CEIM-IR OCE Supplement to Army Regulation 335-15	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	AR 335-15 29 Jan 90
	Management Information Control MANAGEMENT INFORMATION CONTROL SYSTEM (USACE SUPPL 1)	
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DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, D.C. 20314-1000

CEIM-PD

USACE Supplement 1
to AR 335-15

29 January 1990

Management Information Control
MANAGEMENT INFORMATION CONTROL SYSTEM

Issue of further supplements to this regulation by Commander FOA is permitted but not required. If supplements are issued, DIVCDR and CDR, separate FOA will furnish one copy of each to CDR, USACE (CEIM-PD), WASH, DC 20314-1000; DISTCDR will furnish required copies to appropriate DIVCDR.

AR 335-15, 28 October 1986, is supplemented as follows:

Page 1, Title Page, Applicability. Add the following to paragraph a.

This regulation applies Corps-wide to both military and civil missions.

Page 3, paragraph 1-7, Responsibilities. Add the following to subparagraph 1-7a).

(9) The Director of Information Management, HQUSACE/OCE, is delegated responsibility for the management information control program under the jurisdiction of the Commander, USACE/Chief of Engineers. The name, office, and phone number of Division or separate Field Operating Activity (FOA) Management Information Control Officer (MICO) will be provided the CDR USACE (CEIM-PD) WASH, DC 20314-1000.

Page 3, paragraph 1-7, Responsibilities. Add the following to subparagraph 1-7b(2).

The Director of Information Management, HQUSACE/OCE, will appoint the USACE\OCE MICO and report the name to HQDA.

Page 3, paragraph 1-7, Responsibilities. Add the following to subparagraph 1-7d(1).

Within USACE the HQUSACE/OCE MICO will advise the Director of Information Management, and the USACE FOA MICOs will advise the Chief, Information Management.

This supplement supersedes USACE Suppl 1 to AR 335-15, 15 March 1986.

Page 3, paragraph 1-7, Responsibilities. Add the following to subparagraph 1-7d(16).

EP 25-1-3 lists recurring reports imposed on USACE FOA by higher authority. Use ENG Form 490, Reports Control Record, and ENG Form 3483-R, Register of Recurring Reports, (App A), to list recurring reporting requirements for which the FOA is the proponent or preparing agency.

Page 5, paragraph 1-9, Policy. After subparagraph 1-9d, add subparagraphs 1-9e, 1-9f, and 1-9g.

e. Information collected for reporting purposes will be limited to that information which is clearly needed to facilitate decisionmaking, manage clearly defined projects or programs, improve productivity, reduce cost or prevent waste. (NOTE: include in block 16a, DA Form 335-R, how information collected will support one or more of the information collection objectives in this paragraph.) Other information management reporting requirements will not be approved.

f. Information management reporting requirements initiated at HQUSACE/OCE that require the collection of data from USACE FOA will be reviewed and approval requested by the directors, office chiefs or their deputies at HQUSACE/OCE prior to approval by the USACE Management Information Control Officer (MICO). If FOA Commanders have comments regarding problems or strong objections to reports initiated at HQUSACE/OCE, these comments should be addressed to the CDR HQUSACE (CEIM-PD), WASH, DC 20314-1000, with a copy marked for the attention of the DCG/DCE.

g. During the annual Information Collection Budget (ICB) process, HQUSACE/OCE proponents will review each public report to determine whether:

(1) The information collected exceeds the limits of reasonable or practical utility.

(2) The number of respondents, frequency of collection, or number and complexity of data elements is essential to the central purpose of the report.

(3) Consideration has been given to individuals, small businesses, and other organizations with limited financial management resources.

Page 5, paragraph 1-10, Management Information Control Jurisdiction. After subparagraph 1-10d(3), add the following subparagraphs.

(4) USACE Field Operating Activities (FOA). Management Information Control Officer (MICO) has jurisdiction over:

(a) Internal management information requirements initiated by the Division, District, or separate FOA and prepared by subordinate organizations outside the Headquarters.

(b) Data collection requests developed for local unique ADP systems.

Page 6, paragraph 2-6, Final Review. Add the following to paragraph 2-6.

Block 17, DA Form 335-R, will be signed by directors, office chiefs or their deputies at HQUSACE/OCE when the management information requirement is initiated at HQUSACE\OCE and imposed on a USACE FOA or battalion or company level units.

Page 8, paragraph 4-8, Request for Approval. Add the following to subparagraph 4-8a.

Corps of Engineers public report requirements must be initiated or sponsored by an element of HQUSACE/OCE. Request for OMB review (SF 83) will be submitted to CEIM-PD for evaluation and submission to the appropriate review and approval agencies in accordance with this regulation.

Page 8, paragraph 4-8,Request for Approval. Add the following to subparagraph 4-8d.

Submit original and two copies of the data collection proposal to CEIM-PD for review and processing.

Page 8, paragraph 4-9, Procedures. Add the following to subparagraph 4-9a(2).

The initiating or sponsoring element of HQUSACE/OCE will submit requests for revisions or extensions of public reports to CEIM-PD at least 120 days prior to the expiration date. Submit new data collection proposals to CEIM-PD by 1 March for consideration in the projected Information Collection Budget.

Page 8, paragraph 4-10, Evidence of Approval. Add the following to subparagraph 4-10c.

Following approval, the originator of the request will submit to CEIM-PD four copies of the final printed report forms, reporting or recordkeeping requirements, transmittal letters instructions, and any other documents being provided report respondents.

Page 9, paragraph 5-2 Exemptions. Add subparagraph 5-2p.

p. Applications, requests for approval actions, and request for copies of existing documents.

Page 11, paragraph 6-10, Periodic Review of Management Information Requirements Preparing Agency Response and Recommendations (DA Form 1086-R) (RCS: CSIM-15). Add the following after subparagraph 6-10d.

(1) One completed copy of DA Form 1086-R will be forwarded, by field agencies, to the HQUSACE/OCE report initiating/monitoring office within 15 workdays of the review month specified on DA Form 1085-R, Management Information Requirement and ADP Product Review Schedule, with one copy to HQUSACE (CEIM-PD), WASH, DC 20314-1000,

(2) One consolidated copy of DA Form 1086-R will be forwarded to CEIM-PD by the HQUSACE/OCE report initiating/monitoring office, NLT the 30th day of the review month specified on DA Form 1085-R.

(3) DA Form 1086-R, from District commanders, will be routed through appropriate Division commanders who will prepare a consolidated DA Form 1086-R covering the Division-wide activities.

Page 16, paragraph B-4, Resource Cost. Add the following to subparagraph B-4a(1).

This factor is available from local Corps Finance and Accounting Offices.

FOR THE COMMANDER:

1 Appendix
APP A - ENG Form 3483-R

ALBERT J. GENETTI, Jr.
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

ENG FORM 3483-R

REGISTER OF RECURRING REPORTS
(USACE Suppl 1 to AR 335-15)

RCS	REPORT TITLE AND FORM NUMBER	FREQ	DIRECTIVE	PREPARED BY	SUBMITTED TO

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

ENG FORM 3483-R, Nov 82

REPLACES ENG FORM 3483, OCT 61 WHICH MAY BE USED.

Proponent: CEIM-PD