEPCOM 936-R	MEPCRM-FM-32
Memorandum	MEPCOPT-9	USMEPCOM 937-R	MEPCRM-FM-32
Telephonic	MEPCRM-L-11	USMEPCOM 938-R	MEPCRM-FM-32
USMEPCOM 190-1-R	CSGPA-1340 (R3)	USMEPCOM 939-R	MEPCRM-FM-32
USMEPCOM 190-1-1-R	CSGPA-1340 (R3)	USMEPCOM 940-R	MEPCRM-FM-32
USMEPCOM 570-R	MEPCRM-FM-14	USMEPCOM 941-R	MEPCRM-FM-32
USMEPCOM 215-1-R	MEPCRM-FM-F-2	USMEPCOM 943-R	MEPCRM-FM-32
USMEPCOM 601-5-R	MEPCT-6	USMEPCOM 944-R	MEPCRM-FM-32
USMEPCOM 611-1-R	MEPCT-2	USMEPCOM 945-R	MEPCRM-FM-32
USMEPCOM 611-1-68	MEPCT-2	USMEPCOM 946-R	MEPCRM-FM-32
USMEPCOM 611-1-15R	MEPCT-1	USMEPCOM 947-R	MEPCRM-FM-32
USMEPCOM 611-1-168	MEPCT-1	USMEPCOM 948-R	MEPCRM-FM-32
USMEPCOM 611-1-178	MEPCT-1	USMEPCOM 952-R	MEPCRM-FM-32
USMEPCOM 632-R	MEPCT-A-1		

Glossary

Section I Abbreviations

ADP

automatic data processing

AR

Army Regulation

DA

Department of the

DOD

Department of Defense

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

PCN

product control number

MICO

management information control officer

MEPS

Military Entrance Processing station

RCS

requirement control symbol

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

Management information control officer (MICO)

A person assigned authority to approve, disapprove, or revise proposed management information requirements within an agency based on AR 335-15. Assign control symbols to needed management information requirements within an agency. Review controlled management information requirements and data products as outlined in AR 335-15. Provide the jurisdictional control of management information requirements and data products as directed by AR 335-15, paragraph 1-10.

Section II**Terms (continued)****Management information requirement**

A requirement for management information to be collected, processed, and transmitted on a periodic, as required, or one-time basis. A request may be transmitted orally or in writing and may require several information products, data inputs and data its, processed either manually or automatic data processing equipment. An approved controlled management information requirement is assigned an RCS.

Management information system

An assemblage of resources and procedures organized to collect, process, and issue data. These data can be used to decide how to plan, organize staff, direct, coordinate, and control the use of resources to accomplish missions and tasks.

Product control number (PCN)

A symbol assigned to identify each ADP final product by the functional proponent or the data processing activity.

Requirement control symbol (RCS)

A symbol assigned to a management information requirement by the MICO to show it has been approved.