

August 16, 2001

LISTING OF DRMS RECURRING INFORMATION REQUIREMENTS

A. REFERENCES.

1. DLAR 7750.1, Management and Control of DLA Information Requirements.
2. DRMS Instruction 5000.5, Listing of DRMS Recurring Reporting Requirements, May 22, 1996, (hereby superseded).

B. PURPOSE. To provide a listing of all recurring information requirements for which DRMS has responsibility.

C. APPLICABILITY AND SCOPE. This instruction is applicable to HQ Defense Reutilization and Marketing Service (HQ DRMS), Defense Logistics Information Service (DLIS) and DRMS field activities.

D. DEFINITIONS. Specific terms/acronyms applicable to the recurring information requirements are at enclosures 1-4.

E. PROCEDURES. Regular due dates, methods of submission and other report specific requirements are defined under each RCS number. When the normal due date of a report falls on a Saturday, Sunday or Federal holiday, the report will be due on the first succeeding workday. Emergency Status Precedence Codes (ESPC) included herein provide a guide for the submission of reports during emergency situations.

F. RESPONSIBILITIES. The offices having primary responsibility for recurring report requirements are listed at enclosure 5.

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective and shall be implemented upon signature by the DRMS Executive Assistant.

H. INFORMATION REQUIREMENTS. The "Data Reported" section of each RCS number outlines the requirements for that report.

BY ORDER OF THE COMMANDER

/s/  
JANINE DES VOIGNES  
Executive Assistant

GLOSSARY OF TERMS

A&D	Abandoned and Destroyed
ADP	Automatic Data Processing
AAPP	Affirmative Action Program Plan
APO	Accountable Property Officer
APCAPS	Automated Payroll, Cost and Personnel System
ASD (P&L)	Assistant Secretary of Defense, Manpower Production and Logistics
AUTODIN	Automatic Digital Network
BEP	DLA Basic Emergency Plan
CA	Commercial Activity
CAPSTONE	Centrally Automated Personnel Security Transaction and Notification Exchange
CONUS	Continental United States
COP	Continuation of Pay
DAISY	Defense Reutilization and Marketing Automated Information System
DAS	Defense Audit Service
DEFCON	Defense Condition
DELMAR	Data Element Management Accounting Report
DLIS	Defense Logistics Information Service
DMET	Defense Management Education & Training
DDMT	Defense Depot Memphis
DDOU	Defense Depot Ogden
DIC	Document Identifier Code
DIMES	DLA Integrated Management Engineering System
DLA	Defense Logistics Agency
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code

DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DRIS	Defense Retail and Interservice Support
DSCC	Defense Supply Center Columbus
DSDC	DLA Systems Design Center
DTID	Disposal Turn In Document
EA	Environmental Assessment
EEO	Equal Employment Office
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ESPC	Emergency Status Precedence Code
FMS	Foreign Military Sales
FPMR	Federal Property Management Regulation
FSC	Federal Supply Class
FTE	Full Time Equivalents
FTS	Federal Telecommunication System
FY	Fiscal Year
GAO	General Accounting Office
GBL	Government Bill of Lading
GSA	General Services Administration
ICP	Inventory Control Point
INFN	Indirect Hire Foreign National
IPRB	Installation Planning Review Board
LAPERS	Labor and Production Effectiveness Report
L/I	Line Items
LNDH	Local National Direct Hire
LNIH	Local National Indirect Hire
MAP	Military Assistance Program

MAR	Master Account Record
MHE	Material Handling Equipment
MILCON	Military Construction
MILSCAP	Military Standard Contract Administration Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRIP	Military Standards, Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MPCL	Manpower Position Control Listing
MTMC	Military Traffic Management Command
OMB	Office of Management and Budget
OPI	Office of Primary Interest
OPM	Office of Personnel Management
OSD	Office of Secretary of Defense
PAR	Program Administrator Report
PCS	Permanent Change of Station
PDR	Position Description Report
PERS	Performance Evaluation Reporting System
PTP	Part Time Permanent
RCS	Report Control Symbol
RTD	Reutilization, Transfer and Donation
RIF	Reduction in Force
RORT	Report on Reimbursable Transactions
SEA	Service Education Activities
TDY	Temporary Duty
ULO	Unliquidated Obligations
USAFAC	United States Army Finance Accounting Center
YTD	Year to Date

EMERGENCY STATUS PRECEDENCE CODES

I. GENERAL. An Emergency Status Precedence Code (ESPC) is a coded designator assigned to recurring HQ DLA and HQ DRMS approved reports to provide instructions for the submission of reports during emergency or special situation, including:

- A. Emergency conditions defined in the DLA BEP.
- B. Disruption of normal postal service.
- C. As otherwise directed by competent authority.

The code relates only to the requirement for report submission and in no way modifies the responsibility for accumulating required data at the reporting level during the period of emergency.

II. APPLICATION. An appropriate ESPC is assigned for each imposed recurring reporting requirement listed herein. The assigned codes provide HQ DRMS and DRMS field activities with readily available instructions for reporting under specified emergency conditions. Whenever a disruption of postal services continues for a period longer than specified for delay of mail submissions, the requiring activity will provide specific instruction for extending the delay period or forwarding required information by alternative means.

III. CODING DESIGNATORS:

A. ACTION CODES

- C - Continue reporting.
- N - Initiate reporting.
- R - Revise in accordance with reporting directive.
- S - Suspend reporting.

B. OCCURRENCE CODES

- 1 - Upon notification of DEFCON 1
- 2 - Upon notification of DEFCON 2 or as otherwise directed
- 3 - Upon notification of DEFCON 3 by competent authority
- 4 - Upon notification of DEFCON 4
- 5 - Domestic emergency
- 6 - General war
- 7 - Until notified (used with action code C only)

RESPONDENT CODES/RESPONDENT ACTIVITIES

<u>DRMS/DLIS</u>	<u>CODES</u>
Commander	DRMS-D
Internal Review	DRMS-DDI
Military Personnel	DRMS-J
Command Security	DRMS-DDS
National Command	DRMS-N
International Command	DRMSI
Business Operations	DRMS-B
Information Systems & Technology	DRMS-C
Counsel	DRMS-G
Corporate Planning	DRMS-J
Human Resources	DRMS-K
Safety and Health	DRMS-KH
Contracting	DRMS-P
Comptroller	DRMS-R

REPORTING FREQUENCY CODES

- (A). . . . . Annually
- (AR) . . . . . As Required
- (BE) . . . . . Biennially (Every Second Year)
- (BM) . . . . . Bimonthly (Every Second Month)
- (BW) . . . . . Biweekly (Every Second Week)
- (D). . . . . Daily
- (M). . . . . Monthly
- (OT) . . . . . One Time
- (Q). . . . . Quarterly
- (SA) . . . . . Semiannually (Every 6 Months)
- (SM) . . . . . Semimonthly (Twice Each Month)
- (SX) . . . . . A Series Consisting of a Predetermined and  
Specified Number of Submissions
- (TRA). . . . . Triennially (Every 4 Months)
- (TRI). . . . . Triennially (Every 3 Years)
- (W). . . . . Weekly
- (XX) . . . . . As Required (Interagency Reports)

NUMERICAL LISTING OF ACTIVE RCS'S BY ORGANIZATION/DIRECTORATE

DLA

RCS	DRMS OPI
DLA(A)924(W)	DRMS-RW
DLA(A)934(W)	DRMS-RW
DLA(A)1771(C)	DRMS-N
DLA(M)2436(P)	DRMS-P

OSD ACTIVE RCS'S

DD-M(A)1159	DRMS-KW
DD-GC(A)1198	DRMS-G
DD-PA(TRA&A)1365	DLIS-VSS
DD-M(A)1540	DRMS-J
DD-M(SA)1549	DRMS-CA
DD-R&O(SA)1580	DRMS-P
DD-COMP(AR)1618	DRMS-RP
DD-IG(SA)1717	DRMS-DDI

OTHER INTERAGENCY ACTIVE RCS'S

0063-DOL-QU	DRMS-K
0216-DOS-AN	DRMS-G
0230-GSA-AN	DRMS-DDS

DRMS ACTIVE RCS'S

DRMS-C-90-3(AR)	DRMS-DD
DRMS-HT-91-1(M)	DRMS-N
DRMS-RM-91-2(M)	DRMS-RP
DRMS-L-1-446(M)	DRMS-RB
DRMS-H-1-1001(A)	DRMS-N
DRMS-H-1-1004(A)	DRMS-N

LISTING OF DELETED DRMS RECURRING INFORMATION  
REQUIREMENTS REPORTS CONTROL SYMBOL (RCS)

DLA(M)26(C)MIN - Management Data Report.

DLA(A)182(K)9 - DLA Civilian Personnel Management Statistical Indicators.

DLA(AR)190(K)MIN - Casualty Reporting, Hospitalization, Illness & Death.

DLA(A)1720(P) - Contracting Actions Requiring HQ DLA Review & Approval by the Close of the Fiscal Year.

DLA(M&Q)2170(W) - Automated DLA Mishap Reporting System.

DLA(SA)2355(K) - DLA Semiannual Military Personnel Award Report (JAN/JUL).

DLA(Q)2524(P) - Undefined Contractual Actions Report.

DD-M(Q)496 - Excess and Surplus Material at Disposal Activities.

DD-COMP(A)741 - Real & Personal Property Capital Equipment.

DD-M(A)891 - Program Administrator's Report (PAR).

DD-M(AR)905 - Defense Management Education and Training Program.

DD-COMP(AR)944 - Standard of Data Element Implementation Schedule.

DD-MIL(AR)1629 - DoD Small Serialization Program.

0058-OPM-AN - Federal Employee Occupational Health, Alcoholism and Abuse Program.

1059-OPM-AN - Incentive Awards Program (Civilian).

DSAA(M)1118 - Report of Excess Defense Articles Sold Under FMS.

0215-TD-SA - U.S. Savings Bond Payroll Savings Program.

1421-TD-XX - DLA Savings Bond Program.

DRMS-H-89-1(M) - HM/HW Overage Report.

DRMS-H-1-1010(M) - Monthly Update on RCRA Part B Permit Application Status.

DRMS-L-85-6(OT) - Commercial Contracts.

DRMS-M-90-1(M) - Local Sale Effectiveness Report.

DRMS-O-87-3(M) - Centralized Breakdown Site Analysis.

DRMS-O-90-2(M) - Transportation Costs.

DRMS-M-1-730(AR) - Debt Transfer Report.

DRMS-DW-912(AR&Q) - Safety and Health Inspection Report.

DRMS-H-917(A) - Safety and Health Plan.

DRMS-Z-91-1(Q) - Quarterly Capacity Planning Update.

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TITLE: INSTALLATION MASTER PLANNING, PROGRAMMING  
AND REPORTING  
RCS NUMBER: DLA(A)924(W)

STATUS: A

PRESCRIBED BY: 1 (HQ DLA)

DATE INITIATED: 740708

DATA REPORTED: THE REPORT PROVIDES THE FOLLOWING MASTER PLAN COMPONENTS: (1) GEN  
SITE PLAN, (2) DETAIL SITE PLAN, (3) ANALYTICAL REPORT.

USE OF REPORT: TO ENSURE THAT EFFORT AND FUNDS EXPENDED FOR FACILITIES ARE IN  
BALANCE WITH THE SUPPORT REQUIREMENTS GENERATED BY THE OPERATING FORCES AND BY  
APPROVAL OF DLA.

RESPONDENT CODES/ACTIVITES: HQ DRMS-RW

DIRECTIVE: DLAR 4165.5

DUE DATE TO DRMS: 1 OCT OR AS SPECIFIED BY SEPARATE LTR.

DUE DATE TO DLA: 1 FEB OR AS SPECIFIED BY SEPARATE LTR.

ESPC: C-7(60) DRMS OPI: DRMS-RW DLA OPI: DLA-DSS-IM FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: As of Oct 00, Report submitted to DLA-DSS-IM, Dan McLaughlin.

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TITLE: EQUIPMENT REQUIRING UNIT COST  
\$5,000 AND OVER  
RCS NUMBER: DLA(A)934(W)

STATUS: A

PRESCRIBED BY: 1 (HQ DLA)

DATE INITIATED: 830329

DATA REPORTED: DRMS REQUIREMENTS FOR HQ DLA MANAGED EQUIP WITH ACQUISITION COST OF \$5,000 AND OVER. EACH REQUIREMENT IS SUBMITTED ON DLA FORM 1475 PROVIDING REQUIREMENTS, JUSTIFICATION AND DETAIL OF EQUIPMENT.

USE OF REPORT: TO PROVIDE OPERATING EQUIPMENT REQUIREMENTS DATA TO DLA FOR VALIDATION AND PDA PROCUREMENT.

RESPONDENT CODES/ACTIVITIES: DRMOs PREPARE FEEDER REPORT.

DIRECTIVE: DLAD 4500.36 AND DLAI 4500.36

DUE DATE TO DRMS: 15 SEPT

DUE DATE TO DLA: 1 FEB

ESPC: C-7(3) DRMS OPI: DRMS-RW DLA OPI: DLA-DSS-I FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of June 2001.

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TITLE: RECAP OF DD FORMS 200 AND 2090  
APP DURING FY  
RCS NUMBER: DLA(A)1771(C)

STATUS: A

PRESCRIBED BY: 1 (HQ DLA)

DATE INITIATED: 760617

DATA REPORTED: INFORMATION RELATING TO FINAL ACTION TAKEN BY THE FINAL REVIEWING  
AUTHORITY ON REPORTS OF SURVEY, GOVERNMENT PROPERTY LOST OR DAMAGED (GPLD).  
INCLUDES THE NUMBER OF REPORTS AND DOLLAR VALUE, ETC.

USE OF REPORT: INFORMATION FURNISHED BY THIS REPORT WILL BE USED TO PROVIDE DLA  
WITH STATISTICS ON REPORT OF SURVEY.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-N

DIRECTIVE: DLAR 7500.1

DUE DATE TO DRMS: 5 WD OF OCT

DUE DATE TO DLA: 15 CD OF OCT

ESPC: S-4(15)

DRMS OPI: DRMS-N

DLA OPI: DLA-J8

FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: DLA POC: P. Bolk. Report is active as of June 2001.

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TITLE: PREAWARD SURVEYS  
RCS NUMBER: DLA(M)2436(P)

STATUS: A

PRESCRIBED BY: 1 (HQ DLA)

DATE INITIATED: 850313

DATA REPORTED: NUMBER OF PREAWARD SURVEYS COMPLETED DURING THE MONTH. NUMBER OF  
AWARD RECOMMENDATIONS RECEIVED DURING THE MONTH AND NUMBER OF NO AWARD  
RECOMMENDATIONS THAT WERE OVERRIDDEN FOR THE MONTH.

USE OF REPORT: THIS IS AN ITEM INTEREST TO THE DLA COMMANDER. ACCURATE STATUS IS  
REQUIRED.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-P

DIRECTIVE: DLA-PRS LTR., DATED 13 MAR 85

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: MONTHLY - SEVENTH OF EACH MONTH

ESPC: C-7(0) DRMS OPI: DRMS-P DLA OPI: DLSC-J-33 FREQ: M

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of November 2000.

DRMS-I 5000.5

OSD PRESCRIBED REPORTS

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TITLE: CIVILIAN EMPLOYEE TRAINING AND DEVELOPMENT  
RCS NUMBER: DD-M(A)1159

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 740124

DATA REPORTED: ANNUAL REPORT SHOWS TRAINING AND DEVELOPMENT FOR THE FISCAL YEAR AND PLANS FOR THE NEXT FISCAL YEAR.

USE OF REPORT: REPORT SHOWS TRAINING AND DEVELOPMENT PLANNED AND ACCOMPLISHED.

RESPONDENT CODES/ACTIVITIES: DRMR EUROPE AND HQ DRMS-K

DIRECTIVE: DLAR 1430.12, TO ZONES, SEPARATE LTR EACH YEAR.

DUE DATE TO DRMS: AS REQUIRED (AR)

DUE DATE TO DLA: 1 NOV (ANNUALLY)

ESPC: C-7(90) DRMS OPI: DRMS-KW DLA OPI: DLA J-12 FREQ: A

METHOD OF SUBMISSION: F PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: Sandra Glenn. Report is active as of June 2001.

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TITLE: DOD FOREIGN TAX RELIEF PROGRAM REPORT  
RCS NUMBER: DD-GC(A)1198

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 791004

DATA REPORTED: FOREIGN TAXES WHICH MAY HAVE AN IMPACT ON DOD OPERATIONS OVERSEAS.

USE OF REPORT: TO OBTAIN RELIEF FROM FOREIGN TAXES WHICH HAVE AN IMPACT ON DOD  
ACTIVITIES OVERSEAS.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-G (LEGAL)

DIRECTIVE: DLAR 5500.6

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: 10 JAN (ANNUALLY)

ESPC: C-7(0)

DRMS OPI: DRMS-G

DLA OPI: DLA-GC

FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: R. Edwards. Report is active as of June 2001.

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TITLE: FREEDOM OF INFORMATION ACT REPORT (FOIA)  
RCS NUMBER: DD-PA(TRA&A)1365

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 761208

DATA REPORTED: SEE DLAR 5400.14 ON INFORMATION REPORTED.

USE OF REPORT: (1) COST ATTENDANT TO ADMINISTER FOIA PROGRAM. (2) AMOUNT COLLECTED FROM PUBLIC. (3) NUMBER OF REPORTABLE REQUESTS AND APPEALS.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-DD AND DLIS-VSS

DIRECTIVE: DLAR 5400.14

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: 10<sup>TH</sup> DAY OF JANUARY YEARLY

ESPC: N/A DRMS OPI: DLIS-VSS DLA OPI: N/A FREQ: TA

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of June 2001.

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TITLE: INVENTORY OF DOD CA AND CONTRACT SUPPORT SERVICES  
RCS NUMBER: DD-M(A)1540

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 821029

DATA REPORTED: ALL IN HOUSE PERFORMED FUNCTIONS TO BE REVIEWED UNDER THE  
COMMERCIAL ACTIVITIES PROGRAM, THE FINAL YEAR OF NEXT REVIEW, AND THE NUMBER OF  
CIVILIAN FTEs AFFECTED.

USE OF REPORT: REQUIRED BY DLA FOR SUBMISSION TO DOD.

RESPONDENT CODES/ACTIVITIES: ZONES N/A, DRMS-RP APPLICABLE

DIRECTIVE: DOD 4100.33 DLA CAPLTR 5-82, DATED 29 OCT 82

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: AS REQUIRED (AR)

ESPC: C-7(60)

DRMS OPI: DRMS-J

DLA OPI: J-38

FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: Kenneth McLain. Report is active as of June 2001.

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TITLE: DOD SHELF LIFE ITEM MANAGEMENT REPORT  
RCS NUMBER: DD-M(SA)1549

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 811231

DATA REPORTED: ALL MATERIAL IN WHOLE STORAGE, NUMBER OF NSNs AND DOLLAR VALUE INVENTORY OF SHELF LIFE ITEMS MANAGED, ADDED AND DELETED BY ICP AND FSC WITHIN THE AGENCY. NUMBER OF NSNs AND DOLLAR VALUE OF WHOLESALE AND RETAIL DISPOSALS, THOSE DISPOSALS TO NON DOD AGENCIES.

USE OF REPOT: GIVES CURRENT STATUS ON MATERIAL PROCESSED IN OUR DRMOs.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-CA

DIRECTIVE: DOD 4160.21-M

DUE DATE TO DRMS: SEPARATE LTR. SEMI-ANNUAL

DUE DATE TO DLA: 30 JUN, 31 DEC

ESPC: C-7(60) DRMS OPI: DRMS-CA DLA OPI: DLA-J-333 FREQ: SA

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: Mike Pipan. Report is active as of June 2001.

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TITLE: CONTRACT AUDIT RECOMMENDATION  
RCS NUMBER: DD R&O(SA)1580

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 900826

DATA REPORTED: FOLLOW UP ON CONTRACT AUDIT REPORTS.

USE OF REPORT: USED TO FOLLOW UP ON CONTRACT AUDIT REPORTS.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-P

DIRECTIVE: DOD DIRECTIVE 7640.2

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: SEMI-ANNUAL 10 APR/10 OCT

ESPC: N/A DRMS OPI: DRMS-P

DLA OPI: DLA-J-33

FREQ: SA

METHOD OF SUBMISSION: PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of June 2001

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TITLE: INTERNAL MGMT CONTROL PROGRAM REPORT  
RCS NUMBER: DD-COMP(AR)1618

STATUS: A

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 831230

DATA REPORTED: SEE DLAR 7000.1 (ON FILE)

USE OF REPORT: SEE DLAR 7000.1 (ON FILE)

RESPONDENT CODES/ACTIVITIES: DRMSI-EUROPE, HQ DRMS VPs

DIRECTIVE: DLAR 7000.1 AND DLAR 7000.1

DUE DATE TO DRMS: 1 SEPT

DUE DATE TO DLA: 10<sup>TH</sup> WD OF JAN, APR, JUL & OCT

ESPC: N/A DRMS OPI: DRMS-RP

DLA OPI: DLA-DSS-B

FREQ: Q

METHOD OF SUBMISSION: C PROJ (DLA FM 133): COST \$18,000/YR

COMMENTS: POC: John Guardiani. Report is active as of June 2001.

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TITLE: DLA INTERNAL REVIEW ACTIVITIES  
RCS NUMBER: DD-IG(SA)1717

PRESCRIBED BY: 2 (OSD)

DATE INITIATED: 820626

DATA REPORTED: OPERATING COSTS, NUMBER OF INTERNAL REVIEW REPORTS ISSUED, MONETARY BENEFITS, NUMBER OF POTENTIAL FRAUD CASES, ETC.

USE OF REPORT: A THRESHOLD OF \$500,000 AS A GUIDE IN DETERMINING THE SIGNIFICANCE OF FINDINGS CONCERNING INEFFECTIVE PRACTICES. MONETARY THRESHOLD IS ONLY A GUIDE AND NOT A LIMITATION ON REPORTING. ESSENTIAL TO KNOW THE UNIQUE AND SIGNIFICANT FINDINGS.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-DDI

DIRECTIVE: DLAR 7000.7, 18 NOV 85 AND 25 NOV 85

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: 10 WD OF APR, 10 WD OF OCT

ESPC: C-7(0) DRMS OPI: DRMS-DDI DLA OPI: DLA-J-301 FREQ: SA

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$100

COMMENTS: POC: Internal Review Ofc. Report is active as of June 2001

DRMS-I 5000.5

OTHER INTERAGENCY REPORTS

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TITLE: CONTINUATION OF PAY-FEDERAL EMPLOYEES  
COMPENSATION ACT  
RCS NUMBER: 0063-DOL-QU

STATUS: A

PRESCRIBED BY: 4 (OTHER INTERAGENCY) DATE INITIATED: 751016

DATA REPORTED: NUMBER OF EMPLOYEES IN CONTINUATION OF PAY (COP) STATUS, NUMBER  
OF WORK DAYS ON COP AND TOTAL COST.

USE OF REPORT: THESE PERSONNEL STATISICAL REPORTS CAN BE USED AS MANAGEMENT TOOLS  
IN DETERMINING THE BUDGET FOR THE (COP).

RESPONDENT CODES/ACTIVITIES: HQ DRMS-K

DIRECTIVE: DLA-KS LTR 16 OCT 75, TO REGIONS, DRMS I MSG P30OCT75.

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: 20 CD AFTER END OF QUARTER

ESPC: C-7(10) DRMS OPI: DRMS-K DLA OPI: DLA-J-12 FREQ: Q

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: Michelle Rummage. Report is active as of June 2001.

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TITLE: DECORATIONS AND GIFTS FROM FOREIGN GOVERNMENTS  
RCS NUMBER: 0216-DOS-AN

STATUS: A

PRESCRIBED BY: 4 (OTHER INTERAGENCY) DATE INITIATED: 800416

DATA REPORTED: REPORT OF GIFTS INCLUDING NAME AND POSITION OF EMPLOYEE RECEIVING GIFT, DESCRIPTIONS OF GIFT, COUNTRY AND NAME OF INDIVIDUAL PRESENTING GIFTS, DATE PRESENTED AND VALUE OF GIFT.

USE OF REPORT: TO PRESENT TO DLA ANY DECORATIONS AND GIFTS RECEIVED BY DRMS EMPLOYEES.

RESPONDENT CODES/ACTIVITIES: HQ DRMS-P

DIRECTIVE: DLAR 1005.1

DUE DATE TO DRMS: N/A

DUE DATE TO DLA: 22 JAN

ESPC: C-7(10) DRMS OPI: DRMS-G DLA OPI: DLA-DG FREQ: A

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: C. Perry. Report is active as of June 2001.

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TITLE: AGENCY INFORMATION SECURITY PROGRAM DATA  
RCS NUMBER: 0230-GSA-AN

STATUS: A

PRESCRIBED BY: 4 (OTHER INTERAGENCY) DATE INITIATED: 830628

DATA REPORTED: EACH DLA CSO WILL SUBMIT ONE COPY OF STD FORM 311, AGENCY INFO SECURITY DATA, WITH THE REQUIRED ACCOMPANYING NARRATIVE, TO THE CHIEF INTELLIGENCE AND SECURITY DIVISION, COMMAND SECURITY OFFICE, HQ DLA-DSS.

USE OF REPORT: STATISTICAL DATA FOR THE ANNUAL INFORMATION SECURITY REPORT TO THE PRESIDENT BY ISOO/GSA.

RESPONDENT CODES/ACTIVITIES: DRMS-DDS

DIRECTIVE: DOD 5200.1-R, DODD 5210.50, AND DODD 5200.22

DUE DATE TO DRMS:

DUE DATE TO DLA: 7 OCT ANNUALLY

ESPC: N/A DRMS OPI: DRMS-DDS DLA OPI: DLA-DSS FREQ: A

METHOD OF SUBMISSION: F PROJECTED (DLA FM 133): COST \$0

COMMENTS: POC: Jan Storm. Report is active as of June 2001.

DRMS-I 5000.5

DRMS INTERNAL REPORTS

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TITLE: VIP VISITORS  
RCS NUMBER: DRMS-C-90-3(AR)

STATUS: A

PRESCRIBED BY: DRMS-DD

DATE INITIATED: 890103

DATA REPORTED: ADVANCE NOTICE TO DLA THRU HQ DRMS ON SCHEDULED VIP VISITORS TO DRMS OR ITS FIELD ACTIVITIES. VIPS ARE DEFINED AS "SENIOR OFFICIALS FROM OSD, THE MILITARY AND PRIVATE INDUSTRY, FOREIGN, CONGRESSIONAL AND OTHER MEDIA." REPORT TO BE FORWARDED TO DLA.

USE OF REPORT: PROVIDES VISIBILITY OF THE VISITS AND PRECLUDES SCHEDULING CONFLICTS. HQ DRMS PROVIDES INFORMATION TO DLA.

RESPONDENT CODES/ACTIVITIES: HQ DRMS, DRMS ZONES, DRMS-I

DIRECTIVE: DLA LTR, DATED 3 JAN 89.

DUE DATE TO DRMS: WEEKLY

DUE DATE TO DLA: WEEKLY AND AS REQUIRED

ESPC: C-7 DRMS OPI: DRMS-DD

DLA OPI: N/A

FREQ: W

METHOD OF SUBMISSION: E PROJECTED (DLA FM 133): COST: \$0

COMMENTS: Report is active as of June 2001.

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TITLE: MONTHLY ENVIRONMENTAL DATABASE UPDATE  
RCS NUMBER: DRMS-HT-91-1(M)

STATUS: A

PRESCRIBED BY: DRMS-N

DATA REPORTED: PROVIDES MONTHLY UPDATE OF EACH ZONE'S ENVIRONMENTAL AUDIT DATABASE WHICH INCLUDES THE CONTRACTOR, PURCHASER AND DRMO AUDITS DONE, THE FINDINGS AND THE CORRECTIVE ACTIONS TAKEN.

USE OF REPORT: UPDATES PROVIDE AN ACCURACT DATABASE IN DRMS-N WHICH INDICATES CORRECTIVE ACTIONS AND ASSESSES THE COMPLIANCE AT THE DRMOs, CONTRACTORS AND PURCHASERS. USED TO PREPARE REPORTS AND ANALYZE FINDINGS.

RESPONDENT CODES/ACTIVITIES: REG ENVIR. COMPLIANCE BRANCH

DIRECTIVE: DRMS-I 4155.1 AND DRMS-I 6050.1

DUE DATE TO DLA: N/A

ESPC: N/A DRMS OPI: DRMS-N DLA OPI: N/A FREQ: M

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$6400

MANHOURS REQUIRED: 320

COMMENTS: Report is active as of July 2001.

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TITLE: DRMO STATISTIAL QUALITY CONTROL DATA  
RCS NUMBER: DRMS-RM-91-2(M)

STATUS: A

PRESCRIBED BY: DRMS-O

DATE INITIATED: 910606

DATA REPORTED: (1) WORKYEARS BY DRMO/DRMS ZONES/DRMSI-EUROPE, TO INCLUDE DRMO WORKYEARS, MILITARY AND DIRECT/INDIRECT FOREIGN NATIONAL HIRES. (2) ISA COST BY DRMO, DRMS ZONES/DRMSI-EUROPE. DRMO COSTS SHOULD BE INCLUDED RESPECTIVELY. LABOR COSTS BY DRMO/DRMS ZONES/DRMSI-EUROPE, MIL, DIR/INDIRECT.

USE OF REPORT: DRMS STATISTICAL QUALITY CONTROL DATA.

RESPONDENT CODES/ACTIVITIES: DRMS ZONES/DRMSI-EUROPE/DRMOs

DIRECTIVE: N/A

DUE DATE TO DRMS: MONTHLY

DUE DATE TO DLA: N/A

ESPC: DRMS OPI: DRMS-RP DLA OPI: N/A FREQ: M

METHOD OF SUBMISSION: C PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of June 2001.

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TITLE: OVERSEAS MANPOWER POSITION CONTROL LISTING  
RCS NUMBER: DRMS-L-1-446(M)

STATUS: A

PRESCRIBED BY: DRMS-O

DATE INITIATED: 810914

DATA REPORTED: THE APPROPRIATE ORGANIZATION ELEMENT ALONG WITH APPROPRIATE ORGANIZATION CODE, OFFICIAL POSITION TITLE AS STATED ON THE SF 50; THE PAY SYSTEM WILL BE IDENTIFIED TO DESIGNATE GS, WG, ETC., SERIES AND GRADE AS DETERMINED BY CLASSIFICATION AUTHORITY.

USE OF REPORT: ALL PERSONNEL STATISTICAL REPORTS CAN BE USED AS MANAGEMENT TOOLS, DETERMINING PERSONNEL STRENGTHS, BALANCING THE WORKFORCE AND IN THE TRAINING AND DEVELOPMENT OF EMPLOYEES.

RESPONDENT CODES/ACTIVITIES: DRMSI-EUROPE AND HQ DRMS-RB

DIRECTIVE: N/A

DUE DATE BY DRMS: MONTHLY BASIS DUE 15 WD FOLLOWING THE LAST WD OF THE PREVIOUS MONTH.

DUE DATE TO DLA: N/A

ESPC: C-7(0)

DRMS OPI: DRMS-RB

DLA OPI: N/A

FREQ: M

METHOD OF SUBMISSION: C PROJECTED (DLA FM133): COST \$0

COMMENTS: Report is active as of June 2001.

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TITLE: PCB ANNUAL DOCUMENT LOG SUMMARY  
RCS NUMBER: DRMS-H-1-1001(A)

STATUS: A

PRESCRIBED BY: DRMS-N

DATE INITIATED: 810615

DATA REPORTED: (VIA DRMS FORM 981-1), DATES WHEN PCB ITEMS ARE RECEIVED, ACCURATE DESCRIPTION INCLUDING SN, PCB CONCENTRATION AND WEIGHT OF PCB, RECORD OF RECEIPT, INCLUDING DTID NUMBER, DISPOSAL RECORD IF APPLICABLE, INCLUDING DATE OF REMOVAL AND DISPOSITION.

USE OF REPORT: COMPLY WITH FEDERAL FOR EACH FACILITY (i.e., DRMO/OSB) STORING AT LEAST 45 KILOGRAMS 199.4 LBS (8 GALs) OF PCB CONTAINED IN PCB ITEMS SHALL DEVELOP AND MAINTAIN RECORDS ON THE RECEIPT AND DISPOSITION OF PCB ITEMS. MAINTAIN 5 YRS AT FACILITY.

RESPONDENT CODES/ACTIVITIES: DRMS ZONES, DRMSI-EUROPE AND DRMS-N

DIRECTIVE: DRMS-I 6050.1

DUE DATE TO DRMS: 30 JUN

DUE DATE TO DLA: N/A

ESPC: C-7(10)

DRMS OPI: DRMS-N

DLA OPI: N/A

FREQ: A

METHOD OF SUBMISSION: F PROJECTED (DLA FM 133): COST \$0

COMMENTS: Report is active as of July 2001.

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TITLE: PCB ANNUAL RECORD  
RCS NUMBER: DRMS-H-1-1004(A)

STATUS: A

PRESCRIBED BY: DRMS-N

DATE INITIATED: 810615

DATA REPORTED: (VIA DRMS FORM 981), DATES WHEN PCB ITEMS ARE RECEIVED, ACCURATE DESCRIPTION INCLUDING SN, PCB CONCENTRATION AND WEIGHT OF PCB, RECORD OF RECEIPT, INCLUDING DTID NUMBER, DISPOSAL RECORD IF APPLICABLE, INCLUDING DATE OF REMOVAL AND DISPOSITION.

USE OF REPORT: COMPLY WITH FEDERAL FOR EACH FACILITY (i.e., DRMO/OSB) STORING AT LEAST 45 KILOGRAMS 199.4 LBS (8 GALs) OF PCB CONTAINED IN PCB ITEMS SHALL DEVELOP AND MAINTAIN RECORDS ON THE RECEIPT AND DISPOSITION OF PCB ITEMS. MAINTAIN 5 YRS AT FACILITY.

RESPONDENT CODES/ACTIVITIES: DRMS ZONES, DRMSI-EUROPE AND DRMS-N

DIRECTIVE: DRMS-I 6050.1

DUE DATE TO DRMS: 30 JUN

DUE DATE TO DLA: N/A

ESPC: C-7(10)

DRMS OPI: DRMS-N

DLA OPI: N/A

FREQ: A

METHOD OF SUBMISSION: F PROJECTED (DLA FM 133): COST: \$0

COMMENTS: Report is active as of July 2001.