

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Pamphlet 25-5

03 November 2003

Information Management

Forms Management

Summary. This pamphlet contains procedures for design and approval of local and command forms and requirements to post forms on the United States Army Alaska (USARAK) web site.

Applicability. This pamphlet applies to USARAK units and activities and all other activities, organizations, and agencies located at or in the geographical areas of Forts Richardson, Wainwright, and Greely.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvement. This pamphlet's proponent is the DOIM, Administrative Services Division, Forms Management Branch. The Forms Management Branch invites users to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARAK Forms Management Branch at APVR-RIM-ASD-RM.

1. Purpose

The purpose of this pamphlet is to provide guidance in the design, review, and approval of forms used within USARAK.

2. References

Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

3. Explanation of abbreviations

The abbreviations used in this pamphlet are listed in the glossary.

4. Responsibilities

a. The DOIM is responsible for establishing a program to ensure all forms conform to applicable regulations.

b. The USARAK forms manager is responsible for reviewing and approving new forms and reviewing approved forms used within the command to ensure compliance with applicable Department of Defense and DA regulations.

c. Personnel and organizations desiring form review and/or approval will submit request according to the information in this pamphlet.

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5. General

a. Definition of a form. A form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, regardless of media.

(1) Command forms. USARAK command forms originate at the headquarters. They are prescribed for use at USARAK headquarters and at subordinate echelons within the command, for example, USARAK Form XXX. These forms cannot be prescribed in DA publications. If the information being gathered is to meet the requirements of a DA publication, a command prescribing directive or standard operating procedure (SOP) will be produced referencing the DA publication.

(2) Local forms. Local forms are prescribed for use only within a particular organization agency or unit headquarters such as an installation or activity headquarters, for example, NETC-SPA Form XXX, Directorate of Community Activities (DCA) Form XXX, or Provost Marshal (PM) Form XXX, etc. Local forms cannot be prescribed in DA publications. If the information being gathered is to meet the requirements of a DA publication, a local prescribing directive or SOP will be produced referencing the DA publication.

b. Prescribing directive.

(1) The prescribing directive must give the form number and title and provide information as to how a copy of the form may be obtained.

(2) The prescribing directive must be coordinated with the designated functional manager before it is issued.

(3) If it pertains to all USARAK, the prescribing directive and form must be staffed through all activities and organizations that the form applies with final approval by the chief of staff.

(4) If a prescribing directive is rescinded or considered obsolete, any form associated with that prescribing directive is also rescinded.

c. This pamphlet is an example of a prescribing directive for a form being used within the command. It is the prescribing directive for USARAK Form 65E (Form or Publication Review Request). A prescribing directive may also be a unit SOP for use within its own organization.

6. Forms development

a. Forms that duplicate the function of a higher echelon form will not be used.

b. New forms will be issued at the highest proper echelon.

c. The use of a form will be prescribed by sending an original of a completed Defense Department (DD) Form 67 (Form Processing Action Request) to the forms manager for approval. Include a copy of the form (printed and digital) and a copy of the prescribing directive.

d. Forms subject to the Privacy Act. If a form is used to collect personal data from an individual, follow the requirements of the Privacy Act of 1974 and the Army's Privacy Program (see Army Regulation (AR) 340-21). Develop a privacy act statement for the form used to collect personal data (AR 340-21 and DA Pamphlet 25-51).

e. Send items to forms manager for approval. Include the following:

(1) Draft copy of proposed form (paper and electronic copy).

(2) Draft copy of prescribing directive.

(3) Completed DD Form 67.

f. For USARAK forms, once form is approved by the forms manager it will be staffed, along with the prescribing directive, at the USARAK level to include the garrison commander for the chief of staff's approval.

7. Forms review

Forms will be reviewed annually by the proponent and the forms manager. Each year, the forms manager will submit with a copy of each current form and a USARAK Form 65E to each proponent. The proponent will have 30 days to review and return the USARAK Form 65E to the forms manager. If the proponent does not return the review within 30 days, the form will be rescinded, and if electronic, removed from the USARAK web site.

8. Electronic generation

a. Forms should be authorized for total electronic generation. Once a form is approved it may be placed on the USARAK website in a PDF format to be printed and completed by hand. A fillable form will be created by the Forms Management Office within 30 days of approval of the form. Form proponents may also contact the Defense Automated Printing Service (DAPS) for conversion of form to electronic fillable format.

b. Any forms currently on the USARAK web site, which do not meet the requirements above, will be rescinded and removed from the USARAK web site on the suspense date on the USARAK Form 65E submitted to the proponent for review of form and prescribing directive.

c. No forms will be added to the USARAK web site without the above requirements.

FOR THE COMMANDER:

OFFICIAL:



DAVID A. WOOD
COL, GS
Chief of Staff

GERALD H. MILLER
LTC, SC
Director of Information Management

**Appendix A
References**

**Section I
Required Publications**

- AR 25-30 (The Army Publishing Program).
- AR 25-400-2 (Army Records Information Management System (ARIMS)).
- DA Pamphlet 25-31 (Forms Management, Analysis, and Design).
- DA Pamphlet 25-33 (User's Guide for Army Publications and Forms).

**Section II
Related Publications**

Related publications are merely sources of additional information. The user does not have to read it to understand this pamphlet.

- AR 340-21 (The Army Privacy Program). Cited in paragraph 6d.
- DA Pamphlet 25-51 (The Army Privacy Program-System of Record Notices and Exemption Rules). Cited in paragraph 6d.

**Section III
Prescribed Form**

- USARAK Form 65E (Form or Publication Review Request). Cited in paragraphs 5c, 7, and 8b.

**Section IV
Referenced Forms**

- DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements paragraph. It is available at <http://www.usapa.army.mil>.
- DD Form 67 (Form Processing Action Request), Cited in paragraph 6, It is available at <http://www.dior.whs.mil>.
- DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement). Cited in appendix B.

**Section V
Related Web Sites**

- <http://www.usapa.army.mil> United States Army Publishing Directorate.
- <http://www.arims.army.mil> United States Army Records Information Management System.
- <http://www.dior.whs.mil> DD forms.

**Appendix B
Sample Prescribing Directive and Form**

59th Signal Battalion Administrative Forms SOP

59th Signal Battalion TDY Request Information Sheet (NETC-SPA Form 55)

NETC-SPA Form will be used by all battalion personnel requesting temporary duty (TDY) travel. This form is available on the 59th Signal Battalion network at XXXXXX or may be obtained by contacting the forms manager at 384-2980. If personnel are not able to obtain this form by any other means, a copy of the attached blank form may be used.

Step-by-step guidance to complete a travel request

Begin by entering your initials in the requester block.

Step 1: All of the information in this step must be complete before submitting. "Justification" is the final portion of this step. This is the purpose of your travel request, (i.e., Basic Installers Course, Site Visit, etc.) and a detailed itinerary of locations as explained here.

"Fort Richardson, AK // to: Fort Jackson, SC // return: Fort Richardson, AK"

Or if you are going to multiple locations like this:

"Fort Richardson, AK // to: Dallas, TX // to: Fort Shafter, HI // return: Fort Richardson, AK"

Step 2: Take the request to your commander or staff officer for printed name and signature. Circle who is funding the trip from the list of names provided. If funded by an organization other than the 59th Signal Battalion, circle yes and attach funding message to request sheet. If you have a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) to include, circle yes and send to SFC James Huling. Be sure to include impact if not approved (i.e., "cannot work in current position" or "necessary course for new system").

Step 3: This portion is completed by the S1 TDY clerk to ensure government transportation is used to the fullest extent. All TDYs between Fort Richardson and Fort Wainwright will travel C-12 (UC-35) unless it is unavailable. Only then will commercial transportation be authorized.

Step 4: The S1 will route this portion through budget for all necessary information.

Important:

Due to the high volume of requests received daily, we are no longer able to call and correct line-by-line information on the telephone. If a request is not filled out completely or correctly it will be routed back to the requester for corrections.

All TDY requests must be submitted before travel begins. All late entries must include a letter of lateness that explains the circumstances for the late request and the impact if not accepted. Justification will be reviewed by the command group for acceptance.

Reminder: Last minute requests, although sometimes necessary, are difficult to accurately pass through the TDY process. Please try to submit requests in a timely manner.

59th Signal Battalion Temporary Duty (TDY) Request Staffing Worksheet <small>NETC-SPA-AO/59th SOP</small>			
REQUEST MUST BE SUBMITTED 14 DAYS PRIOR TO TRAVEL. Inform Budget and the battalion S1 within 48 hours to void the TDY orders in the event of a cancellation.			
STAFFING	Requester:		Initial S1:
	Commander/Staff Officer:		Budget:
			Final S1:
NOTE: Step 1 through 3 must be completely filled out or it will be returned to the section submitting the request.			
PRIVACY ACT STATEMENT (5 U.S.C 552a)			
AUTHORITY: 10 U.S.C. 704 and 3013; and EO 9397 (SSN) PRINCIPLE PURPOSE: To justify requests by individuals for authorization to travel in a TDY Status and to aid in preparation of TDY orders. ROUTINE USE: The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems Records Notices applies. In addition, the information may be disclosed to law enforcement authorities and other investigative agencies as set forth in System Notice A0055-355b DALO in the Army's Compilation of System of Records Notices. DISCLOSURE: Voluntary; however, failure to provide the requested information may result in disapproval of request for TDY authorization.			
STEP 1	NAME FOOFOO JOE L		RANK/GRADE PV2
	SSN 111-11-1111		
	DUTY POSITION Go-fer	DUTY STATION Fort Richardson	DUTY TELEPHONE 384-0000
	CLEARANCE SECRET	# DAYS TDY 17	PROCEED DATE 17MAY2003
	BILLETING: <input checked="" type="checkbox"/> ON-POST <input type="checkbox"/> OFF POST	RENTAL CAR: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	GOVERNMENT CHARGE CARD: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	LEAVE IN CONJUNCTION: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DATES OF LEAVE:	
	JUSTIFICATION: Air Assault School		
	DETAILED ITINERARY (Start) Fort Richardson AK		To: Fort Wainwright AK Return: Fort Richardson AK
STEP 2 CDR/STAFF OFFICER	SIGNATURE		TELEPHONE
	PRINTED NAME		DATE
	FUNDING INFORMATION: ID REF STH CLSU S S4		
	FUNDED BY OTHER/MESSAGE ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO		DD FORM 1556 INCLUDED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
	IMPACT IF NOT APPROVED Training needed for career progression.		
STEP 3	GOVERNMENT TRANSPORTATION AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	C-12 <input type="checkbox"/> YES <input type="checkbox"/> NO	PRIVATELY OWNED VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
	COMMERCIAL AIR <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER GOVERNMENT TRAVEL <input type="checkbox"/> YES <input type="checkbox"/> NO	
STEP 4 BUDGET	FUND SITE: 2132020.0000 03-9111		
	WASO 00	21T#	
	PER DIEM	S94619	
	RENTAL CAR	TOTAL	
	21T2	TRAVEL	

NETC-SPA Form 55
22 April 2004

Previous form is obsolete

APVR-RIM-ASD-FM

Figure B-1. NETC- SPA Form 55

Glossary

ARArmy Regulation

ARIMSArmy Records Information Management System

DADepartment of the Army

DCA.....Directorate of Community Activities

DDDefense Department

DOIMDirectorate/Director of Information Management

PMProvost Marshal

SOPstanding operating procedure

TDYtemporary duty

USAPAUnited States Army Publishing Agency

USARAK.....United States Army Alaska