

Records Management  
**Records Management Policies and Procedures Handbook**

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**History.** This revision is a major revision. Portions affected by this regulation are listed in the summary of change.

**Summary.** This regulation establishes policy and provides guidance for the records management program at Fort Hood.

**Applicability.** This regulation applies to all staff offices of Headquarters III Corps and Fort Hood, 1st Cavalry Division (1CD), 4th Infantry Division (4ID), other major subordinate commands (MSCs), nondivisional units, and tenant activities.

**Supplementation.** Local supplementation of this regulation is prohibited except upon approval of Directorate of Human Resources (DHR).

**Suggested Improvements.** The proponent of this regulation is the DHR, Records Management Division (RMD). Send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: IMSW-HOD-HR-R, Fort Hood, Texas 76544-5056.

FOR THE COMMANDER:

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*Official:*



CHARLES E. GREEN, SR  
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IAW FH Form 1853: S

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**OVERVIEW**

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1

**Purpose** This regulation establishes policy and provides guidance in all areas of records management.

It governs the management of:

- Correspondence.
- Forms.
- Micrographics.
- Copiers.
- Files Equipment.
- Files maintenance.
- Records use.
- Disposition.
- Privacy Act (PA).
- Freedom of Information Act (FOIA).

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1a

**References** Appendix A lists required and related references.

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1b

**Abbreviations and terms** The glossary explains abbreviations and terms used in this regulation.

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1c

**Summary of change** Specifically, this revision dated 27 March 2006 -

- Changes the title for Army Regulation (AR) 25-400-2 Modern Army Record-Keeping System (MARKS) to Army Records Information Management System (ARIMS).
- Changes Directorate of Information Management (DOIM) to Directorate of Human Resources (DHR), Records Management Division (RMD).
- Changes DOIM office symbol (AFZF-IM-AR) to DHR, RMD office symbol (IMSW-HOD-HR-R).
- Changes 2nd Armored Division (2AD) to 4th Infantry Division (4ID).
- Changes Test and Experimental Command (TEXCOM) to United States Army Operational Test Command (USAOTC).
- Changes 13th Corps Support Command (13th COSCOM) to 13th Sustainment Command (Expeditionary) (13th SC (E)).

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- Changes Department of the Army (DA) Form 1167 (Request for Approval of Form) to Department of Defense (DD) Form 67 (Form Processing Action Request) and DD Form 844 (Requisition for Local Duplicating Services to Defense Automation Production Service (DAPS) – Fort Hood (FH) Form 5604 (Printing/ Reprographic Request).

1d

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**RESPONSIBILITIES**

2

**Directorate  
of Human  
Resources,  
Records  
Management  
Division**

DHR, RMD is assigned staff responsibility for the III Corps and Fort Hood Records Management Program.

2a

**1st Cavalry  
Division  
(1CD)/  
4th Infantry  
Division (4ID)**

Commanders will designate an action officer to perform the following duties:

- Plan, direct, and establish objectives for directly assigned elements of the office, agency, or command records management program.
- Carry out the records management provisions of AR 25-55 (Department of Army Freedom of Information Act Program), AR 340-21 (The Army Privacy Program), and AR 380-5 (Department of Army Information Security Program).
- Provide advice and assistance to security managers in developing and executing a program to reduce classified holdings, by approved disposition standards, to the absolute minimum required for current operations.
- Establish, supervise, and execute a program for the economical management and use of micrographics, office copiers, files supplies, and other office equipment involved with the creation and use of records.
- Implement an agency or command program for all personnel requiring orientation and training in records management.

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**1st Cavalry  
Division  
(1CD)/  
4th Infantry  
Division (4ID)  
(continued)**

- Survey and appraise the activities of the records management program every 2 years.
- Provide staff direction for the transfer of records to the records holding area (RHA).
- Retire records to a records holding center or RHA or transfer to other governmental agencies.
- Properly arrange and package records before movement and prepare shipping documents as outlined in AR 25-400-2 (ARIMS).
- Forward one copy of each designation to the installation records manager (IRM) (ATTN: IMSW-HOD-HR-R).
- Schedule newly appointed records managers (RMs)/forms management officers (FMOs) to attend next training.
- Schedule in-briefings with IRM within 30 days after designation of RM/FMO.
- FMO to perform duties outlined in AR 25-30 (The Army Publishing Program), paragraph 1-20d.
- Micrographics point of contact (POC).
- PA/FOIA coordinator to perform duties outlined in AR 25-55 and AR 340-21.

2b

**Major  
Subordinate  
Commands  
(MSCs)/  
Nondivisional  
Units, III Corps  
Staff Tenants**

Chiefs of III Corps and Fort Hood general and special staff activities, separate units, and tenant activities will designate a

- Records management coordinator (RMC) to
  - Plan, direct, and establish objectives for directly assigned elements of the office records management program.
  - Carry out the records management provisions of AR 25-55, AR 340-21, and AR 380-5.

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**Major  
Subordinate  
Commands  
(MSCs)/  
Nondivisional  
Units, III Corps  
Staff Tenants  
(continued)**

- Provide advice and assistance to the security manager in developing and executing program to reduce classified holdings, by approved disposition standards, to the absolute minimum required for current operations.
- Establish, supervise, and execute a program for the economical management and use of micrographics, office copiers, files supplies, and other office equipment involved with the creation and use of records.
- Forms management coordinator (FMC) to
  - Serve as POC and liaison between elements of the organization and the Installation Forms Management Office (IFMO).
  - Coordinate periodic reviews.
  - Process requests to establish, revise, obsolete, or reorder forms.
  - Retain copies of initial DD Form 67 (Form Processing Action Request) and copies of approved forms.
  - Forward one copy of each designation to the IRM (ATTN: IMSW-HOD-HR-R).
- Micrographics POC.
- PA/FOIA coordinator to perform duties outlined in AR 25-55 and AR 340-21.

2c

**RECORDS MANAGEMENT TRAINING/ASSISTANCE**

3

**Training**

Training is

- Available on correspondence procedures, files management, forms management, copier management, and PA/FOIA.
- Conducted by records management personnel.

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**Training  
(continued)**

- Quarterly for table(s) of distribution and allowances (TDA) activities. Call noncommissioned officer (NCO) leadership, education, and development (LEAD) for training schedules.
- Upon request by table(s) of organization and equipment (TOE) activities.

3a

**Assistance**

Assistance in records management is available; contact DHR, RMD at 287-0220.

3b

**RECORDS MANAGEMENT SURVEYS**

4

**Directorate  
of Human  
Resources,  
Records  
Management  
Division**

Records management personnel will survey

- Correspondence.
- Files.
- Files equipment.
- Publications for proper labeling.
- Forms management.
- Duty appointment designations.
- Copier documentation.
- Micrographics.
- Procedural compliance with the PA and FOIA.

Surveys are conducted at least every 3 years per AR 25-1 (Army Knowledge Management and Information Technology), paragraph 8-3d.

4a

**Unit/Activity**

Action Officers will arrange internal survey schedules, review list of selected file numbers for accuracy, and accompany DHR, RMD surveyors on scheduled surveys.

4b

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**FILES MANAGEMENT**

5

**Records  
Transfer  
Procedures**

Records are transferred to the RHA by a Standard Form (SF) 135 (Records Transmittal and Receipt) and are due to III Corps Records Management (ATTN: IMSW-HOD-HR-R) by the 10th working day of September for fiscal year records transferred in October and December for calendar year records transferred in January.

Note: Normally, a reminder is posted in the Caltrop 3 weeks prior to turn in. See figure 2-1 for completion instructions.

All Fort Hood units and activities maintaining records with a retention period of 3 years or more will submit an SF 135 in duplicate to IMSW-HOD-HR-R.

Note: See AR 25-400-2 for disposition instructions.

The major subordinate command (MSC) RMs and RMCs will consolidate records before submitting to IMSW-HOD-HR-R.

- 1CD.
- 3rd Signal Brigade (3rd Sig Bde).
- 4ID.
- 21st Cavalry Brigade (21st Cav Bde).
- 13th SC (E).
- 89th Military Police Brigade (89th MP Bde).
- 504th Military Intelligence Brigade (504th MI Bde).

5a

**Records  
Holding  
Area**

DHR, RMD personnel will

- Remind personnel to transfer records prior to due date of turn in.
- Review the SF 135 for accuracy; if the form is incomplete, return it for corrections.
- Return one copy of the SF 135 to the appropriate activity with a turn in date and time.
- Review records for regulatory compliance for turn in.
- Accept properly prepared records and assign shelf locations.
- Return one copy of the annotated SF 135 with record location upon completion of turn-ins.

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**Records  
Holding  
Area  
(continued)**

User will file the completed SF 135 in file number 25-400-2f until retention periods for records have expired.

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5b

**Records  
Chargeout  
Suspense  
System**

Use DA Form 543 (Request for Records) to request records from the RHA.

The requester completes the form, shows user responsibility by signing item 2b, and retrieves files from RHA.

Upon completion of charged-out files, the requester will return the record and place it in the appropriate box.

If the entire box is removed, it will be placed in the proper shelf location.

- Due to the geographic location of the RHA, prior arrangements are required before charge out of files. Call 287-0220 to schedule a time/date.

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5c

## SF 135 – Completion Instructions

1. Item 1. Delete Federal Archives and Records Center and enter “Records Holding Area, Fort Hood, TX 76544-5056”.
2. Item 2. Enter the name and title of the organizational head of the element transferring the records. Enter the date. (Note: This item must also be signed).
3. Item 3. Enter the name, office, and phone number of the individual preparing the list or responsible for filing/shipping records.
4. Item 4. Leave blank.
5. Item 5. Enter the name and address of the organizational element transferring the records.
6. Item 6.
  - 6a. Leave blank.
  - 6b. Leave blank.
  - 6c. Leave blank.
  - 6d. Enter number of boxes in shipment. Each box contains one cubic foot of records.
  - 6e. Enter the box number in relation to total boxes in shipment (i.e., 1/5, 2/5, etc.).
  - 6f. Enter the Privacy Act Statement for files subject to the Privacy Act as specified in AR 340-21.

If the records are microforms, enter the word “Microforms”.

The second item will be the name and location of the organizational element creating the records, even if it duplicates the entry in Item 5.

Enter the historical data of the organizational element creating the record for the year of the files being transferred.

Enter the file title, arrangement of files, and year of files. (See enclosed examples)

**Figure 5-1. Standard Form (SF) 135 – Completion Instructions**

- 6g. Enter the appropriate restriction code as described on the reverse side of the form.
- 6h. Enter the ARIMS record number as it appears in the regulation.
- 6i. Enter the month and year in which files are to be destroyed (i.e., Jan 07, Oct 07, etc.).
- 6j. Leave blank.
- 6k. Leave blank.
- 6l. Leave blank.
- 6m. Leave blank.
- 7. Use SF 135A for continuation of shipment as needed.

**Figure 5-1. Standard Form (SF) 135 – Completion Instructions (continued)**

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**OFFICE SYMBOLS**

6

**Policy**

Office symbols will contain no more than ten letters and will not be changed based solely on activity's name change.

It changes when an organizational element is created, terminated, divided, or merged.

Activity chiefs may add letters to the assigned symbols to identify divisions, branches, or sections.

Added symbols will be separated by a hyphen (i.e., IMSW-HOD-HR).

Note: AR 25-59 (Office Symbols) specifically prohibits use of numbers with the exception of Forces Command (FORSCOM) elements.

6a

**Digits**

The digit construction for office symbols is

- First and second digit represents the parent agency.
- Third and fourth digit represents the principal office or installation.
- Fifth, sixth, and seventh digit represents directorate or comparable element or next element below agency level (or certain official in head office) and may consist of three characters.

Additional characters identify the staff division or comparable or next lower element, branch or next lower element, or section, group, team, or individual action officer.

6b

**Office Symbols**

Figure 6-1 lists office symbols for Fort Hood.

6c

## OFFICE SYMBOLS FOR FORT HOOD

<b>Activity</b>	<b>Office Symbol</b>
<i>Command Group</i>	
Commanding General .....	AFZF-CG
Deputy Commander .....	AFZF-DC
Chief of Staff .....	AFZF-CS
Garrison Commander.....	AFZF-GC
Command Sergeant Major.....	AFZF-CSM
Secretary of the General Staff.....	AFZF-SGS
 <i>Major Subordinate Commands</i>	
1st Cavalry Division.....	AFVA
4th Infantry Division.....	AFVF
3d Signal Brigade.....	AFVN
13th Sustainment Command (Expeditionary) .....	AFVG
89th Military Police Brigade.....	AFVP
504th Military Intelligence Brigade .....	AFVQ
Apache Training Brigade.....	AFVU
3d Finance Group .....	AFZF-CFG
 <i>Principal Staff</i>	
G1 .....	AFZF-GA
G2 .....	AFZF-GS
G3 .....	AFZF-GT
G4 .....	AFZF-GL
G5 .....	AFZF-GE
Corps Chaplain .....	AFZF-CH
Corps Chemical Office .....	AFZF-CML
Corps Engineer .....	AFZF-EN
Corps Provost Marshall.....	AFZF-PM
Corps Signal Office .....	AFZF-CE
Corps Surgeon.....	AFZF-MD
Deputy for Plans, Training, and Mobilization.....	IMSW-HOD-PL
Directorate of Program Integration and Leadership.....	IMSW-HOD-PAI
Headquarters Commandant.....	IMSW-HOD-H
Inspector General.....	AFZF-IG
Nuclear Surety Office .....	AFZF-NSO
Office of Internal Audit.....	AFZF-AUD
Office of the Adjutant General.....	AFZF-AG
Office of the Historian.....	AFZF-MH
Public Affairs Office.....	AFZF-PA
Staff Judge Advocate .....	AFZF-LA

**Figure 6-1. Office Symbols for Fort Hood**

<b>Activity</b>	<b>Office Symbol</b>
<i>Garrison</i>	
Civilian Personnel Office .....	IMSW-HOD-HRC
Director of Dental Services .....	AFZF-DDS
Director of Health Services .....	AFZF-DHS
Directorate of Contracting .....	AFZF-CO
Directorate of Public Works.....	IMSW-HOD-PW
Directorate of Information Management.....	IMSW-HOD-IM
Directorate of Logistics.....	IMSW-HOD-LG
Directorate of Morale, Welfare, and Recreation.....	IMSW-HOD-MW
Directorate of Reserve Component Support .....	AFZF-RC
Directorate of Resource Management .....	IMSW-HOD-RMD
Directorate of Security.....	AFZF-PLS
Equal Employment Opportunity Office .....	AFZF-EEO
Headquarters Command.....	AFZF-HH
Installation Aviation Office.....	AFZF-PLA
Office of the Garrison Chaplain.....	AFZF-RS
Provost Marshall Office .....	AFZF-ESP
<i>Tenant</i>	
AMC Liaison Office, Operational Test Command .....	AMXFS
Apache Materiel Fielding Team .....	AMCPM-AAH-MFT-H
Army Audit Agency – Fort Hood Field Office .....	SAAG-SWR-FHFO
Cohort Task Force, TRADOC .....	ATRM-ZM
Defense Reutilization and Marketing Office .....	DRMO-HOOD
Dental Activity .....	HSBI
Det 14, 5th Weather Squadron .....	AFZF-GS-W
Fort Hood District Sixth Region, USACIDC.....	CIRFD
Fort Hood Resident Office – 902d MI Group.....	IAGPA-C-FHRO
Headquarters Operational Test Command .....	ATCT
Joint Tac Fusion Field Office.....	JTF-FOFH
Logistics Assistance Office – Central .....	AMXLA-C-C
Medical Department Activity.....	HSXI
Military Judge, 3d Judicial Circuit.....	AFZF-MJ
Mobile Subscriber Equipment .....	AMCPM-MSE-TF
Noncommissioned Officer Academy .....	AFZF-NCOA
OTEA Field Office .....	CSTE-ZF
PM MSE Fielding Team .....	AMCPM-MSE-FH
Regional Defense Counsel .....	AFZF-JA-RDC
Trial Defense Service.....	AFZF-JA-TDS
USA Logistics Assistance Office – Fort Hood .....	AMXLA-C-C-HO
US Air Force Liaison Office.....	AFZF-DPT-ALO
US Army Test Measurement and Diagnostic Equipment Spt Op.....	AMXTM-CW-PB-HD
US Army Commissary.....	LOTA-MW-H
US Army Research Institute Field Unit.....	PERI-SH

**Figure 6-1. Office Symbols for Fort Hood (continued)**

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**FORMS MANAGEMENT**

7

**Directorate  
of Human  
Resources,  
Records  
Management  
Division**

DHR, RMD forms management personnel will

- Provide technical advice on forms design, forms construction, reproduction processes available, and requisition procedures for local and higher headquarters "R" forms.
- See paragraph 7c.
- Standardize, control, and publish an index of local forms.
- Compose forms in final format, when required.

7a

**1st Cavalry  
Division, 4th  
Infantry  
Division, and  
United States  
Army  
Operational  
Test Command**

1CD, 4ID, USAOTC, and Medical Department Activity (MEDDAC) are delegated forms management responsibilities within their command and will furnish one copy of forms index to DHR, RMD, ATTN: IMSW-HOD-HR-R when published.

7b

**Higher  
Headquarters  
Forms**

DA and FORSCOM locally reproducible forms are designated by the "R" suffix after the numerical listing and cannot be reproduced on office copiers as prohibited by AR 25-30.

7c

**Local Forms**

FH Pamphlet 25-30 (Consolidated Index of III Corps and Fort Hood Administrative Publications and Blank Forms) lists locally controlled forms, form letters, overprints, handouts, labels, and posters.

7d

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**COPIER MANAGEMENT**

8

**Monthly/  
Annual  
Copier  
Report**

Activities with copiers will

- Use DA Form 4575-R-E (Copy Machine Production Log).
- Verify monthly meter readings with a contractor representative.
- Retain and separate maintenance creditable copies for a minimum of 30 days.
  - Creditable copies are those illegible copies resulting from copier malfunctions or copies generated during authorized maintenance.
  - Copies may be disposed of after verification from an authorized technician.

DHR, RMD will prepare quarterly statistics and annual reports based on this input.

8a

**Copier  
Requirements**

Copier requests must contain the proper funding authority statement, be identified in the requesting activity's installation management plan (IMP), and comply with AR 25-1, paragraphs 9-7 and 9-8, and AR 25-30, chapter 11.

Note: Tactical copiers are authorized under Common Table Allowance (CTA) 50-909 (Field and Garrison Furnishings and Equipment).

8b

**Copy Usage  
Control**

Report maintenance or supply requirements to the DOIM Contracting Office Representative (COR), 287-4794.

A qualified technician will read copier meters, manually count bad/maintenance copies, obtain user validation, and submit statistics to the COR on a 30-day cyclic basis.

Note: It is crucial to retain creditable copies since contract payment deductions will be assessed on the cost-per-volume band assigned.

8c

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**CORRESPONDENCE MANAGEMENT**

9

**Overview** Guides to use in preparing command correspondence are AR 25-50 (Preparing and Managing Correspondence) and Fort Hood Regulation 1-10 (Staff Procedures Guide).

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9a

**Typing Policy** Fort Hood has

- No requirement to type internal correspondence except for DD Form 458 (Charge Sheet).
- Table 9-1 shows certain types of correspondence which are required by regulation to be typed.

Note: Correspondence must be legible. Commanders may want to type other items to ensure readability and enhance their impact.

---

 9b

**Signing Policy** Company-level commanders may choose to personally sign any action.

- Table 9-2
  - Section I and II lists the only documents which this or higher headquarters require that they personally sign.
  - Section III lists correspondence that commanders may wish to personally sign.

---

 9c

**Retention of Documents** Correspondence containing policy will have an expiration date 6 months from date of issue to provide time for publication into a standing operating procedure or regulation.

Documentation will be identified and maintained per AR 25-400-2.

---

 9d

**Table 9-1. Correspondence Typed at Fort Hood**


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<b>Section I – Correspondence Required by Regulation to be Typed</b>		
<i>General</i>		<i>Proponent</i>
Electrical Messages (except those transmitting through tactical communications systems)		DOIM
Official Command Correspondence (AR 25-50)		DHR
<i>Specific Actions</i>		
Clemency Document		SJA
Command Health Reports		SURGEON
Discharge in Lieu of Trial by Court Martial		SJA
Environment Assessments		DPW
Replies to Internal Review, GAO, AAA, DODIG Audit Reports		AUDIT
<i>Forms</i>		
DA Form 638	Recommendation for Award	DHR
DA Form 2233	Army Reserve Pay Voucher Summary and Certification Sheet	DRM (FAO)
DD Form 491	Summarized Record of Trial	SJA
DD Form 1056	Authorization to Apply for a “No-Fee” Passport and/or Request for Visa	DHR
SF 135	Records Transmittal and Receipt	DOIM
SF 135A	Records Transmittal and Receipt (Continuation)	DOIM
<b>Section II – Correspondence Required to be Typed at Fort Hood</b>		
<i>Form</i>		
DD Form 458	Charge Sheet	SJA
<b>Section III – Correspondence Pertaining to Soldiers that Commanders May Want to Type</b>		
<i>Specific Action</i>		
Excusals from Court Martial Duties		SJA
Reports of Investigation UP Article 32, UCMJ		SJA
<i>Forms</i>		
DA Form 2446	Request of Orders	DHR
DA Form 2627	Record of Proceedings Under Article 15, UCMJ	SJA
DA Form 2627-1	Summarized Record of Proceedings Under Article 15, UCMJ	SJA
DA Form 2627-2	Record of Supplementary Action Under Article 15, UCMJ	SJA
DD Form 1610	Request and Authorization for TDY Travel of DOD Personnel	G3

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Legend:

AAA – Army Audit Agency

AR – Army Regulation

DA – Department of the Army

DD – Department of Defense

DHR – Directorate of Human Resources

DOD – Department of Defense

DODIG – Department of Defense Inspector General

DOIM – Directorate of Information Management

DPW – Directorate of Public Works

DRM (FAO) – Directorate of Resource Management (Finance and Accounting)

SF – Standard Form

SJA – Staff Judge Advocate

TDY – Temporary Duty

UCMJ – Uniform Code of Military Justice

UP – User Program

**Table 9-2. Correspondence Which Company Commander's Sign**


---

<b>Section I. Company Commander's Signature (may not be delegated)</b>		
<i>Forms</i>		<i>Proponent</i>
DA Form 61	Application for Appointment	DHR
DA Form 759	Individual Flight Record and Flight Certificate – Army	G3
DA Form 2062	Hand Receipt/Annex Number (only in DLOGS and property books)	G4
DA Form 2173	Statement of Medical Examination and Duty Status	DHR
DA Form 2627	Record of Proceedings Under Article 15, UCMJ	SJA
DA Form 2627-1	Summarized Record of Proceedings Under Article 15, UCMJ	SJA
DA Form 2627-2	Record of Supplementary Action Under Article 15, UCMJ	SJA
DA Form 3328	Property Record	G4
DA Form 3340-R	Request for Reenlistment or Extension in the Regular Army	DHR
DA Form 3355	Promotion Point Worksheet	DHR
DA Form 3986-R	Personnel Asset Inventory (upon change of command)	DHR
DA Form 4126-R	Bar to Reenlistment Certificate	DHR
DA Form 4187	Personnel Action	DHR
DD Form 458	Charge Sheet	SJA
FH Form 4-25	Military Magistrate Check List for Pre-trial Confinement	SJA
 <i>Narrative Description</i>		
	Adjustment Documents for Durable Hand Tools	G4
	Commander's Policy Letters	SGS
	Complaints Concerning Dishonored Checks	DHR
	Flight Status Medical Change (cover memorandum for DA Form 4186)	G3
	GCM Approval/Disapproval	DHR
	Indebtedness Complaints	DHR
	Inquiries Pertaining to Nonsupport, Child Custody, or Paternity	DHR
	Inventory (10% monthly; 100% annually)	G4
	Letters of Sympathy	DHR
	Recommendation for Promotion	DHR
	Reduction Under AR 600-200	DHR
	UCMJ Actions Other Than Those Delegated by AR 27-10	SJA
 <b>Section II – Company commander's signature (Requesting delegation from higher headquarters)</b>		
<i>Forms</i>		<i>Proponent</i>
DA Form 1103	Application for Army Emergency Relief Financial Assistance	ACS

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**Table 9-2. Correspondence Which Company Commander's Sign (continued)**


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<b>Section III – Recommend company commander's personally sign</b>		
<i>Forms</i>		
DA Form 1687	Notice of Delegation of Authority – Receipt for Supplies	G4
DA Form 3349	Physical Profile	DHR
DA Form 3508-R	Application for Remission or Cancellation of Indebtedness	3d Fin Gp
DD Form 362	Statement of Charges for Government Property Lost, Damaged, or Destroyed	G4
<i>Narrative Description</i>		
	Equipment Asset Visibility Report	G4
	Request for Exception to Guest House Policies (extension beyond 30 days or authority for deferred payment)	DPW
	Waiver for Retirement	DHR

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Legend:

ACS – Army Community Service

AR – Army Regulation

DA – Department of the Army

DD – Department of Defense

DHR – Directorate of Human Resources

DLOGS – Division, Logistics

DPW – Directorate of Public Works

FH – Fort Hood

GCM – General Court Martial

SGS – Secretary of the General Staff

SJA – Staff Judge Advocate

UCMJ – Uniform Code of Military Justice

3d Fin Gp – 3d Finance Group

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**PRINTING MANAGEMENT**

10

**Duplicating Facilities**

To support unit printing requirements, duplicating facilities are maintained in Headquarters,

- 1CD.
- 4ID.
- 13th SC (E).
- MEDDAC
- USAOTC.

The III Corps DHR, RMD facility provides support to

- Other assigned or attached activities that are not authorized duplicating equipment.
- Nonappropriated fund activities on a reimbursable basis.

Support is limited to requests

- Approved by the printing liaison officer or designated alternate.
- Accompanied by signed DAPS – FH Form 5604 and camera-ready copy.

Normal production time is 5 workdays, subject to fluctuation.

10a

**Printing and Reprographic Support**

Contact the printing liaison officer at 287-7306 or the printing assistant at 286-5137 for printing and reprographic support.

10b

**Appendix A**  
**References**

**Section I. Required Publications**

**AR 25-1** (Para 4a; Para 8b)  
Army Knowledge Management and Information Technology

**AR 25-30** (Para 2b; Para 7c; Para 8b)  
The Army Publishing Program

**AR 25-50** (Para 9a; Table 9-1)  
Preparing and Managing Correspondence

**AR 25-55** (Para 2b; Para 2c)  
Department of the Army Freedom of Information Act Program

**AR 25-59** (Para 6a)  
Office Symbols

**AR 25-400-2** (Para 2b; Para 5a; Para 9d)  
The Army Records Information Management System (ARIMS)

**AR 340-21** (Para 2b; Para 2c; Figure 5-1)  
The Army Privacy Program

**AR 380-5** (Para 2b; Para 2c)  
Department of the Army Information Security Program

**CTA 50-909** (Para 8b)  
Field and Garrison Furnishings and Equipment

**FH Regulation 1-10** (Para 9a)  
Staff Procedure Guide

**FH Pam 25-30** (Para 7d)  
Consolidated Index of III Corps and Fort Hood Administrative Publications and Blank Forms

## **Section II. Related Publications**

### **AR 27-10**

Military Justice

### **AR 600-200**

Enlisted Personnel Management System

## **Section III. Prescribed Forms**

### **DA Form 543 (Para 5c)**

Request for Records

### **DA Form 4575-R-E (Para 8a)**

Copy Machine Production Log

### **DAPS – FH Form 5604 (Para 1d; Para 10a)**

Printing/Reprographic Request

### **DD Form 67 (Para 1d; Para 2c)**

Form Processing Action Request

### **DD Form 458 (Para 9b; Table 9-1; Table 9-2)**

Charge Sheet

### **SF 135 (Para 5a; Para 5b; Figure 5-1; Table 9-1)**

Records Transmittal and Receipt

## **Section IV. Referenced Forms**

### **DA Form 61**

Application for Appointment

### **DA Form 638**

Recommendation for Award

### **DA Form 759**

Individual Flight Record and Flight Certificate – Army

### **DA Form 1103**

Application for Army Emergency Relief Financial Assistance

### **DA Form 1687**

Notice of Delegation of Authority – Receipt for Supplies

**DA Form 2062**

Hand Receipt/Annex Number

**DA Form 2173**

Statement of Medical Examination and Duty Status

**DA Form 2233**

Army Reserve Pay Voucher Summary and Certification Sheet

**DA Form 2446**

Request of Orders

**DA Form 2627**

Record of Proceedings Under Article 15, UCMJ

**DA Form 2627-1**

Summarized Record of Proceedings Under Article 15, UCMJ

**DA Form 2627-2**

Record of Supplementary Action Under Article 15, UCMJ

**DA Form 3328**

Property Record

**DA Form 3340-R**

Request for Reenlistment or Extension in the Regular Army

**DA Form 3349**

Physical Profile

**DA Form 3355**

Promotion Point Sheet

**DA Form 3508-R**

Application for Remission or Cancellation of Indebtedness

**DA Form 3986-R**

Personnel Asset Inventory

**DA Form 4126-R**

Bar to Reenlistment Certificate

**DA Form 4186**

Medical Recommendation for Flying Duty

**DA Form 4187**  
Personnel Action

**DD Form 362**  
Statement of Charges for Government Property Lost, Damaged, or Destroyed

**DD Form 491**  
Summarized Record for Trial

**DD Form 1056**  
Authorization to Apply for a "No-Fee" Passport and/or Request for Visa

**DD Form 1610**  
Request and Authorization for TDY Travel of DOD Personnel

**FH Form 4-25**  
Military Magistrate Checklist for Pre-Trial Confinement

**FH Form 1853**  
Distribution Scheme

**SF 135A**  
Records Transmittal and Receipt (continuation)

**Glossary**

**Section I. Abbreviations**

**AAA**

Army Audit Agency

**ACS**

Army Community Service

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**AMC**

Air Mobility Command

**COR**

Contracting Office Representative

**CTA**

Common Table Allowance

**DA**

Department of the Army

**DAPS**

Defense Automation Production Service

**DD**

Department of Defense (interchangeable as DOD)

**DET**

Detachment

**DHR**

Directorate of Human Resources

**DLOGS**

Division, Logistics

**DODIG**

Department of Defense Inspector General

**DOIM**

Directorate of Information Management

**DPW**

Directorate of Public Works

**DRA**

Directorate of Reserve Affairs

**DRM**

Directorate of Resource Management

**FAO**

Finance and Accounting

**FH**

Fort Hood

**FMC**

Forms Management Coordinator

**FMO**

Forms Management Officer

**FOIA**

Freedom of Information Act

**FORSCOM**

Forces Command

**GAO**

General Audit Office

**GCM**

General Court Martial

**IFMO**

Installation Forms Management Office

**IMP**

Installation Management Plan

**IRM**

Installation Records Manager

**LEAD**

Leadership, Education, and Development

**MEDDAC**

Medical Department Activity

**MSC**

Major Subordinate Command

**MSE**

Mobile Subscriber Equipment

**NCO**

Noncommissioned Officer

**OP**

Operation

**OTEA**

Operational Test and Evaluation Agency

**PA**

Privacy Act

**PM**

Project Manager

**POC**

Point of Contact

**REG**

Regulation

**RHA**

Records Holding Area

**RM**

Records Manager

**RMC**

Records Management Coordinator

**RMD**

Records Management Division

**SF**

Standard Form

**SGS**

Secretary of the General Staff

**SJA**

Staff Judge Advocate

**SPT**

Support

**TDA**

Table of Distribution and Allowances

**TDY**

Temporary Duty

**TEXCOM**

Test and Experimental Command

**TOE**

Table of Organization and Equipment

**TRADOC**

Training and Doctrine Command

**UCMJ**

Uniform Code of Military Justice

**UP**

User Program

**US**

United States

**USA**

United States Army

**USACID**

United States Army Criminal Division

**USAOTC**

United States Army Operational Test Command

**1CD**

1st Cavalry Division

**2AD**

2nd Armor Division

**3d Fin Gp**

3rd Finance Group

**3d Sig Bde**

3rd Signal Brigade

**4ID**

4th Infantry Division

**13th COSCOM**

13th Corps Support Command

**13th SC (E)**

13th Sustainment Command (Expeditionary)

**21st Cav Bde**

21st Cavalry Brigade

**89th MP Bde**

89th Military Intelligence Brigade

**504th MI Bde**

504th Military Intelligence Brigade

**902d MI Gp**

902nd Military Intelligence Group

**Section II. Terms**

This section not used.