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FINAL REPORT

Pilot of the

MODERN ARMY RECORDKEEPING SYSTEM

(MARKS)

at

HEADQUARTERS,
U.S. ARMY ARMOR CENTER AND FORT KNOX
Fort Knox, Kentucky 40121-5000

January – December 1984

Prepared by:

MARKS Project Office
Records Management Division
Office of The Adjutant General
Alexandria, Virginia 22331-0301

1 May 1985

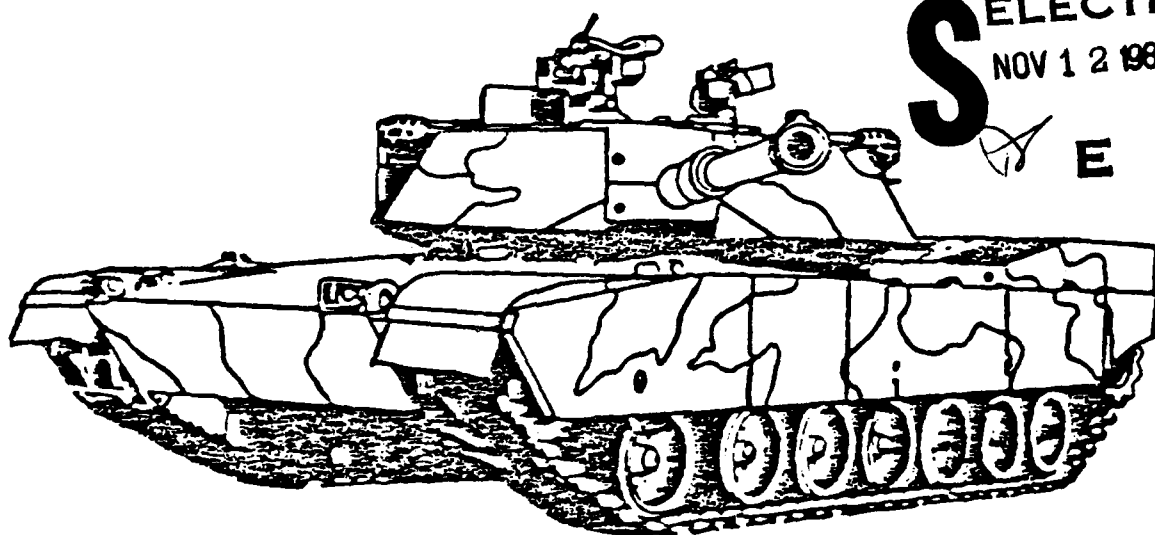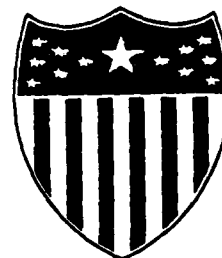| REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
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19. KEY WORDS *(Continue on reverse side if necessary and identify by block number)*

MARKS; recordkeeping system; filing system; records management; Army records management; information management

20. ABSTRACT *(Continue on reverse side if necessary and identify by block number)*
This report is an implementation of the findings from the final report "Records Filing, Maintenance, and Disposition Systems Study" developed for the Department of the Army and delivered 30 July 1981 by Calculon Corporation. This report studies the Pilot Program of the Modern Army Recordkeeping System (MARKS). When implemented in 1987 MARKS will replace The Army Functional Filing System (TAFFS). TAFFS was implemented in the early 1960's as a replacement for The War Department Decimal File System. TAFFS is based on an arbitrary numbering scheme, is very ___

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difficult to learn and administer, and is not suited for automation. MARKS is
less complex, its base is the numbering scheme for Army administrative publi-
cations, and it is more amenable to automation. Development of this report,
beginning with the need for and history of MARKS and concluding with data
collection and recommendations from the Pilot, is contained in tabbed appendices.
The body of this report contains the implementation of the Pilot Project at
Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, Kentucky, between
January - December 1984.

FINAL REPORT

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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I N D E X

<u>**FINAL REPORT**</u>

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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Chapter 1

History of MARKS: The Need

1. The Army Functional Files System (TAFFS) was instituted Army-wide in the early 1960s as a replacement for the War Department Decimal Filing System, which had been in use since before World War I with only relatively minor changes.

2. The Office of The Adjutant General, Department of the Army, as the proponent of administrative management systems for the Army, received many perceptions from the Army at large during the life of TAFFS that it did not meet users' needs for a variety of reasons. They found it too complex; arbitrary in its numbering scheme; well-suited to transactional files but not to the general administration of large headquarters or units; and difficult to teach, learn, administer, and supervise.

3. Acting upon these perceptions, Deputy The Adjutant General for Administrative Systems contracted for a year-long study of TAFFS by a management engineering firm in the private sector (CALCULON Corporation). The final report of that study confirmed the field's perceptions, adding a finding that TAFFS, because of its structure, was not amenable to automation.

4. The CALCULON study (a copy of which is attached in microfiche at Enclosure #1) recommended four alternative recordkeeping schemes -- (a) "TAFFS Simplified," which would have resulted in little change to the present system; (b) "AR Subject System," based on the numbering scheme for administrative publications; (c) "Scratch Design a New System," which is self-explanatory, and (d) "Update the WD Decimal Files System," which would have returned the Army to decimal filing after an absence of over 20 years.

5. A comparison matrix of these four schemes is attached at Enclosure #2. After staffing, consideration, and deliberation, the "AR Subject System" was chosen for further developmental work aimed at designing a new system for the Army to use. Two aspects of this "AR Subject System" that had been recommended by the CALCULON final report were rejected as being unworkable in the present-day Army -- that of "instant archiving" (wherein permanent, historically-valuable documents would be forwarded to the Archives immediately upon creation) and "central files" (rejected because any move toward centralization from the totally-decentralized structure of Army administration would be beyond the scope of the instant project).

6. Thus it was decided to design and develop a recordkeeping system that would have as its base the numbering scheme for administrative publications, based on the premise that for all information created, maintained and used by the Army, there is some sort of <u>prescribing directive</u> which is already recognizable in the user's mind as being associated with a particular program.

(in microfiche)

FINAL REPORT
Records Filing, Maintenance, and Disposition
  Systems Study
for Department of the Army
Deliverable A0002CAC AD-A107079
31 July 1981
Contract MDA 903-80-C0721

Defense Technical Information Center
Cameron Station
Alexandria, Virginia 22314

COMPARISON OF ALTERNATIVE CONCEPTS

SYSTEM/SCHEME	UNIT LEVEL	CLASSIFICATION SCHEME	DISPOSITION STANDARDS	PROCEDURES EMPLOYED	ADVANTAGES	DISADVANTAGES
TAFFS Simplified (AR 340-2)	Could be tested at TOE unit level or any higher level	No change in scheme; functional division (16 major areas)	No change.	No change.	Based on the current, generally accepted system. No change necessary for current users of AR 340-2 (TOE). Very little by way of new procedures for users to learn.	More than 60% of full TAFFS to be incorporated. Bulky, unwieldy. No appreciable economies. Puts us back into the "single regulation" concept, because of which we broke TAFFS up into 60 functional categories.
AR Subject System (AR 310-2)	TOE units (AR 340-2 level)	Subject classification based on admin pubs numbering scheme (AR 310-2).	Crosswalk required from old to new and vice versa. Most standards unchanged; matter of properly identifying them.	New procedures to be developed where necessary.	Instant ID with pubs numbering scheme for most users (subject classification). Automatable.	Instant archiving (rejected); Central files (also rejected).
Scratch Design a New System	Could be tested at TOE unit level or any higher level.	Would have to be designed.	Where the descriptions, categories, manner of organizing etc. did not match approved schedule, new schedule would have to be approved by Archivist.	Would have to be developed.	Can be tailored to meet perceived requirements.	Requires great time/effort to develop both classification codes & retention guides. Great training effort required for a totally new system.
Update the WD Decimal Files System	Could be tested at any level.	Dewey Decimal System, as adapted by War Department @ 1913, used until TAFFS @ early 60's.	Schedules already approved; they generally correspond to record series in TAFFS; some change and update req'd.	Return to the filing procedures of WD Decimal Sys. Update req'd. Training to be developed.	Subjective system (memory trait). Many Army members recognize decimal systems from school experience.	Out of date; dispositions to be developed/revised. Complex; not easy to teach, learn, use. Usually restricted to correspondence sgnd by AG or CG.

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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Chapter 2

The Decision to Implement Pilot Projects

1. The development of a new recordkeeping concept based on the administrative publications numbering scheme was followed by staffing with all major Army commands and Department of the Army staff agencies (copy at Enclosure # 1).

2. Responses from this staffing action (total of 32 commands and staff agencies) resulted in 29 concurrences, two non-concurrences, and one which was neither.

3. Early in the design of MARKS it was decided that some form of test or pilot would be required because replacing TAFFS with MARKS would affect every office, organization, and activity in the United States Army. Following internal staffing and deliberations, a decision was taken by Deputy The Adjutant General for Administrative Systems (letter of 27 December 1982, copy at Enclosure # 6 to Chapter 3) that the pilot projects would take place at two echelons -- a TOE battalion, and an installation headquarters. The TOE battalion was selected to ensure that the new system would work at the "fighting unit" level of the Army, and the installation headquarters level was selected because it reflects, in microcosm, the staff and operating functions performed at several different echelons of the Army. Availability of manpower and funds for these pilots also played a role in the decision to restrict the effort to two echelons.

REPLY TO
ATTENTION OF

APR 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

SEE DISTRIBUTION

1.   This letter is to inform you of a concept development that would
eventually replace The Army Functional Files System (TAFFS, AR 340-18
series) by changing the way the Army identifies and maintains its
records.

2.   The replacement is called "Modern Army Record-keeping System," or
"MARKS," and is being developed because of perceptions by the Army
field establishment that TAFFS is unsuitable because:

     a.   It is difficult to teach, learn, and use.

     b.   It makes no provision for "general correspondence" files; if
a record is not specifically identifiable under a particular TAFFS
number, it is a problem to file.

     c.   TAFFS requires excessive research into too many regulations
(total of 17 AR's).

     d.   The numbering scheme used in TAFFS is arbitrary and bears no
relation to any other administrative number series, thereby requiring
the user to learn and correlate different schemes.

3.   The suitability of TAFFS and whether or not it should be replaced
were studied by CALCULON Corporation under contract during 1980-81;
the Records Administrators of several addressees participated in the
Study Advisory Group for, and the evaluation of, this contract.
CALCULON's conclusions were that TAFFS should be replaced by a more
management-oriented system which eliminates the complexity of TAFFS;
and that, in developing a replacement system, we should position
ourselves to adopt such state-of-the-art technology as may become
useful and cost effective.

4.   The study's recommendations for immediate action were to:

     a.   Replace the arbitrary TAFFS numbering scheme with a system
that identifies records according to the number of the directive that
prescribes their creation, maintenance, and use.

Encl # 1 to Chapter 2

DAAG-AMR-P
SUBJECT: New Record-keeping Concept for the Army

b. Develop tailored, structured filing instructions for the various echelons of the Army, much in the manner that AR 340-2 is tailored specifically for TO&E units under TAFFS.

5. We are therefore proceeding with a concept that will do the following things under MARKS:

a. Number records according to their prescribing direct'ves. For example, records in a unit supply room such as hand receipts, personal clothing records, reports of survey, etc., are prescribed by AR 710-2, Supply Policy Below the Wholesale Level. Instead of these records having file numbers of 1416-15, 1416-36, etc., under TAFFS, they would be numbered <u>710-2</u> and then given an alpha suffix to distinguish among the several types of records prescribed by AR 710-2. Thus the numbering scheme for Army Regulations, as outlined in AR 310-2, becomes the basic structure for the Army's files. This AR numbering scheme is generally better known and understood throughout the Army than the existing TAFFS numbering scheme.

b. Within each major category (as in the "710" example above), the first file number will be suffixed "a" and will be for general correspondence files for which no <u>specific</u> file number exists, yet which relate generally to the major function described. See Inclosure 1 for an example of how this works.

c. The numbering schemes for DA Forms and for recurring reports that are under Requirements Control will also be brought into this pattern, so that the same basic AR number will serve all of the administrative processes for a particular program.

d. The subjective nature of MARKS will allow the office creating a record to assign a file number to a record at the time it is created (probably immediately following the office symbol), rather than at the time the record is filed. We see this as having several benefits, not the least of which are improved identification and retrieval of records and increased familiarity at the action officer level with the files structure.

e. The implementing regulations for MARKS will be tailored to the echelons which they serve. For instance, one directive will serve all installations of the Army, because all installations basically perform the same functions, regardless of the mission or composition of tenants; they perform facilities engineering, operate Army Community Service centers, furnish post security, etc. Another MARKS regulation will serve TO&E units; another, MACOM and sub-MACOM headquarters, another, the DA Staff; etc.

DAAG-AMR-P
SUBJECT: New Record-keeping Concept for the Army
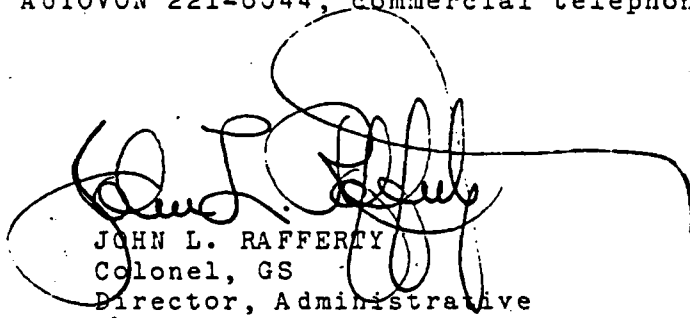
6. At Inclosure 1 is a draft of a prototype regulation to test MARKS at the TO&E unit level; it is furnished to you solely for illustrative purposes, so that you can see how we envision the system working.

7. Our milestones call for testing and evaluation of the MARKS concept at several different echelons during the period January 1983 - February 1984, and -- if the concept proves practical, desirable, and cost effective -- implementation Army-wide on 1 January 1985. Within budgetary limitations, we plan to present a formal briefing to each addressee over the next few months on this concept. Where possible, MACOM Records Administrators will be briefed in the Washington area while they are here on other official business.

8. Request your comments, concurrence, or non-concurrence in the concept of MARKS not later than 15 May 1982. Point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044, commercial telephone (202) 325-6044.

FOR THE ADJUTANT GENERAL:

1 Incl
as

JOHN L. RAFFERTY
Colonel, GS
Director, Administrative
Management

DISTRIBUTION:
Cdr, USACC (CC-PA-AMP-R) Ft Huachuca, AZ 85613
Cdr, USACSC (OSGS-PAA-R), Ft Belvoir, VA 22060
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Cdr, USA DARCOM (DRXAM-AR), Alexandria, VA 22333
Cdr, USA INSCOM (IAPR-RM), AHS, Arlington, VA 22212
Cdr, USAHSC (HSAG-A), Ft Sam Houston, TX 78234
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CINCUSAREUR/7A (AEUPE-AMD-AE), APO NY 09403
CINC EUSA (AGJ-AG) APO SF 96301
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Superintendent, USMA (MAAG-R), West Point, NY 10996
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Cdr, USA WESTCOM (APAG-AF), Fort Shafter, HI 96858

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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Chapter 3

Selection of an Installation Headquarters

1. The effort to secure access to an installation headquarters at which to conduct the pilot began on 2 April 1982 with a request to Commander, USA TRADOC (Encl # 1) which suggested that Soldier Support Center, whose mission includes "...reviewing and evaluating all concepts and doctrine pertaining to...administrative management and services" might test the concept.

2. The TRADOC response of 7 July 1982 (Encl # 2) proposed that TRADOC carry out the pilot as a "customer test," with TAGO as the test proponent, by using one of TRADOC's field testing activities. TRADOC also requested that TAGO furnish (a) the issues, criteria, and measures of effectiveness to be addressed; (b) the scope of the test, and (c) a formal request from TAGO that TRADOC assign a test activity for this purpose.

3. The TRADOC request was addressed in TAGO's letter of 21 July 1983 (Encl # 3) which answered all three of these points.

4. TRADOC's attempt to assign the evaluation to TRADOC Combined Arms Testing Activity (TCATA), Fort Hood, Texas resulted in a communication from that organization dated 8 September 1982 (Encl # 4) which concluded that "...the evaluation of MARKS does not qualify...as a test," but should rather be a "structured subjective evaluation" or a "controlled study."

5. This information led to a visit to HQ, USA TRADOC by the MARKS team on 24 November 1982 (trip report at Encl # 5) to determine the status of TAGO's original request. On arrival, we were advised that since the trend was toward a "study" rather than a "test," the responsibility had shifted within the headquarters from Testing Directorate to Combat Development Directorate; the Studies Management Branch of HQ, USA TRADOC requested that our requirements be presented to the Study Program Office (DACS-DMO), HQDA. The presentation was made on 30 November 1982; DACS-DMO concluded that the study was below the threshold of AR 5-5, Army Study Program, and the Office of The Adjutant General was given permission to proceed with any desired study without resorting to the formal procedures of AR 5-5.

6. A request was then made to Commander, USA TRADOC (letter of 27 December 1982, copy at Encl # 6) for designation of an installation headquarters. At this point, TRADOC designated Headquarters, US Army Armor Center and Fort Knox as the installation to conduct the pilot (Encl # 7).

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

2 APR 1982

02 APR 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

Commander
US Army Training and Doctrine Command
Fort Monroe, VA 23651

1. This letter is to inform you of a concept development that would eventually replace The Army Functional Files System (TAFFS, AR 340-18 series) by changing the way the Army identifies and maintains its records.

2. The replacement is called "Modern Army Record-keeping System," or "MARKS," and is being developed because of perceptions by the Army field establishment that TAFFS is unsuitable because:

    a. It is difficult to teach, learn, and use.

    b. It makes no provision for "general correspondence" files; if a record is not specifically identifiable under a particular TAFFS number, it is a problem to file.

    c. TAFFS requires excessive research into too many regulations (total of 17 AR's).

    d. The numbering scheme used in TAFFS is arbitrary and bears no relation to any other administrative number series, thereby requiring the user to learn and correlate different schemes.

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4. The study's recommendations for immediate action were to:

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<u>Encl # 1 to Chapter 3</u>

DAAG-AMR-P
SUBJECT: New Record-keeping Concept for the Army

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b. Develop tailored, structured filing instructions for the various echelons of the Army, much in the manner that AR 340-2 is tailored specifically for TO&E units under TAFFS.

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c. The numbering schemes for DA Forms and for recurring reports that are under Requirements Control will also be brought into this pattern, so that the same basic AR number will serve all of the administrative processes for a particular program.

d. The subjective nature of MARKS will allow the office creating a record to assign a file number to a record at the time it is created (probably immediately following the office symbol), rather than at the time the record is filed. We see this as having several benefits, not the least of which are improved identification and retrieval of records and increased familiarity at the action officer level with the files structure.

e. The implementing regulations for MARKS will be tailored to the echelons which they serve. For instance, one directive will serve all installations of the Army, because all installations basically perform the same functions, regardless of the mission or composition of tenants; they perform facilities engineering, operate Army Community Service centers, furnish post security, etc. Another

2

DAAG-AMR-P
SUBJECT: New Record-keeping Concept for the Army

MARKS regulation will serve TO&E units; another, MACOM and sub-MACOM headquarters; another, the DA Staff; etc.

6. At Inclosure 1 is a draft of a prototype regulation to test MARKS at the TO&E unit level; it is furnished to you solely for illustrative purposes, so that you can see how we envision the system working.
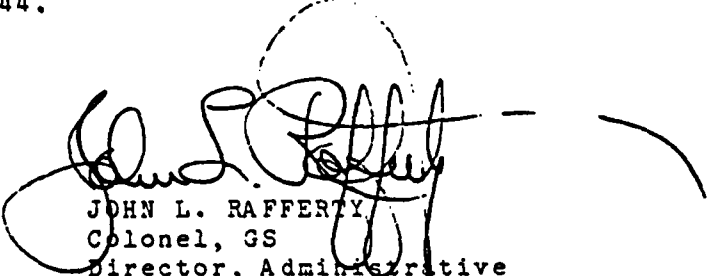
7. Our milestones call for testing and evaluation of the MARKS concept at several different echelons during the period January 1983 - February 1984, and -- if the concept proves practical, desirable, and cost effective -- implementation Army-wide on 1 January 1985. We have considered a number of possibilities for testing the concept, among which is testing by Soldier Support Center. This would be dependent, of course, on several factors -- SSC capabilities in this area, the priority to be assigned to the testing, when it could be done, etc. Your thoughts in this area will be appreciated.

8. We have invited your Records Administrator, Mrs. Ann Thompson, to participate in a career management panel in Washington 19-23 April 1982. If she attends, we will present a formal MARKS concept briefing to her at that time. Our project officer is available to travel to Fort Monroe to present further briefings at your convenience, should you so desire.

9. Please give us your comments, concurrence, or non-concurrence in the basic concept of MARKS, and a preliminary indication of whether or not Soldier Support Center might carry out the testing (as discussed above), by 15 May 1982. Point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044.

FOR THE ADJUTANT GENERAL:

1 Incl
as

JOHN L. RAFFERTY
Colonel, GS
Director, Administrative
Management

3

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651

REPLY TO
ATTENTION OF:

ATPL-AOR   7 JUL 1982

SUBJECT: New Record Keeping Concept for the Army

HQDA (DAAG-AMR-P)
Alexandria, Virginia 22231

1. Reference, TAGO letter, 2 April 1982, SAB.

2. The referenced TAGO letter requested TRADOC review a new "Modern Army
Records Keeping System" (MARKS) to determine if a test of the proposed system
is feasible. The review shows that the testability of MARKS poses no
technical difficulties. Methodology can include both attitudinal surveys and
measurement of relative changes of such parameters as errors, operational
time, training time, and linear feet of file space. The resources required to
support the test would be determined by the scope of the effort.

3. The test can be performed by TRADOC as a customer test, with TAGO as the
customer. Since TAGO has the functional area expertise on records keeping
systems, it must serve as the test proponent. TRADOC does not have the
functional area expertise and would be unable to perform as the proponent.

4. The TAGO statement that the TRADOC Soldier Support Center (SSC) has the
requisite expertise for the formal, structured discipline of scientific
testing and analysis is in error. TRADOC testing is performed by the 10 test
activities having the testing mission and not by the centers or schools. If
TRADOC is requested to conduct a field evaluation of the MARKS, a test
activity will be appointed to execute the evaluation.

5. If TAGO wishes to continue exploring the feasibility of conducting a test
on MARKS, it must complete the following actions:

    a. Develop the issues, criteria and measures of effectiveness to be
addressed in a test.

    b. Determine the scope of the test (battalion, division, MACOM, HQDA or a
slice of all command levels). The number of agencies to be involved as
players in the test will determine resource requirements.

    c. Request TRADOC assign a test activity to coordinate with TAGO to
develop a cost estimate for execution of the test.

Encl # 2 to Chapter 3

ATPL-AOR
SUBJECT: New Record Keeping Concept for the Army

6. HQ TRADOC POC for test coordination is LTC Jones, ATTE-R, AV: 680-3685.

FOR THE COMMANDER:

R. E. BROWN
Colonel, GS
Adjutant General

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

2 1 JUL 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

Commander
US Army Training & Doctrine Command
ATTN: ATTE-R
Fort Monroe, VA 23651

1.   Reference your letter, ATPL-AOR, 7 Jul 82, SAB.

2.   Request your headquarters assign a test activity to conduct
testing of the Modern Army Record-keeping System (MARKS). The
following conditions and stipulations apply:

     a.   The Adjutant General's Office (TAGO, DAAG-AMR-P) will be
the test proponent.

     b.   At Inclosure 1 is a statement of the issues, criteria,
and measures of effectiveness to be addressed in the test.
These may be further stated and defined during the cost
estimation phase discussed below.

     c.   The scope of the test will include the following:

          (1)   Testing for a period of one year at the TOE unit
level (not to exceed two battalion-sized units). We anticipate
this testing beginning on 1 July 1983 and ending on 30 June
1984.

          (2)   Testing for a period of one year at the
installation headquarters level, at the same installation as is
used for the TOE unit level test. We anticipate this testing
beginning on 1 January 1984 and ending on 31 December 1984.

     d.   The CONUS installation to be used for this test will
depend on the test activity to be assigned to this task, and its
location.

     e.   Upon your designation of a test activity, the MARKS
Project Officer will be made available to visit your
headquarters and/or the test activity, as required, to assist in
developing the cost estimate and to define further the issues,
criteria, and measures as discussed above.

1 9 JUL 19:

JOHN C. VC

Encl # 3 to Chapter 3

DAAG-AMR-P
SUBJECT: New Record-keeping Concept for the Army

3. Please respond not later than 20 August 1982. The MARKS
Project Officer and point of contact is John Vos, HQDA
(DAAG-AMR-P), AUTOVON 221-6044.

FOR THE ADJUTANT GENERAL:

(SIGNED)

1 Incl   JOHN L. RAFFERTY
as   Colonel, GS
                                Director, Administrative
                                   Management

ISSUES, CRITERIA, AND MEASURES OF EFFECTIVENESS
FOR TESTING OF THE
MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

Section I: General Objectives

A.   To determine whether or not the Modern Army Record-keepking System (MARKS) will work better than The Army Functional Files System (TAFFS).

B.   To determine if the classification scheme of MARKS can be understood readily by users.

C.   To determine the degree of user satisfaction or dissatisfaction with MARKS, and the reasons for it.

Section II: Specific Objectives

1.   To determine the benefits and advantages, or lack thereof, of the following distinctive features of MARKS vis-a-vis TAFFS, as they relate to the filing and retrievability of information:

   a.   MARKS will use a subjective format rather than the functional format of TAFFS. · One of the principal objections to TAFFS has been that its functional nature is confusing; before a document can be given a file number, it must be related mentally not to its subject matter, but rather to the assigned mission and function of the office maintaining it (be that the creator or the recipient). This same mental process must be repeated each time the document is to be retrieved.   As MARKS will concentrate on the subject matter of the document only, will users find it --

   ● Easier to file and retrieve documents?

   ● About as easy as under TAFFS?

   ● More difficult than under TAFFS?

   b.   MARKS will use the basic Army Regulation number as the file number. For retrieval purposes, will the mental association between AR number and file number make it easier than, about the same as, or more difficult than under TAFFS?

   c.   Another distinctive MARKS feature will be that the record-keeping directives will be targeted to specific organizational echelons of the Army (installation headquarters, service schools, major Army command headquarters, TOE units, etc.), rather than to major functional areas (R&D, Transportation, Medical, etc.).   Our main purpose in doing this is to give the user, at whatever echelon, all the files descriptors that are needed at that level, but only those needed at that level. We want the testing to tell us whether

Inclosure # 1   1

or not --

- Our test regulation is complete and accurate, in that it does or does not contain all the file descriptions necessary for the target audience.(*)

- The installation headquarters being tested finds this "echelon" type of directive more usable than TAFFS, about the same as TAFFS, or less usable than TAFFS.

d.   It is not our intent, in MARKS, to require the creation of any records that are not already being created and maintained to document the Army's transaction of public business. However, it may be that, with a system that ties record-keepking to the prescribing directive, the field will perceive it as an additional record-keeping requirement. For instance, testing may reveal that several categories of records which (under TAFFS) had been grouped together under the catch-all term of "administrative files" will now have to be broken out and identified according to their specific prescribing directives. We will want to know --

- Whether the new system will result in a measurable quantitative increase in the records being created and/or maintained.

- Regardless of whether or not an increase in volume results from MARKS, do users perceive it -- for this reason -- as creating an additional workload?

e.   At some point during the test period, the Annual Army Privacy Program Report will come due. One of the features of MARKS is that it ties the file description to the systems notice under The Privacy Act of 1974. We will want to know whether or not tested elements find it easier to prepare the annual report because of the inclusion of Privacy Act pointers in the filing directive.

f.   Another MARKS feature is the "general correspondence" category within each subject area (see prototype regulation previously furnished to you). We will want to know whether or not tested elements find this to be an improvement over TAFFS in identifying and retrieving "hard-to-file" documents which are not pinpointed in the specific MARKS files descriptions.

g.   MARKS will allow users to put the file number on a record at the time it is created (see para 7-4 of the prototype regulation), rather than -- under TAFFS -- requiring that it not be assigned until such time as the record is filed. We will want to know whether this permissive procedural change makes identification and filing easier than it was under TAFFS, more difficult, or about the same.

_____

(*)   These situations apply only to testing at the installation headquarters level; TOE units, under TAFFS, are already using a regulation specifically tailored for that echelon.

2. In MARKS, all file titles will be expressed in two ways. The
first will be the long title, shown essentially as it appeared in
TAFFS for a given record series; following that, it will be
expressed as a "Standard Data Element," or "SDE," which is a part of
the Army's standardization program under AR 18-12. Each "SDE" file
title will have a maximum of 24 characters (including hyphens, which
separate the abbreviations), and will remain eye-readable, or
mnemonic. This dual-titling of our record series is a first step
toward facilitating the eventual "automatability" of the Army's rec-
ord-keepking processes. Typically, these two titles will appear in
MARKS as in this example:

Number   Title

638-1a   Personal Effects Case Files   (long title)
                    SDE: PER-EFFECT-CASE   (SDE title)

Having taken this initial step toward automatability of the Army's
records, we would like to include -- at the installation headquar-
ters testing level -- a test of automated indexing of the records of
the headquarters. This portion of the test would be for the
purposes of determining --

-   Whether automated indexing is perceived at the
    manager/action officer level as being a useful
    management tool.

-   Whether automated indexing is helpful to the
    installation records manager in identifying and
    controlling the disposition of headquarters
    records, including the scheduling of their flow
    into the records holding area.

-   Whether the Standard Data Element titles can be
    used for the purpose of conducting on-line key-
    word searches.

-   Just what elements should be identified and made
    available for searching in order to best serve
    the user.

3. Point of contact is John Vos, DAAG-AMR-P, AUTOVON 221-6044.

ATCT-PO-P   (30 Jul 1982)   1st Ind
SUBJECT: Evaluation of the Modern Army Record-Keeping System (MARKS)

Headquarters TRADOC Combined Arms Test Activity, Fort Hood, Texas   76544 · 8 SEP 1982

TO: Cdr, US Army Training & Doctrine Command, ATTN: ATTE-R, Fort Monroe,
      Virginia   23651

1. Reference the telephone conversation between LTC Jones, ATTE-R and
MAJ Phillis, this office on 25 Aug 82.

2. The purpose of this letter is to confirm the referenced telephone
conversation.

3. The evaluation of MARKS does not qualify, in the true sense, as a test.
The nature of the concept would seem to be a candidate for a structured
subjective evaluation or, in other words, a controlled study.

4. In addition, the proposed scope for the evaluation, i.e., converting
battalion level organizations only to MARKS, may cause undue difficulty
and confusion at that level.   It could very possibly initiate the real
or imagined need for maintaining two separate filing systems; MARKS for
the evaluation and the old TAFFS for the real day to day work.   Perhaps
a better and less difficult approach would be to convert an entire organ-
ization or installation to MARKS.   Perhaps a small installation could be
converted to MARKS for a prescribed period of time.   Functional experts pro-
vided by the proponent could periodically visit the installation to evaluate
the system and provide assistance as required.

5. POC is MAJ Phillis, 737-9100.

FOR THE COMMANDER:

w/d incl   KELLY M. FITZPATRICK
                                            1LT, AGC
                                            Assistant Adjutant

                                    2

Encl # 4 to Chapter 3

SUBJECT: New Record-Keeping Concept for ...

07 OCT 1982
RECEIVED!

30 JUL 1982

(...-P)
...ALEXANDRIA, ... 22331

Commander
TRADOC Combined Arms
Test Activity
ATTN: ATCT-PO (MAJ Phillis)
Ft Hood, TX 76544

	ACTION	INFO
...		
...		
A...		
AC...		
A...		
E...		
CATD		
TSTD		
HHC		
SSO		
DARCOM		

1. References:

   a. DA-AG ltr, 21 Jul 82, SAB.

   b. FONECON between LTC Jones, ATTE-R and MAJ Phillis, TCATA, 29 Jul 82, SAB.

2. TCATA is requested to conduct a customer test for HQ DA-AG in the evaluation of a New Record-Keeping Concept. The issues, criteria and measures of effectiveness are at incl 1.

3. Since FORSCOM troops will be required to support the evaluation, an OTP must be submitted for review and approval by the TSARC.

4. Request TCATA provide comments and report of resources required to support the evaluation to this HQ, ATTN: ATTE-R as soon as possible.

5. Direct coordination with HQDA-AG POC is authorized for coordination of test requirements.

1 Incl
as

DONALD G. REICH
Assistant Deputy Chief of Staff
for Test and Evaluation

CF
HQDA (DAAG-AMR-P/Mr. Vos)
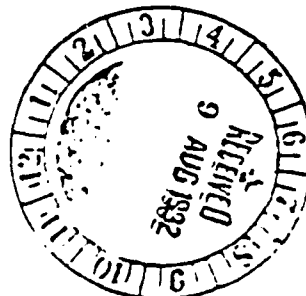
RECEIVED 6 AUG 1982

SUBJECT: Trip Report (TRADOC Visit, 24 November 1982)

TO: DAAG-AM

1. Bert Haggett and John Vos, DAAG-AMR-P, visited HQ, USA TRADOC on Wednesday, 24 November 1982, for the purpose of discussing the con-trolled study of MARKS with officials at that headquarters.

2. We met first with LTC George Jones, DCSTE, at 1100 hours. We ex-plained to him that we have decided that a controlled study would be acceptable, provided that we could get the support and assistance needed from TRADOC and FORSCOM to carry it off.

3. LTC Jones advised that since we opt to go with the controlled study, it is out of DCSTE's bailiwick and into the Combat Develop-ment Directorate's area. He therefore referred us to ...

4. Study Management Branch of Combat Developments Directorate. The Branch Chief, with whom we spoke only briefly and in passing, is a MAJ Ross. Our substantive discussions (@ 45 minutes) were with Mr. Walter Banks and Mr. Bill Karnes of SMB. They were generally receptive to what we want to do; they were concerned, however, that our controlled study would involve the allocation of resources (PMY's, or "profess-ional man-years", and hard dollars). I assured them that --

    a. The only "hard dollar" expenses would be borne by TAGO.

    b. The only personnel resources outside of TAGO that would be involved in the study would be those of the installation records manager, who would have a hand in overseeing the study during the time that it is actually going on.

    c. The TRADOC/FORSCOM employees and troops that would be using MARKS during the study would not be devoting any more time (and, hope-fully, less time) than they already are under TAFFS.

    d. The training time that is involved to teach any group of people the differences between MARKS and TAFFS, and how to apply MARKS, would be about eight hours.

5. SMB opined that what we want to do falls within the purview of AR 5-5, Army Study and Analysis Program, the proponency for which rests in HQDA (DACS-DMO). The Study Program is headed by a Dr. Dunn, assisted by a Ms. Jo Anne Langston. Additionally there is a Study Planning Coordination Committee (SPCC) at HQDA, on which TAGO has a member; however, Walt Banks says that the SPCC exists "...more on paper than in reality."

6. Bottom line is that we should submit a statement of work through the SPCC to DACS-DMO, who will then task TRADOC (SMB) with carrying out the TRADOC/FORSCOM part, which is to identify and task a TOE unit and an installation headquarters to participate in the study. Mr. Banks stated that since no hard resources on the part of TRADOC/FORS-

Encl # 5 to Chapter 3

COM are envisioned, it shouldn't be much of a problem getting through this part of the bureaucracy.

7. In summing up, SMB recommended that we --

    a. Sell the concept to COL Brown, TRADOC AG, and enlist his support since he is responsible for the administrative management aspects of what TRADOC does and, as the functional manager, SMB will eventually have to coordinate our effort with the TRADOC AG.

    b. Prepare a statement of work IAW AR 5-5.

    c. Get it through the SPCC to DACS-DMO.

8. Following the meeting with SMB, we met with COL Brown, TRADOC AG, from 1300 to 1345. Also present were LTC Shires, Director of Administrative Services, and Ms. Ann Thompson, TRADOC Records Administrator. We briefly brought them up to speed on MARKS and then reviewed our meetings with DCSTE and SMB. COL Brown is of the opinion that it might be better to ignore the formal "study management" approach because of the massive documentation and bureaucracy involved (and the concomitant time lags), and handle it instead exclusively through AG channels (i.e., his office). We then discussed -- apart from which channel is used -- a possible location for the study. COL Brown lear toward Fort Sill, OK as an ideal site. I expressed our desires for site east of the Mississippi and outside the NCR. By the way, everyone that we talked to on 24 Nov 82 agreed that, for visibility and credibility, a TOE unit from the combat arms is the most desireable.

10. While we appreciate his offer of the AG channel -- and indeed, may eventually use it -- there are dangers in going exclusively with that route to the total exclusion of the Army Studies and Analysis Program (AR 5-5). I can envision protracted negotiations in the AG channel to get access to a unit and installation, only to have those responsible for the Army Studies Program interject themselves and tell us we can't do it informally without going through them and their procedures.

11. I therefore propose to make an initial (verbal) contact on Monday, 29 Nov 82, with Dr. Dunn's shop, DACS-DMO, to --

    a. Tell them about what we are working on and what we want to do by way of studying it.

    b. Inform them that the resources involved are minimal.

    c. Solicit their ideas on this subject, and an informal estimate of how long it would take from the time of our submission to DACS-DMO to the time TRADOC has the tasking in hand.

12. We returned to Davison AAF at 1720 hours, 24 Nov 82.

                         John G. Vos
                         MARKS Project Officer

2 DEC 1982

DAAG-AMR-P

SUBJECT: Study of the Modern Army Record-keeping System (MARKS)

Commander
US Army Training and Doctrine Command
Fort Monroe, VA 23651

1. The Adjutant General's Office is designing The Modern Army Record-keeping System (MARKS) as a replacement for The Army Functional Files System (TAFFS). MARKS will simplify maintenance of records in the Army by tying them to the Army Regulation that prescribes their creation and use; will standardize the numbering of files, DA Forms, and intra-Army requirements control under a single scheme; and will pave the way for future automation of the record-keeping process Because it will affect every element, organization, and office in the Army, implementation must be preceded by a study to insure that it will function as it is designed, and meet all requirements of the user and the records management program.

2. In April 1982, HQDA requested TRADOC assistance in supporting a test or study of MARKS (document package at Incl 1). Having decided that a controlled study would be the best way to evaluate MARKS, we were referred by your Combat Developments Directorate to the Studies Program Management Office (DACS-DMO) of the Office, Chief of Staff, Army for clearance under AR 5-5, Army Study and Analysis Program. We have now been advised that our requirements are below the threshhold for formal studies under that program, and that we may proceed without further reference to AR 5-5 requirements (see Incl 2).

3. The basic requirement is for participation of one battalion and an installation headquarters during the period 1 July 1983 - 31 December 1984. All preparation for and conduct of the study will be done by members of my office. These requirements were discussed informally with your Combat Developments Directorate (see Incl 3).

4. Detailed information on this requirement is at Inclosure 4. Please advise not later than 4 February 1983 of the organizational elements selected for the study, their location, and the points of contact at the study site. TAGO point of contact is Mr. John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044. Mr. Vos is

DAAG-AMR-P   2 DEC 1982
SUBJECT: Study of the Modern Army Record-keeping System (MARKS)

available for consultation at HQ, TRADOC on this subject at any time if you
so desire.

4 Incls   DONALD J. DELANDRO
as   Brigadier General, USA
                                     Acting The Adjutant General

ATPL-AOR (27 Dec 82) 1st Ind
SUBJECT: Study of the Modern Army Record-keeping System (MARKS)

HQ TRADOC, Fort Monroe, VA 23651   **2 FEB** 1983

TO: HQDA (DAAG), Alexandria, VA 23651

1. Fort Knox, Kentucky is tentatively designated as the installation headquarters for the purpose of conducting the pilot implementation of MARKS, and will be confirmed after the meeting scheduled to be held on 8 Feb 83 at HQ FORSCOM.

2. FORSCOM should be tasked with selection of a combat arms TOE battalion at Fort Knox. The 194th Armor Brigade, located at Fort Knox, does have combat arms TOE battalions attached.

3. The 8 Feb 83 meeting at HQ FORSCOM provides an ideal forum in which to brief all concerned on the objectives and requirements of the pilot project, and to coordinate required taskings.

4. Request this headquarters (ATTN: ATPL-AOR) be kept informed of the progress of the pilot program.

5. POC at HQ TRADOC is Ms. Ann Thompson, Records Administrator, AV 680-3193. Fort Knox POC is Mr. Howard Smith, Records Manager, AV 464-4917.

FOR THE COMMANDER:

R. E. BROWN
Colonel, GS
Adjutant General

Encl # 7 to Chapter 3

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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Chapter 4

Preparation of Materials Prior to Inception of Pilot

1. In the course of preparing for the pilot, discussions were held in late 1983 between the MARKS Project Officer and the Fort Knox Records Management Officer to determine the best time to conduct the training for the pilot. We determined that training during December, 1983 would not be practical because of absences on holiday leave; similarly, the first week in January was not chosen because of personnel absences. Thus it was determined to start the training on 10 January 1984; to this end, the Fort Knox RMO advised all pilot participants to retain all "to be filed" materials from 1 January 1984 until after training had been accomplished, and then to use those materials to set up the initial files under MARKS.

2. In order to conduct orientation and training at Headquarters, U.S. Army Armor Center and Fort Knox in January, 1984, the following materials were developed, printed, and used:

   a. Lesson plan, prepared in accordance with FM 21-6 (copy at Encl # 1).

   b. AR 340-ZZ, The Modern Army Recordkeeping System (MARKS)* (copy at Encl # 2).

   c. Handouts (copies at Encl # 3).

   d. Practical exercise (copy at Encl # 4).

3. In order to produce AR 340-ZZ for use during the pilot, we requested (in July, 1983) a copy of each List of Selected File Numbers under TAFFS in use in the elements that were scheduled to participate in the pilot. These were collected and furnished by Mr. Smith, RMO. The lists were consolidated to eliminate duplicate numbers, and the core of remaining numbers, totaling 850 record series, were then converted to the MARKS format by prescribing directive for each and assigned file numbers and alpha suffixes accordingly. This collection of Lists of Selected File Numbers is retained for record in the MARKS Historical File but is not reproduced here because of its bulk.

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* The initial edition of AR 340-ZZ was revised, reprinted, and distributed to pilot participants four times during the course of the pilot. The edition at Encl # 2 represents the first UPDATE printing, and was published and distributed in December, 1984.

L E S S O N   P L A N

REFERENCE: Appendix G, FM 21-6, How to Prepare and Conduct Military
             Training, November 1975.

1. <u>The Commander's Training Objectives</u>: To orient record-keeping and
administrative personnel of the following elements of Headquarters,
U.S. Army Armor Center and Fort Knox in the Modern Army Record-keeping
System (MARKS) in sufficient degree that they can use it effectively
for a period of one year (CY 1984) in place of The Army Functional
Files System (TAFFS):

        Directorate of Personnel and Community Activities (DPCA)
        Directorate of Reserve Components (DRC)
        Directorate of Security (DS)
        Directorate of Industrial Operations (DIO)
        Directorate of Engineering and Housing (DEH)
        Directorate of Plans and Training (DPT)
        Directorate of Resource Management (RM)
        Secretary of the General Staff (DIC)
        Staff Chaplain (CH)
        Staff Judge Advocate (JA)
        Public Affairs (PAO)
        Inspector General (IG)
        Provost Marshal/LEA (PM)
        Equal Employment Opportunity Office (EEO)
        Automation Management Office (IS)
        Civilian Personnel Office (CP)

2. Intermediate Training Objectives, listed in the sequence to be
taught:

    None.

3. Administrative Instructions:

    a. When: 10 thru 13 January 1984.

    b. Where: DIO Classroom, Fort Knox, KY 40121.

    c. Who: Those employees of the listed directorates and staff
elements of HQ, USAARMC & Ft Knox involved in record-keeping.

1

d. Principal and assistant trainers:

   (1) Principal: John G. Vos, GS-12, HQDA (DAAG-AMR-P).

   (2) Assistants:

      Bert K. Haggett, GS-7, HQDA (DAAG-AMR-P).
      Howard Smith, HQ USAARMC & Ft Knox (ATZK-AG-AR).
      Charles Marshall, HQ USA FORSCOM (AFAG-AS).
      Dennis Parker, HQ USA TRADOC (ATPL-AOR).

e. Training aids, devices, and equipment to be used:

   (1) AR 340-ZZ (Test), MARKS for HQ USAARMC & Fort Knox,
Volumes I and II.

   (2) AR 340-18, The Army Functional Files System (TAFFS),
UPDATE version of 1 January 1984.

   (3) Information package on MARKS.

   (4) Cross-reference lists.

   (5) Pre-pilot questionnaires.

   (6) Vu-graf transparencies.

   (7) Other expendable supplies as required.

4. Training sequence and time estimate: 180 minutes (3 hours). See
detailed lesson plan (Section D, Sequence of Activity and Estimated
Time).

5. Safety restrictions: None.

6. Additional information required by local SOPs: None.

L E S S O N   P L A N

A. TRAINING OBJECTIVES

Training Objective # 1

TASK   Each individual within designated directorates and
personal staff sections of the Headquaraters who is
responsible for maintaining records is to understand
the basic principles for identifying, maintaining,
and disposing of records under the Modern Army Record-
keeping System (MARKS).

CONDITIONS: Given a record-keeping environment within the Head-
quarters and copies of AR 340-ZZ (Test) and supple-
mental materials.

TRAINING STANDARD: The application of MARKS must include the follow-
ing: (1) the employee must be able to identify
recorded information subjectively and identify it
within the structure of MARKS as contained in the
test regulation (AR 340-ZZ); (2) the employee must
be able to apply the disposition standards in MARKS
to specific records in his or her possession; and
(3) the employee must be able to cut off records and
dispose of them in an approved manner at the proper
time.

Training Objective # 2

TASK: Each employee undergoing training is to apply that
which was learned under Training Objective # 1 in a
practical exercise (PE # 1).

CONDITIONS: Given a hypothetical situation for which "dummy" rec-
ords will be furnished, to be identified and filed in
accordance with MARKS.

TRAINING STANDARD: Based on the situation presented, the employee is
to classify records correctly, in accordance with the
subjective scheme in AR 340-ZZ, to include (a) proper
file number, (b) proper label entries, and (c)
correct use of "general correspondence" classification
for those recordsd for which no specific MARKS number
exists.

B. INTERMEDIATE TRAINING OBJECTIVES: None.

C. ADMINISTRATIVE INSTRUCTIONS:

When training will be given: 10-13 January 1984.

Training location: DIO Classroom, Fort Knox, KY.

3

Who will be trained: Record-keeping and other admin-
istrative personnel of HQ, USAARMC & Ft Knox.

Principal and assistant trainers: Principal is John
Vos; assistants are Bert Haggett, Howard Smith,
Charles Marshall, and Dennis Parker.

Training aids: AR 340-ZZ (Test); AR 340-18; informa-
tion package; handouts; cross-reference lists; prac-
tical exercises.

References: AR 340-18; AR 340-ZZ; AR 340-1; FM 21-6.

D.   SEQUENCE OF ACTIVITY AND ESTIMATED TIME: Begins on next page.

GENERAL OUTLINE OF INSTRUCTION

1. INTRODUCTION -- history of Army record-keeping

      why we keep records in the first place

      how TAFFS came about

      why TAFFS hasn't been liked

      CALCULON study

      genesis of MARKS

      how Fort Knox was selected

2. DIFFERENCES -- what is different in MARKS from TAFFS

      what is the same

      why the differences **should** help users

      brief summary of ongoing 5/73 pilot

3. HOW TO USE -- basis of numbering scheme

      identification w/prescribing directives

      know one, know the other

      thinking subjectively, not functionally

      difficulties with housekeeping files

      introduction to AR 340-ZZ

      help and assistance --

      o   cross-reference lists

      o   other handouts

      o   help from RMO & MARKS Team

4. PRACTICAL EXER.-- three examples for each staff element

      need to do only three, but do more if you like

5. WHAT DO WE DO NOW -- Q&A SESSION -- CLOSING REMARKS.

INTRODUCTION

Ladies and gentlemen, I am John Vos from the Office of The Adjutant General, Headquarters, Department of the Army. With me are other people that you're going to get to know over the next year or so, my assistant, Bert Haggett; the Fort Knox Records Manager, Mr. Howard Smith; and assisting us from HQ USA FORSCOM, Mr. Charles Marshall.

Our purpose today is to teach you to use a new and different method of identifying records. You will use this over the course of the next year at least; you may, in fact, never go back to the current method of record-keeping. You will be with us here for a total of about three hours today. We will take a couple of breaks in that time so that you can stretch, have a smoke at the back of the room if you're so inclined, or get a Coke.

When you have finished filling out the attendance slips, please pass them to the center aisle so that we can pick them up.

Before we inundate you with a lot of new ideas and a linear foot of paper for each of you, let me take a few minutes to tell you about why we keep records in the first place, and how record-keeping in the Army has evolved over the last 100 years or so.

Does anyone of you have an idea of why we keep records?

(POSSIBLE ANSWERS: To be able to tell what we have already done; keep from reinventing the wheel; etc. etc.

Very good. The basic reason why we keep records is that

IT IS THE LAW!!

The Federal Records Act of 1950, which has been amended several times, requires that all Federal executive agencies -- and the Army is one of those -- keep adequate records to document how they spend the taxpayer's dollar. Each agency is also required to have a <u>system</u> of record-keeping in order to keep agency records organized and to be able to systematically eliminate short-term records while preserving long-term or permanent records.

We also keep records in order to provide continuity in our daily operations. If we burned all our files every evening, we would spend most of each day trying to figure out what had already been done.

Yet another reason for records is long-term research. In our office back in Washington we have several tremendous research efforts going on dealing with the use of Agent Orange in Vietnam, with atmospheric nuclear testing in the 50's and 60's, and so forth. If we --

the Army, you and I -- had kept no records, we would have tens of
thousands of veterans who would have no recourse when they seek help
for their service-related problems.

So record-keeping is an essential part of Army operations. It
usually isn't very exciting; it's not like trying out the new Abrams
tank and squeezing off a few rounds at a target down-range, but it's
important. It's one of those things that has low visibility, and
often has a very low priority in the general scheme of things within
an office; but when things start to go wrong and information to keep
an organization functioning cannot be found, it gets a lot of
visibility very quickly. That's the type of publicity and visibility
we want to avoid, of course.

The Army -- indeed, the Government -- hasn't always had a
formal system for keeping records. At the turn of the century, Army
record-keeping consisted, for the most part, of two registers or
ledgers. In one of them a clerk would laboriously copy each letter
that was going out of the organization; into the other was copied each
letter coming in. So, LETTERS IN and LETTERS OUT were the two basic
types of records.

As World War I approached and the Army started getting a
little more sophisticated, moving from horses to tanks and airplanes,
the need for a more comprehensive system of record-keeping became
obvious. In 1916 the Army started with the War Department Decimal
Filing System. It was used virtually without change during WW I and
in the years between World Wars.

In 1940 the Army issued a major revision and update of the War
Department Decimal Filing System to bring it more into line with the
real world. The Army was building, expanding, taking on new missions,
and World War II loomed on the horizon. The revised WD Decimal System
was to serve the Army for yet another 20 years or so.

In the late 1950's a system was developed and tested in Europe
that had people identify and file their records according to the
function which their office was charged with performing. This was the
birth of functional filing, and the system which was accepted for
Army-wide use in 1963 was known as The Army Functional Filing System,
or TAFFS, with which you are all familiar, hopefully. It has been
with us for two decades now.

The Adjutant General's Office, over the course of this past 20
years, has been the recipient of many, many comments and suggestions
that TAFFS is too complex, that it is too difficult to identify
records under TAFFS, that the requirement that a clerk or a secretary
think in terms of mission and functions (rather than subject) is un-
realistic, and so forth. Accordingly, in 1980 The Adjutant General
commissioned a study of the Army to see if TAFFS had outlived its use-
fulness, if it should be replaced, and -- if so -- with what.

And that brings us to the reason we are all here today. The
study found out several things about TAFFS and the way the Army keeps
its records --

7

- It concluded that TAFFS was, indeed, too complex for the average user.

- It found that users, generally, were dis-satisfied with TAFFS. This dissatisfaction, in fact, was so widespread that in many cases Army employees -- military and civilian alike -- simply ignored the system and set up their own hybrid, in-house record-keeping systems. The result was that valuable in-formation that the Army and the nation needs never found its way into the Records Centers and the National Archives.

- It found that the lack of a "general corres-pondence" category was hampering filing and record-keeping operations. In the absence of a specific file number under which to file a document, it often was either misfiled or not filed at all. When it came time to retrieve such a document, it could not be found.

- It found that TAFFS was oriented more toward the archivist, the historian, and the long-term researcher than it was toward you folks here -- the managers and workers who must create, maintain, and use records in your daily operations.

- And finally, it found that TAFFS was not a good candidate for automation -- that the structure was so clumsy that it would be difficult, if not impossible to superimpose automation on the system.

Well, so much for what they found wrong with TAFFS. What did they suggest be done about it?

- First, they suggested that the arbitrary numbering scheme of TAFFS be scrapped. The digits which go to make up a TAFFS number have absolutely no meaning except as a file number. They were arbitrarily selected and assigned to major functional categories of Army records back in the early 60's. The study recommended that we home in on a number-ing scheme that has been in use for many, many years and that is generally under-stood and appreciated throughout the Army: the system under which the Army's admin-istrative publications are numbered. In essence, the suggestion of the study was

that we give our records a number that is
the same as the regulation which prescribes
that the records be created, maintained,
and used. And that's what we're going to
introduce you to here today.

- Secondly, the study suggested that we come
up with a "General Correspondence" category to
provide a parking place for records that re-
late to a subject generally, but cannot
be specifically nailed down under a partic-
ular file number.

- Thirdly, the study suggested that in
designing a new system, we make it more
amenable to automation than TAFFS had
been.

Ladies and gentlemen, at the rear of the classroom we have set
up a display that shows the evolution of Army record-keeping over the
last 40+ years. It includes a copy of the study that I've been
talking about, known as the CALCULON STUDY, that being the name of the
company that did the study for is. During break or after class I
invite you to take a look at the material; those of you who have been
working for the Army for more than 20 years may well remember some of
the old War Department Decimal materials there. A word of caution,
though, please don't take any of that material with you because parts
of the display are quite valuable to our office for historical pur-
poses.

Around our office, when we are asked "Why do you want to
replace TAFFS," the standard joke has been to reply, "Because some
people have actually started catching on to it." But let me assure
you that we are serious about trying to field a record-keeping system
that, first and foremost, will meet the needs of the Army commander in
the field for information, and secondly, will easier for you people
here today, and all others like you throughout the Army, to use.

Now, after we received the final study report, a couple of us
went to work on designing a new record-keeping system for the Army
that would, hopefully, overcome the shorfalls of TAFFS. As work
progressed on the new system we realized that we would have to have a
name for it, just as we have the name "TAFFS" for the current system.
So we held an informal contest in our Directorate, and the winning
entry was "The MODERN ARMY RECORD-KEEPING SYSTEM," OR MARKS. First
prize in the contest was a free lunch in our building's cafeteria;
second prize was two free lunches, which should give you an idea of
some of the difficulties that we have had to work under.

Having completed the basic concept design for MARKS, we then
staffed the idea with all major Army commands and the Department of
the Army Staff. About 90% of the responses were favorable, and a
decision was made by The Adjutant General to proceed with the concept,
to test it at two different levels of the Army, and to shoot for an
Army-wide implementation date of 1 January 1986. We asked both TRADOC

and FORSCOM for help in testing MARKS; they came through with an armored battalion and HQ, USAARMC. We started a pilot test of MARKS last July 1 at 5th Bn, 73rd Armor here on post, and it is proceeding very well indeed. However, record-keeping in a combat battalion is a different kettle of fish than it is at an installation headquarters, and so we are now beginning the one-year pilot test of MARKS with you folks here.

I've been rattling on here for quite a while, so let's take about a ten-minute break before we go on. When we come back we'll get into several ways in which MARKS is different from the TAFFS with which you are familiar.

(break)

DIFFERENCES BETWEEN TAFFS AND MARKS

(pass out Vol I and Vol II of AR 340-ZZ)

Now we're going to talk for a while about what has changed and what hasn't changed in going from TAFFS to MARKS.

The basic change is from a functional filing system to a subjective filing system. Under TAFFS, you always filed records according to how they related to your office's assigned mission and functions. Let's say that an employee of DEH turns in a suggestion to his or her supervisor. As the suggestion moves along the chain within DEH, it is evaluated. Since DEH's assigned mission is engineering and housing, the retained copies of the suggestion are filed under number 1501-02, Facilities Administrative Files. At the Directorate level the suggestion coordinator decides the suggestion needs to go to the Staff Judge Advocate for a decision on the legality of putting it into practice. The SJA, whose mission is legal, renders an opinion and files his retained copy under number 401-02, Legal Administrative Files. The suggestion then makes its way to DPCA, to the employee who is responsible for the suggestion program post-wide. Since his or her function is personnel, it is filed within DPCA under number 605-04, Employee Suggestion and Control Files. So one suggestion on one installation is identified, under TAFFS, by three different file numbers!!

MARKS is going to change that. We are going to identify the record subjectively instead of functionally. What is the **subject** of the document that we've been talking about? It's **suggestion**, isn't it? Does anyone here today have a primary or an additional duty as a suggestion coordinator? Those who deal with suggestions know that the regulation that guides the suggestion program is AR 672-20, Incentive Awards. As a suggestion coordinator, you are -- or should be -- intimately familiar with AR 672-20. It tells you how to evaluate a suggestion, where to send it, how to notify the employee of action taken or not taken, and so forth. And it's a fair bet that those of you who deal with suggestions are more familiar with the number 672-20 as dealing with incentive awards and suggestions than you are with 605-04, being the TAFFS number for Employee Suggestion Control and Subject Index Files.

This takes us back to the study we talked about earlier. You remember that I said one of the faults they found with TAFFS was the arbitrary nature of the TAFFS numbering scheme? In fact, the study found that numbering scheme to be the single biggest drawback to TAFFS being an effective system. In order to use it, you had to learn (or at least become very familiar with) a numbering scheme which bore no relationship to anything else that you did. It had applicability as a file number, and **nothing else.**

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Centered at the top, 672: DECORATIONS, AWARDS AND HONORS, this is the basic series number and title for the Army's administrative publications in this area. You can find this on your handout which lists all the basic series numbers and titles.

Immediately below that we list the prescribing directives in the 672-series which result in the creation of records here at Fort Knox. You see three "prescribing directives" listed here -- they are AR 672-5-1, AR 672-20, and AR 672-74. Is this all the ARs there are in the 672-series? By no means. There are, in fact, 18 different ARs in the series; however, some of them do not result in the creation of records, while others have no applicability at Fort Knox.

The next item on the page is a brief description, four or five lines, of the types of records that are involved in the area of decorations, awards, and honors. I don't think anyone will have any problems with that.

Now, we move down below the first solid line. You will remember that early on, we discussed the findings of the study of TAFFS; one of the most frequent criticisms of TAFFS was that there was no provision made for "general correspondence"; under TAFFS, a filing identification had to be exact, that is, it had to be specifically tied to a TAFFS number, or else it would become either a misfile or a non-file, i.e., it wouldn't get filed at all. What's wrong with that, you ask? Well, when something is not filed according to the system, it becomes difficult --.if not impossible -- to retrieve it when it is needed again. Also, if it is of such value that it is supposed to be transferred to a Records Center and then into the National Archives, it can't be if it isn't identified under the system.

So we have created, in MARKS, a GENERAL CORRESPONDENCE category as the first file number in each basic series. It takes the number of the series, without a suffix. So, any time you see a file number in MARKS that has no alpha suffix, you know automatically that --

(a) It is for general correspondence relating to that area generally, but for which no specific file number exists among the detailed numbers that follow.

(b) It is to be cut off at the end of the calendar year, held for two years, then destroyed.

This general correspondenc umber is exactly the same throughout MARKS; the only thing that changes is the basic series number itself and the wording of the title.

Does anyone have any problem with this? Do you understand what the general correspondence number is for, and how it is to be used?

This, then, is the first and most important difference --
under MARKS we will give records a file number that is the same as the
number of the prescribing directive. What is a prescribing directive?
It's that directive -- usually an Army Regulation -- that requires
that you create, maintain, and use a certain type of records. In the
example we have just used, the file copy of a suggestion -- regardless
of whether it's filed in DEH, in SJA, or in DPCA -- is going to be
identified with AR 672-20 because that's the prescribing directive for
the suggestion program.

You have all been given a booklet, which is Volume I of the
test regulation, and 3-ring binder, which is Volume II. If you will
please turn to page A-259, we'll go through the structure of MARKS and
explain how it's set up.

First, I told you that we would identify records according to
the number of their prescribing directive. To do this, we are using
the already-existing numbering scheme which the Army uses for its
administrative publications. The total scheme is contained in AR
310-1, and we have a handout for you which will give you an abbrev-
iated version for reference purposes.

(pass out handout)

So, on page A-259, we see here that we have a heading that
reads,

672: DECORATIONS, AWARDS, AND HONORS

Right here, on five pages, we have gathered all the file
numbers that deal with decorations, awards, and honors. On this slide

(slide on)

you see essentially the same thing that appears on page A-259 of your
regulation, and we'll go through it step by step so that you can
understand what we have and how to use it.

Now we get down to the "meat" of MARKS. What follows, below the double line, are all of the distinct file numbers for USAARMC & Fort Knox that deal with DECORATIONS, AWARDS, AND HONORS. And we start with those that are prescribed by the first AR listed at the top of the series, AR 672-5-1, Military Awards. The old TAFFS number is gone, and in its place is the MARKS number, which you can see is the same as the number of the prescribing directive. But what's this? There's something added at the end -- an alpha suffix. Why have we done that? Well, if you look at this page and the next page, you will see that there are actually five record series that are numbered 672-5-1. This means that there are actually five different categories of records prescribed by that one AR -- Decoration and Award Issuance Files, Military Award Case Files, Award Ceremony Files, Award Publicity Files, and Unit Award Case Files. So in order to distinguish among several different types of records that are prescribed by one single AR, we have given them alphabetical suffixes.

Any problem with that? Do.you follow what I'm saying about the alpha suffixes?

After these first five file numbers come those that are prescribed by AR 672-20 -- remember our example about the suggestion -- and then those prescribed by AR 672-74 dealing with accident prevention awards.

Now, let me point out to you another difference from TAFFS. Look at page A-259, the bottom file number on the page, 672-5-1b. The third line reads

PRIVACY ACT: A0718.01DAPC

Is there anyone here who doesn't know, basically, what the Privacy Act is?

(IF THERE ARE THOSE THAT DON'T:)

In 1974, Congress passed a law restricting the personal information that Government agencies can collect, keep, and use on individuals. Where the Army must keep personal information -- your home telephone number, home address, religious preference, your personal finances, and so forth -- the system of records in which that information is kept must be approved, and the information must be protected and controlled so that there are no abuses or unauthorized disclosures of your personal information. Imagine, if we didn't have this law, what would happen if a commercial business went into the Civilian Personnel Office and got the names, home addresses, and Social Security Numbers of all of you. For one thing, you'd start getting more junk mail every day than you could open and throw away! And each of these Army systems of records has a unique identifier assigned to it -- in this case, A0718.01DAPC -- so that it can be looked up. If the Army keeps personal information on you, you have a right to have access to it, to make sure that it's correct, to amend the record, and so on. To find out whether the information is correct, you would go to the AR 340-21-series which implements The

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Privacy Act for the Army; by looking up A0718.01DAPC you could find out who keeps the records, what safeguards are in place to prevent unauthorized disclosure, how you go about reviewing your record, how to ask for changes to it, and so forth.

(WHETHER THERE ARE OR ARE NOT:)

TAFFS didn't have this pinpointing of Privacy Act applicability in it. We put this into MARKS for two purposes --

a. To promote awareness among those people who maintain official Army records of the fact that a certain record series is subject to The Privacy Act. This will serve to remind you that you are dealing with personal information of your fellow employees, and that you have a duty and obligation to protect that information from unauthorized disclosure.

b. The other reason we put this in MARKS was because we had an annual requirement to fill out a Privacy Program Report. This report listed all Army records systems subject to The Privacy Act, and asked for figures on how many records were kept in each. Do any of you recall having filled these out every year? We thought that pinpointing Privacy Act applicability in the filing regulation would make completion of that report much easier. Well, no sooner had we cranked the Privacy Act number into the MARKS concept and into this regulation, than Office of Management and Budget at the White House cancelled the reporting requirement! But since this Privacy Act data will help promote awareness of personal privacy requirements, we have left it in.

What do you have to do with this Privacy Act number that you see here on page A-259, and throughout this MARKS regulation? Nothing whatsoever. But if a question on personal privacy comes up in your workplace, you now know that you can go to this MARKS regulation and see if a certain category of records is subject to The Privacy Act; by checking the systems notice number in the AR 340-21-series, you can get all the information you need on this subject. Enough said on The Privacy Act -- unless there are any questions??

So far we've discussed two things that are different in MARKS than they are in TAFFS -- the structure of the file number, and the inclusion of Privacy Act information where it applies. A third thing that differs is the placement of a file number on correspondence at the time the correspondence is created.

Those of you who go back more than 20 years with the Army will remember that, under the W. D. Decimal Filing System, we used to put the file number on a piece of correspondence at the time it was created.

(slide on / off)

We were able to do that in the olden days because a record had the same subjective file number wherever it went, regardless of who filed it. When we switched to TAFFS in the early 60's, it became

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impossible to do that. Remember the example we had earlier about a
suggestion that was initiated in DEH, staffed with SJA, sent to DPCA,
and so forth? And each office that handled it filed it under a
different TAFFS number. And in each of those offices, the file number
was determined not by the action officer who handled the suggestion,
but by a clerk or secretary at the time the record was actually placed
into a folder.

Please look at page 4-1 of Volume I -- not the 3-ring binder,
but the smaller volume. You will see there

(slide on / off)

an example -- since this document is going to bear the same file
number, 75-15a, wherever it may go, the file number can be put onto it
at the time it is created. We haven't required that you do this --
please notice the wording in paragraph 4-3b, "...**allowing** the file
number to be entered on the record at the time it is created...", but
you **may** do so if you wish. If you have a large turnover in admin-
istrative and clerical help, if you want to get a better handle on
where your actions are filed, you should find this to be beneficial.

That's three differences. There's one more you should be
aware of.

(slide on / off)

You will recall that I talked about the study that was done of
TAFFS, and how one of the findings was that TAFFS did not lend itself
to automation, and that any replacement for TAFFS should be
"...amenable to being automated." We have done several things in this
regard in designing MARKS to make it "automatable," if there is such a
word. These consist of defining Standard Data Elements which will be
of use to future programmers in creating an all-electronic filing
system. You don't see these Standard Data Elements here; they have
been published in the technical publications that programmers use to
come up with standard structures in automated systems. What you **do**
see here is a line that says

KEYWORDS:

...but there are no actual keywords listed. When MARKS is implemented
Army-wide, hopefully in January, 1986, each record series (file
number) will have an actual string of three or more keywords that can
be used to conduct data base searches within MARKS to find subject
areas for filing purposes. They don't appear here because there is no
system, as yet, with which they could be used. I'm telling you this
now just so you will understand why this entry (pointing) is here and
what it will eventually be used for, and to keep it from confusing
you.

Now, we've talked at some length about what is **different** in
MARKS than it was in TAFFS.

What is the same? That is, what has not been changed?

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Virtually everything else remains the same under MARKS as it was under
TAFFS. The abbreviations are the same, the basic labeling procedures
and entries are the same, the procedures for sending records to the
Fort Knox Records Holding Area and then on to a Federal Records Center
are the same. All these things, both those that have changed and
those that remain the same, are spelled out for you in Volumes I and
II of the test regulation which you have in front of you.

Let's take another short break here, and when we come back
we're going to go over again the basis of our new numbering scheme,
tell you how you can use it to your advantage, talk about thinking in
terms of subject rather than function, and cover some of the little
problems that we had to overcome in creating the system to date so
that you will be aware of those areas where we made certain types of
records "fit into the system." Let's come back in 15 minutes.

(break)

(after break)

I want to pass something on to you right now while it is fresh in my mind. You folks here today, and others like you at Armor Center Headquarters, aren't really the first ones to try the MARKS system in your workplaces. We have been using it in 5th Bn, 73rd Armor here on post since last July. Generally, the test has been going very well in that battalion. The scope and variety of records in an armor battalion, of course, is greatly different from a post headquarters.

One thing we found out early in the 5/73 test is that the troopers who were keeping records, by and large, did not know or understand about how to make up a file label. We had to put a lot of extra emphasis on that to get it right. To avoid any such situation coming up in this Armor Center Headquarters test, I'd like to take a few minutes to go over the elements of a file label, and just how you arrive at the disposition instructions that go on the label.

(use blackboard/chalk)

There are four basic ingredients to a file label --

      o   The file number

      o   The file title

      o   The year of accumulation, where appropriate

      o   The disposition instructions

Taking these one at a time -- the file number, of course, comes right out of your MARKS test regulation. I don't think anyone will have any problem with that. Likewise, the file title is right there and is quoted verbatim.

The next item is the **year of accumulation, where appropriate.** When would it not be appropriate? Well, there are many record series for which the given disposition is "...Destroy **when no longer needed for current operations,**" or some similar statement. Those files don't have a specific year to them; you accumulate them, you use them, and -- when you determine you no longer need them to operate -- you throw them away.

On the other hand, a file that has a disposition of "**Destroy after 2 years**" would be one that accumulates on an annual basis. It has a specific period of time associated with it.

The entry for **disposition instructions** is where we always seem to run into problems. Many, many people throughout the Army do not understand the concept of **active and inactive** files.

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There are three basic types of dispositions --

-      Time disposition

-      Event disposition

-      Combination Time/Event disposition

The first of these, the straight time disposition, is just that -- the regulation gives you a specific time to hold the file after it is cut off before you can destroy it. For example,

(use blackboard)

a disposition instruction that reads, "Destroy after 1 year" boils down to this --

-      You cut the file off at the end of the calendar year (31 December 1984)

-      You hold the file 1 year, as specified in the disposition instruction -- that is, hold it for all of Calendar Year 1985

-      You destroy it at the completion of that 1-year holding period -- that is, in January, 1986.

So, the disposition on a file label for a straight 1-year file would read,

COFF 31 Dec 84, Dest Jan 86

Next, the **event** disposition. This is a disposition that is triggered by a certain act or event. For instance, a certain type of personnel document may have a disposition of "Destroy upon transfer or separation of employee". In that case, when the employee transfers or separates, you simply pull the document and destroy it; there is no holding or waiting period involved. The disposition instructions on the file label would read, in this example --

Dest on transfer or separation.

Thirdly, the **combined time/event disposition**. This is the most complex of the three, and this is where active and inactive files come in. Let's say that a certain category of personnel documents carries the disposition instruction, "Destroy 2 years after separation of employee". Up until the time that the employee separates, the file is ACTIVE, and the label reads

ACTIVE. PIF on separation of employee.

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When the employee separates, the record becomes inactive and is pulled from the active file and placed into an INACTIVE file. We couldn't put specific cutoff and destruction dates on the active file, because no one knows just when any employee is going to separate in the future. But we have an INACTIVE folder where we put all these files on separated employees, and on this file label we surely can get specific about cutoff and destruction dates --

INACTIVE. COFF 31 Dec 84, Dest Jan 87.

You should always bear in mind that a retention period begins at the end of the year in which a record became inactive. How does a record become inactive? Either of two ways -- December 31 comes around, or a specific event occurs (such as the separation of the employee which we used as an example earlier).

Now let's talk in some detail about the numbering scheme that we're using in MARKS for identifying records. As you know by now, we have taken the basic number of the prescribing directive, usually an Army Regulation, and we use that as the file number. AR 310-2 gives us the entire scheme for numbering administrative publications in the Army; we have extracts of it on the back table for anyone who would like to browse through it. There are 102 basic series in the system starting with the AR 1-series for administration, and ending with the AR 930-series for Service Organizations. Within each of these series are the Army Regulations and DA Pamphlets that give guidance and direction to the Army on that particular area.

You will recall me talking about filing <u>subjectively</u> instead of <u>functionally</u>. Here is ...

(pass out handout, "For Your Ready Reference...)

a handout that lists all of these basic series which you can keep for ready reference. If you would just glance through it, I think you will see that it is truly a universal scheme; I doubt that you can think of a subject that might appear on a document or record that isn't identifiable under this scheme. There are quite a few basic series on this list that do not apply at the Armor Center and Fort Knox; for instance, I don't think anyone here is involved with

550: FOREIGN COUNTRIES AND NATIONALS

or with

705: RESEARACH AND DEVELOPMENT OF MATERIEL

but we have included all of them so that you'll know what they are.

So this, then, is the structure that the Modern Army Record-keeping System is based on. In Volume II, the 3-ring binder that you have in front of you, you will find all of the file numbers that are used at the Armor Center and Fort Knox -- but instead of being TAFFS numbers, they have been converted to MARKS; that is, they have been given a file number that matches the number of the prescribing directive, usually an AR.

There are 650 different file numbers in this book. How did we come up with them? Last summer we asked Howard Smith, your Fort Knox Records Management Officer, to get for us all of the Lists of Selected File Numbers, under TAFFS, from all the Headquarters elements that would be participating in the test. He sent them to us, and we very laboriously examined each and every file number in them to determine what directive prescribes that particular record series. We then arranged them in the AR number sequence instead of the old TAFFS sequence. So what you have here are, essentially, the same record series that you have always had -- they've just been reidentified into a numbering scheme which, we hope, you will find easier to use.

Are all of your records prescribed by an Army Regulation or a DA Pamphlet? By no means. As we went through this drill we found that about ten percent are prescribed by something other than an AR or a DA Pam. Please turn to page A-192 in your 3-ring binder and I'll give you an example.

(pause)

Okay, on page A-192 we have Military Intelligence Files. It happens that intelligence reporting files aren't prescribed by an AR at all; they are prescribed by a Defense Intelligence Agency Manual # 58-2. Well, that number, 58-2, doesn't fit into our scheme for MARKS file numbers at all! If we used it, we would find that our intelligence reporting files were going under basic series # 58, which is Motor Transportation.

So what were we to do? Well, whenever we came across a record series that was prescribed by something other than an AR, or wasn't prescribed by a directive at all, we placed it into this AR numbering scheme based on its subject. Although intelligence reports are pre-scribed by something other than an AR, we do have a series in the AR numbering scheme that deals with intelligence -- if you look at your handout that lists all the basic series numbers and titles, you will find series 381 is called, MILITARY INTELLIGENCE. So we gave intell-igence reporting that basic series number, 381, and an alpha suffix, as you see on page A-192 in your 3-ring binder.

So, any time you see in MARKS a file number that is simply the basic series number with an alpha suffix, you will know that that particular record series is not specifically prescribed by an AR, but that it has been fitted into the AR numbering scheme so that we could remain consistent with our subjective concept and with our AR-based file numbers.

Does anyone have any problem with this?

Now, when we were going through your 650 different file numbers and trying to identify them by prescribing directive, we found that the hardest ones to track down, by and large, were HOUSEKEEPING FILES!! It appears that, over the past 20+ years, many of the file numbers for office housekeeping, office personnel, and office reference files simply evolved without there being any basic prescribing AR or DA Pam to govern them. They simply came into existence, and everyone accepted them. So we had to do much the same thing with them as we did with the intelligence reporting files that we talked about a few moments ago -- we had to take them, one by one, and fit them into the existing subjective numbering scheme. If you look at pages A-230 and A-231 in your 3-ring binder you will see that many of the housekeeping files that were in TAFFS as 102: OFFICE PERSONNEL FILES have been fitted in under the series called 600: PERSONNEL -- GENERAL.

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You are probably thinking that having these housekeeping files scattered throughout the regulation is going to make them very difficult to figure out, look up, and use. Well, it certainly isn't our purpose to try to make MARKS difficult for you; quite the opposite, we want it to be as easy as possible. If MARKS doesn't make life easier for you, record-keeping-wise, then it won't fly. So we have compiled a complete cross-reference booklet --

(hand out cross-reference books)

for you to use.

(pause)

This booklet is organized into two parts. The first one gives you a cross-reference from the old TAFFS number to the new MARKS number. The second part is a cross reference arrange by the MARKS number, back to the TAFFS number. We hope this will be of the most benefit to you in initially setting up your files.

Any problem with the cross-reference list?

We're going to break here in just a minute, and when we come back we'll work a practical exercise, see if there are any final questions, and give you the instructions you need as to just what is expected of you over the next week and the remainder of the year. Before we break, though, I want to bring up one point.

Those of us who went through your 650 TAFFS numbers and converted them to prescribing directive numbers under MARKS are not infallible. We did the best we could, given the time and resources that we had to do it with, but you folks here today are far more familiar with Army Regulations and records in your specialized areas than we are. I know hardly anything about facilities engineering or resource management or finance and accounting or automation management. You people do. That's why you will find, in the front of your 3-ring binder, a sheet --

(hold up copy of form)

-- that starts out, <u>DO YOU DISAGREE....</u> In the course of using MARKS over this next year, if you see something that you disagree with -- and I'm sure you will -- please fill out one of these forms and send it to us. We'll take it from there, check it out, and make the necessary corrections to the file numbers involved.

(break)

(after break)

Now we're going to take as much time as we need to work a practical exercise.

(pass out PE booklets)

You are being given a rather thick booklet consisting of 48 practical exercises. Turn back the cover, please, to the opening page of text.

What we have done here is to make up three "dummy" records or pieces of correspondence for each directorate or staff office that is participating in the test. In creating these, we took three numbers from your Lists of Selected File Numbers under TAFFS and made up a record or document that, hopefully, will somewhat resemble the type of records that you deal with.

The objective of this practical exercise is

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┌─────────────────────────────────────┐
│                                      │
│  TO IDENTIFY RECORDS SUBJECT-        │
│  IVELY,  APPLY A MARKS NUMBER        │
│  TO EACH AND CONSTRUCT A FILE        │
│  LABEL FOR EACH ONE OF  THEM.        │
│                                      │
└─────────────────────────────────────┘
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The answers to the practical exercise are at the back of the booklet, but please don't look at them until we have all finished and gone over the problems.

You only need to do the three pages that are associated with your particular directorate or staff office -- see the index on the first page -- but if you finish those and want to try some others, please feel free to do so. The booklet is yours and you may take it with you. This is not a test, and there is no grade assigned for how well you do; we just want you to have the experience of trying to apply a MARKS number to a typical record of your organization.

Please go ahead and begin. If you have any problems or questions during the course of the practical exercise, please hold up your hand and one of us will help you.

Begin.

(critique of PE)

All right. Before we get into a few closing remarks, are there any questions by any of you on anything that we've covered here today?

(Q & A)

(pass out What Do We Do Now)

Here's a one-page handout that explains what you should do when you get back to your offices to implement MARKS. Going over it briefly, you must now ...

o   Determine what file numbers you will need under MARKS to set up your files for this year. This can be easily done by looking at what you have under TAFFS, then referring to the cross-reference booklet which we've given to you.

        IF YOU SHOULD FIND that you are using TAFFS numbers that are not included in this test regulation, please let us know so that they can be added to the test regulation.

o   Prepare new folders with the proper file labels in the proper position, for your 1984 files. Also, binder labels for your reference publications.

o   Bring forward into your new MARKS files those records from your 1983 TAFFS files that should be brought forward -- continuing actions, policy and precedent files, and so forth.

        You **should not** convert your prior-year files to MARKS; they will be cut off and retained or transferred to the RHA in their current TAFFS form. We are only concerned in this test with your 1984 records.

o   You should all have accumulated some unfiled material during this first ten days or so of January. Identify it under MARKS and file it into your new, **1984 MARKS files**.

At several places throughout your handouts you have our tele-
phone numbers and addresses. We welcome any comments, suggestions,
criticisms, or improvements that you may care to make. These can be
done informally -- a hand-written note, a phone call, whatever is
easiest for you, and please give us any such thoughts directly from
you to us.

Thank you very much for your attention today. In the coming
days, after you have returned to your offices and put this system into
effect for your office files, one or more of us will visit your
Directorate or Staff Office and see how you're doing with it. We
won't do your work for you, but we'll certainly guide and advise you
and help you in any way that we can.

Have a good day.

672: DECORATIONS, AWARDS, AND HONORS

Prescribing Directive(s):

AR 672-5-1	Military Awards
AR 672-20	Incentive Awards
AR 672-74	Army Accident Prevention Awards

These records concern design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy.

Number	Description	Disposition
672	GENERAL DECORATIONS, AWARDS, AND HONORS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to decorations, awards, and honors that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.

672-5-1a	Decoration and award issuance files. KEYWORDS: Documents related to providing information concerning awards given to individuals. Included are announcements, lists, cards, and similar or related documents. Destroy after 2 years.
672-5-1b	Military award case files. KEYWORDS: PRIVACY ACT: A0718.01DAPC Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Congressional Medal of Honor) for individuals. Included are requests and related documents. Approved awards relating to wartime and/or combat activities: Permanent. Retire to WNRC. Approved peacetime awards and all disapproved awards: Destroy after 25 years. Retire to WNRC.

A-259

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL

REPLY TO
ATTENTION OF

AGUZ-RC 326.02   16 May 1958

SUBJECT: Assignment to Active Duty

TO: M/Sgt Frank Williams, RA 6 483 177
           123 Potlatch Street
           Williamsburg, Virginia

PLACEMENT OF FILE NUMBER UNDER

W. D. DECIMAL FILING SYSTEM

Marking the file number

a. The file number may be entered on a record at the ... created by placing it in parentheses to the immediate right of ... reference symbol, as in this abbreviated example of a military let...

DEPARTMENT OF THE ARMY
81th Explosive Ordnance Disposal Detachment
Fort Wall, Kansas 62121

AFZQ-EOD (75-15a)

SUBJECT: Quarterly EOD Status Report, 2Q FY 83

b. This procedure (allowing the file number to be entered ... record at the time it is created) differs from TAFFS, where ... cument was marked with the file number only at time of ... use one document might have several different num... function of each office where it was fi... w-wide, the above ...

PLACEMENT OF FILE NUMBER UNDER

MARKS

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)
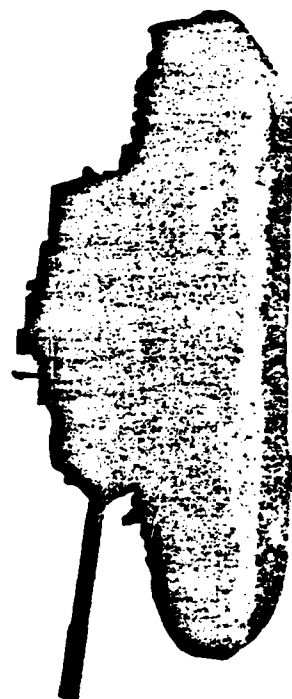
REPLACES THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS)
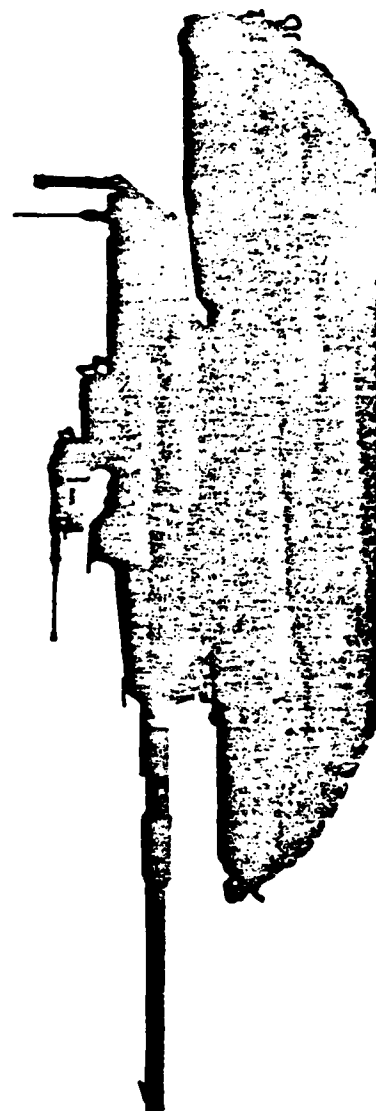
THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

TIES RECORDED INFORMATION

TO

PRESCRIBING DIRECTIVE

31
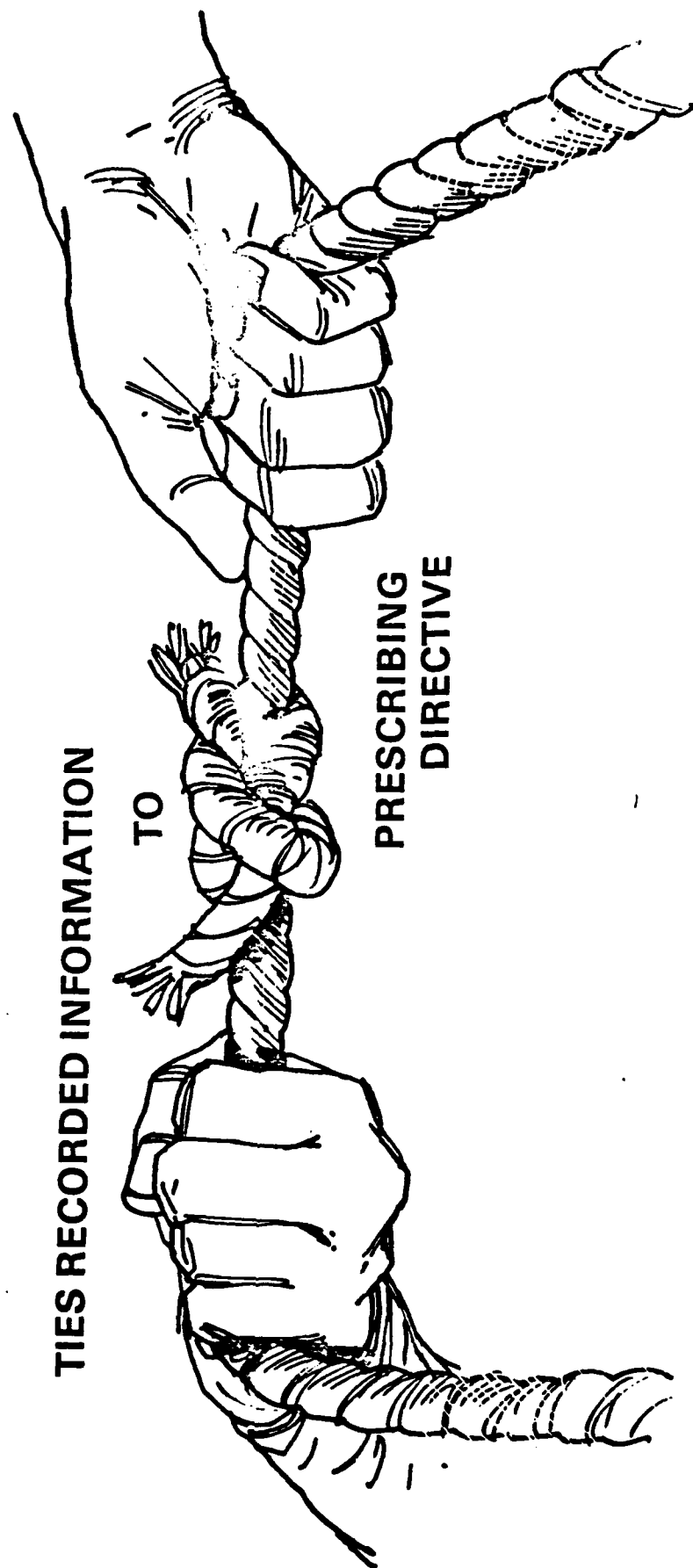
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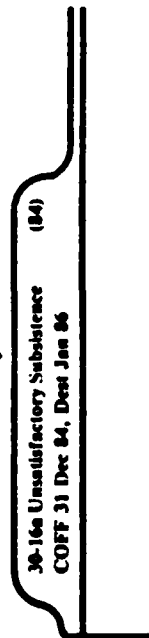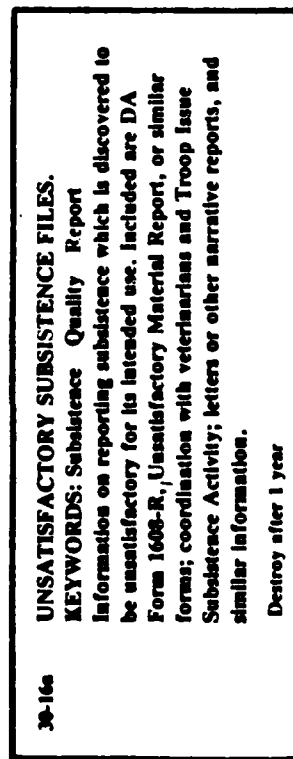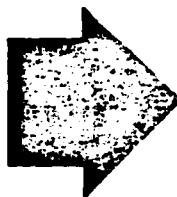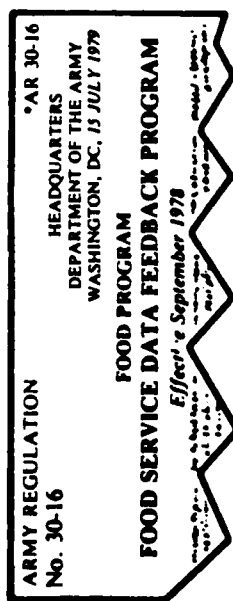
AR 30-16 PRESCRIBES REPORTS OF UNSAT- ISFACTORY FOOD....

MARKS IDENTIFIES THESE RECORDS WITH PRESCRIBING AR....

UNIT MESS FILES THEM UNDER SAME # AS FOOD SERVICE AR....

ARMY REGULATION
No. 30-16

*AR 30-16

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 JULY 1979

FOOD PROGRAM
FOOD SERVICE DATA FEEDBACK PROGRAM

Effective September 1978

30-16a UNSATISFACTORY SUBSISTENCE FILES.
KEYWORDS: Subsistence Quality Report
Information on reporting subsistence which is discovered to be unsatisfactory for its intended use. Included are DA Form 1608-R, Unsatisfactory Material Report, or similar forms; coordination with veterinarians and Troop Issue Subsistence Activity; letters or other narrative reports, and similar information.

Destroy after 1 year

30-16a Unsatisfactory Subsistence   (84)
COFF 31 Dec 84, Dest Jan 86

3 2

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

EASES WAY FOR

AUTOMATED RECORD-KEEPING
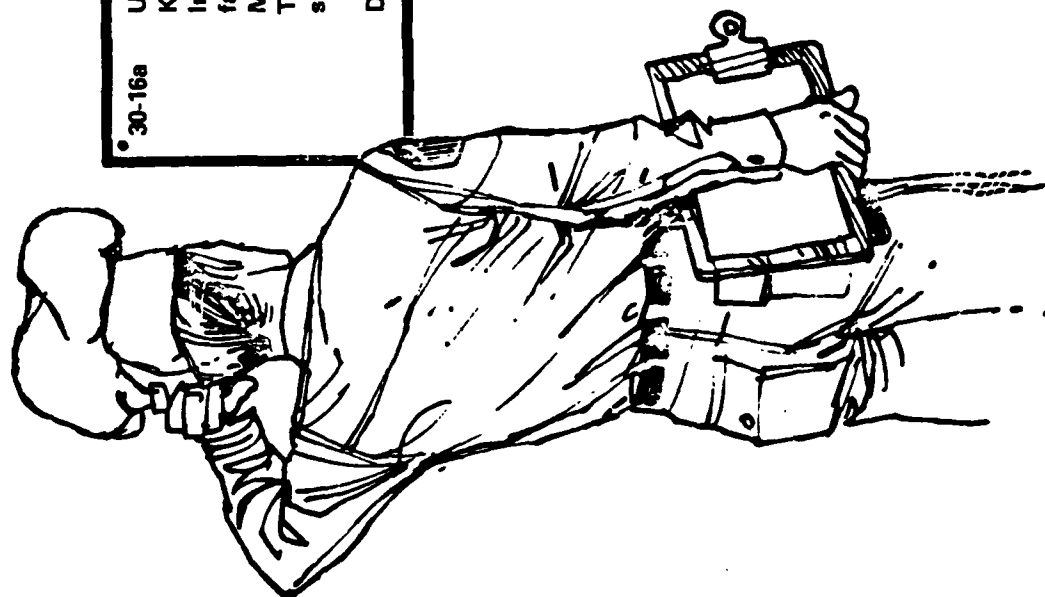
33

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

30-16a UNSATISFACTORY SUBSISTENCE FILES.
KEYWORDS: Subsistence   Quality   Report
Information on reporting subsistence which is discovered to be unsatis-
factory for its intended use. Included are DA Form 1608-R, Unsatisfactory
Material Report, or similar forms; coordination with veterinarians and
Troop Issue Subsistence Activity; letters or other narrative reports, and
similar information.

Destroy after 1 year.

GIVES USER MEANINGFUL IDENTIFICATION OF RECORDS

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

PILOT
OF THE
MODERN ARMY RECORD-KEEPING SYSTEM
(MARKS)
AT

5TH BN, 73RD ARMORED REGIMENT
194TH ARMORED BRIGADE

AR 340-XX (Test)
Headquarters,
Department of the Army
Washington, DC, 15 June 1983

PILOT
of the

Modern Army Record-keeping System
(MARKS)

at

5th Bn, 73rd Armored Regiment
194th Armored Brigade

Fort Knox, Kentucky
July 1983 - June 1984

Office of The Adjutant General
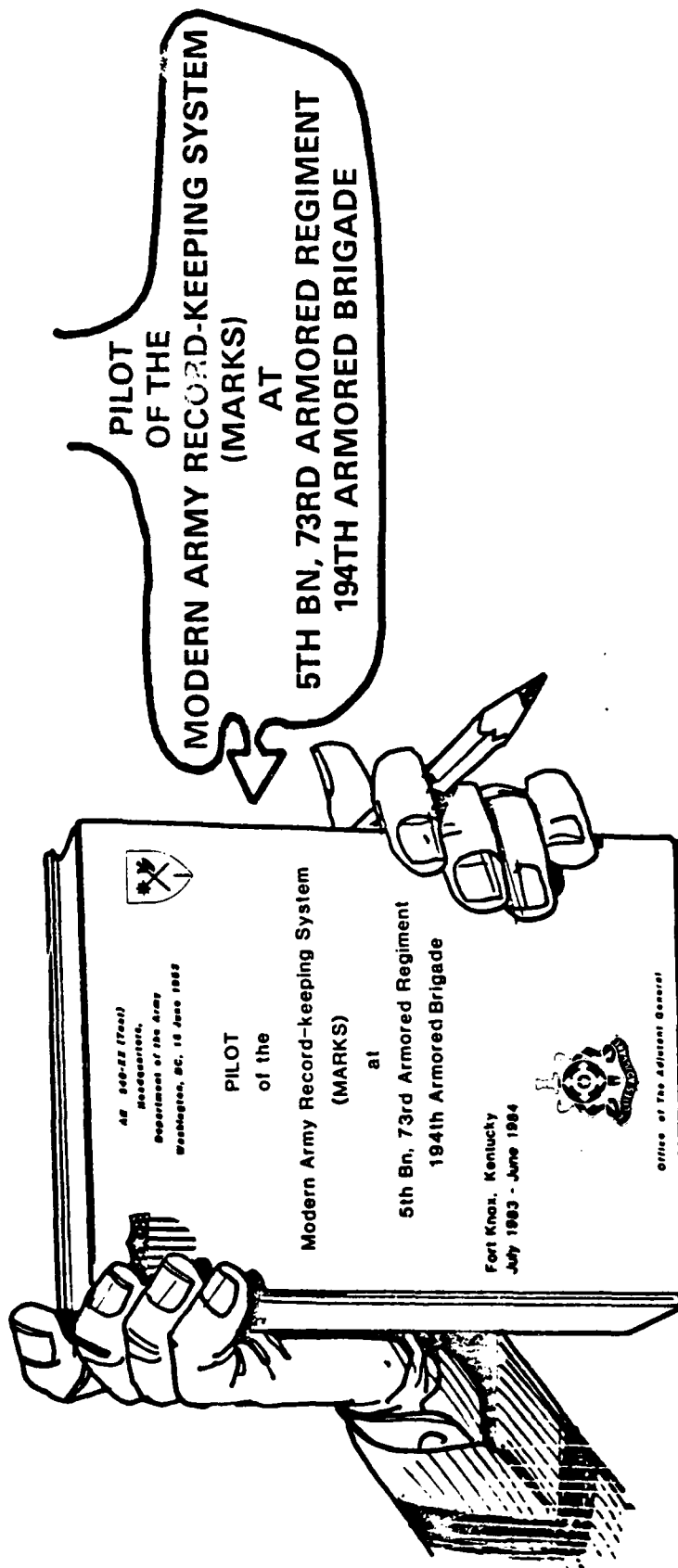
THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS) for
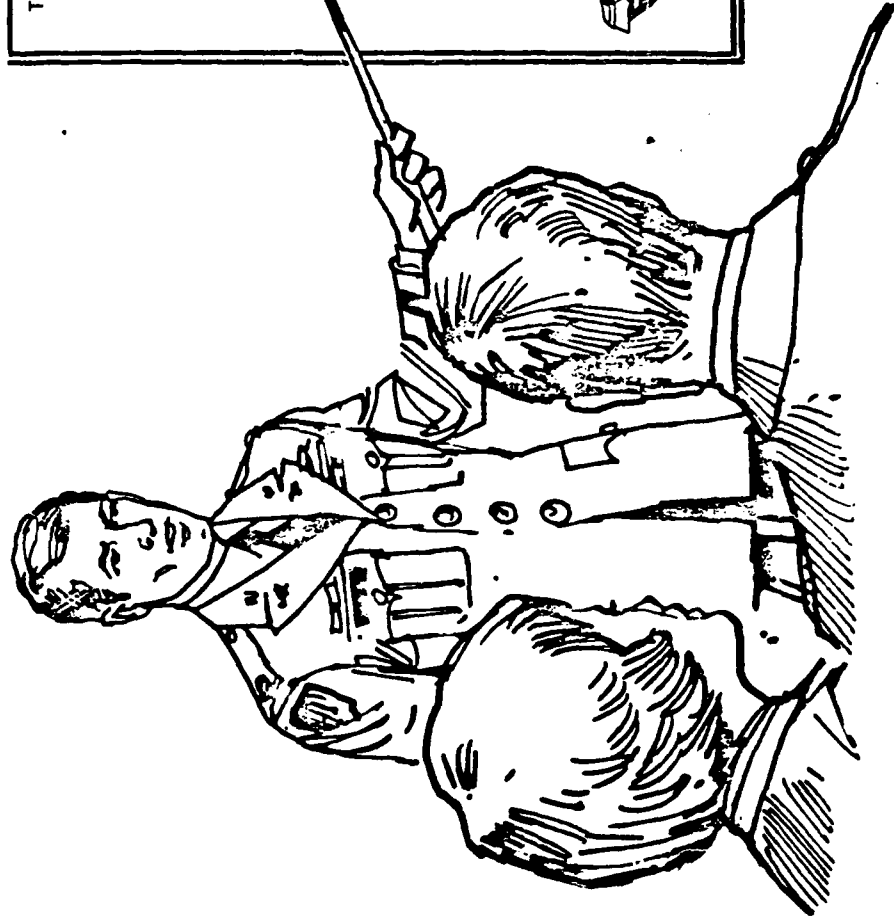
HQ, USAARMC & FT KNOX
Fort Knox, Kentucky 40121

1984

Volume I: Policies and Procedures

Prepared by

Office of The Adjutant General

Alexandria, Virginia 22331
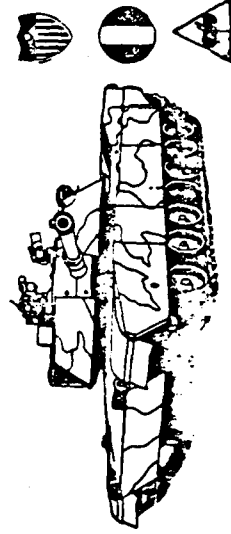
THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

ARMY-WIDE

IMPLEMENTATION

1 JANUARY 1986

37
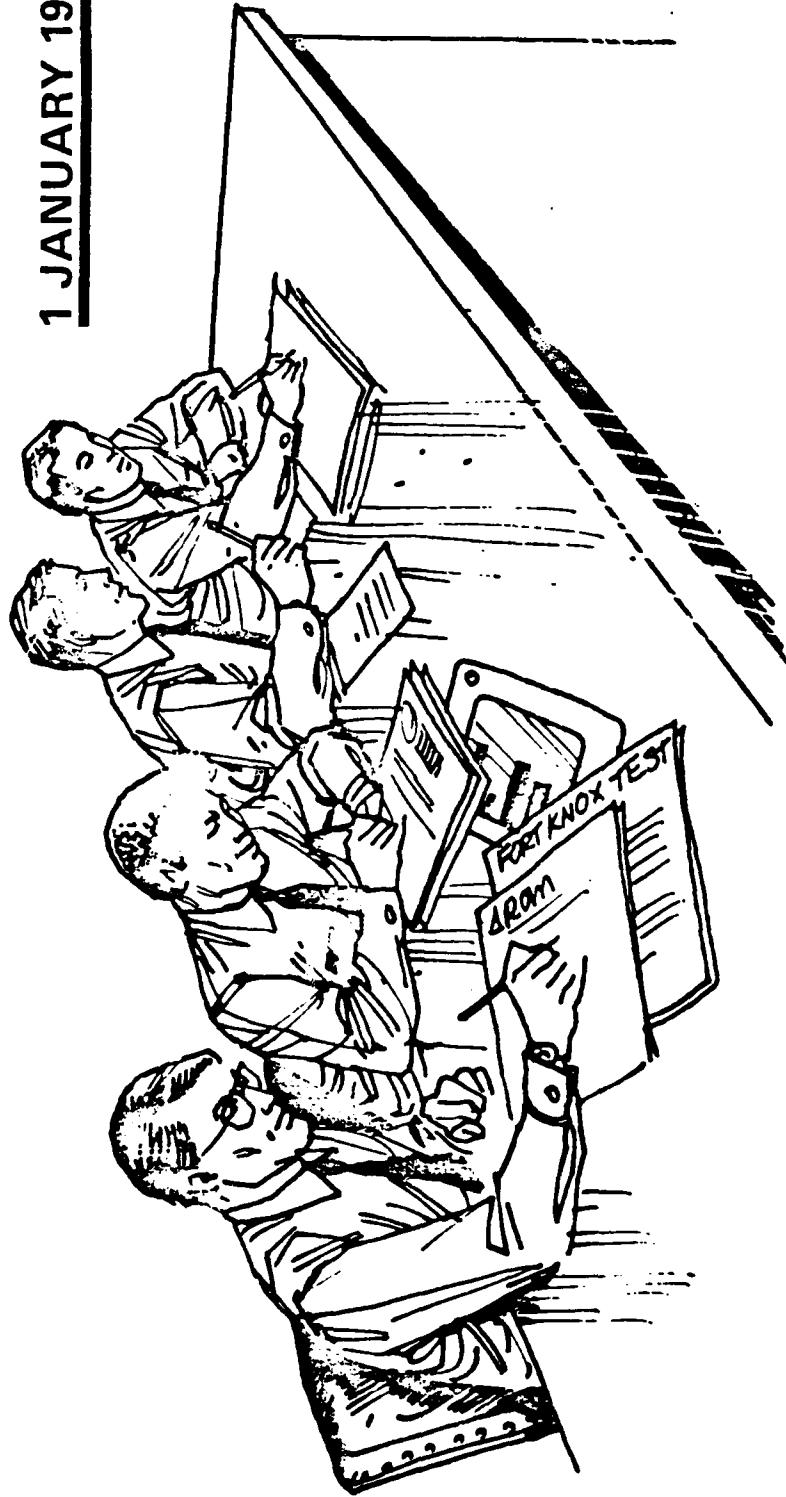
THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

Initiative of Deputy The Adjutant General for Administrative Systems, Office of The Adjutant General, Alexandria, Virginia

FOR YOUR READY REFERENCE....

To identify records under MARKS, you need to follow these steps:

a. Determine what the subject of the record is.

b. Find what series of administrative publications deals with that subject area.

c. Look in your MARKS regulation under that series for the specific file number that identifies your particular record.

It is impractical to look up Table 2-1, AR 310-2 every time you want to identify a record and file it. To help you, here is an extract of AR 310-2 giving the basic series numbers for administrative publications, and their titles. We list here all the series of Army administrative publications, even though some of them do not apply at HQ, USAARMC & Ft Knox.

Number	Title
1	Administration
5	Management
10	Organization and Functions
11	Army Programs
12	Security Assistance
15	Boards, Commissions and Committees
18	Army Automation
20	Assistance, Inspections, Investigations & Follow-Up
27	Legal Services
28	Welfare, Recreation and Morale
30	Food Programs
32	Clothing and Textile Materiel
34	Standardization
36	Audit
37	Financial Administration
40	Medical Services
50	Nuclear and Chemical Weapons and Materiel
55	Transportation and Travel
56	Surface Transportation
58	Motor Transportation
59	Air Transportation
60	Exchange Service
66	Courier Service
70	Research, Development and Acquisition
71	Force Development
75	Explosives
95	Aviation
105	Communications-Electronics
108	Audio-Visual Services
115	Climatic, Hydrological and Topographic Services
130	Army National Guard

Number	Series
135	Army National Guard and Army Reserve
140	Army Reserve
165	Religious Activities
190	Military Police
195	Criminal Investigation
200	Environmental Quality
210	Installations
220	Field Organizations
230	Nonappropriated Funds and Related Activities
290	Cemeteries
310	Military Publications
325	Statistics
335	Management Information Control
340	Office Management
350	Training
351	Schools
352	Dependents' Education
360	Army Public Affairs
380	Security
381	Military Intelligence
385	Safety
405	Real Estate
415	Construction
420	Facilities Engineering
500	Emergency Employment of Army and Other Resources
525	Military Operations
530	Operations and Signal Security
550	Foreign Countries and Nationals
570	Manpower and Equipment Control
600	Personnel - General
601	Personnel Procurement
602	Man-Materiel Systems
604	Personnel Security Clearances
606	Personnel Identification
608	Personal Affairs
611	Personnel Selection and Classification
614	Assignments, Details and Transfers
616	Personnel Utilization
621	Education
622	Qualification in Arms
623	Personnel Evaluations
624	Promotions
630	Personnel Absences
632	Standards of Conduct and Fitness
633	Apprehension and Confinement
635	Personnel Separations
638	Deceased Personnel
640	Personnel Records and Identification of Individuals
643	Personal Property
670	Uniforms and Insignia

Number	Series
672	Decorations, Awards and Honors
680	Personnel Information Systems
690	Civilian Personnel
700	Logistics
702	Product Assurance
703	Petroleum Management
705	Research and Development of Materiel
708	Cataloging of Supplies and Equipment
710	Inventory Management
715	Procurement
735	Property Accountability
740	Storage and Supply Activities
742	Inspection of Supplies and Equipment
746	Marking, Packing, and Shipment of Supplies & Equipment
750	Maintenance of Supplies and Equipment
755	Disposal of Supplies and Equipment
795	International Logistics
840	Heraldic Activities
870	Historical Activities
920	Civilian Marksmanship
930	Service Organizations

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS) for

HQ, USAARMC & FT KNOX
Fort Knox, Kentucky 40121

1984

CRCSS-REFERENCE LISTS:

TAFFS to MARKS

MARKS to TAFFS

Prepared by

Office of The Adjutant General

Alexandria, Virginia 22331
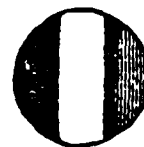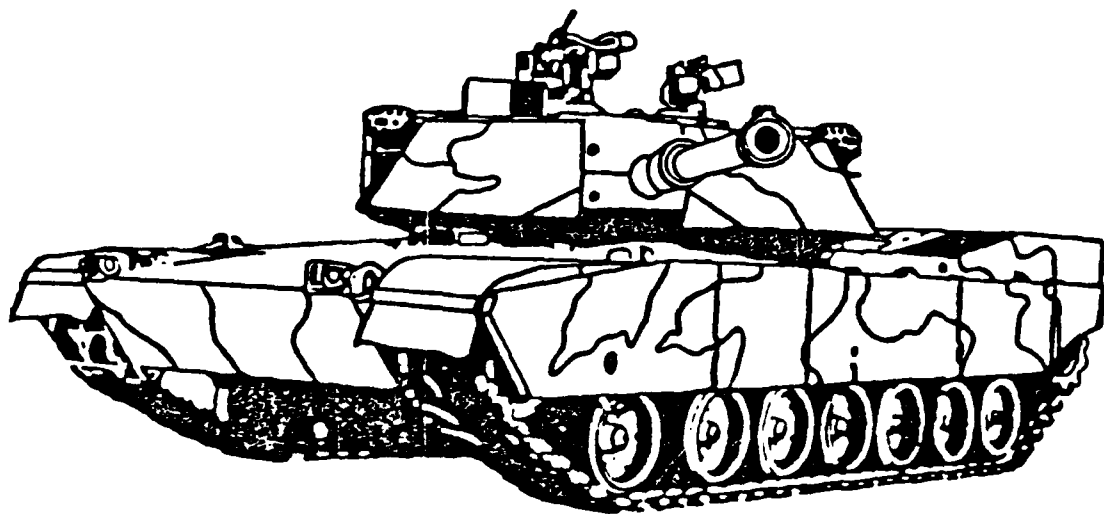
1 January 1984

IF YOU NEED HELP...

We hope that everything will go smoothly for you
during this pilot test, but we realize that questions
are going to come up from time to time.

If you have unanswered questions as you try to use
MARKS, please call any of the following for help:

Howard Smith
Fort Knox Records Manager
Telephone 4917

John Vos or
Bert Haggett
Office of The Adjutant General
AUTOVON: 221-0313 or 221-0440
COMMERCIAL: (202) 325-0313 or 325-0440

Thank you for participating in this pilot. We hope
you will get as much -- or more -- out of it than you
put into it!

- The MARKS Project Team -

CROSS-REFERENCE LIST

TAFFS TO MARKS

This list has been prepared for your use in converting from The Army Functional Files System (TAFFS) to The Modern Army Record-keeping System (MARKS).

The left column gives the TAFFS number, followed by the MARKS number(s) which are equivalent, followed by the file title. There has been no change in file titles in converting from TAFFS to MARKS.

If a file series is subject to The Privacy Act, you will find the systems notice number (from the AR 340-21-series) in parentheses following the file title.

If there has been a change to the description or disposition of a file series since the last version of the AR 340-18-series which you have been using, you will find the word "change" in parentheses following the file title.

| TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
101-02	340a	Office General Management Files
101-03	20-1c	Office Inspection and Survey Files
101-04	220-45b	Duty Reporting Files
101-05	310-2c	Housekeeping Instruction Files
101-06	10-1a	Office Organization Files
101-07	340-18f	Office Record Transmittal Files (change)
101-08	380-5d	Record Access Files
101-09	380-5e	Security Container Record Files
101-10	380-5f	Security Container Information Files
101-11	380-5g	Office Classified Document Receipt Files
101-12	380-5h	Office Classified Document Register or Control Files
101-13	380-5i	Temporary Internal Receipt Files
101-14	380-5n	Office Nonreg. Class. Docu. Destruction Cert. Files
101-15	340-3a	Office Mail Control Files
101-16	37-2a	Office Financial Files
101-17	340b	Office Service and Supply Files
101-18	340c	Office Property Record Files
101-19	340-4a	Office Equipment Approval and Use Files
	340-20a	
101-20	380-5m	Classified Matter Inventory Reporting Files
101-22	340-20b	Office Management System Files
101-23	1-21a	Office Space Assignment Record Files
101-24	340-18e	Office File Number Files
101-25	340-21c	Privacy Disclosure Accounting Files (change)
101-26	710-2i	Access Control Records

TAFFS	MARKS	FILE TITLE – PRIVACY ACT – CHANGES
102-02	600a, 690a	Office Personnel Register Files
102-03	600b, 690b	Office Personnel Locator Files (A0102.03aDAPE)
102-04	690c	Supervisor/Mgr Employee Record Files (OPM/GOVT-2)
102-05	600c, 690d	Job Description Files
102-06	690e	Separation for Mil Svc Files (A0102.04aDAPE)
102-07	690f	Pending Request Files
102-09	220-45a	Duty Roster Files
102-10	600-50a	Standard of Conduct Files
102-11	380-5c	Security Awareness Files
102-12	600d, 690g	Temporary Duty Travel Files
102-13	600e	Office Mil Pers Files (A0102.13DAPC)
103-01	310-2e	Reference Publication Files
103-02	310-2f	Technical Material Reference Files
103-03	340d	Reading Files
103-04	105-1a	Office Message Reference Files
103-05	310-2d	Policy and Precedent Files
-01-05	15-1a	Committee Files (from TAFFS Common Mission)
203-04	500-5a	Mobilization Planning and Programming Files
203-05	500-5b	Strategic, Capbilities, and Mob. Study Files
204-01	500-4a	Emergency Planning Files
	500-50a	
204-03	500-50b	Emergency Test and Exercise Files
207-02	310-49b	Activation and Status Change Files
	570-3c	
207-03	1-1a	TDA, CTA, and TAADS Files
	310-31a	
	570-2a	
209-03	220-1a	Readiness Reporting Files
210-03	1-1b	Program and Budget Guidance Files
210-06	1-1c	Annual Funding Program Files
210-09	1-1d	Operating Agency 5-year Programming Files
210-10	1-1e	Operating Budget Files
211-01	1-1f	Program Briefing Files
214-01	11-18a	Cost Analysis Case Files
214-03	11-18b	Cost Factors and Data Files
215-01	420-74a	Resources Conservation Program and Goal and Schedule Files (change)
217-01	5-5a	Management Survey Case Files
218-01	310-1a	Forms Management Reporting Files
218-02	310-1b	Numerical Files (Internal)
218-03	310-1c	Numerical Files (External)
218-04	310-1d	Functional Files
218-05	310-1e	Forms Number Register Files
218-06	310-1f	Forms Management Survey Files
220-01	340-1a	Records Management Survey Files
220-02	340-1b	Records Management Survey Background Files
220-09	340-18a	Record Locator and Disposition Files (change)
220-10	340-18b	Chargeout Suspense Files

Page 2 -- TAFFS to MARKS Cross-Reference

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
220-11	340-5a	Records Management System Files
	340-8a	
	340-22a	
220-13	340-18c	Record Holding Reporting Files
220-15	340-18d	Records Disposition Standard Exception Files
220-17	340-1c	Records Management Program Files
224-03	20-1a	IG Inspection Files (Field Commands Not Reporting Directly to HQDA)
224-04	20-1b	IG Investigative Files (change) (A0224.04DAIG)
225-01	18-1a	Planning and Programming Files
225-02	18-1b	ADPE Acquisition Case Files
225-06	18-3a	ADP Management Reporting Files (change)
225-08	18-7a	ADP Inventory Files
226-07	310-1g	Printing Equipment Control Files
226-08	310-3a	Printing Reporting Files
226-09	310-1h	Printing Plant Inspection Files
227-02	310-10a	Personnel-type Order Files
227-03	310-2a	Publication Reference Set Files
227-04	310-1i	Centralized Background Instruction Files
227-05	310-2b	Publishing Office Background Files
227-09	310-1k	Copyright Authorization Files
227-12	310-1m	Printing Plant Job Jacket Files
227-15	310-10b	Permanent Order Background Files
227-16	310-10c	Permanent Order Record Set Files
228-01	870-5d	Historian's Background Material Files (A0228.01DAMH)
228-03	870-5e	Historical Inquiry Files (change)
228-06	870-5c	Annual Historical Summary Files
228-07	525a	Command Reporting Files (change)
228-08	870-5a	Organizational History Files
228-09	220-15a	Daily Journal, Staff Journal, and Tactical Operations Center (TOC) Log Files (change)
228-10	870-5b	Installation Historical Files
228-11	870-20a	Memorialization Board Files
234-04	71-2a	Basis of Issue Files (change)
234-06	71-2b	Doctrinal Media Status Reporting Files
239-01	340-17a	FOIA Request Files (A0239.01DAAG)
239-03	340-17c	FOIA Appeal Files (A0239.01DAAG)
239-06	340-17b	FOIA Administrative Files
240-01	340-21a	Privacy Case Files (A0240.01DAAG)
240-04	340-21b	Privacy Act Report Files
242-01	5-15a	OE Program Management Files
242-02	5-15b	OE Education & Training Files
242-03	5-15c	OE Evaluation/Research & Case Files
242-04	5-15d	OE Consultant Files

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
302-01	37-108a	Journal Files
302-04	37-108b	Trial Balance Files
302-05	37-108c	Subsidiary Files
302-06	37-108d	Accounting Documents File
302-07	37-108e	Reporting Files
304-03	37-103b	Level of Cash Balance Review Files
304-04	37-103c	Signature Card Files
304-05	37-103a	Collection Voucher Files
304-06	37-103d	Operation Reporting Files
304-16	37-103e	Accounts Payable Card Files
	37-106b	
	37-107b	
305-03	37-104-3b	Substantiating Document Files
	37-101-1c	
305-04	37-104-3c	Temporary Pay Record Certificate Files
	37-101-1d	
305-05	37-106a	Rec of Tvl Pmt Files (Mil Mbrs) (A0305.05aDACA)
305-06	37-101-1a	Transmittal Letter Files
	600-8e	
305-07	37-101-1b	Locator Card Files
	37-104-3d	
305-09	37-101-1e	Misc. Military Pay Voucher Files
305-10	37-104-3a	Personal Financial Record Folder Files (A0305.10aDACA, A0305.10bDACA, A0305.10cDACA, A0305.10dDACA)
306-01	37-105a	Individual Pay Record Files (A0306.01aDACA)
306-02	37-105b	Individual Retirement Record Files (OPM/CENTRAL-1)
306-03	37-105c	Individual Retirement Record Control Files (OPM/CENTRAL-1)
306-04	37-105d	Leave Record Card Files
306-05	37-105e	Leave Record Files
306-06	37-105f	Authorized Timekeeper List Files
306-08	37-105g	Payroll Work Files
306-11	37-105h	Withholding Tax Files
306-12	37-105i	Individual Pay Record Transmittal Letter Files
306-14	37-105j	Statement of Charges Files
306-17	608-15a	Savings Bond Reporting Files
306-18	37-105k	Health Benefit Files
306-22	37-105m	Decedent Claim Files
306-23	37-105n	Unemployment Compensation Data Request Files
306-25	37-105p	Control Document Files
306-26	37-105q	Payroll Substantiating Document Folder Files
306-27	37-106c	Rec of Tvl Pmt Files (Civ Employees)(A0305.05aDACA)
314-05	230-65a	Nonappropriated Fund Bank Deposit Insurance Files
314-07	230-65b	Nonappropriated Fund Statement and Reporting Files
314-08	210-60a	Check Cashing Privilege Files (A0314.08DACA)

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
314-09	230-1a	Nonappropriated Fund Account Files
	230-65d	
314-12	230-1b	NAF Establishment Files
	230-3a	
314-13	230-1d	NAF Minutes of Meetings Files
	230-3b	
314-17	230-65c	Individual Transaction Files
314-18	210-60b	NAF Report of Audit Files
314-27	36-5a	NAF Payroll Control Files
	36-75a	
316-01	36-2a	GAO Audit Reporting Files
	36-5b	
316-02	11-7a	Internal Review Files
316-03	36-5c	AAA Audit Reporting Files
316-15	36-5d	DAS Audit Reporting Files
319-12	37-107a	Commercial Account Claim Files
402-01	27-1a	Legal Opinion Precedent Files
402-04	27-10g	Delivery to Civil Authorities Files
402-06	27-20b	Legal Assistance Case Files (A0402.07DAJA)
402-07	27-20c	Legal Assistance Interview Record Files (A0402.07DAJA)
403-02	27-20d	Claim Journal and Index Files
403-03	27-20e	Claim Reporting Files
403-04	27-20f	Claim Investigation Reporting Files
403-05	27-20a	Personal Property Claim Files
403-06	27-20g	Tort Claim Files (A0403.06DAJA)
403-07	27-20h	Noncombat Activity Claim Files
403-08	27-20i	Nonscope of Employment Claim Files
403-10	27-20j	Nonappropriated Fund Claim Files
403-16	27-20k	Army Property Damage Claim Files
403-17	27-20m	Medical Expense Claim Files (A0403.17DAJA)
403-18	27-20n	Article 139 Claim Files
404-02	27-10e	General Court-martial Files (A0404.02DAJA)
404-03	27-10d	Special Court-martial Files (BCD) (A0404.02DAJA)
404-04	27-10c	Special Court-martial Files (A0404.02DAJA)
404-05	27-10a	Summary Court-martial Files (A0404.02DAJA)
404-06	27-10b	Court-martial Locator Files
404-07	27-10h	Court-martial Statistical Files
404-08	27-10f	Nonjudicial Punishment Files
410-01	27-10i	Litigation Case Files (A0410.01DAJA)
410-06	27-10j	Witness Appearance Files (A0412.07DAJA)
411-03	360-5a	Congressional Correspondence Files (A0411.03cOSA)
412-01	1-23a	Ceremony Files
412-05	360-5b	News Media and Release Files
412-06	360-5c	Feature Story Review Files
412-10	360-5d	Public Inquiry Files
412-11	360-61a	Army-Community Relations Files
412-14	360-5e	Biography Files

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TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
413-01	360-81d	Command Information General Files
413-03	360-81a	Command Information Reporting Files
413-04	360-81b	Information Publication Distribution Files
413-05	360-81c	Newspaper Files
502-01	381a	Intelligence Reporting Files (A0502.03aDAMI)
503-07	381-45a	Counterintelligence Survey and Inspection Files
504-07	380-40a	Signal Security Approval Files
504-08	380-380c	Signal Security Inspection Files
504-09	380-380d	Signal Security Reporting Files
506-01	380-5k	Security Classification Files
506-02	380-5q	Security Regrading Case Files
506-06	380-5r	Security Information Exchange Files
506-08	380-5j	TOP SECRET Document Record Files
506-10	380-5s	Security Compromise Case Files
506-11	380-5b	Security Inspection and Survey Files
506-12	380-5u	Security Equipment Files
507-01	380-5p	Security Clearance Information Files (A0506.01fDAMI)
507-02	380-5a	Security Briefing and Debriefing Files
509-02	190-24a	Armed Forces Disciplinary Control Board (AFDCB) Files
509-03	190-24b	CID Fund Files
509-04	190-31a	Crime Prevention Program Files
509-05	190-13c	Crime Prevention Survey Files
509-07	190-5c	Provost Marshal Activities Reporting Files
509-11	195-5a	Evidence Ledger and Evidence Custody Files
509-15	190-45a	MP Reporting Files
509-16	190-45b	MP Journal Files
509-18	190-22a	Police Property Files
	190-45c	
509-21	190-45d	Loss, Theft, and Recovery of Firearms Files
509-22	190-40a	Serious Incident Reporting Files (A0508.24aDAPE)
511-02	190-30a	Security Identification Accountability Files (A0502.08aDAMI and A0509.02aDAAG)
511-06	190-5b	Vehicle Registration and Driver Record Files (A0509.19cDAAG)
511-09	190-5a	Law Enforcement Files
511-12	190-13a	Guard Reporting Files
511-13	190-13b	Gate Guard Files
511-17	380-5t	Physical Security Survey and Inspection Files
511-18	210-7b	Expelled or Barred Person Files (A0509.18bDAPE)
511-21	380-13a	Local Criminal Information Files (A0509.21aDAPE)
514-02	380-25a	Foreign National Tour Arrangement Files (change)
514-05	380-25b	Foreign Representative Accreditation Files
514-07	380-25c	Foreign National Visit Arrangement Files
519-01	380-380a	Automated Systems Security Management Files
519-02	380-380b	Inventory of Automated Systems Security Hardware and Software Files

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
603-01	570-3a	Manpower Authorization Files
603-02	570-4a	Manpower Survey Files
603-04	570-4b	Manpower Staffing Standard Files
603-05	570-3b	Manpower Statistical Data Files
604-03	672-5-1e	Unit Award Case Files
604-04	672-5-1c	Award Ceremony Files
604-05	672-5-1d	Award Publicity Files
	672-20f	
605-02	672-20a	Incentive Award Reporting Files
605-03	672-20b	Incentive Award Case Files
605-04	672-20c	Employee Suggestion Control and Subject Index Files
605-05	672-20d	NAF Award and Commendation Files
605-06	672-20e	Local Incentive Award Committee Meeting Files
606-02	385-10a	Safety Liaison Files
606-03	385-10b	Safety Hazard Files
606-04	385-10c	Safety Awareness Files
606-05	385-10d	Safety Standard Files
606-06	385-10e	Safety Deviation Files
606-07	672-74a	Safety Award Files (A0606.07aDAPE)
606-08	385-95b	Aviation Safety Council Files
606-10	385-95a	Aviation Safety Statistical Files
606-11	75-15a	Explosive Incident Reporting Files
606-12	75-15b	EOD Activity Reporting Files
607-01	95-5a	Accident and Incident Case Files (A0607.01bDAPE)
	385-10f	
	385-40b	
607-03	385-40a	Accident Experience Files
607-04	95-18a	Flight Safety Message Files
607-05	640-3a	Accident Investigator Card Application Files
608-04	385-40c	Radiation Incident Case Files
608-05	385-11a	Radiation Protection Survey Files
608-06	385-11b	Radiation Protection Training Files
608-08	385-11c	Radiation SOP Files
608-10	385-11d	Radiation Analysis Files
608-11	385-11e	Radiation Sources Accounting Files
609-02	385-11f	Personnel Dosimetry Files
609-03	385-11g	Film Badge Control Files
611-01	638-40a	Individual Deceased Personnel Files
611-02	638-40b	Cemetery Interment Files
612-01	600-85a	Alcohol and Drug Abuse Management Files
612-02	600-85b	Alcohol and Drug Abuse Statistical Files
612-03	600-85c	Alcohol and Drug Dependency Intervention Council (ADDIC) Meeting Files
614-01	600-21a	EO and EEO Reporting Files (change)
614-02	600-21b	EO and EEO Survey Files (change)
614-03	600-21c	EO/EEO Complaint Case Files (change) (A0614.03aDAPE)

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
702-04	351-12a	Eligibility Determination Files (A0702.04bDAPC)
	614-200a	
702-06	601a	Procurement Statistics Files
702-07	601-280a	Reenlistment Eligibility Files (A0702.04DAPC)
705-01	601-100a	Appointment Application Files (A0703.01aDAPC)
705-02	601-100b	Appointment Selection Board Files
705-03	140-111a	Appointment List Files
	601-100c	
706-01	601-201a	Personnel Procurement Activity Reporting Files
706-02	680-201a	Departure Clearance Files (A0706.02DAAG)
706-04	140-9a	Active Duty Reporting Files
707-04	640-3b	Military ID Card Application Files (A0509.02aDAAG)
707-06	640-3c	ID Card Register Files (change)
707-07	640-3d	ID Card Requisition Document Files
708-01	640-10a	MPRJ Files (A0708.01aDAPC)
708-02	640-10b	OMPF Files (A0702.02aDAPE)
708-03	640a	Informational Personnel Files (A0703.01DAPC)
	680-1b	
708-10	640-10c	Qualification Record Extract Files (change) (A0708.01aDAPC)
708-14	600-31a	Personnel Action Suspense Reporting Files (A0703.01aDAPC)
708-18	600-33a	Line of Duty Files (A0708.18aDAAG)
708-23	600-9a	Weight Control Files (A0102.13DAPC) (change)
711-05	600-61a	PERMAS Visit Files
712-03	140-158a	MOS Classification Board Proceedings Files
	600-200a	
712-04	611-1a	MOS Information Files
713-05	601-222a	Test Material Accountability Files
713-06	601-222b	Test Score Transmittal Files
713-08	601-222c	Test Material Destruction Files
714-01	614a	Military Personnel Distribution Control Files
714-02	614-200b	Mil Prs Assignment Files (A0714.02aDAPC)
	614-100a	
714-03	614-200a	Military Personnel Assignment Accessory Files (A0714.02aDAPC)
	614-100b	
715-04	680-31a	Army Strength Reporting Files
715-05	600-8a	Individual Personnel Change Files (A0703.01aDAPC)
715-06	600-8d	Personnel Data Card Files (A0715.01aDAPC)
715-07	600-8b	PERSINS Reporting Files (A0715.06aDAPC)
715-08	600-8c	Personnel Strength Zero Balance Report
716-02	630-5a	Leave of Absence Files
716-04	680-1a	Military Pers Register Files (A0716.04aDAAG)
716-08	630-5b	Leave Control Log Files
717-02	600-200b	Promotion Eligibility Roster Files
	624-100a	
717-03	600-200c	DA Selection Board Reporting Files
	624-100b	

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
717-05	600-200d	Promotion Eligibility Determination Files
	624-100c	
717-06	140-158b	Enlisted Promotion Files
	600-200e	
718-02	672-5-1a	Decoration/Award Issuance Files
718-06	672-5-1b	Military Award Case Files (A0718.01DAPC)
719-01	600-46a	Military Personnel Survey Files
	611-3a	
720-02	20-1d	Physical Inspection Files
720-03	190-47a	Confinement Population/Operations Reporting Files
720-04	190-47b	Indiv. Correctional Treatment FIles (A0720.04aDAPE)
720-05	190-47c	Disciplinary Barracks Files
720-06	190-47d	Confinement Facility Blotter Files
720-07	190-47e	Prisoner Visitor Register Files
720-08	190-47f	Prisoner Employment Files
720-09	190-47g	Prisoner Status Report/Roster
720-12	190-47h	Prison Personal Property/Fund Files
722-05	165-20a	Chaplain Privileged Counselling/Interview Communication Cases (A0722.05aDACH)
723-01	28-1b	Recreation/Entertainment Case Files
723-02	28-1a	Recreation/Entertainment Detail Files
723-06	28-1c	Recreation/Entertainment Reporting Files
725-07	210-7a	Commercial Business Solicitation Files
726-04	600-10a	Casualty Case Files (A0726.06DAAG)
726-05	638-1a	Personal Effects Case Files
727-01	635-200a	Discharge Board Proceedings Files (A0727.01DAPC) (change)
802-01	690-200dd	Civilian Personnel Program Reporting Files
802-02	690-200ee	Civilian Personnel Inspection Files
802-03	230-2a	NAF Personnel Reporting Files
803-01	690-200a	Job Number Log Files
803-02	690-200b	Master Job Description Files
803-03	690-200ff	Civilian Position Structure Files
803-04	690-200c	Job Standard Files
803-05	690-200d	Job Standard Development Files
803-07	690-200e	Wage Rate Files
803-11	230-2b	NAF Job Description Files
803-13	230-2c	NAF Wage and Salary Schedule Files
804-01	690-200f	Civil Service Eligibility Certificate Files
804-02	690-200g	Reemployment Files
805-01	690-200h	Roster Files (OPM/GOVT-5)
805-02	690-200i	Qualification Standard Files
805-03	690-200j	Active Application Files (OPM/GOVT-5)
805-04	690-200k	Inacative Application Files (OPM/GOVT-5)
805-05	230-2d	NAF Employment Application Files (A0811.06DAPE)
807-01	690-200m	Official Personnel Folder Files (OPM/GOVT-1)
807-02	690-200n	Employee Service Record Files (OPM/GOVT-2)

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
807-05	230-2e	NAF Official Personnel Folder File (A0807.05aDAPE)
807-07	230-2f	NAF Employment Record Files (A0807.05aDAPE)
807-08	690-200p	Civilian Service Emblem Control Files
807-09	690-200q	Adverse Action Files (OPM/GOVT-3)
808-01	690-200r	Locator Files (OPM/GOVT-1)
808-02	690-200s	Job Description Extra Copy Files
808-03	690-200t	Chronological Journal Files (OPM/GOVT-1)
808-04	690-200u	Group Action Request List Files (OPM/GOVT-1)
808-05	230-2g	NAF Chron Journal Files (A0807.05aDAPE)
810-06	690-950-1a	Civilian Training Reporting Files
810-07	690-950-1b	Civilian Training Program Files
810-08	690-950-1c	Installation Training Files (OPM/GOVT-1)
810-11	690-950-1d	Civilian Training Material Files
810-12	690-950-1e	Individual Apprentice Training Files (OPM/GOVT-1)
810-14	230-2h	NAF Training Files (A0807.05aDAPE)
811-01	690-200v	Referral and Selection Files (OPM/GOVT-5)
811-02	690-200w	Placement Consideration Files (OPM/GOVT-5)
811-03	690-200x	Employee Evaluation Record Files (OPM/GOVT-2)
811-04	690-950-1f	Career Management Files
811-05	690-950-1g	Occupational Inventory Files (OPM/GOVT-1)
811-07	69C-950-1h	Indiv O/S Employment Referral Files (OPM/GOVT-5)
812-03	690-200y	Appeal and Grievance Case Files (A0812.03DAPE)
812-04	230-2i	NAF Grievance Files (A0814.02aDAPE)
813-02	690-200z	Competitive Area/Level Files
813-03	690-200aa	Retention Register Files
814-01	690-200bb	Basic Labor Relations Files (A0814.02aDAPE)
814-02	690-200cc	Labor Negotiation Files (A0814.02aDAPE) (change)
1001-02b	350-1b	Physical Fitness Evaluation Scorecards
1002-01	350-1c	Training Facility Requirement Files
1002-02	350-1d	Training Operation Files (A1002.02aTRADOC)
1002-03	350-1a	Training Inspection Files
1002-06	385-10g	Target Practice Files
1002-07	310-2g	Training Media Files
1003-05	140-185a	Reserve Unit Attendance Record Set Files (change)
1003-07	140-185b	Reserve Unit Attendance Reference Set Files
1004-01	145-1a	ROTC Enrollment Reporting Files
1004-05	145-1b	ROTC Camp Files
1004-07	145-1c	ROTC Cadet Record Files (A0703.04aDAPC) (change)
1004-08	145-1d	ROTC Cadet MPRJ Files (A0703.04aDAPC)
1004-09	145-1e	ROTC Separated Cadet Files (A0703.04aDAPC)
1004-10	145-1f	ROTC Screening Test Answer Sheet Files
1004-11	145-1g	ROTC Unit Pay and Allowance Files
1004-13	145-1h	ROTC Military Property Files
1004-14	145-1i	ROTC Cadet Evaluation Reporting Files (A0703.04aDAPC)
1010-03	351-12b	School Planned Input Files
1010-04	351-12c	Quota Files
1010-06	351-12d	School Reporting Files

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
1020-01	108-2e	Training and Audiovisual Program Files
1020-02	108-2c	Training and Audiovisual Product Control Files
1020-03	108-2d	Audiovisual Facility Establishment Files
1020-04	108-2f	Local Training Devices/Graphic Aid Files
1020-05	108-2g	Local Training Device/Graphic Aid Work Order Files
1020-26	108-2aa	Sound Recording Background Files
1020-07	108-2h	Audiovisual Technical Assistance Files
1020-08	108-2a	Audiovisual Management Reporting Files
1020-09	108-2b	Audiovisual Product Files
1020-10	108-2i	Audiovisual Equipment Files
1020-11	108-2j	Booking Files
1020-12	108-2k	AAudiovisual Product Inventory/Utilization Files
1020-13	108-2m	Audiovisual Work Order Files
1020-14	108-2n	Audiovisual Project Case Files
1020-15	108-2p	Still Picture Files
1020-16	108-2q	Motion Picture Files
1020-17	108-2v	Motion Picture Files (Other)
1020-18	108-2s	Video Recording Files
1020-19	108-2t	Sound Recording Files (In-House or Contract)
1020-20	108-2u	Commercial TV Program Case Files
1020-21	108-2v	Film Newsletter Files
1020-22	108-2w	Projectionist License Control Files
1020-23	108-2x	Photographer Identification Files
1020-24	108-2y	Negative Register Book Files
1020-25	108-2z	Photographic Caption Files
1102-08	105-24a	Radio Frequency Files
1104-02	105-24b	Radio Efficiency Reporting Files
1108-05	65a	Postal Personnel Designation Files (A1108.16DAAG) (change)
1108-09	65b	Postal Loss and Shortage Files
1108-10	65c	Postal Activity Inspection and Audit Files
1108-13	65k	Mail Distribution Scheme Files
1108-14	65m	Mail Routing Guide Files
1108-15	65d	Postal Directory Source Files
1108-16	65e	Postal Directory Files (A1108.16aDAAG) (change)
1108-18	65f	Standing Delivery Order Files (A1108.16DAAG)
1108-19	65g	Post Office Accountable Mail Receipt Files (change)
1108-22	65h	Mail Call and Hours of Collection Files
1108-24	65i	Unit Mail Clerk's Receipt Files
1108-25	65n	Mail Key Control Files
1108-30	65j	Postal Lockbox Assignment Files
1111-01	95-1a 95-5b	Individual Flight Record (IFR) Files (A1111.01aDAMO)
1111-02	95-1b	Flight Examination Files
1111-03	95-1c	Flying Evaluation Board Files
1111-05	95-1d	Flight Information Files
1111-11	95-1e	Aircraft Operations Files

TAFFS	MARKS	FILE TITLE – PRIVACY ACT – CHANGES
1111-14	95-12a	Flight Regulation Violation Files
1112-01	95-37a	Rule-making Airspace Case Files
1112-06	95-37b	Airspace Utilization Reporting Files
1112-12	95-37c	Airspace Use Agreement Files
1203-02	55-355a	Routing Order Files
1203-05	55-355b	Freight Account Files
1203-06	55-355c	Car Control Processing Files
1203-07	55-355d	Car Record Book Files
1203-12	55-355e	Bill of Lading Files
1203-13	55-355f	Prepaid Outbound Salvage Bill of Lading Files
1203-14	55-355g	Prepaid Inbound Bill of Lading Files
1203-17	55-355h	Bill of Lading Register Files
1203-19	55-355i	Household Shipment Contract Files
1203-21	55-355j	Carrier Performance Files
1203-22	55-355k	Personal Property Rate Tariff/Tender Files
1203-23	55-355m	Personal Property Traffic Files
1203-24	55-355n	Personal Property BIll of Lading Public Files
1203-25	55-355p	Personal Property Reporting Files
1203-28	55-355q	Shipment Discrepancy Reporting Files
1203-35	55-355r	International Household Shipment B/L Files
1204-13	55-355s	Cargo Transporter Reporting Files
1205-04	55-355t	Troop Movement Files
1205-21	55-355u	Transportation Officer Appointment Files
1205-22	55-355v	Government Transportation Request Files
1205-23	55-355w	Transpotation Request Register Files
1205-25	55-355x	Meal Ticket Files
1205-26	55-355y	Local Transportation Auth. Files (A1205.26aDALO)
1205-30	55-355z	Individual Travel Files (A1205.30aDAAG)
1206-04	55-355aa	Highway Movement Permit Files
1207-01	58-1c	Admin Motor Vehicle Authorization Files
1207-02	58-1d	Admin Motor Vehicle Requisition Files
1207-03	58-1e	Admin Transport Management Survey/Inspection Files
1207-07	58-1f	Transportation Services Authorization Files
1207-08	385-10h	Operator's Examination and Qualification Record Files
	600-55a	(A1207.08aDAPE)
1402-19	715a	Debarred Bidder List Files
1402-20	715b	Bidder List Files
1402-25	5-XXa	Commercial Activity (CA) Program Files
1403-05	715c	Master, Open-end, and Call-type Contract Files
1403-09	715d	Procurement Register Files
1403-10	715e	Procurement Directive Files
1403-11	715f	Procurement Action Reporting Files
1403-17	715g	Procurement Inspection Files
1403-18	715h	Contracting Officer Designation Files
1403-20	715i	Tax Exemption Certificate Files
1403-30	715j	Minor Procurement Categories (change)
1403-31	715k	Major Procurement

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
1406-06	500-5c	Production Equipment History Files
1412-06	700-47a	Standardization Document Files
1414-02	710-1a	Major Item Forecasting Files
1414-07	310-34a	Materiel Allowance Files
1415-02	725-50a	Due-in Document Register Files
1415-04	725-50b	Issue History Files
1415-06	725-50d	Priority Requisition Files
1415-09	700-15a	Packaging/Handling Deficiency Reporting Files
1415-10	740-1a	Depot Supply Operation Reporting Files
1415-11	725-50c	Station Supply Reporting Files
1415-12	735-5a	Stock Inventory and Reconciliation Files
1415-17	310-31b	Equipment Table Files
	310-34b	
	310-49a	
1415-23	710-1b	Equipment Management Survey Files
	710-2j	
1416-03	735-5b	Stock Record Account Authorization Control Files
1416-05	710-2e	Property Officer Designation Files (A1416.05DALO)
1416-06	710-2h	Property Loss, Theft, and Recovery Reporting Files
1416-07	735-5c	Property Accounting Deviation Files
1416-09	735-5d	Stock Level Control Files
1416-10	310-34c	Supply or Equipment Authorization Files
1416-14	710-2a	Property Book and Supporting Document Files
1416-15	710-2b	Document Register Files (change)
1416-16	710-2c	Hand Receipt Files (A1416.16DALO)
1416-18	710-2d	Property Record Inspection and Inventory Reporting Files (change)
1416-19	735-5e	Property Accountability Transfer Files
1416-20	710-2f	Personal Property Accounting Files (A1416.20DALO)
1416-23	55-1a	Returnable Container Files
	55-170a	
1416-24	750-1k	Equipment Record Card Files
1416-30	710-1c	Financial Inventory Accounting FIles
	735-20a	
	735-60a	
1416-31	735-11a	Report of Survey Files
1416-32	735-11b	Report of Survey Control Register Files
1416-33	735-11d	Inventory Adjustment Reporting Files
1416-38	710-2g	Soldier Issue Files (A1416.16DALO & A1416.34DALO)
1416-39	735-11c	Relief from Responsibility (Liability Admitted) Files (change)
1417-01	710-2k	Account Authorization Files
1417-02	710-2m	Authorized Supply Representative Card Files
1417-03	710-2n	Authorized Supply Rep. Card Register Files
1417-04	710-2p	Principal Accounting File
1417-05	710-2q	Subordinate Accounting File
1417-06	710-2r	Miscellaneous Stock Control File
1417-07	710-2s	Reporting Files

TAFFS	MARKS	FILE TITLE - PRIVACY ACT - CHANGES
1418-01	230-1e	Physical Inventory Files
	230-9a	
1420-02	750-1i	Historical Record or Logbook Files
1420-03	750-1a	Maintenance Summary and Management Files
1420-04	750-1b	Item Maintenance Engineering Files
1420-06	750-51a	Maintenance Technical Assistance Files
1420-07	750-51b	Support Unit Record Files
1420-08	385-55a	Equipment Operation Permit Files (A1420.08DARCOM)
1420-10	58-1a	Dispatcher Orgn. Control Record Files
1420-11	58-1b	Equipment Daily Use Files
1420-12	750-1c	Maintenance Request Files
1420-13	750-1d	Maintenance Request Register Files
1420-14	750-1e	Exchange Tag Files
1420-15	750-1j	Shop Property Account Files
1420-17	750-1f	Preventive Maintenance Schedule Files
1420-18	750-1g	Equip. Inspection/Maintenance Worksheet Files (change)
1420-19	750-1h	Installed and Spare Engine Reporting Files
1420-20	95-33a	Army Aircraft, Inventory, Status, and Flying Time Reporting Files
1421-01	740-1c	Warehouse Planning and Layout Files
1421-02	740-1b	Locator Record Files
1422-08	700-22a	Storage Reporting Files
1423-03	30-1e	Food Program Project Files
1423-05	30-1f	Master and Special Menu Files
1424-01	30-18b	Commissary, Troop Issue Subsistence Activity, and
	30-19a	Other Sales Account Files
1424-03	30-18c	Commissary and Troop Issue Subsistence Activity
	30-19b	Planning FIles
1424-05	30-18d	Troop Issue Subsistence Activity and Commissary
	30-19c	Store Reporting Files
1424-09	30-1g	Ration Request Files
1424-12	30-1h	Accountable/Responsible Officer Designation Files
None	30-16a	Unsatisfactory Subsistence Files
1425-01	30-1a	Cash Receipt Files
1425-02	30-18a	Field Ration, Requisition, Issue, and Delivery Files
1425-03	30-1b	Menu Files
1425-04	30-1c	Dining Facility Account Review Files
1425-05	30-1d	Dining Facility Operations Files
1426-01	710-2t	Unit Supply Reporting Files
1427-01	210-130a	Unit and Organizational Laundry Files (A1427.01aDALO)
1428-01	735-17a	Library Voucher Files
1428-02	735-17b	Shelf List Card Files
1428-03	735-17c	Library Catalog Files
1430-01	310-2h	Publication Requisition Files
1430-04	310-2i	Initial Distribution Requisition Files
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1430-06	310-1n	Accountable Form Receipt and Issue Files
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1431-01	703-1a	Petroleum Supply Reporting Files
1434-02	755-2a	Excess Property Reporting Files
1435-01	11-27a	Energy Survey and Study Files
1435-02	11-27b	Energy Conservation Project Files
1435-03	11-27c	Energy Conservation Reporting Files
1502-06	210-20a	Master Planning Files
1502-08	500-5d	Mobilization Planning Files
1503-03	405-10f	Acquisition Files
1504-02	405-10a	Real Property Title Files
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1504-14	210-50a	Installation Housing Files
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1504-22	405-10e	Maneuver and Right-of-Entry Permit Files
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1509-01	420-10a	Facilities Engineering Correspondence Files
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1511-02	210-50e	Installation Troop Housing Files (A1511.01aDAEN)(change)
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1511-04	210-50g	Family Housing Cost Control Files (A1511.01aDAEN)
1511-05	210-50h	Family Housing Leasing Files (A1511.01aDAEN)
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1511-07	210-50j	Housing Referral Service Files (A1511.01aDAEN)
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1511-13	210-50p	Family Housing Maintenance, Repair, Incidental Improvement, and Minor Construction Project Files
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1512-01	200-1a	Environemntal Pollution Abatement Files
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CROSS-REFERENCE LIST

MARKS TO TAFFS

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The list that follows does not pinpoint applicability of The Privacy Act, nor does it indicate which record series have undergone change since the January 1983 edition of TAFFS. You can find that information by going back to the first section of this handout (the TAFFS to MARKS cross-reference list).

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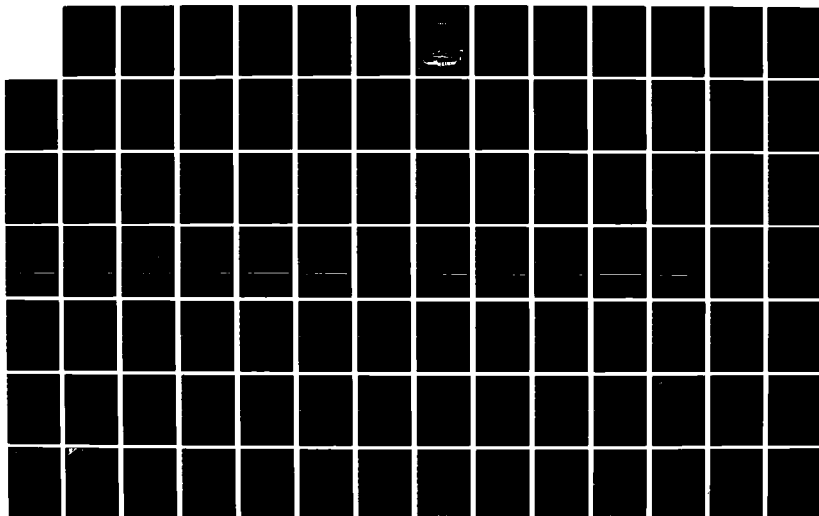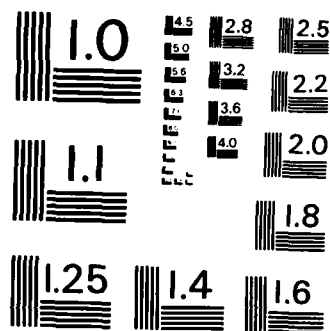
MICROCOPY RESOLUTION TEST CHART
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710-2t	1426-01

715: PROCUREMENT

715a	1402-19
715b	1402-20
715c	1403-05
715d	1403-09
715e	1403-10
715f	1403-11
715g	1403-17
715h	1403-18
715i	1403-20
715j	1403-30
715k	1403-31

WHAT DO WE DO NOW???

You have now completed the training necessary to use MARKS during 1984 at Headquarters, USAARMC & Fort Knox.

In order to implement this system in your work area, you will need to do the following --

a. Determine what file numbers you will be using under MARKS. This can be easily done by looking at your existing List of Selected File Numbers (under TAFFS), then using the cross-reference lists which we have furnished to you to convert from TAFFS to MARKS. This will give you a MARKS structure; however, it will be only as good as your TAFFS List of Selected File Numbers was!

b. Prepare new folders with the proper file labels, in the proper positions, for your 1984 files.

c. Bring forward from your 1983 TAFFS files, to your 1984 MARKS files, those records which should be brought forward -- continuing actions, policy and precedent files, etc.

d. File into the new MARKS structure any unfiled material that you have accumulated during this first portion of January, while you were waiting for this test to begin.

During the remainder of this week and most of next week, one or more of us will be around to visit you in your work areas and help you with any problems you may be having. The purpose of these visits will be to make sure that you get started on the right track with MARKS, and that you understand and can use the system.

Also, you can telephone us for help at any time if you have a problem. Feel free to call any of these people at the numbers listed:

Name/Position	Telephone
John Vos or Bert Haggett MARKS Project Team HQDA (DAAG-AMR-P) Alexandria, VA 22331	AUTOVON 221-0313 or AUTOVON 221-0440
Howard Smith Fort Knox Records Management Officer Pike Hall, Bldg 1310, Fort Knox	41945 or 44917

A final word. We plan to implement MARKS Army-wide in January, 1986, after preparation of the regulation, training materials, etc. Whether or not it is approved for Army-wide use depends on your response to it, how well it is accepted by you, how easy it is to use (compared to TAFFS), and other such considerations. Please give it your best shot, and good luck!!

THE MODERN ARMY RECORD-KEEPING SYSTEM (MARKS) for

HQ, USAARMC & FT KNOX
Fort Knox, Kentucky 40121

1984

PRACTICAL EXERCISE

IN APPLYING MARKS

Prepared by

Office of The Adjutant General

Alexandria, Virginia 22331
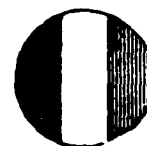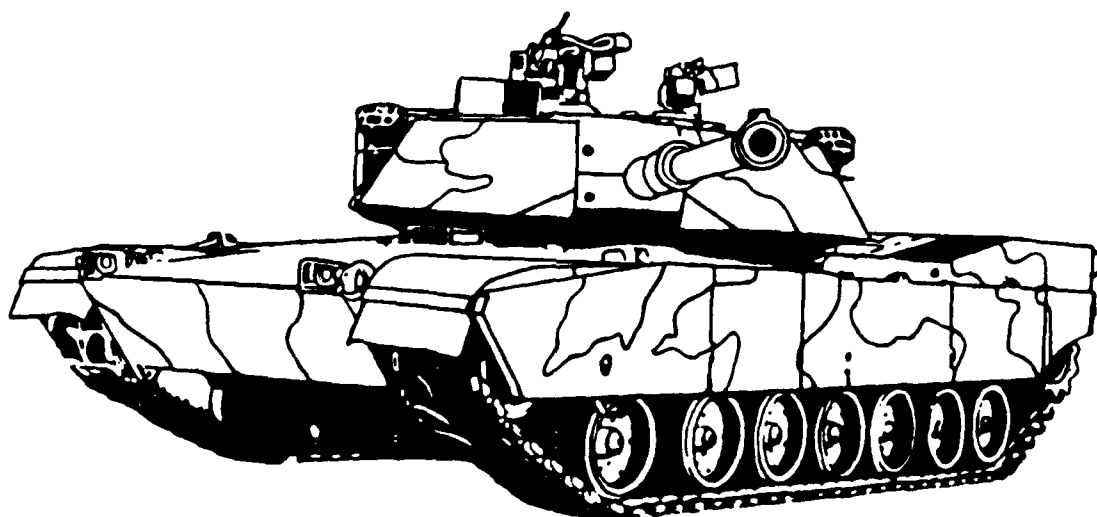
PRACTICAL EXERCISE

Objective: To identify various records subjectively, applying a MARKS number to each, and constructing a proper file label for each.

Instructions:

a. For each directorate or personal staff section, there are three "dummy" pieces of correspondence or other recor⁴s to be filed.

b. Turn to those which apply to your office. On each page, at the indicated place at the bottom, write in the MARKS number under which that document should be filed; then complete the file label in the space provided.

c. The correct answers are located at the end of this exercise; PLEASE DO NOT LOOK AT THEM UNTIL TOLD TO DO SO. When we have finished this practical exercise, you may take this booklet with you.

d. Now turn to the section that applies to you. **HERE IS AN INDEX TO THE VARIOUS ELEMENTS:**

You may begin....if you have problems, please hold up your hand.

ATZK-PA-PS   1 MAR 1984

SUBJECT: Management Survey of NAF Activities

SEE DISTRIBUTION

1. In accordance with AR 5-5, Army Studies and Analysis, this office
will conduct a management survey of the following nonappropriated fund
instrumentalities during the period 10-30 April 1984:

        Army Community Service
        NCO/Enlisted Club
        Arts/Crafts Section
        Youth Center

2. Each indicated instrumentality will furnish this office (by phone,
4-6824) with the name, building number, and telephone number of a
point of contact for this survey. Please respond not later than
15 March 1984. Details on the scope of this survey will be furnished
by separate communication.

FOR THE DIRECTOR OF PERSONNEL AND COMMUNITY ACTIVITIES:

                              (Ms.) J. K. Ransberger
                              Chief, NAF Management

DISTRIBUTION:
etc. etc.

****

MARKS file number?_____

File label:

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                        ACCOUNTS PAYABLE

-----------------------------------------------------------------------
PAYEE     Dover Corp., 124 Main St, Radcliff, KY   40135
-----------------------------------------------------------------------
CONTRACT           SG-10435-83-Y
-----------------------------------------------------------------------
DOV       |           DATE            |              AMOUNT
----------|---------------------------|--------------------------------
577583    |         20Feb84           |             $1,833.40
584001    |         12Mar84           |            $12,000.00
585063    |         02Apr84           |               $513.77
585917    |         26Apr84           |             $2,993.00
590403    |         01Jun84           |             $6,783.38
          |                           |
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          |                           |
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ATZK Form XX
  20 Jun xx
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MARKS file number?_____

File label:

Page 2

1 MAY 1984

SUBJECT: Drunk and Drugged Driver Awareness Week

SEE DISTRIBUTION

1. Commanding General, USAARMC & Fort Knox has designated the week of 8-14 June 1984 as Fort Knox Drunk and Drugged Driver Awareness Week, under the auspices of the nation-wide program of the same name being conducted by the National Council on Alcoholism and Substance Abuse.

2. Unit commanders are encouraged to emphasize the risks and hazards of driving while under the influence of alcohol or drugs. A wide range of promotional materials is available at the Alcohol and Drug Counseling Center, Building 6602, from 0800 through 1600 from the date of this letter through 7 June 1984. The material includes pamphlets, brochures, videotapes (Beta and VHS), 16-mm films, slides, and "canned" presentations.

3. During CY 83, a total of 21 military members and civilian employees of USAARMC & Ft Knox died in alcohol- or drug-related traffic accidents. During the period of 8-14 June 1984, Military Police checkpoints will be established at various unannounced points on the installation to spot-check for evidence of drunk or drugged driving. Conviction will result, in addition to any other penalties that may be imposed, in loss of post driving privileges for a minimum of one year.

FOR THE CHIEF, PERSONNEL SERVICES DIVISION:

S. FLANAGAN
CPT, AGC
Chief, Alcohol and Drug
    Counseling Center

****

MARKS file number?_____

File label:

Page 3

SUBJECT: Training Schedule, 4th Bn, 93rd Infantry (USAR)

Commander
4th Bn, 93rd Infantry (USAR)
Main Armory Building
Paducah, KY 44340

1. Attached is the final training schedule for your unit's two weeks
ACDUTRA, 1-14 August 1984.

2. Range reservations have been made for firing of both individual
and crew-served weapons. Designation of ranges will be furnished upon
your arrival at Fort Knox.

3. Point of contact is SGM W. G. Pruitt, AUTOVON 464-3910.

FOR THE COMMANDER:

1 Incl   M. L. FALLOON
as   CPT, IN
                                    Operations Officer

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MARKS file number? _____

File label:

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ATZK-DRC-L

SUBJECT: Change of CTA 50-900 for ARNG Units

SEE DISTRIBUTION

1. This office has been advised by HQDA (DAMO-FDU) that, as an
exception to the policy contained in paragraph 4-11, AR 310-34, all
Army National Guard units undergoing training at Fort Knox, KY during
CY 1984 will be authorized to draw Class V items and necessary repair
parts from existing USAARMC & Ft Knox stocks upon arrival at this
installation.

2. At Inclosure # 1 is an extract of the forthcoming change to CTA
50-900 whihch will incorporate this exception. We are furnishing it
to you via this letter because of the long lead time involved in
publishing CTA changes.

3. Point of contact is Mr. Luney, Support Branch, Building T-604,
AUTOVON 464-4132.

FOR THE COMMANDER:

1 Incl   S. G. ROBERTS
as   Chief, Logistics Division
                                Directorate of Reserve
                                    Components

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MARKS file number?_____

File label:

HAND RECEIPT   16 MAY 1984

FROM: LTC C. R. Weber, USAR Advisor

TO: Property Supply/Control Branch, ATZK-DRC, Bldg T-1018

Receipt is acknowledged of the following item, for use during the
period 1-30 June 1984, to be returned to Supply/Control Branch not
later than 3 July 1984:

                Videocassette Recorder, VHS, Sanyo,
                Model 101-RS, SN 43367G383, 1 each

//////////////////////////////Nothing follows//////////////////////////////

                        C. R. WEBER
                        LTC, IN
                        USAR Advisor

                        Date: 16 May 1984

****

MARKS file number? _____

File label:

Page 6

ATZK-DS   15 JUN 1984

SUBJECT: Final Report, Inspection of COMSEC Account KAA-4

Commander
194th Armored Brigade
ATTN: S-2
Fort Knox, KY   40121

1. This letter is the final report of inspection of your COMSEC
account, conducted under AR 380-380 on 12 June 1984.

2. Inspection of your account revealed no security infractions or
deficiencies. However, the following administrative deficiencies were
noted:

    a. Operating personnel were not familiar with the physical safe-
guards required for communications security equipment.

    b. No changes had been posted to the copy of AR 380-380 main-
tained in the communications facility.

3. The above-listed administrative deficiencies were corrected during
the course of the inspection.

4. No further action is required in connection with the 12 June 1984
inspection. Point of contact is MSG A. W. Cummins, tel. 4-2814.

FOR THE COMMANDER:

                                    C. MILLER
                                    LTC, MI
                                    Director of Security

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                  SECURITY DEBRIEFING STATEMENT        15 JUL 1984

NAME:           Williams, Joseph G.
GRADE/RANK:     Major, O-4
UNIT:           HQ, 194th Armored Bde
DEPARTURE:      15 July 1984
AUTHORITY:      LO # 224-84, HQ USAARMC & Ft Knox, 3 Jul 84
CLEARANCE:      TOP SECRET

This is to certify that the above individual was debriefed this date
by the undersigned with regard to security-classified information
received or of which he became aware during the period 15 May 1982
through 15 July 1984, including:

        a.   Xxxxx xxxxxxx xxxxxxx xxxxxxxx xxxxxxx xxxxxxx xxxxx.

        b.   Xxxxx xxxxxx xxxxxxxx xxxxxx x x xxxxxxxxx xxxx x.

        c.   Xxxx xxx xxxxxxxxx xx xxxxxxx xxxxxxx xx xxxxxxx xxx.

SIGNATURE OF DEBRIEFER:              SIGNATURE OF INDIVIDUAL:


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      E. Trauss                           Joseph G. Williams
                                          Major, Armor
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MARKS file number? _____

File label:

ATZK-DS

SUBJECT: Report of Information Security Inspection

Commander
1st AIT/OSUT Brigade, Armor
ATTN: ATZK-TC-TBA (S-2)
Fort Knox, KY 40121

1. This letter transmits a final report of an information security
inspection conducted in Headquadrters, 1st AIT/OSUT Brigade, Armor, on
27 July 1984.

2. The overall condition of information security in your unit is
EXCELLENT.

3. Four minor administrative deficiencies were noted during the
inspection; they are listed at Inclosure # 1. Please furnish your
comments and a report of corrective action on these discrepancies to
this headquardters, ATTN: ATZK-DS, not later than 15 September 1984.

4. Point of contact is MSG A. W. Cummins, tel. 4-2814.

FOR THE COMMANDER:

1 Incl   C. MILLER
as   LTC, MI
                                Director of Security

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MARKS file number? _____

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Directorate of
Industrial Operations

Mr. Samuel W. Schenk, Vice-President
Alcorn Van and Storage
14113 Helena Circle
Louisville, KY 43449

Dear Mr. Schenk:

This letter refers to your contract, HG-23324Z0-83, with this
headquarters for the packing, crating, and shipment of personal and
household effects of military members at Fort Knox.

We have been advised by Commander in Chief, US Army Europe, that a
shipment packed by you on 10 March 1984, B/L 100-43442-84, for SFC
William G. Jackson, 5th Bn, 73rd Armor, received at Bremerhaven,
Germany on 26 April 1984, was packed in such a manner that three of
the four lift-vans split open in transit, and a percentage of the
contents were lost. The Transportation Officer at Bremerhaven has
forwarded photographs of the damaged lift-vans. His inspection and
investigation revealed that the steel bands used to secure the con-
tainers were rusted beyond that which could be expected during a short
trans-Atlantic shipment.

You are hereby notified that, under the terms of your contract with
us, you have 30 days from the date of this letter in which to (a) ex-
amine the evidence in this matter at Building 65, Fort Knox; and (b)
file any appeal which you may care to make. If you do not file an
appeal, your contract will be terminated for cause.

If you have questions on this matter which you wish to raise prior to
visiting Fort Knox to inspect the evidence, you may contact Mrs. M.
Muth at telephone 464-3151.

                              Sincerely,

                              J. E. HINES, III
                              LTC, TC
                              Transportation Officer

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MARKS file number? _____

File label:

Page 10

ATZK-DI-TC   Assignment of Administrative Use
                              Motor Vehicle

TO ATZK-CH   FROM ATZK-DI   DATE 16 JUN 1984CMT 1
    Attn: Chaplain Hoh   Bldg 164

1. Reference your DF, subject as above, 14 May 1984.

2. Your request for a dedicated administrative-use vehicle is
approved. The vehicle is furnished for the following functions:

    a. On-post transportation of assigned chaplains for official
business.

    b. Off-post transportation of assigned chaplains for such
official and ecclesiastical duties as may be determined necessary by
the senior chaplain.

3. Use of the assigned vehicle for domicile-to-duty transportation is
not authorized.

4. Contact Mr. D. P. Clapper, Bldg 65, telephone 4-5148 for further
administrative details regarding this vehicle.

                              J. E. HINES, III
                              LTC, TC
                              Transportation Officer

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ATZK-DI-S   Transfer of Accountable Property

TO   ATZK-DI-M   FROM   ATZK-DI   DATE 13 JUN 1984 CMT 1
     Bldg 2778   Supply Office

1. The following accountable property is transferred from Accountable
Officer, Supply and Services Division (ATZK-DI-S) to Accountable
Officer, Maintenance Division (ATZK-DI-M), effective this date:

NOMENCLATURE   NSN   QTY   SN

TEST SET AN/SVRM-1   XXX-XX-XXXXX   1   08114
TEST SET TS-147/UP   XXX-XX-XXXXX   2   09433, 08417

2. Acknowledge receipt by Comment 2 hereon.

                              S. L. GOODMAN
                              Asst Supply Officer

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ATZK-EH-E   Polution Abatement and Control

TO ATZK-DI   FROM ATZK-EH   DATE   CMT 1
    Bldg 1013   Bldg 77   1 3 AUG 1984

1. Reference USAARMC & Fort Knox Memo 200-1, subject as above.

2. Several complaints have been received recently regarding drums of
chemicals, reported to contain detergents, at the rear of Building T-2
(Troop Issue Subsistence Branch) leaking into Walden Creek.

3. Request you investigate the status of these drums, and furnish the
following information to this directorate NLT 15 August 1984:

    a. How many drums are on hand, how many are leaking, and what do
they contain?

    b. What organizational element is responsible for these drums?

    c. Can the material in the drums be salvaged, or should they
be discarded (safely)?

4. Point of contact is Mr. T. Smith, tel. 4-3629.

                              J. HUTCHINS
                              Chief, Environmental
                                Division

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MARKS file number? _____

File label:

Page 13

SUBJECT: Deer Hunting on Fort Knox Military Reservation

SEE DISTRIBUTION

1. Because of overpopulation and destruction of habitat, there will be an organized hunt for white-tailed deer held in those areas of the Fort Knox Military Reservation indicated on the map at Inclosure 1 on 12 and 13 May 1984.

2. This hunt is open to all assigned military members at Fort Knox. It is limited to 150 individuals; licenses for the hunt are free, and will be on a first-come, first-served basis. Application should be made in person to Land Mangement Branch, Road and Grounds Division, Building 112, between 0900 and 1200 Monday through Friday.

3. Details on weapons allowed and other restrictions are as stated in USAARMC Regulation 420-74 dated 1 October 1979.

4. Point of contact is Mr. J. E. Lawson, tel. 4-7431.

FOR THE COMMANDER:

1 Incl
as

R. S. DUNHAM
Colonel, CE
Director, Engineering
    and Housing

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MARKS file number?_____

File label:

Page 14

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                    HOUSING WORK ORDER
─────────────────────────────────────────────────────────

  Quarters #: 1415, Wherry Housing, Apt 4-B

  Occupant:  SSG Wilhelms

  Nature of Complaint:  Kitchen ceiling leaks.  Drips about
                        one gallon in 24 hours.


  Date/time received: 12 May 1984, 0830 hours

  Received by:  Mr. Baker

  Assigned to:  Mr. Wildman & crew

  Action taken: Replaced 1/2" water line running thru ceiling


  Materials used:     12' of 1/2" copper pipe; 1 spool solder


  Date/time work completed:   12 May 1984, 1530 hours


  Remarks:    None
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  ATZK Form XXX                              Original
     1 Jun 78
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ATZK-DPT-PO   Transmittal of SQT Scores 14 MAY 1984

TO   ATZK-PA   FROM   ATZK-DPT   DATE   CMT 1
     ATTN: Ch, MILPO   TCO # 443

1. Reference your request for SQT scores for enlisted members
assigned to HQ USAARMC & Ft Knox, dated 1 May 1984.

2. At Inclosure 1 are the requested SQT scores. You are reminded
that these scores, when associated with the names of the individual
soldiers, must be protected as required by AR 601-222.

1 Incl   W. E. TRENUM
as   CW3, USA
                                           TCO # 443

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ATZK-DPT-T   Training Schedule, 4th Tng Bde

TO ATZK-TC-TBD   FROM ATZK-DPT   DATE 16 MAY 1984 CMT 1
                                                   Mr. Moore/4-3551

1. The Master Training Schedule for 4th Training Brigade, July -
September 1984 (Inclosure # 1) is approved. Submit changes for
approval as they become known.

2. Point of contact is CPT C. R. Foster, Chief, Scheduling Branch,
telephone 4-3555.

1 Incl   S. R. KIDD
as   COL, AR
                                    Director of Plans
                                       and Training

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ATZK-DPT-T   Justification for Training Facility
                                        Acquisition

TO ATZK-RM   FROM ATZK-DPT   DATE   MAY 1984   CMT 1
                                                LTC Zimmerman/4-7545

1. Reference your DF, subject as above, dated 4 April 1984.

2. The acquisition of a training facility for use by US Army Reserve
and Army National Guard units for tracked vehicle maintenance is an
urgent requirement if we are to meet our training obligations this
summer. Existing training facilities are already overbooked for use
by 194th Bde, 1st AIT, and 4th Training Bde; FORSCOM policy requires
that 194th Bde requirements be met first because of that unit's
readiness posture. If an additional facility is not acquired, per the
specifications contained in our request of 1 February 1984, we will be
unable to conduct tracked vehicle maintenance for any of the 30+ USAR
and ARNG units that are expected this summer.

3. Point of contact is LTC J. E. Zimmerman, Bldg 2369, tel. 4-7545.

                                    S. R. KIDD
                                    Colonel, AR
                                    Director of Plans
                                      and Training

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ATZK-RM-B

Operating Budget Supplement
for FY 84

TO   SEE DISTRIBUTION   FROM   ATZK-RM   DATE   ، MAY 1984   CMT 1

Mr. Cowley/4-7748

1. This Headquarters has been advised by HQ, USA FORSCOM that addit-
ional funding in the total amount of $4,000,000 can be expected to
come available about 1 July 1984 for Program Elements XX, XX, XX, and
XX.

2. Approved but unfunded requirements of addressees will be auto-
matically considered for this funding. Any other requirements may be
submitted on ATZK Form XXX, to arrive at this office not later than 10
May 1984.

3. Point of contact is Mr. Smith, tel. 4-1322.

                              B. G. CHRISTY
                              Colonel, FC
                              Director of Resource
                                Management

DISTRIBUTION:
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Page 19

Finance and
Accounting Division

Mr. W. R. Schaeffer
16632 Westmont Circle
Bardstown, KY   40033

Dear Mr. Schaeffer,

This is in response to your request for unemployment compensation
dated January 14, 1984.

In order for us to process your claim, please furnish the following
information:

       Social Security Number:_____

       Inclusive dates of
       employment: _____

       Grade and step at time your em-
       ployment was terminated: _____

       Supervisor's name (at time of
       termination): _____

A self-addressed envelope that requires no postage is enclosed for
your convenience. If you have any questions on the above, please
contact Ms. Pfeiffer, Civilian Pay Section, at 624-8634.

                  Sincerely,

                  D. E. Rausch
                  Operations Officer

MARKS file number? _____

File label:

Page 20

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 ------------------------------------------------------------------
|  CASH COLLECTION VOUCHER          |   DOV #        54003          |
|                                   |------------------------------|
|                                   |   Receiving Ofc CV #          |
|-----------------------------------------------------------------|
|  Activity                                                        |
|        F&AO, USAARMC & Ft Knox (ATZK-RM-FA)                      |
|-----------------------------------------------------------------|
|  Received and forwarded by        |  Date                        |
|    Mr. R. Poore                   |        12 Apr 84             |
|    Acctg Branch                   |                              |
|-----------------------------------------------------------------|
|            PERIOD:  From        8 Apr 84   To  11 Apr 84         |
|-----------------------------------------------------------------|
| Date  | Name of Remitter  | Detailed     | Amount  | Accounting  |
| Rec'd | Description of    | Description of|        | Classification|
|       | Remittance        | Purpose      |         |             |
|-----------------------------------------------------------------|
| 4/08  | C. L. Swann, SP4  | GPLD, DD 268 | $18.14  | XXX.XXX-XXXX |
|       | 244-18-2087       |              |         |             |
|       |                   |              |         |             |
| 4/10  | G. M. Rapp, Mr.   | FOIA Payment | $10.00  | XXX.XXX-XXXX |
|       |                   |              |         |             |
|       |                   |              |         |             |
|       |                   |              |         |             |
|       |                   |              |         |             |
|       |                   |              |         |             |
|       |                   |              |         |             |
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|                             TOTAL:    | $28.14  |               |
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| DD Form 1311                                                     |
|   1 Apr 57                                                       |
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Page 21

ATZK-DI-C   Request for Travel Funds

TO ATZK-RM   FROM SGS   DATE .   1984   CMT 1
                                                SFC Eubanks/41103

1. Request the FY 84 allocation of travel funds for SGS be increased
by $1,000. This amount will cover travel of CG, USAARMC & Ft Knox to
be key speaker at the Association of the Big Red One (1st Infantry
Division) convention in Spokane, Washington, 25-28 August 1984. Par-
ticipation has been approved and directed by HQ, USA FORSCOM per
message, DTG 031811Z JUL 84, copy attached (Incl # 1).

2. Point of contact is SGS Admin Supervisor, SFC Euganks, tel. 41103.

1 Incl   S. E. SMITH
as   MAJ, GS
                                  Secretary, General Staff

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MARKS file number? _____

File label:

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ATZK-DI-C

MEMO FOR: All Personnel, OSGS

SUBJECT: Security Awareness

1. As a result of a security violation that occurred over the past
weekend, I have directed a review of our level of security awareness
within the Office of the Secretary of the General Staff.

2. I want all personnel of OSGS, military and civilian, to review
AR 380-5 and Fort Knox Regulation 380-5 during the coming week. I
have directed that SFC Eubanks review and revise our internal security
SOP as well. By being security-conscious and attentive to our
security-related duties we can avoid any repetition of this violation.

                              S. E. SMITH
                              MAJ, GS
                              Secretary, General Staff

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These are binder labels on your office shelves:

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│                 │     │                 │     │                 │
│     AR's        │     │   DA Pam's      │     │  USAARMC &      │
│                 │     │                 │     │  Ft Knox        │
│  1-1 thru 37-2  │     │  600-8 series   │     │  Regulations    │
│                 │     │                 │     │                 │
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MARKS file number? _____

Binder label:
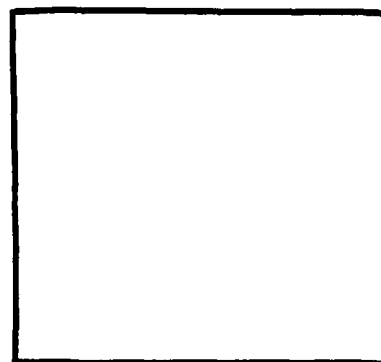
ATZK-CH

MEMORANDUM FOR THE RECORD

SUBJECT: Interview with DAVIS, Gerry P., SP5, 4/33 Armor

1. Service member requested to see me today regarding difficulties he is having with his finances.

2. SP5 Davis was married in May of last year to a divorced woman with three children. It appears that his wife does not receive any child support from her former husband, nor does Mrs. Davis have a job; therefore the entire support for the family of five comes from what SP5 Davis can bring in. Apart from his military pay (he is a maintenance technician), he works nights at Domino's Pizza in Radcliff.

3. I put SP5 Davis into contact with the following three entities as sources of possible assistance:

    a. Army Emergency Relief, Bldg 6645 (2LT Bonano, tel. 41355).

    b. Personnel Services NCO, 4/33 MILPO, for counselling about applying for a hardship discharge.

    c. Hardin County Human Services Office, Radcliff, for advice on SP5 Davis' eligibility for the Food Stamp Program.

4. Service member will return in one week for further discussions.

                              B. T. SMITH
                              Chaplain (LTC)
                              Chief, Troop Ministries
                                Branch

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Page 25

ATZK-CH   Forthcoming IG Inspection

TO All Personnel   FROM Staff Chaplain   DATE   CMT1

1. The annual IG inspection of the Staff Chaplain activity will take
place on 7 and 8 July 1984.

2. In preparation for this important inspection, all branch chiefs
should review their internal SOPs and working documents; review their
internal office security; and insure that pending personnel actions,
both military and civilian, are up to date.

3. Staff coordinator for this inspection is Chaplain (MAJ) Berbiglia,
46942.

                              D. W. HOH
                              Chaplain (COL)
                              Staff Chaplain

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Ms. Edmondson --

Please file these copies
of messages in the in-
coming chron file.
Action on them is complete.
Thanks.

- Chaplain Devine -

DTG 041331Z APR 84, FORSCOM

DTG 051630Z APR 84, TRADOC

DTG 110800Z APR 84, 6USA

MARKS file number? _____

File label:

Staff Judge Advocate

Mr. William G. O'Leary, Clerk
United States District Court
4110 Simmsville Road
Louisville, KY   41131

Dear Mr. O'Leary,

This responds to your letter of April 17, 1984, requesting appearance
of Lieutenant Colonel Harrison S. Rothman of this command as a witness
in pending litigation, United States v. Herriman Enterprises, Inc.

Lieutenant Colonel Rothman has been furnished the necessary informa-
tion and will appear at U. S. District Court, Louisville, not later
than 10:00 o'clock a.m. on Saturday, May 1st, 1984.

                                  Sincerely,

                                  G. E. Wade
                                  Chief Warrant Officer, USA
                                  Administrative Officer

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AFVL   Witness Statements - Accident of
                                27 August 1984

TO ATZK-JA   FROM CO, 194 Bde   DATE 2 6 SEP 1984 CMT 1

1. Reference your verbal request of 22 September 1984 on the above
subject, referring to the accident on Dixie Highway between an M-113
APC and two civilian automobiles.

2. Forwarded herewith are witness statements from two members of 194
Bde for your retention in case a claim is filed against the U. S.
Government in this matter.

FOR THE COMMANDER:

2 Incls   G. HAMMONDS
1. Statement, PFC Jones   MAJ, AGC
2. Statement, 1LT Keiser   Adjutant General

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                            Page 29

Staff Judge Advocate

Sheriff James R. Sloan
Winston County
Rocky Mount, NC 32331

Dear Sheriff Sloan,

In response to your telegram of November 4, 1984, two military guards
from this organization will arrive in Rocky Mount on November 12 to
return Private First Class Robert Harawell to military control. They
will have proper documentation in their possession in order to take
custody of the prisoner.

Please extend to them the normal courtesies. Thank you for your help
in returning this soldier to military control.

                              Sincerely,

                              G. E. Wade
                              Chief Warrant Officer, USA
                              Administrative Officer

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Public Affairs Office

Ms. Ethel Williams, Editor
The Louisville Courier
Louisville, KY 41338

Dear Ms. Williams:

Enclosed please find our comments, both substantive and editorial,
on your proposed feature article dealing with community life at Fort
Knox. Overall, we think the article is excellent and will further the
already-good relations that exist between the military and civilian
communities in central Kentucky.

Sincerely,

F. W. Shirley
Lieutenant Colonel, General Staff
Public Affairs Officer

Enclosure

MARKS file number? _____

File label:

ATZK-PAO

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Mayor of Radcliff, Kentucky

1. Met with Mr. Hartley, Mayor of Radcliff, from 0900 to 1100 today to discuss USAARMC/Ft Knox level of participation in what the Mayor has tentatively named "U.S. Army Appreciation Day".

2. Mayor Hartley proposes to conduct this activity on 15 September at the County Fairgrounds. Among the special attractions which he has in mind are --

    a. Parachute demonstration (Golden Knights?).

    b. Equipment display (Abrams tank, armored personnel carriers, heavy engineer equipiment?).

    c. Some kind of field hospital, along the lines of M*A*S*H.

3. The subject will be further discussed at the next meeting of the Civilian Advisory Committee.

                    B. S. SAUNDERS
                    Deputy Public Affairs Officer

****

MARKS file number? _____

File label:

TO   SEE DISTRIBUTION   FROM   ATZK-PAO   DATE   ⁄ : 1984   CMT 1

1. Major General William Jones, Commanding General, US Army Armor
Center and Fort Knox, will retire from active military service on 31
July 1984. A retirement ceremony will take place from 0900 to 1130 at
the main parade ground.

2. Director, Plans and Training (ATZK-DPT-PO) has designated troop
units to participate in the retirement ceremony. Attached are in-
structions on assembly, route of march, and other special instructions
dealing with the passing in review of these troop units.

3. Each addressee will be contacted personally during the week of 15
July 1984 by CPT J. S. Driggers of this office to coordinate your
unit's participation. CPT Driggers can be reached at Bldg. 469,
telephone 43351.

                              F. W. SHIRLEY
                              LTC, GS
                              Public Affairs Officer

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MARKS file number? _____

File label:

ATZK-IG

SUBJECT: Report of Inspection

Commander
194th Armored Brigade
Fort Knox, KY 40121

1. Reference paragraph 2-14, AR 20-1.

2. Transmitted herewith is final report of Inspector General
inspection of your command, conducted during the period 1 thru 15 May
1984.

3. Report of action taken to correct deficiencies will be forwarded
to this headquarters, ATTN: ATZK-IG, not later than 1 August 1984.

FOR THE COMMANDER:

1 Incl   J. H. GETGOOD
as   Colonel, IG
                                    Inspector General

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ATZK-IG   Alleged Malfeasance of Public Trust

TO Commanding General   FROM Inspector General   DATE 15 JUN 1984CMT 1
                                                     LTC Lovisone/46337

1. This responds to your order to investigate a complaint of mal-
feasance (misuse of public funds) in Finance and Accounting Division,
Resource Management Directorate (ATZK-RM-FA).

2. An investigation was conducted during the period 12-15 June 1984.
The final report is attached for your review. Succinctly, no abuse,
misuse, or malfeasance involving public funds was found. Cash and
accountability verifications were conducted within Accounting Branch
and Nonappropriated Fund Branch; all cash and paid instruments were
accounted for. The fiscal and accounting safeguards which exist with-
in Finance and Accounting Division are excellent, and are deemed
adequate to preclude any malfeasance.

3. The Inspector General recommends that this matter be closed.

1 Incl   J. H. GETGOOD
as   Colonel, IG
                                         Inspector General

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MARKS file number? _____

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Page 35
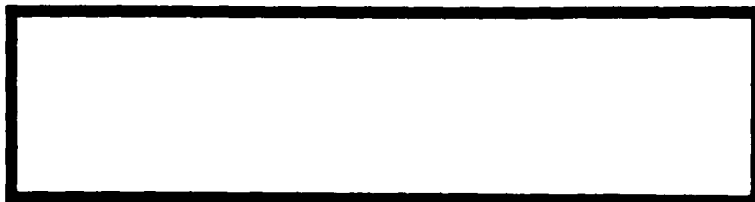
Mrs. Johnson --

We should have these safe
and padlock combinations in a
single file ... please set
one up for the entire IG
shop.   Thanks.

D. R. CAMPBELL
Sergeant Major
Office of the IG

Combination to Safe 1:

Combination to Safe 2:

Combination to Pad-
lock on office
supplies cabinet:

04-14-27

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MARKS file number? _____

File label:

ATZK-PM

SUBJECT: Survey of Physical Security

Commander
US Army Readiness and Mobilization Region VI
Fort Knox, KY 40121

1. A physical security survey was conducted of your activity on 15
May 1984. No major deficiencies were noted; three minor (admin-
istrative) discrepancies are listed at Inclosure 1. They were
corrected during the course of the survey.

2. The final report at Inclosure 1 constitutes your physical security
survey clearance for CY 1984. Point of contact is CPT M. Yates, Bldg.
1376, telephone 44531.

FOR THE COMMANDER:

1 Incl   P. DAVIS
as   COL, MP
                                Provost Marshal

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MARKS file number? _____

File label:

Page 37

ATZK-PM

SUBJECT: Suspension of On-Post Driving Privileges

Commander
194th Armored Brigade
Fort Knox, KY 40121

1. Reference Fort Knox Regulation 190-5.

2. PFC Alvin W. Yount, 511-32-2545, was apprehended on 1 May 1984 on
Knox Road and charged with driving under the influence of alcohol. He
appeared before the U. S. Magistrate on 3 May 1984 and pleaded guilty.

3. PFC Yount's on-post driving privileges are suspended for the
period 1 May 1984 through 30 April 1985. His post decals have been
removed from his vehicle.

4. PFC Yount does not currently hold a valid US Army operator's
permit for administrative-type vehicles. Should you desire to issue
him such a permit during the period of this suspension, please con-
tact this office prior to such issuance.

FOR THE COMMANDER:

                                    M. KELLEY
                                    CPT, MP
                                    Operations Officer

MARKS file number? _____

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Page 38
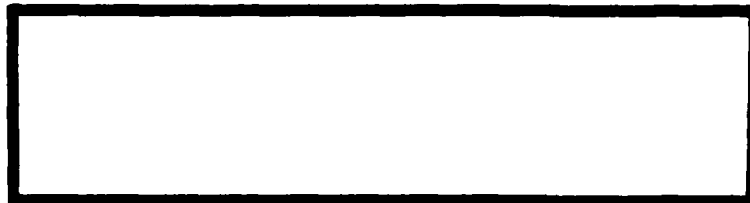
ATZK-PM

SUBJECT: Report of Serious Incident (RCS: DAPE-XXX-XX)

THRU: Cdr, USA TRADOC (ATPL-PE)
          Fort Monroe, VA 23651

TO: HQDA (DAPE-HRE)
          Washington, DC 20301

1. This is Serious Incident Report # 3-84.

2. On 14 May 1984, xxxxx xxxxx xxxxxxx xxxxx xxxxxxx xxxxxxx xxxxx
xxx xx xxxxx xxx xxx xxx xxxxxx xx xxxxx x xxxxxxxx xxxxxx xxxxx.

FOR THE COMMANDER:

                              P. DAVIS
                              COL, MP
                              Provost Marshal

MARKS file number? _____

File label:

Page 39

TO ATZK-DPT   FROM ATZK-EEO   DATE   1984 CMT 1
                                                Mr. Bagley/42545

1. Reference your verbal request of 8 July 1984 on the above subject.

2. To date in calendar year 1984 we have trained 82 civilian
employees of HQ, USAARMC & Ft Knox in equal employment opportunity.
This total breaks down as follows:

                    DPCA........................14
                    DRC......................... 1
                    DIO.........................10
                    DS.......................... 3
                    DEH.........................12
                    DPT......................... 2
                    DRM......................... 7
                    CH.......................... 1
                    PAO......................... 1
                    IG.......................... 3
                    PMO......................... 2
                    CPO......................... 8
                    All others..............18

3. Point of contact is Mr. E. R. Bagley, tel. 42545.

                              J. L. LESTER
                              EEO Officer

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MARKS file number? _____

File label:

ATZK-EEO   EEO Survey of DPCA
                                                          1 7 JUL 1984
TO   ATZK-PA   FROM   ATZK-EEO   DATE   CMT 1
                                                  Mr. Bagley/42545

1. Representatives of this office will conduct a survey of Equal
Employment Opportunity (EEO) in the Directorate of Personnel and
Community Activities (DPCA) during the month of August, 1984. The
principal surveyor will be Ms. D. Stilwell, who is the Federal Women's
Program Manager for USAARMC & Ft Knox.

2. In preparation for this survey, please forward the following to
this office not later than 15 July 1984:

    a. A copy of any internal SOP's or instructions dealing with EEO
in DPCA.

    b. The name, building/room number, and telephone number of your
EEO coordinator.

3. Further details on this survey will be arranged directly with your
EEO coordinator.

                              J. L. LESTER
                              EEO Officer

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Equal Employment Officer
Headquaraters, Fort Knox
Fort Knox, Kentucky   40121

Dear Sir:

I hereby make a complaint that I have been treated unfairly under the
Equal Employment Opportunity Program.

On February 16, 1984, I submitted a SF-171 to Civilian Personnel in
response to Position Vacancy Announcement # 116-84, which is for a
GS-7, Series 0311, with promotion potential to GS-11.   The closing
date of the announcement was February 20, 1984.   My complaint is that
I have not xxxxx xxxxxxx xxxxxxx xxxxxxxx xxxxxxx xxxxxxx xxxxxxx x
xxxxxxx x x xxxxxxx xxxxx xxxxxx xxxxxx xxxxxx xxxxxxx xx x xxxxxxx.

                    Sincerely,

                    John Doe

Encls.

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MARKS file number? _____

File label:

Page 42

ATZK-IS   Post-wide Inventory of ADPE

                                                    7 AUG 1984
TO   SEE DISTRIBUTION   FROM   AMO   DATE   CMT 1
                                               Mr. Jones/44226

1. In accordance with the requirements of AR 18-7, the Automation
Management Office (ATZK-IS) is conducting an inventory of all ADPE at
Fort Knox.

2. At Inclosure 1 is ATZK Form 557-R (One-Time) which will be used
for the purpose of this inventory. Addressees are to complete and
forward the form, which is self-explanatory, in two copies to arrive
at ATZK-IS not later than Friday, 14 August 1984.

3. Point of contact is Mr. J. D. Jones, Bldg 5101, tel. 44226.

1 Incl   W. E. PATTERSON
as   LTC, AG
                                Automation Management Officer

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AUTOMATION MANAGEMENT OFFICE
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
Fort Knox, KY   40121

AUTOMATION PLAN # 3-84

TO: See Addressee List

1. PURPOSE: To plan the orderly conversion of manual functions within Personnel Services Division, Directorate of Personnel and Community Activities, to automation in accordance with AR 18-1.

2. CONSIDERATIONS:

a. Virtually all functions within the following elements of Personnel Services Division are being performed in a manual mode:

    Army Community Service Branch
    Organizational Effectiveness Branch
    Army Child Advocacy Council
    Army Emergency Relief Officer
    Alcohol and Drug Counseling Center

b. Automation Plan # 1-84 identified seventeen (17) areas within this Division which could benefit from some degree of automation. These are:

    (1)   XXxxxxxxxxx x x xxxxxx xxxxxx xxx xxxxxx.

    (2)   Xxxxx xxxxxxxx xx x xxxxxx xxxxxx xx xxxxxxxxx.

(etc., etc.)

MARKS file number? _____

File label:

Page 44

TO ATZK-DI   FROM AMO   DATE 9 JUN 1984 CMT 1
    Bldg 1013

1. Reference Procurement Case # 14-1003-84, now pending RFP, for an
automated system to operate energy consumption control within family
housing.

2. The following are the required and desireable features of the
system to be procured:

    a. Required: Xxxxxxx xxxxx xxxx x xxxxx xxxx xx x xxxxxxxx
xxxxx xxx xxxxxxxx x x xxxxxxx xxxxx xxxxxx xx xxxxxxx x xxxx.

    b. Desireable: Xxxxxxx xx xxxxxx xxxxxx xxx xxxxxxxx xxxxx
xxxxx xxxxx x xxxxxxxx xxxxxx x xx xxxxxx.

                        W. E. PATTERSON
                        LTC, AG
                        Automation Management Officer

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MEMORANDUM FOR THE RECORD

SUBJECT: Review of Action Taken on Grievance
          (PORTER, Thomas K., GS-5, DIO)

1. I have reviewed the action taken on Mr. Porter's grievance.
The following remarks are appropriate:

    a. Mr. Porter did not appeal the adverse decision on his
grievance. His signed statement of 14 July 1984 indicates that he
accepts the decision.

    b. No witnesses or other evidence were produced by Mr. Porter to
support his grievance.

    c. I have personally spoken to Mr. Porter's supervisor and have
verified that he (Mr. Coughlin, an industrial engineer with ATZK-DI-M)
has in fact selected Mr. Porter for the GS-7 position which came
vacant as a result of Mrs. Williamson's retirement.

2. I hereby declare the case file to be closed on Mr. Porter's
grievance.

                                  R. E. DIEHL
                                  Civilian Personnel Officer

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| Department of the Army          Job #       |
| JOB DESCRIPTION       USAARMC   23640       |
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|  | Department of the Army          Job #    |
|  | JOB DESCRIPTION       USAARMC   17443    |
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|  |  | JOB DESCRIPTION       USAARMC    584  |
|  |  |---------------------------------------|
|  |  | Eval. Approval    Signature    Date   |
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|  |  | SUPERVISORY CONTROLS:                 |
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      | Other duties as assigned.             |
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ATZK-CP   Comptroller Career Program Input
                                                      7 AUG 1984

TO   See Distribution   FROM CPO   DATE   CMT 1
                                 Tng/Dev. Branch   Dr Baughman/47117

1. Addressees are reminded that SKAP submissions for those wishing to
enter the Management Analyst/Comptroller career program (GS-343) are
due in this office not later than 15 September 1983 for the next
fiscal year's program entrants.

2. For those who are accepted into the program by the Functional
Chief's Representative (Office, Comptroller of the Army), the career
progression is GS-7-9-11-12. Statements of willingness to travel
throughout the initial period of the program must accompany the self-
appraisal forms.

                              R. E. DIEHL
                              Civilian Personnel Officer

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MARKS file number? _____

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[ ]

5-5a Mgmt Survey Case Files   (84)
COFF 31Dec84, Trf RHA Jan 87,
Ret WNRC Jan 88, Perm.

37-107b Accts Payable Card Files
ACTIVE. PIF on last entry.

then ...

37-107b Accts Payable Card Files (84)
INACTIVE. COFF 30Sep84, Trf RHA
Jan 87, Dest Jan 88

600-85a Alcohol/Drug Abuse   (84)
        Management Files
COFF 31 Dec 84, Dest Jan 87

310-34c Supply/Equipment Auth. Files
ACTIVE. Dest when incorporated in
numbered publication.

710-2c Hand Receipt Files
ACTIVE. Dest on turn-in or other
complete acctg for the property.

350-1a Training Inspection Files (84)
COFF 31 Dec 84, Dest Jan 86.

380-380c Signal Security Insp. Files
ACTIVE. PIF upon next superseding
inspection.

then...

380-380c Sig. Security Insp. Files (84)
INACTIVE. COFF 31 Dec 84, Dest Jan 86.

380-5a Security Brief/Debrief Files
ACTIVE. PIF on trf or spn.

then ...

380-5a Security Brief/Debrief Files (84)
INACTIVE. COFF 31 Dec 84, Dest Jan 87.

380-5b Security Insp./Survey Files
ACTIVE. Dest on next comparable
inspection or survey.

DIO

55-355j Carrier Performance Files
Dest when superseded, obsolete, or on
discontinuance of carrier service.

58-1d Admin Mtr Veh Rqn Files   (84)
COFF 31 Dec 84, Dest Jan 87.

735-5e Property Accountability Trf Files (84)
COFF 31 Dec 84, Dest Jan 87.

DEH

200-1a Environemntal Pollution Abatement Files
Dest when superseded, obsolete, or no longer
required for reference.

420-74c Wildlife Mgmt Plan Files
Dest on supersession of the plan.

420-17e Fac. Engr. Svc/WO Files   (84)
        (Original Work Orders)
COFF 31 Dec 84, Dest Jan 87.

DPT

350-1c Tng Facility Rqmt Files   (84)
COFF 31 Dec 84, Trf RHA Jan 87,
Dest Jan 90.

350-1a Tng Inspection Files   (84)
COFF 31 Dec 84, Dest Jan 86.

601-222b Test Score Xmtl Files (84)
COFF 31 Dec 84, Dest Jan 86.

RM

1-1e Operating Budget Files   (84)
COFF 30 Sep 84, Dest Oct 86.

37-103a Collection Voucher Files (84)
COFF 30 Sep 84, Trf RHA Oct 86,
Dest Oct 87.

37-105n Unemployment Compensation   (84)
        Data Request Files
COFF 30 Sep 84, Dest Oct 86.

37-2a Office Financial Files   (84)
COFF 30 Sep 84, Dest Oct 85.

380-5c Security Awareness Files
ACTIVE. Dest after next periodic appli-
cation.

310-2e Ref Publication Files
Dest when superseded, obsolete, or
no longer required for ref.

Chaplain

165-20a Chaplain Priv. Counseling/
        Interview Communication Case Files
ACTIVE. PIF on completion of case.

Then...

165-20a Chaplain Priv. Counseling/   (84)
        Interview Communication Case Files
INACTIVE. COFF 31 Dec 84, Dest Jan 87.

20-1c Office Insp./Survey Files
ACTIVE. Dest after next comparable
inspection or survey.

105-1a Ofc Message Reference Files   (84)
COFF 31 Dec 84, Dest Jan 86.

Staff Judge Advocate

27-10j Witness Appearance Files   (84)
COFF 31 Dec 84, Dest Jan 87.

27-20f Claim Invest. Reporting Files (84)
COFF 31 Dec 84, Trf RHA Jan 87, Ret WNRC
Jan 88, Dest Jan 95.

27-10g Delivery to Civ. Auth. Files   (84)
COFF 31 Dec 84, Dest Jan 87.

Public Affairs Office

360-5c Feature Story Review Files (84)
COFF 31 Dec 84, Dest Jan 87.

360-61a Army/Community Relations Files (84)
COFF 31 Dec 84, Trf RHA Jan 87, Dest Jan 90.

1-23a Ceremony Files   (84)
COFF 31 Dec 84, Dest Jan 87.

Inspector General

20-1a IG Inspection Files
ACTIVE. PIF on next comparable inspection.

Then...

20-1a IG Inspection Files   (84)
INACTIVE. COFF 31 Dec 84, Dest Jan 86.

20-1b IG Investigative Files   (84)
COFF 31 Dec 84, Trf RHA Jan 87, Dest Jan 90.

380-5f Security Container Info Files
Dest when superseded, obsolete, or when
container is turned in.

Provost Marshal

380-5t Physical Security Svc/Insp. Files
Dest after next comparable annual survey
or inspection.

190-5b Veh. Regis./Driver Record Files
Dispose of as provided by AR 190-5.

190-40a Serious Incident Reporting Files
ACTIVE. PIF on completion or receipt of
final report.

Then...

190-40a Serious Incident Reporting Files (84)
INACTIVE. COFF 31 Dec 84, Dest Jan 86.

EEO

600-21a EO/EEO Reporting Files   (84)
COFF 31 Dec 84, Dest Jan 87.

600-21b EO/EEO Survey Files   (84)
COFF 31 Dec 84, Dest Jan 87.

600-21c EO/EEO Complaint Files
ACTIVE. PIF on final resolution of case.

Then...

600-21c EO/EEO Complaint Files   (84)
COFF 31 Dec 84, Dest Jan 87.

Automation Management Office

18-7a ADP Inventory Files
Dest when superseded, obsolete, or no longer
required for reference.

18-1a ADP Planning/Programming Files   (84)
COFF 31 Dec 84, Dest Jan 87.

18-1b ADPE Acquisition Case Files   (84)
COFF 31 Dec 84, Dest Jan 87.

Civilian Personnel Office

690-200y Appeal/Grievance Case Files   (84)
COFF 31 Dec 84, Dest Jan 92.

690-200s Job Description Extra Copy Files
Dest when superseded or when job is abolished.

690-950-1f Career Mgmt Files   (84)
COFF 31 Dec 84, Trf RHA Jan 87, Dest Jan 90

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

. . . .

Chapter 5

Instruction at HQ, USAARMC & Fort Knox

1. Formal training of military and civilian employees of HQ, USAARMC & Fort Knox whose duties involved recordkeeping was conducted during the period 10 through 17 January 1984 on the following schedule:

> Tuesday, 10 January, a.m. and p.m. classes
> Wednesday, 11 January, a.m. and p.m. classes
> Thursday, 12 January, a.m. and p.m. classes
> Friday, 13 January, a.m. class
> Monday, 16 January, a.m. and p.m. classes
> Tuesday, 17 January, a.m. class

2. Civilian Personnel Office furnished a classroom for our use during the period 9 through 13 January 1984. The remainder of the training was held in a large classroom at The Armor School because of prior commitments for the CPO classroom. The presentations were given by the MARKS Project Officer according to the lesson plan (Encl # 1 to Chapter 4), ably assisted by the following individuals:

> Mr. Bert Haggett, Assistant MARKS Project Officer
> Mr. Howard Smith, Fort Knox Records Management Officer
> Mr. Charles Marshall, Records Management Staff, HQ USA FORSCOM

3. A list of personnel receiving the training, organized by directorate or staff office, is at Enclosure # 1. The schedule under which the training was conducted is at Enclosure # 2.

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ALBRIGHT, Vicki	GS-4	AG-MPM	1310	315	4733	MILPERS Clerk
ALTHAUS, Josie B.	E-6	AG-MRL	1310	219	3747	OS Tvl Supv
AMBURGEY, Marcella	GS-5	AG-MPR	1310	201	3508	MILPERS Clerk
BALL, Geroge A.	GS-4	AG-MO	1384	NA	5010	Pers Svc Clerk
BALLARD, Shirley	GS-5	AG-MPM	1310	315	8153	MILPERS Clerk
BATES, Brenda	GS-3	AG-OP	2424	NA	1940	Supply Clerk
BERTRAM, Rachel	GS-6	AG	1310	104	2133	Secretary
BOOTHE, Charlotte	GS-7	AG-S	1310	112	4146	WP Center Supv
BURKE, Joseph C.	GS-5	AG-MPA	1310	301	1353	Pers Clerk
BUTTERWORTH, Kevin D.	E-5	MPA	1310	NA	1818	NCOIC Pers Act
CHILDRESS, Wilma G.	GS-5	AG-O	1384	Bsmt	7616	Ofc Svcs Clerk
CHUMLEY, Barbara A.	GS-9	AG-AO	1310	110	2363	Cheif Admin Op
COLLINS, Robert H.	GS-4	AG-STP	1384	F 1	7018	Pers Clerk
COOPER, Charles P.	E-4	AG-MPR	1310	211	6514	Record Specialist
COTTRELL, Marsha	GS-5	AG-M	1310	300	3954	Admin Svcs Clerk
CRANMER, Denise	GS-6	AG-SA	1310	100A	1033	Computer Asst
CRUFF, Vicki	GS-4	AG-A	1310	108	7425	Budget Clerk
CRUZ, Edeltrude P.	GS-5	AG-AFPPB	2647	NA	7719	Printing Clerk
DAVIS, Roberta	GS-5	AG-AOF	1310	B2	4849	Mail & File Clerk
DENNIS, Stearman W.	NA	AG	1310	B1	5861	Supply Clerk
DEWITT, Bettie	GS-7	AG-AOF	1310	114	4849	Solicitation Clk
DYER, Shari L.	GS-5	AG-TM	6540	1	5020	MILPERS Clerk
FOSTER, James R.	GS-5	AG-MAA	1310	3011	6042	Awards
GORDON, Victoria	PFC	AG-RSO	1310	B A1	4315	Admin Spec
GOSSELIN, Ronald L.	SP5	AG-MPM	1310	315	6629	Sr. Promotions Clk
GRICE, Gwendolyn	GS-4	AG-MPM	1310	309	7646	MILPERS Clerk
GRIFFIN, Lili M.	GS-6	AG-SAB-WPC	2369	110	1546	Lead Edit Asst
HARRIS, James W.	GS-5	AG-AR	1310	NA	NA	Mgt Asst
HAYLOX, Hansel L.	GS-4	AG-AR	1310	RMO	1945	Asst RCPS Mgt
HOCKMAN, Ava	GS-7	AG-AFPB	2647	NA	7719	Production Ctrl
HODGE, Carliene	GS-4	AG-TA	6540	NA	8611	MILPERS Clerk
HULL, Dorothy	GS-7	AG-AO	1310	114A	4010	Supv MILPERS Clerk
JOHNSON, Pamela L.	E-4	AG-MRL	1310	221	6945	MILPO Clerk
JOHNSON, Thomas G.	E-3	AG-OAB	2010	5	7616	Admin Spec
JONES, Bettie	GS-5	AG-AR	1310	NA	1945	Mgt Asst
KAYROUZ, Marcia	GS-3	AG-A	1310	B3	5768	Clerk Typist
KRAYSMAN, Betty	GS-6	AG-MPM	1310	315	8153	Supv MILPERS Clerk
LUCAS, Sheila F.	GS-4	AG-R	1312	NA	6128	MILPERS Clerk
MARCONI, Primo J.	GS-4	AG-TM	NA	NA	6033	Pers Clerk
MARTIN, Dinah G.	GS-6	AG-SG	2369	110	1546	Lead Editorial Clk
MASTERSON, Mary N.	GS-6	AG-SG	2369	110	1546	Lead Edit Asst
MATTHEWS, William M.	GS-4	AG-STP	1384	Bsmt	4552	MILPERS Clerk
MONTGOMERY, Patricia	GS-5	AG-MPM	1310	315A	6629	MILPERS Clerk
MOORE, Dorothy R.	GS-6	AG-STP	1384	Bsmt	4552	Supv Stp
MORLOCK, Mildred H.	GS-6	AG-A	1310	114B	2363	Editorial Asst
NOEL, John W.	GS-6	AG-M&D	1310	B3	5326	CH AG M&D
ORR, Dona	GS-5	WP	2369	110	1546	Editorial Asst

Encl # 1 to Chapter 5

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
PATEE, Leatha R.	GS-5	AG-RSO	1310	A1	4315	Personnel Clerk
POLLOCK, Carole J.	GS-4	AG-AFPP	2647	NA	7719	Budget Clerk
POORE, Julie	GS-12	AG-A	1310	111	4650	C ASB
ROY, Orkanella P.	E-5	AG-M	1310	NA	7312	Clerk Typist
SIPES, William R.	GS-4	AG-STP	1384	NA	3114	MILPERS Clk Typist
SIZEMORE, Charlesetta L.	GS-8	AG-SG	2369	110	1546	WPC Supervisor
SMITH, Billie G. Sr.	SSG	AG-MPR	1310	201	8433	Pers Rcds Supv
SMITH, Dawson	E-5	AG-MPM	1310	309	7646	Admin Spec
Tierney, Carlton L.	GS-6	AG-ASB	1310	B-1	5861	Supply Tech
TIMBERLAKE, Mary L.	GS-5	AG-T	6540	NA	5553	MILPERS Supv
TUCKER, Cosette	GS-6	AG-AOP	2424	NA	3553	Supply Tech
TUCKER, Harold	GS-7	AG-AR	1310	NA	4917	Mgt Tech
VAN METER, Glenn E. Jr.	GS-7	AG-AR	1310	NA	1945	Mgt Asst
WADE, Pam	GS-2	AG-M	1310	CS	3344	Clerk Typist
WALKER, Terry J.	E-4	MPM	1310	315	8153	Clerk Typist
WALLACE, Tanya D.	E-4	SAB	1310	112	4186	Admin Clerk
WELLS, Carol S.	GS-7	AG-A	1310	108	4650	Office Svcs Asst
WILLOW, Lee	GS-8	AG-C	1310	308	1131	AO, Cong Inq Ofc
ZOLLMAN, Dorothy A.	E-5	MPR-F	1310	210	7243	Unit Clerk

DPCA

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ADKINS, Regina K.	AS-3/3	PA-PS-ACS-N	5101	NA	8098	Clerk Typist
BOBBY, Vicki L.	AS-5	PA-MSA	7375	NA	4347	Accntg Tech
BORDER, Phillip	SP5	PA	1101	208	2210	Admin Spec
BRAUCCI, Patricia	AS6	PA-ICM	1117	NA	0503	Employee Asst Clk
CARNES, Laura C.	AS5	PA-ICM	4555	Ofc	8558	Admin Svc Clerk
CARWILE, Mary E.	GS-5	PA-MSA	7375	NA	6733	Ofc Svc Clerk
DAVIS, David D.	E-6	PA-PS	6645	1	8515	NCOIC, PSD
GROSS, Helen E.	GS-5	PA-PS-ACSAER	1384	6	1335	AER Clk/Typing
HENSLEY, Kay J.	GS-7	PA-MSA	132	NA	7732	Supply Tech
HOOVER, Deborah	GS-5	PA-MSA	400	NA	5351	Library Tech
JOHNSON, Bonnie	AS-4	PA-ICM	79	NA	0166	Admin Svcs Clerk
JOHNSON, Edith E.	UA-5	PA-MSA	7375	NA	8235	Accounting Tech
KELLEMS, Diana F.	GS-5	PA-PS-ADC	6602	NA	1532	Secretary
MEREDITH, Cathy D.	GS-6	PA-PS-ACS	1384	NA	1315	Social Svcs Asst
MILLER, Cindy K.	GS-5	PA-M	1110A	NA	5613	Mgt Asst
POWELL, Carol	GS-3	PA-MSA	7375	NA	1248	Clerk Typist
RAGLAND, Eddie	GS-5	PA-MSA	9333D	NA	7342	Asst Prgmr,Od Rec
RANDLETT, Susan J.	GS-4	PA-PS	6645	NA	8515	Clerk-Steno
ROCKWELL, Neda	AS-5	PA-ICM	1118	NA	8383	Admin Svc Clerk
SCHIRMER, Sheila	AS-4	PA1-ICM	4072	NA	0409	Club Actvty Clerk
SCHMUCK, Barbara A.	GS-5	PA-S	1016	2	4520	Secretary
SENIUK, Mary E.	PS-4	PA-MSA	6590	NA	8254	Rec Aide/Typist
SHRUM, Peggy	AS 5/2	PA-MSA	7375	NA	4347	Accounting Tech
SPRATLING, Gladys J.	UA-5	PA-ICM	1117	NA	0388	Secretary
STRANAHAN, Kathy M.	GS-5	PA-PS	6645	NA	8515	Secy (Steno)
TOWNSEND, Lavonne	GS-5	PA-PS-ED	1174	200	1445	Secretary
WILSON, Catherine	E-3	PA-PS	6645	NA	8515	Admin Spec

STAFF JUDGE ADVOCATE

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ANSCHUTZ, Michael A.	SFC	JA	1110B	200B	3544	Senior Legal Clerk
FEICKERT, Kathy W.	E-6	JA-LAO	6627	NA	2754	NCOIC, Legal Asst
HOVIOUS, Roger D. Sr.	E-7	JA-C	6626	NA	6913	NCOIC Claims
HUFF, John E.	E-7	JA	1110	200B	3544	NCOIC, Crmnl Law
LEAK, James G. Jr.	E-9	JA	1110B	201B	4668	SGM, SJA Ofc
LUCKETT, Linda S.	GS-5	JA-TDS	1110A	301A	4417	Legal Clerk
O'KELLEY, Sally	GS-5	JA	1110	306A	2048	Secretary/Steno
PUGH, Loretta F.	E-5	JA	1110B	202B	7414	Admin NCO
ROACH, Barbara M.	GS-5	JA	1110B	Comp	1852	Legal Clk/Steno
STECK, Kermit E.	SP-5	JA	1110	202B	7414	Legal Admin NCO
WEAVER, William H.	CW2	JA	1110	201B	4628	Legal Admin
WILLIAMS, Martha H.	GS-6	JA	1110A	206A	1255	Secretary/Steno

PROVOST MARSHALL

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV 464-	JOB TITLE
BANICH, Wendy M.	E-6	PM-C	7741	NA	6512	Dining Fclty Mgr
BLIZZARD, Janet E.	GS-3	PM	1376	NA	1236	Clerk Typist
BRUNER, Judy K.	GS-4	PM	1376	NA	1236	Clerk Typist
CATLEY, Deborah K.	E-4	PM	1376	4	7855	Mgmt Div Clerk
CROWDER, Dennis M.	E-7	PM	1376	NA	3053	NCOIC Phy Scty Div
CUNNINGHAM, Judy A.	E-1	PM	1376	Rcds	1155	7IL
GRAY, Peter C.	GS-9	PM	1376	7	4923	Qlty Assur Spec
LEIGH, Grover C.	E-5	PM	1376	3	3049	NCOIC Off Post MP
MARTIN, Betty G.	GS-3	PM	1376	Rcds	1155	Clerk Typist
MOORE, Herbert F.	SFC	PM-I	1376	NA	2040	NCOIC, MP Invest
POWELL, Robyn	GS-6	PM	1376	1	6852	Secy (Steno)
SEAMANS, Charles B.	E-6	PM-C	7741	NA	1111	Chief, Admin IDF
YOUNG, Shirley F.	GS-4	PM	1376	Rcds	1155	Lead Clerk Typist

DIRECTORATE OF ENGINEERING AND HOUSING

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ANDERSON, LaWanda L.	GS-5	EH-RM	77	NA	4933	Work Order Clerk
BEATTY, Cheryl	GS-4	DEH	77	Admin	6446	Supt Svcs Clerk
BERG, Mary O.	GS-6	EH-SS	57	NA	5024	Acctg Tech
BIDDIX, Mattie P.	GS-4	EH-H	77	NA	3637	Statistical Clerk
CASEY, Debby	GS-4	EH-RM	77	NA	7223	Real Property Clk
CHAPMAN, Virginia	GS-4	EH-PS	77	NA	1010	Engr Svcs Clerk
CHISM, Debra F.	GS-5	EH-H	1383	NA	6418	Supply Clerk
COMBS, Betty J.	GS-5	EH-SS	57	NA	4013	Supply Clerk
CREBESSA, Bette L.	GS-4	EH-PS	77	EP&S	1010	Engr Svcs Clerk
CRUTCHER, Catherine C.	GS-2	EH-RM-B	77	BB	2713	Clerk Typist

DIRECTORATE OF ENGINEERING AND HOUSING (CON'T)

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE-
DUNCAN, Alice	GS-6	EH-SS	57	NA	4013	Supv Supply Clerk
EADY, Marie-Luise	AS-5	EH-H-G	6597	NA	0351	Secretary
EICHMAN, Christine	GS-4	EH-SS	57	NA	3324	Supply Clerk
ELDER, Nancy	GS-4	EH-H	1383	NA	3436	Housing Clerk
FOOTE, Cindy H.	GS-5	EH-H	1383	NA	3146	Secretary
GIBBONS, Kim	GS-5	EH	77	NA	6446	Personnel Svcs Clk
HAMILTON, Sherry	GS-2	EH-SS	57	S&S	5648	Cler˙ Typist
HILL, Linda	GS-4	EH-US	73	NA	6440	Maint Rec Clerk
HILLARD, Rebecca	GS-4	EH-US	73	NA	6846	Maint Rcds Clk
HORNBACK, Martha A.	GS-7	EH-SS	57	S&S	5648	Supv Supply Tech
LEE, Leroy R.	GS-5	EH-H	1383	NA	3346	Supply Clerk
MEADOWS, Linda	GS-4	EH-SS	57	S&S	5024	Supply Clerk
MEDLEY, Susan D.	GS-4	EH-RG	112	NA	5424	Clerk-Typist
PADGETT, Mildred H.	GS-5	EH-EM	57	NA	3629	Secretary
POPHAM, Stephanie	GS-4	EH-RM	77	NA	8450	Estmtng Rcds Clerk
PRAYTOR, Valerie	GS-5	EH-A	77	NA	6446	Secretary
MATTINGLY, Cathy	GS-5	EH-SS	57	NA	5648	Sup Rpts Clk Steno
MILLER, Margaret A.	GS-5	DEH	1383	NA	8655	Housing Referral
MINTER, Beth	GS-6	EH-PS	77	NA	1455	Supv Engr Svcs Clk
SAMPSON, Sarah W.	GS-4	EH-SS	57	NA	4013	Replenishment Clk
SLACK, Nancy	GS-4	DEH	77	NA	2953	Acct Ctrl Clerk
TURNER, Gerhild A.	AS-3	EH-H	1224	2d F	2354	Clerk Typist
WALLACE, Heike	UA5	EH-H	1224	NA	2354	Accounts Tech
WILLETT, Vera	GS-4	EH-RM	77	NA	2242	Secretary

CIVILIAN PERSONNEL

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
BENNETT, Joyce	GS-5	CP-R	1110B	101B	6755	Pers Staffing Clk
BENNETT, Yvonne F.	GS-5	CP-RP	1110B	101B	3822	Staffing Clerk
CROOK, Zane W.	GS-7	CP-T	1110B	307B	7117	Employee Dev Asst
DOEHOEFER, JoAnne G.	GS-4	CP-M	1110B	301B	2447	Pers Clerk Typist
DOWELL, Carole	GS-6	CP-P	1110B	306B	1450	Classification Ast
DOZIER, Doris M.	AS-3	CPO	1110B	300	5228	Clerk Typist
DURHAM, Cynthia A.	GS-4	CP-M	1110B	301B	2447	Pers Clerk Typist
HARAWAY, Ann	GS-8	CP	1110B	101B	6755	Supv Pers Asst
HARLAN, Debbie	AS-5	CP-NAF	1110B	300	5228	Pers Clerk
LEWIS, Chris	GS-5	CP-R&P	1110B	102B	7153	Staffing Clerk
MADRID, Vanessa	GS-4	CP-E/E	1110B	102B	7153	Pers Staffing Clk
STEARMAN, Connie	GS-6	CP	1110B	302B	3454	Secretary
STOLLER, Dianne	GS-11	CP	1110B	307B	1450	Pers Mgt Spec
VARNER, Karen E.d	GS-4	CP-R	1110B	105B	3429	Mail & File Clerk

RESOURCE MANAGEMENT

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
BARMORE, Charles E.	GS-8	RM-FA-PT	63	2	6610	Voucher Exam Supv
BARNES, Henry	GS-9	RM-FA-PMF	1384	NA	4835	Chief, Finance Svc
BRANSON, Lois	GS-6	RM-M-CA	1110A	A10	6233	Mgmt Asst
BROTHERS, Dorothy	GS-4	RM-FA-A	4248	NA	3646	Clerk Steno
CLARK, Barbara	GS-5	RM-M	1110A	A12	6233	Mgt Asst
HAYNES, Mary F.	GS-7	RM-FA-B	4248	NA	1047	Mgt Asst
HOBBS, Bonnie	GS-3	RM-FM	1110A	200A	3019	Clerk Typist
JEFFRIES, Marilynn	GS-4	RM-M	1110A	A126	5245	Clerk Typist
MCVEY, Charles I.	GS-8	RM-PMT	6753	NA	7731	AsstC, Trn/Stu Pay
MINTON, Judith L.	GS-6	RM-FA	5020	1	6217	Supply Tech
PFEIFFER, Dolores D.	GS-8	RM-FA-PCP	63	8	8634	Payroll Supv
PIKE, Debbie	GS-5	RM-R	1110A	104	6815	Internal Rev Clerk
ROBERTSON, Connie F.	GS-4	RM-M	1110A	A12B	6715	Clerk Typist
SKEETERS, Sue	GS-6	RM	1110A	104A	6816	Secretary
SPAULDING, Pearl C.	GS-11	RMFAP	63	5	7946	C, Military Pay
TRIPLETT, Judy	GS-5	RM-FA-P	63	5	4727	Secretary Steno
WETTS, Rita H.	GS-5	RM-FM	1110A	200A	8653	Management Asst
WHELAN, Betty	GS-5	RM-B	1110A	105	3224	Budget Asst
WILKINS, Barbara A.	GS-5	RM-FA	63	NA	1722	Secretary

DIRECTORATE OF INDUSTRIAL OPERATIONS

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ANDERSON, Patricia	GS-4	DI-M	2778	NA	1310	Secretary
BAKER, Judy K.	GS-5	DI-M	2778	NA	2145	Secretary-Steno
BLAIR, Doris L.	GS-4	DI-S-PC	65	108	4228	Supply Clerk
BOWEN, Dorothea J.	GS-9	DI-S-PC	65	105	4745	Supv Sup Tech
BROWN, Elizabeth R.	GS-4	NA	6569	NA	8411	Supply Clerk
BROWN, Patricia L.	GS-5	DI-S-PC	65	105	4745	Supply Clerk
BROWNING, Deborah L.	GS-2	DI-PO	1013	202	6115	Clerk Typist
BRUNER, Ralph M.	GS-4	DIO	T-11	NA	2514	Supply Clerk
BRUTON, Mattie B.	GS-6	DI-AM	1012	NA	6331	Pers Svs Asst
BURBA, Kathleen	GS-5	DI-S	65	103	2433	Secretary (Steno)
CANTRILL, Cheryl A.	GS-5	DI-TC	65	1	2149	Secretary (Steno)
CARROLL, Geneva	GS-4	NA	6568	NA	7049	File Clerk
CLARK, Linda J.	WS-4	DIO-S-S	6569	NA	5055	Swng Mch Op Fmn
CLARK, Sharon	GS-4	DIS-AM	65	101	4019	Distribution Clk
COLON, Judith K.	GS-3	DI-PO	T-11	NA	3330	Data Trans/Clk Typ
CRISP, Martha J.	GS-5	DI-S-AM	65	101	1550	Mgmt Clerk
CROSS, Leola M.	GS-4	DI-M-R	2770	NA	6552	Secretary
CROUCH, Norma J.	GS-3	NA	6569	NA	5519	Supply Clerk
CROUCH, Rich	GS-3	DI-S-AM	65	101	4019	Clerk Typist
DEGRELLA, Margaret R.	GS-4	DI-S-PC	3101	NA	8154	Supply Clerk
DELLINGHAM, Linda J.	GS-3	DI-S-AM	16	NA	7549	Voucher Examiner
DOWELL, Judith	GS-5	DI-S-PC	65	108	4228	Asst Supv Sply Clk
DRAKE, Robin	GS-4	DI-S-FO	6686	101	6323	Statistical Clerk
ELLIS, Doris E.	GS-4	DI-S	92	NA	8342	Supply Clerk
FOX, Cathy	GS-4	DI-S-TI	T-2	NA	8145	Secretary

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
GAINER, Patricia A.	GS-3	DI-AM	1012	203	6331	Clerk Typist
GARNER, Shirley A.	GS-5	DI-PS-C	65	105	1046	Supply Clerk
C AHAM, Marilyn	GS-5	DI-AM	1012	204	1653	Management Asst.
GRAY, Charlotte L.	GS-4	DI-P&O-IPBO	T-11	NA	6218	Supply Clerk
GRIDER, Mary E.	GS-5	DI-PO	1013	202	7053	Rpt of Srvy Exmnr
HEADY, David T.	GS-6	DI-PO	T-11	NA	4728	Prprty Book Offcr
HEALY, Linda	GS-5	DI-M-S	2778	NA	3632	Supply Clerk
HERRINGTON, Janna	GS-4	CIF	6568	NA	8210	Supply Clerk
HILKEY, Elizabeth A	GS-5	DI-PO-MRC	1013	204	8138	Mtrl Readiness Ast
HOBBS, Janet	GS-9	DI-P	4022	NA	2052	Admin Officer
JONES, JoAnne	GS-6	DI-S-CA	65	108	4228	Supervisor
KNIGHT, Elizibeth J.	GS-6	DI-M	2778	NA	1310	Office Srvs Spv
LAHA, Suzanne	GS-4	DI-M-V	2770	NA	6549	Secretary
LEE, Andrea	GS-4	DI-S-PC	65	NA	7959	Spply Clk Typist
LOGAN, Kelli F.	GS-5	NA	2778	NA	5640	Prprty Book Clerk
LOGAN, Marvilene	GS-3	DI-S-CS	6569	NA	3215	Clerk Typist
MEADOR, Genieve N.	GS-4	IPBO	T-11	NA	6218	Supply Clerk
MEEKS, Annette B.	GS-4	DI-M-P	2788	NA	2733	Prdctn Ctrl Clk
MELVIN, Ruth A.	GS-4	DI-S-PC	2781	NA	5647	Slg & Dist Clerk
MERCH, Charlotte	GS-4	DI-S-TI	T-2	NA	8245	Accounting Tech
MILTIMORE, Vannie	GS-8	DI-S-TI	T-2	NA	8245	Spv Spply Techn
MORGAN, Betty J.	GS-9	DI-S-PC	GS-9	NA	6931	Spv Spply Techn
NEWITT, Mary A.	GS-4	DI-M-A	GS-4	NA	4127	Mail & File Clerk
O'BRYON, Anna R.	GS-6	DI-PO	GS-6	NA	6628	Supv Supply Clerk
PASTIRKO, Linda L.	GS-4	NA	65	NA	6243	Supply Clerk
PEACE, Minnie M.	GS-11	DI-S-PC	65	102	8150	Supv Sup Tech
PETRICKO, Sue N.	GS-5	DI-S-PC	65	108	4228	Supply Clerk
POLLOCK, Deborah A.	GS-5	DI-S-PC	65	NA	5422	Supply Clerk
PURSIFULL, Phylis J.	GS-6	DI-S-CS	6569	NA	8411	Supply Tech
PYLES, Christy L.	GS-3	NA	58	NA	5035	Clerk Typist
QUALLS, R. B.	GS-6	DI-TC-M	164	NA	5148	Motor Vhcle OP Spv
RAY, Glenn A.	GS-9	DI-S-CA	65	100	5516	Spv Supply Tech
READ, Connie	GS-4	DI-TC-T	65	8	1052	Secretary
REED, William R.	GS-4	IPBO	T-11	NA	6626	Supply Clerk
REID, Kathlean T.	GS-5	DI-TC-M	T-15	NA	4527	Motor Vhcl Qual Ex
RHONE, Maria	GS-5	DI-S-PC	65	NA	5422	Supply Clerk
RINEY, Carolyn	GS-5	DI-S-CA	65	NA	1222	Supply Clerk
ROBINSON, Mildred	GS-4	DI-M-P	2778	NA	2733	Prod Ctrl Clerk
SAMS, Sharon L.	GS-6	NA	65	NA	3245	Spv Supply Clerk
SHRADER, Hazel	GS-4	DI-SPC	65	108	4228	Supply Clerk
SMITH, Julie A.	GS-4	DI-AM	1012	NA	5714	Mail & File Clerk
SPEAKS, Lou A.	GS-5	DI-PO	1013	201	5345	Sec/Steno
SZWED, Mary R.	GS-5	DI-PO	T-11	NA	6218	Supply Clerk
TABOR, Pattie	GS-4	DI-S-FD	6686	101	3549	Secretary
TENNYSON, Marla	GS-5	DI-AM	1012	107	4844	Secretary
VANNEY, M. A.	GS-9	DI-S-AM	T-16	NA	7549	Qlty Assurance Spc
WEISBRODT, Early H.	E-6	NA	1520	NA	6555	Instructor
WESTROPE, Charleen	GS-9	DI-AM	1012	205	6024	Budget Analyst
WILSON, Roy	GS-6	DI-PO-IPBO	T-11	NA	2514	Supv Supply Tech

INSPECTOR GENERAL

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
BARNETT, Stanley C.	E-6	IG	1001	NA	1710	Inspection NCO
BOWERS, Terry L.	SFC	IG	1001	NA	1710	Inspection NCOIC
CONNORS, Mike	MAJ	IG	1001	NA	1710	Assistant IG
DEVORE, Grada W.	GS-6	IG	1001	NA	6337	Sec-Steno
ELDRIDGE, Richard G.	E-7	IG	1001	NA	1710	Pers Mgmt Inspctr
GNUS, Patricia	GS-5	IG	1001	NA	1710	Secretary/Steno
MAYLE, Aran	GS-5	IG	1001	NA	6337	Sec/Steno
PERDUE, Raymond D.	E-6	IG	1001	5	6337	Admin NCO

DIRECTORATE OF RESERVED COMPONENTS

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
FARMER, Janet L.	GS-4	DRC-O	1018	NA	3910	Clerk Typist
FELTS, Ann	GS-4	DRC-PS	1018	102	4046	Supply Clerk
LIEMSKI, Nancy A.	E-3	DRC-A	1018	NA	2625	Admin NCO
MILLER, Mary A.	GS-6	DRC	1018	NA	1351	Secy-Steno
MULLINS, Rita	GS-9	DRC-RM	1018	NA	8249	Budget Analyst
SINGLETON, Thelma D.	GS-9	DRC-RM	1018	NA	8249	Budget Analyst

DIRECTORATE OF SECURITY

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
BOYD, Darlene G.	GS-7	DS	204	202	2343	Security Asst
ERWIN, Harold	E-6	DSEC	204	240	2814	Intell Anal
SCOTT, Michelle	GS-5	DSEC	204	NA	1425	Secretary

PUBLIC AFFAIRS

LAST NAME-FIRST-MI	GRADE	SYM: ATZK	BLDG	ROOM	AV: 464-	JOB TITLE
BARR, Diana	GS-4	PAO	469	NA	4413	Clerk Typist
HANCOCK, Norma	GS-6	PAO	469	NA	7451	Secretary

CHAPLAIN'S OFFICE

LAST NAME-FIRST-MI	GRADE	SYM: ATZK	BLDG	ROOM	AV: 464-	JOB TITLE
EDMONDSON, Ruth A.	GS-6	CH	1110A	201A	3422	Secretary
PULSANSKY, Michael E.	E-6	CH	1110A	201A	5255	Chapel Atvy Spec

AUTOMATION MANAGEMENT OFFICE

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
HENRANDEZ, Chieko	GS-6	IS	5101	NA	6255	Secretary

EEO OFFICE

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
WILSON, Yolanda	GS-7	EEOO	261	NA	3171	EEO Spec

DIRECTORATE FOR PLANS AND TRAINING

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
ADKINS, Reta	GS-4	DPT-TASC-TV	2369	NA	3725	Clerk Steno
BAKER, Flora G.	GS-5	DPT-NRT-USAR	1578	100	1578	Training Tech
BEALE, Bue A.	GS-5	DPT-NRT	1533	NA	5715	Secretary
BICKETT, Mary W.	GS-6	DPT	1101	106	2246	Secretary-Steno
BLAKE, Rosemary	GS-4	DPT-NRT-USAR	1547	NA	3137	Acdmc Records Clk
BOSWELL, Sanday	GS-5	DPT-PO	1101	6	5146	Secy/Steno
CARTER, Cynthia S.	GS-7	DPT	1101	107	3235	Ofc Svc Asst
CLAYWELL, Roxie	GS-4	DPT-PO-SQT	2709	NA	2424	Clk-Steno
DAVIS, Joseph F.	GS-4	DPT-NRT-AVTS	1541	NA	2914	Supply Clerk
DAY, Frank J.	GS-9	DPT	5217	NA	5415	Instructor
DECKER, Nelle S.	GS-4	DPT	1101	107	3235	Admin Clerk-Steno
DHYORS, Robert	GS-4	DPT-AVN	5220	NA	8112	Supply
DILLON, Charles J.	E-6	DPT-PO	1101	5	6111	Ops Sgt
EMILY, Peggy L.	GS-3	DPT-T-SCHD	2369	200	3551	Clerk-Typist
GRAEBERT, Debbie	GS-3	DPT-NRT	1533	NA	5715	Clerk-Typist
GREER, Barbara P.	GS-5	DPT-TASE-TV	2369	NA	6745	Librarian
HENSEN, Nancy E.	GS-4	DPT-MI(AC)	1519	NA	7943	Secretary
HICKOK, Carol J.	GS-4	DPT-TI	2369	204	4455	Clerk-Typist
HOWARD, Sandy	GS-5	DPT-AVN	5220	NA	4753	Secretary-Steno
HOWELL, Beatrice M.	GS-5	DPT-TASC	2317	NA	6946	Secretary/Steno
KINNEY, Anita C.	GS-5	DPT-AVN	5220	NA	6240	Flt Opns Clerk
LAUY, Albert E.	GS-7	DPT-TA	6614	NA	2420	Supv Gen Sply Spt
LOGSDOW, Jean	GS-6	DPT-TS	2369	18	7236	Training Spec
LUGO, Patricia	GS-4	DPT-TASC-S	6614	NA	2854	Clerk-Steno
MARCUM, Betty J.	GS-4	DPT-NRT-STS	1810	NA	3855	Sply Clerk-Typist
MATTINGLY, Joey	GS-5	DPT-T	2369	102	7545	Secretary
MEADOWS, Carolyn	GS-06	DPT-RG	6034	109	2624	Budget Tech
MCKIBBEN, Ruth A.	GS-4	DPT-TASC-P	2317	NA	4850	Trng Aids Svcs Clk
MICHALAK, Melainie	GS-5	DPT-RG	6034	115	1447	Secretary/Steno
MITCHELL, Catherine	GS-5	DPT-P&M	1107	NA	4250	Mgmt Asst
NEAL, Charles C.	GS-6	DPT-PO-R	1101	1	2520	Readiness Asst.
NEITZEL, Teresa	GS-4	DPT-TS	2369	217	7236	Schools Clerk
NESBIT, Helen J.	GS-4	DPT-TASC-AV	2317	NA	4946	Supply Clerk
NUGENT, Kathryn	GS-5	DPT-T-SPT	2369	202	7822	Support Clerk

LAST NAME-FIRST-MI	GRADE	SYM: ATZK-	BLDG	ROOM	AV: 464-	JOB TITLE
OGLETREE, Linda D	E-3	DPT-T-SPT	2369	NA	7822	Admin Spec
SEDROIS, Carolyn S.	GS-5	DPT-TASC	2317	NA	8520	Work Order Coor
STOWE, Alice L.	E-4	DPT-TS	2869	217	7236	71L Admin Spec
SULLIVAN, Glenda J.	GS-3	DPT-PO-TE	2707	NA	2015	Clerk-Typist
SUTTON, Erselle G.	GS-3	DPT-BCFVNETT	T2902	NA	7818	Clerk-Typist
THOMPSON, Janna	GS-5	DPT-M	4554	NA	6350	Museum Aid
TOLLISON, Debra S.	SP-4	DPT-MIRCNETT	1015	NA	4585	Admin Spec
WALKER, Unestine	E-5	DPT-AVN	2010	5	6240	Flight Operations
WHITE, Judy	GS-5	DPT-POP	1101	5	2751	Plans Clerk
WILLIAMS, Mary	GS-4	DPT-P&M	1117	NA	3131	Clerk Steno
WILLIAMS, Paul R	CW-3	DPT-AVN	5202	NA	3045	Avn Safety Ofcr
WRIGHT, Louise	GS-7	DPT-M	4554	NA	7350	Museum Tech
YATES, Rebecca	GS-4	DPT	2317	NA	8520	Wrk Ordr Crdntr

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AG-AR	Records Training – Modern Army Records Keeping System (MARKS)

TO SEE DISTRIBUTION	FROM AG	DATE 0 3 JAN 1984	CMT 1

Mr. Smith/ta/41945

Reference Disposition Form, ATZK-AG-AR, this headquarters, 7 Jul 83, subject: Conversion of The Army Functional Files System (TAFFS) to Modern Army Records Keeping System (MARKS).

Training for the MARKS program has been scheduled as shown below. Classes 1-7 will be held in Bldg No. 1011, 192d Tank Battalion Road. Attendees will use the parking area located behind the Old Brick Hospital. Location for classes 8 and 9 will be provided later.

CLASS NO.	DATE	TIME	ACTIVITY	ALLOCATION
1	10 Jan 84	0815-1115	DIO	20
			DEH	20
2	10 Jan 84	1245-1545	SJA	4
			Chap	3 - 1
			DSEC	3
			DRM	7
			DRC	3
			EEO	1 - 1
			AMO	1
			CPO	10
			PAO	2
			AG ASB	4
			IG	2
3	11 Jan 84	0815-1115	DIO	15
			DEH	15
			DPT	10
4	11 Jan 84	1245-1545	DPCA (less AG)	15
			DPT	15
			AG MILPO	10
5	12 Jan 84	0815-1115	DPCA (less AG)	15
			AG MILPO	12
			AG TFB	4
			AG SAB	3
			AG ASB	6
6	12 Jan 84	1245-1545	DPT	10
			DIO	15
			PM/LEA	5

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

K-AG-AR
JECT: Records Training – Modern Army Records Keeping System (MARKS)

CLASS NO.	DATE	TIME	ACTIVITY	ALLOCATION
7	13 Jan 84	0815-1115	SJA	4
			Chap	2 + 1
			DRM	7
			DRC	3
			EEO	1
			AMO	1
			CPO	10 - 1
			IG	5
			AG MILPO	6
			AG AFPP	1
8	16 Jan 84	0815-1115	DPCA (less AG)	5
			DPT	5
			PM/LEA	5
			DIO	5
			AG SAB	2
			AG Reenl	1
			AG Mob	1
			PAO	1
			DIO	15
9	16 Jan 84	1245-1545	PM/LEA	5
			DIO	10
			DEN	5
			AG ASB	4
			AG MILPO	3
			Unscheduled	13

CLASS RM # 5
BLDG 2010 BOUDNET HALL
OLD MONROE AVE

Do not schedule attendees in excess of each class allocation. Activities having less ple to train than allocated will contact Mr. Smith, AG Records Management Section, ne 4-1945. In addition, arrangements will be made if allocation needs to be increased.

THE ADJUTANT GENERAL:

Julie J. Poore

JULIE J. POORE
AG Admin Asst

DISTRIBUTION:
- DPCA
- DIO
- DEN
- DRM
- DRC
- DPT
- Chap

2 - SJA
2 - PAO
2 - IG
2 - PM/LEA
2 - EEO
2 - AMO
2 - CPO
2

31/44/5

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

. . . .

Chapter 6

Summary of Contacts with Pilot Participants

1. During the course of the pilot, on-site supervision and assistance was rendered by the following members of the Records Management staff at Ft. Knox:

> Mr. Howard Smith, RMO
> Ms. Sandra Johnson
> Mr. "Bucky" Harris

2. During the training phase (Chapter 5), participants were encouraged at any time during the course of the pilot to ask questions, give comments, or suggest improvements by any of three means:

   a. <u>Telephonic assistance:</u> By local phone call to Mr. Smith and his staff, or by AUTOVON to the MARKS Project Team. In the latter category, calls for assistance in identifying records under MARKS averaged two a day for the first two months, then tapered off gradually to three or four a month for the remainder of the pilot. Calls to Mr. Smith were handled locally; those that required changes or additions to AR 340-ZZ were referred to the MARKS Team.

   b. <u>Inquiry form:</u> All participants were furnished supplies of DAAG Form 315 (Test) (sample at Encl # 1) and were encouraged to use the form as a vehicle for raising questions or suggesting improvements. This form proved by far to be the most popular means of addressing problems associated with the pilot. A total of 151 DAAG Forms 315 (Test) were submitted to and acted upon by the MARKS Project Officer during the pilot. At Enclosure # 2 is a summary of these contacts from start of the pilot through 15 December 1984. At Enclosure # 3 are representative sample submissions from pilot partici-pants with responses from the MARKS Project Office; these are included to show the scope and depth of inquiries and responses. The entire file of Forms 315 is too bulky for reproduction in this report, and thus is maintained in the MARKS Historical File. A large percentage of these inquiries requested identification of records under MARKS that had either (1) been improperly identified under TAFFS, or (2) not identified at all under TAFFS; hence, they had not been included on the Lists of Selected File Numbers and were not con-verted to MARKS by prescribing directive during preparation for the pilot.

   c. <u>Site visits:</u> During the course of the pilot, eight (8) site visits were made to Fort Knox by the MARKS Project Officer. The trip reports documenting these visits are attached as Enclosures 4 through 11. Additionally, three (3) visits were made to HQ, USA TRADOC in connection with this pilot; the trip re-ports for these visits are at Enclosures 12 through 14.

3. A further communication with all pilot participants is documented at En-closure # 15.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: [ ] TITLE OF THE RECORD SERIES: _____

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _____

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: _____

_____

_____

_____

_____

(Continue on separate sheet, if necessary.)

YOUR ...   Name: _____

Organization: _____

Address: _____ ZIP: _____

AUTOVON: _____

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

Encl # 1 to Chapter 6

Summary of Fort Knox Participation in MARKS

Date of Response	Name of Inquirer/Ofc Symbol	Area(s) Involved	Results (Add/chg/etc.)
19Dec84	Ms. Johnson, AG-AR	Ldry-dry cleaning	Add 420-10e
18Dec84	Ms. Johnson, AG-AR	Access rosters	Add 380-5d
18Dec84	Mr. Harris, AG-AR	Distribution schemes	Add 310-2k
14Dec84	Mrs. Williams, MILPO	Off Pds on AD	None (explained)
12Dec84	Mr. Harris, AG-AR	Ldry-dry cleaning	Amend 210-130a & b
11Dec84	Mr. Harris, AG-AR	Locator files	Amend 600b
11Dec84	Ms. Bobby, PA-MSA	Wildlife funds	Amend 420-74c
11Dec84	Ms. Slack, EH-RM	Air cond. policies	Add 420-54a
04Dec84	Ms. Young, AG-TA	Recruiter connivance	None (explained)
27Nov84	Ms. McCarter, IG	EO and EEO	Re-worked 5 #'s
27Nov84	SFC Filush, Redepl.	Passport files	None (explained)
27Nov84	SFC Filush, Redepl.	POR files	Amend 55-46a
26Nov84	Ms. Johnson, AG-AR	Maint/Construction	Am.415-10c/415-35a/420-81d
26Nov84	Ms. Johnson, AG-AR	Mil. guide specs	Add 715m
13Nov84	Ms. McCarter, IG	DOD-affil. personnel	Add 690-700e
06Nov84	Ms. Card, DIC-SP Ms. Bennett, DIC-SP	U.S. visitors	Add 600-25b
06Nov84	Mrs. Williams, MILPO	Funeral support	Add 600-25a
06Nov84	Ms. Graham, FAO/DRM	Hand receipts	Add 215-5f
15Oct84	Ms. Graham, FAO/DRM	NAF	Add six 215-series #'s
15Oct84	Ms. Card, DIC-SP Ms. Bennett, DIC-SP	U.S. visitors	None (discussion)
15Oct84	Ms. Graham, FAO/DRM	Supv/Mgr employee files	None (explained)
10Oct84	Mr. Smith, AG-AR	Workers' comp	Add 690-800a
09Oct84	Ms. Stith, RM-M	Manpower staffing	None
09Oct84	Ms. Card, DIC-SP Ms. Bennett, DIC-SP	Foreign visitors	Re-word 380-25a Add 380-25d
05Oct84	Mr. Smith, AG-AR	Quality of life	Add 600-19a

Encl # 2 to Chapter 6

Date of Response	Name of Inquirer/Ofc Symbol	Area(s) Involved	Results (Add/chg/etc.)
05Oct84	Mrs. Williams, MILPO	Indebtedness	None (explained)
04Oct84	Ms. McCarter, IG	Food service files	Revised 30-1a & 30-1d
04Oct84	SFC Crowder, MP Co	Property files	None (explained)
03Oct84	SFC Crowder, MP Co	Physical profiles .	None (explained)
03Oct84	SFC Crowder, MP Co	Physical security	Resc. 380-5t, Add 190-13d
03Oct84	SFC Crowder, MP Co	Sick slips	None (explained)
03Oct84	SFC Crowder, MP Co	Training media files	None (explained)
02Oct84	SFC Crowder, MP Co	Keys & locks	Add 190-51a
02Oct84	Mr. Harris, AG-AR	Mail inspections	Add 340-3b
02Oct84	SFC Crowder, MP Co	Training files	Add 350a
20Sep84	Mr. Harris, AG-AR	Background Instr.	Am. 310-1i, Add 310-1q
19Sep84	Ms. Montgomery, AG-MOM	Personnel actions	Add 614-100c/621-1a/614-120a/ 611-110a/351-22a/614-162a
19Sep84	Ms. Stranahan, PA-PS	Fund raising	None (explained)
12Sep84	Mr. Smith, AG-AR	Ammunition	Add 700-22df & 740-1d
23Aug84	SP5 Pugh, SJA	Legal precedents	None (explained)
10Aug84	Mr. Neal, DPT-PO-R	CAPSTONE program	Add 11-30a
09Aug84	PFC Lewis, PM	Vehicle reg/drivers	Amend 190-5b
02Aug84	Mr. Galloway, PM	Keys & locks	Add 190-11a
01Aug84	Ms. McCarter, IG	IG complaints	Add 20-1e
25Jul84	Ms. Johnson, AG-AR	Educ. development	Add 621-5a
23Jul84	Mr. Matthews, AG-STP	MILPC-5 report	Add 600-8f
23Jul84	Mr. Matthews, AG-STP	Separation documents	Add 635-5a
17Jul84	Ms. Stranahan, DPCA	Exchange service	Add 60-series
10Jul84	Ms. Johnson, AG-AR	14 hard-to-identify	None (explained)
10Jul84	Ms. Stranahan, DPCA	Dependent schools	Add 352-series

Date of Response	Name of Inquirer/Ofc Symbol	Area(s) Involved	Results (Add/chg/etc.)
09Jul84	Ms. Graham, FAO/DRM	Supv/Mgr Records	Add 230-2r (215-3dd)
09Jul84	Ms. Graham, FAO/DRM	VIABLE system	Add 380-380e
09Jul84	Ms. Graham, FAO/DRM	Petty cash/change fund	Add 230-9b
06Jul84	Ms. Stranahan, DPCA	Child development	Add 608-10a
06Jul84	Ms. Stranahan, DPCA	AER files	Add 930-series
06Jul84	Ms. Stranahan, DPCA	Private Orgn files	Add 210-1a
25Jun84	Ms. Stith, RM-M	Mgmt info control	Add 335-series
06Jun84	Ms. Casey, EH-RM	Real property	Add 405-70a
01Jun84	Ms. Spratling, PA-ICM	Club management	None (explained)
30May84	Ms. Chumley, DPCA	File numbers/corres.	Amended narrative
30May84	Ms. Casey, EH-RM	UPHousing	None (explained)
10May84	Ms. Slack, EH-RM	Maintenance program	Add 420a
09May84	Ms. Casey, EH-RM	Real Property	Amend six #'s
08May84	Ms. Newitt, DIO	Health hazards	Add 40-5a
08May84	CW2 Weaver, SJA	Dummy files	None (explained)
07May84	Ms. Graebert, UPH	UPHousing/GHousing	Add 210-11a
03May84	Ms. Stith, RM-M	Internal control	Add 11-2a
19Apr84	SFC Perdue, IG	General corres.	Added GC category
18Apr84	CPT Williams, AG-MPA	File numbers/corres.	None (explained)
22Mar84	SFC Furlong, MILPO	OER's	None (explained)
22Mar84	Ms. Fox, DIO	Price lists	Add 30-18e
19Mar84	Ms. Edmondson, Chap.	Supv/Employee files	Add 690c
15Mar84	Mr. Neal, DPT-PO-R	Nuclear surety	Add 5-5a/b/c/d
14Mar84	Ms. Henry, Redepl.	Passports	Add 600-290a

Date of Response	Name of Inquirer/Ofc Symbol	Area(s) Involved	Results (Add/chg/etc.)
09Mar84	Mr. Neal, DPT-PO-R	EDRE	None (discussed)
09Mar84	Ms. Salsman, RM-F&AO	Microfiche reports	None (explained)
09Mar84	Ms. Boswell, DPT-PO	Marksmanship	Add 350-6a
02Mar84	Ms. Willett, EH-RM	Mgt Improvement	None (explained)
02Mar84	Mr. Harris, AG-AR	Dining facilities	Am. 30-1d, Add 600-38a
02Mar84	Mr. Harris, AG-AR	Promotion boards	Amend 600-200c & 27-10f
01Mar84	Ms. Tennyson, DIO	Army stock fund	Add 7 #'s under 37-111
01Mar84	Ms. Minton, DRM/FAD	Filing equipment	None (explained)
01Mar84	C.M. Marion, DRM/FAD	Engr work orders	None (explained)
01Mar84	Ms. Minton, DRM/FAD	Micrographics	None (explained)
28Feb84	Ms. Tennyson, DIO	Agreements	Add 5-8a
28Feb84	Ms. Crisp, DIO	Office equipment	Amend 340b
28Feb84	Ms. Crisp, DIO	Uniforms/insignia	None (discussed)
28Feb84	Ms. Crisp, DIO	Clothing/textiles	Add 32-series
27Feb84	Ms. Willett, EH-RM	Management	Add 5-4a thru 5-4f
27Feb84	Ms. Vannoy, Laundry	Laundry/dry cleaning	Add 210-130b&c
27Feb84	PFC Lewis, PM	Veh Regis/drivers	None (discussed)
27Feb84	Mr. Smith, AG-AR	Committment/oblig.	Add 37-108f
13Feb84	Ms. Crook, OSP	Spn. Locator Files	Add 37-101-1j
13Feb84	Ms. Graham, RM-FA-N	NAF files	None (discussed)
09Feb84	Ms. Thompson, Museum	Museum materials	None (explained)
09Feb84	Ms. Patee, DPCA	Retirement files	Add 635-100a,635-200b,and 640-10d; amend 608-25a

Date of Response	Name of Inquirer/Ofc Symbol	Area(s) Involved	Results (Add/chg/etc.)
08Feb84	Ms. Graham, RM-FA-N	Insurance, risk mgmt, grants	Add 230-16a and 230-1f
07Feb84	Ms. Minton, DRM/FAD	POL management	None (explained)
07Feb84	Ms. Hull, AG Orders	Orders lsogs	Amend 310-10a&c
03Feb84	Mr. O'Daniel, RSO	SBP/RSO	Add 5 608-series #'s
03Feb84	Ms. Minton, RM-FAD	Supply auth. cards	Reword 710-2m
03Feb84	Mr. Haycox, AG-AR	Daily activities	Add 37-101-1i
03Feb84	Mr. Haycox, AG-AR	DA 31 control logs	Add 37-101-1g
03Feb84	Mr. Haycox, AG-AR	pay adjustment logs	Reword 37-101-1c
03Feb84	Mr. Haycox, AG-AR	Levy/garnishment	Add 37-101-1h
03Feb84	Mr. Haycox, AG-AR	Control documents	Add 37-101-1g
03Feb84	Mr. Zappala, DPT	Academic files	Re: 351a
03Feb84	Mr. Haycox, AG-AR	Withholding tax	Add 37-101-1f
02Feb84	Ms. Blake, DPT-NRT	Tng/schools	Add 350-1e & 351a
01Feb84	Ms. Claywell, DPT/SQT	ITEP/CTT/SQT	Add 350-37a
01Feb84	SFC Butterworth, MILPO	Privilege cards	Add 640-3e
01Feb84	Mr. Jones, FA	Mgmt control files	Add 708-1a
01Feb84	Mr. Haycox, AG-AR	Inventory adjustments	Resc. 735-11d, Add 710-2u
30Jan84	Ms. Logsdon, DPT-TS	Student selection	Add 351-1a
26Jan84	CW3 Williams, DPT	Avn & fire prevent.	Various
26Jan84	Mr. Harris, AG-AR	DA Form 4187	None (discussed)
26Jan84	Ms. Townsend, PSD/DPCA	Education	Add 621-5a
26Jan84	SSG Althaus, MILPO	POR & Passports	Add 55-46a&b

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

DAAG-AMR-P/MARKS

Sent to both

OFF:

Mr. Howard L. Smith
USAARMC & Ft Knox (ATZK-AG-AR)
Fort Knox, KY 40121

Mrs. Dorothy Hull
AG Orders, Pike Hall, Bldg 1310
Fort Knox, KY 40121

Dear Mr. Smith and Mrs. Hull:

Following the MARKS training in January, Mrs. Hull made a suggestion to
Mr. Haycox that certain wording be included in file numbers 310-10 and
310-10c to cover the logs that are kept to insure continuity of orders
numbers (copy at Encl # 1).

The suggestion is 100% on target; for any long-term or permanent records,
the log or index becomes a part of the record when it is retired. We
just had never cranked the actual wording into TAFFS!

We have added the wording to both file numbers, per the advance copy at
Encl # 2. This will be included in the total revision which we hope
to have in everyone's hands by the first week of March; you may use
Encl # 2 until that time.

Thank you, Mrs. Hull, for participating in and helping us with this
project. If you have any further questions or problems, please don't
hesitate to contact Howard Smith or call us (AUTOVON 221-0440).

                        Sincerely,

2 Encls   John G. Vos
as   MARKS Project Officer

EXISTING MARKS NUMBERS: 310-10a and 310-10c

Prescribing directive: AR 310-10

DISCUSSION: AR 310-10 requires the maintenance of files for Personnel-type
and Permanent Files.   An implied requirement is the maintenance of a log to _SEARCH FOR
insure continuity of orders numbers and to facilitate the numbers of previously
issued orders to facilitate publication of amendments when necessary.
Disposition of this log is not currently covered by the DRAFT MARKS Regulation.
It is felt that this log should be retired along with the orders being retired
in order to facilitate records searches at the installation records holding
areas and at the National Records Centers.

RECOMMENDATIONS: That the contents of the files for numbers 310-10a and 310-10c
be changed as indicated below:

310-10a Personnel-type order files.
        KEYWORDS:
        Documents announcing certain travel, promotion, courts-martial, certain
        personnel actions, and separations issued by HQDA or by -any other element
        of the Army, per the formats in AR 310-10.   Includes the log used to
        insure continuity of file numbers.   Does not include DD Form 1610,
        Request and Authorization for TDY travel of DOD Personnel, or
        Invitational Travel Orders. ·
        Destroy after 56 years. Retire to WNRC. Log or Register of orders
        issued will be transmitted along with orders being retired.

310-10c Permanent Order Record Set Files
        KEYWORDS:
        "Record Set" of permanent orders, issued by any element of the Army,
        and Department of the Army General Orders (DAGO) issued by HQDA.These
        Orders pertain to such matters as organizational actions, awards and
        decorations. These records will lnot be charged out or posted, and
        include the logs or registers utilized to insure continuity of numbering
        Permanent. Cutoff annually and retire orders and registers or logs
        with the next regular retirement or transfer.

An alternate solution may be the creation of a new file substantially as follows;

310-2d Order Register Files
        Logs/registers utilized to factilitate the numbering of and location
        of numbered orders.

        Cutoff annually as each new numbering system begins. Maintain in CFA and
        RHA with orders files. Destroy when no longer need for reference.

                              POC: Hansel L Haycox , GS 05
                                    Records Management Office
                                    Ft Knox KY 40121
                                    Autovaon: 464-1945

310-10a Personnel-type order files.
KEYWORDS:
Documents announcing certain travel, promotion, courts-martial, certain personnel actions, and separations issued by HQDA or by any other element of the Army, per the formats in AR 310-10. This includes any logs, indices, or other control documents used to insure continuity of orders numbers, where such exist. Does not include DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, or invitational travel orders.

Destroy after 56 years. Retire to WNRC.

*   *   *   *   *   *   *   *   *   *   *   *

310-10c Permanent Order record set files.
KEYWORDS:
"Record Set" of permanent orders, issued by any element of the Army; and Department of the Army General Orders (DAGO) issued by HQDA. These orders pertain to such matters as organizational actions, awards, and decorations. This includes any logs, indices, or other control documents used to insure continuity of orders numbers, where such exist. These record sets will not be charged o·· or posted.

Permanent. Cut off annually and retire with the next regular retirement or transfer.

REPLY TO
ATTENTION OF

0 1 FEB 1984

DAAG-AMR-P/MARKS

Mr. Hansel L. Haycox
HQ, USAARMC & Ft Knox (ATZK-AG-AR)
Fort Knox, KY 40121

Dear Mr. Haycox,

You submitted to us a suggestion under the MARKS test dealing with
separations locator cards kept by the One-Stop Processing Facility at
Fort Knox (copy at encl # 1).

You suggested that they need to keep these cards 2 years vice the
6 months retention specified in MARKS number 37-101-1f.

In researching this problem, I find that these records (in TAFFS, they
are FN 305-07) used to be called "Pay Index Record Cards" and had a
one-year retention associated with them. In 1981 we changed the title
to "Locator Card Files" and reduced the retention to 6 months based on
a suggestion made by USA Finance & Accounting Center, Indianapolis. The
rationale cited was this:

> "Pay record index card files should be changed to Locator
> Card Files since some field stations have been authorized
> to use locator listings produced by the JUMPS-Automated
> Supplemental System (JASS). The disposition of the
> locator cards (listings) should be changed to 6 months
> since the JUMPS-Army system can provide locator service
> to the field station by input of LOC to the MMPF. The
> turn-around time is only 2 or 3 days which assures adequate
> locator capability."

Let me suggest this. I would appreciate it if you could ask the processing
facility if they have access to JUMPS-Army for locator service (beyond the
6 months authorized retention for the locator cards). If they **do**, is that
not adequate for their long-term locator requirements? If they **do not**,
please so advise and I'll see what we can do about either making an exception
for the one-stop processing facility, or changing the disposition for every-
body.

Again, many thanks for your help in this project.

Sincerely,

John C. Vos
MARKS Project Officer
AUTOVON: 221-0440

Encl.

Existing MARKS Number: None

Prescribing Directive: AR 37-101-1

DISCUSSION: The One-Stop-Processing-Center is a peculiar activity in that it is not covered by prescribing directives, and is not a recognized activity in any authorization document, yet performs a vital function at virtually every military installation. At Ft Knox, the one-Stop facility is isolated from the various staff directorates to which the activity is responsible, and so, in general must operate as an independent activity. All personnel separations, All permanent party personnel reporting in to Ft Knox or Departing from Ft Knox process thru this activity.

Within the separations section of the Finance Office of the one-stop facility, all processing for the separation of personnel is conducted. This inculdes normal separation processing, elimination actions, retirements, and separation of those ARNG and USAR personnel who are at Ft Knox in an ADT status and who revert to their assigned unit upon completion of Active Duty for Training.

A locater card file ismaintained within this office to facilitate location of final Military Pay Voucher Files for separated individuals, since the Finance Center requires that any supplemental payments be made by the office making the final payment. Although financial locater cards are permitted by the MARKS draft regulation, it requires disposition after six months. Since inquiries, claims, requests for information, etc are received up to 2 years (and sometimeslonger) it is felt that it is necessary to maintain the locater card file for 2 years. Having the locater card available enables the separation unit to identify the final MPV voucher number. and so facilitates the search for the voucher so that it can be determined whether additional payments are authorized.

RECOMMENDATION: That a file under the MARKS system substantially as follows be authorized;

37-101-1f Separations Locater Card File
        KEYWORDS:
        Cards prepared for each person for whom a final (separation) military pay voucher is prepared and includes such information as name, SSN, date of separation, and final MPV number.

        COFF annually, Hold in CFA, and destroy after 2 years

OSP: D-2 yrs ____.

POC: Hansel L Haycox, GS 05
     Records Management Office
     Ft Knox, KY 40121
     AUTOVON: 464-1945

REPLY TO
ATTENTION OF

2 8 FEB 1984

DAAG-AMR-P/MARKS

Ms. Martha J. Crisp
USAARMC & Ft Knox (DIO Sup & Svcs)
Fort Knox, KY 40121

Dear Ms. Crisp:

This responds to your Form 315 (copy at Encl # 1) dealing with series
670: UNIFORMS AND INSIGNIA.

In reading through AR 670-1, Wear and Appearance of Army Uniforms and
Insignia, I couldn't find anything that would result in the creation of
identifiable records at the installation level. Your form says "...procedures
concerning the fitting of clothing, used clothing, deferred issue, distinctive
insignia, and BDU instructions." Are these "procedures" actually HQ, USAARMC
Regulations, or TRADOC directives of some sort? If so, they would go under
file number 310-2e as Reference Publication Files.

If 310-2e does not fit your requirements for some reason, please drop me
a line and give me as complete a description of the "procedures" as you can,
and we'll see what we can do.

Thanks for your interest in and support of this project.

Sincerely,

Encl.

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: *670*   TITLE OF THE RECORD SERIES: *Uniforms + Insignia*

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE *AR 670-1*

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: *This series needs to be included for filing of procedures concerning the Fitting of Clothing, used clothing, deferred issue, distinctive insignia and BDU instructions.*

(Continue on separate sheet, if necessary.)

YOUR ...   Name: *Martha J. Craig*
    Organization: *DIO Sup & Svcs*
    Address: *Ft Knox Ky*   ZIP: *40121*
    AUTOVON: *464-1550/4019*

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

0 1 MAR 1984

DAAG-AMR-P/MARKS

Ms. Judith L. Minton
USAARMC & Ft Knox (DRM/FAD-Supply)
Fort Knox, KY 40121

Dear Ms. Minton:

This responds to your Form 315 on micrographics equipment and supplies (copy at Encl # 1).

If your office is approving microfiche readers or other equipment involved in a micrographics system, then yes, 340-22a is the proper file number to use. Note that it is for "...offices which review and/or approve requests for micrographics equipment."

A lower, working-level office which requests a microfiche reader or reader/printer (for example) would use 340b, which includes "...requests...for equipment" for the normal operation of the office.

Thanks for your interest in the project, and drop a line or give us a call if you have any other suggestions or problems.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

Encl.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: *340-22a*   TITLE OF THE RECORD SERIES: *Micrographic Systems and Equipment Management Files*

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _____

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: *Is this the correct file # of approvals of microfiche and/or reader/printers*

_____

_____

(Continue on separate sheet, if necessary.)

YOUR ...   Name: *Judith L. Newton*
Organization: *DRM, FAD, Supply*
Address: *Bldg 5020 Ft Knox, Ky*   ZIP: *40121*
AUTOVON: *464-6217*

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

Please See Reverse

DAAG FORM 315 (TEST). 1 OCT 83

COMMENTS BY THE RECORDS MANAGEMENT OFFICE.

It appears that this is the correct FN for the material listed. However, it also
appears that the content of the file is in error, in thatthere is no indication
that the requesting agercy should file the documents. The requesting agency
should maintain a file including the request and approval for the equipment, and
should observe the same disposition instructions as now given.

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

1 March 1984

Ms. Marla Tennyson
USAARMC & Ft Knox (DIO, A&M)
Fort Knox, KY 40121

Dear Ms. Tennyson:

Confirming our telephone conversation today, this is in response to the Form 315 (copy at Encl # 1) you submitted on Army Stock Fund.

We have added nine file numbers to MARKS covering accounting records and reports dealing with the Army Stock Fund; they are numbered 37-111a through 37-111i, and a copy is at Encl # 2 for your use. These won't be in the total revision which you will receive in a few days, but they will be included in the next formal change.

I believe the specific file number for the "Statement 7 Narrative Analysis Stock Fund Management" report would be 37-111e, Army Stock Fund – Branch Office Financial Statement and Schedule Files. These are held for two years after the close of the fiscal year in which they are submitted, and are then destroyed. A file label under MARKS for the current fiscal year would read generally as follows:

```
37-111e STATEMENT 7 REPORTS      (FY84)
COFF 30 Sep 84, Dest Oct 86
```

I hope this is of value to you, and please call or drop us a line if you have further suggestions or problems.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

Encls.

The Modern Army Record-Keeping System [MARKS]

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: *37*

TITLE OF THE RECORD SERIES: *Narrative Analysis Stock Fund Mangt Statement 1*

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE *37-111*

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS *Complete AR (Para 8-5)*

REMARKS AND COMMENTS: *37-111 is listed under 37 but has not been broken down. Is there any particular reason.*

_____

_____

_____

(Continue on separate sheet, if necessary.)

YOUR ... Name: *Marla Jennings*

Organization: *DIO, A&M*

Address: *Ft Knox KY* ZIP: *40121*

AUTOVON: *464-2454/4844*

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

Copies of individual military pay vouchers for Active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets has been received from USAFAC, Indianapolis, IN 46249.

Copies of outstanding depository checks: Destroy when the checks have been paid or the proceeds thereof have been transferred to account 20 X 6045.

Other documents: Destroy after 3 years, except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception, and then destroyed.

37-108e   Reporting files.
KEYWORDS:
Copies of reports that are sent to higher echelons such as HQDA, general operating agencies, and accounts offices. Included are the following reports with related documents: status of allotments and suballotments; schedule of obligations by activity accounts; status of reimbursements; miscellaneous net disbursements and net collections; transactions for others; transactions for decentralized accounting offices; special open allotments; statement of accountability; summary schedule of transactions for Air Force allotments; schedule of transactions for others; net expenditures, reimbursements, and related cash transactions; status of advance payments for contracts; status of progress payments for contracts; obligations by object class; report of appropriation reimbursements; family housing operation and maintenance costs, and similar or comparable reports.

Status of allotment reports and family housing operation and maintenance cost reports: Destroy 1 year after all transactions on the allotment account have been closed.

Other report files: Destroy after 1 year.

37-111a   Army Stock Fund - branch office journal files.
KEYWORDS:
Books of original entry consisting of journals of stock fund inventory transactions; journals of installation accounting information; cash receipt journals; cash disbursement journals; general journals; and related information.

Destroy 2 years after closing of journals and posting of required data to ledger accounts.

37-111b   Army Stock Fund - branch office posting media files.
           KEYWORDS:
           Periodic reports of stock fund inventory transactions and other documents supporting postings to the journal accounts.

           Destroy 1 year after posting to journal accounts.

37-111c   Army Stock Fund - branch office ledger files.
           KEYWORDS:
           General and subsidiary ledgers which contain data posted from the journal accounts, and related documents. Cut off sheets that are closed or filled at the end of the fiscal year.

           Destroy closed or filled sheets after 10 years. Do not retire.

37-111d   Army Stock Fund - branch office subsidiary files.
           KEYWORDS:
           Accounts receivable, consisting of issue documents; amounts payable, consisting of receipt documents and transportation payable files; and similar information that supports the general ledger control files.

           Destroy after 3 years.

37-111e   Army Stock Fund - branch office financial statement and schedule files.
           KEYWORDS:
           Copies of financial statements, supporting schedules, and related documents which are submitted periodically to home offices.

           Destroy after 2 years.

37-111f   Army Stock Fund - subhome office ledger and reporting files.
           KEYWORDS:
           Information reflecting distribution of stock fund acquisition authority and cash to branch offices and the consolidation of data from stock fund reports received from branch offices. Included are general and subsidiary ledgers, copies of consolidated reports, and related information. Cut off at close of fiscal year.

           Destroy after 10 years. Do not retire from the installation to a Federal Records Center.

37-111g   Army Stock Fund - home office ledger and reporting files.
KEYWORDS:
These files consist of general and subsidiary ledgers; journal voucher files (supported by appropriate branch office vouchers); consolidated home office quarterly working papers; copies of home office reports, and related information. Cut off at close of fiscal year.

Destroy after 10 years. Do not retire from the installation to a Federal Records Center.

37-111h   Army Stock Fund - home office financial statement and schedule files.
KEYWORDS:
Copies of branch office statements and schedules and similar information used in preparation of home office reports.

Destroy after 1 year.

37-111i   Army Stock Fund reconciliation files.
KEYWORDS:
Documents used in reconciling reports, accounts, and ledgers. Included are reports of discrepancies and related data.

Destroy after 3 years.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

0 2 MAR 1984

Mr. Buck Harris
USAARMC & Ft Knox (ATZK-AG-AR)
Fort Knox, KY 40121
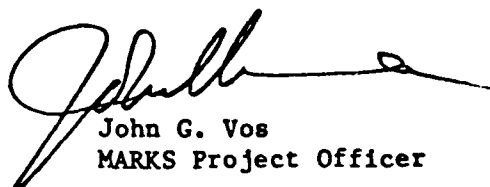
Dear Mr. Harris:

This responds to your Form 315 on Dining Facility Operations Files (copy at Encl # 1).

We have revised file number 30-1d to exclude meal card records, and have created a new file number, 600-38a, to cover what we will now call "Meal Card Management Files." Extracts showing both these numbers, as revised, are at Encls # 2 and 3.

Thank you for your interest and assistance in the MARKS project.

Sincerely,

John G. Vos
MARKS Project Officer

Encls.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: 30-1d

TITLE OF THE RECORD SERIES: Dining Facility Operations Files

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE AR 600-38

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS 2-6a

REMARKS AND COMMENTS: The tasking and requirement for preparing and issuing DA Form 714 (Meal Card) is a responsibility of the Personnel Administration Center (PAC) as outlined in DA Pam 1-2, Nov 80. It is noted that the governing directive for this function, as listed in the pamphlet, is shown as AR 30-1; however, this is in error and is probably due to the fact that AR 600-38 is a relatively new directive with an issue date subsequent to the date of the

(Continue on separate sheet, if necessary.) (SEE REVERSE)

YOUR ...   Name: Buck Harris
   Organization: Rec Mgt Sect, ASB
       Address: Ft KNox, KY   ZIP: 40121
       AUTOVON: 464-1945

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83
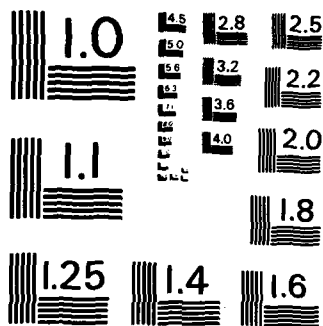
MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS-1963-A

pamphlet. Additionally, change 3 (1 Jun 82) to AR 30-1 deleted the guidance on the control and issue of meal cards. Presently, para 3-54, AR 30-1, simply states "enlisted personnel authorized subsistence-in-kind will be issued a DD Form 714 in accordance with the provisions in AR 600-38. Therefore, the construction of a FN along the lines as shown would seem appropriate, particularily since the principles and concept of the MARKS filing system is to identify the file series with the series number of the directive that requires the records be created, maintained, and used. Also, other file series may be needed as indicated by the reference immediately preceeding the proposed file series.

FN 600-38a Meal Card Issue and Accountability Files
            Documents used in the receipt, issue, and control of meal cards.

            a. DA Form 4809-R, Meal Card Control Register.
            b. DA Form 410, Receipt for Accountable Forms.(see note)
            c. Meal Card Control Log.

            Note: Para 3-29b, AR 310-2, specifies that the transfer of accountable
forms will be controlled using DA Form 410 and, that the form will be destroyed IAW
the governing directive for which it was used, in this case, AR 600-38.

            Disposition:
            a. Destroy meal card control register 1 year after departure of the
                individual, loss, or destruction of card.
            b. Destroy DA Form 410 one year after complete accountability for all
                cards listed.
            c. Destroy meal card control log when no longer needed but in no case no
                earlier than 1 year after complete accountability for cards listed.

Reference para 4-1, AR 600-38

FN 600-38b Meal Card Verification Files
            Documents used in conducting meal card verification checks in dining
            facilities.
            a. DA Form 4550-R, Meal Card Verification Form
            Disposition:
            Destroy after 1 year, except that a copy of the form will be filed with
            other appropriate investigative or administrative files if required.

Reference para 4-2, AR 600-38

FN 600-38c Lost or Stolen Meal Card Files
            Documents used in processing or announcing lost or stolen meal cards.

            a. Documents used in reporting lost or stolen meal cards.

            Disposition:
            Office of origin: Destroy after 1 year
            Office responsible for preparing consolidated listing: Dest after 2 years

The adoption of the above, in whole or in part, would also necessitate corresponding
changes to AR 340-2 and Appendix O, AR 340-18, as well as bring this file function
under the prescribing directive.

30-1c   Dining facility account review files.
        KEYWORDS:
        Documents relating to review of facility operation files, inspections, contractor performance evaluations, and reports on unsatisfactory equipment. Included are reports; summary of account status review; quality deficiency and equipment improvement reports (QDRs and EIRs); and related information on findings and recommendations.

        Destroy after 1 year.

30-1d   Dining facility operations files.
        KEYWORDS:
        Documents pertaining to operating the dining facility. Included are cooks' worksheets; headcount records; inventory, and similar information. Not included are meal card management records, for which see file number 600-38a.

        Active Army: Destroy after 6 months.

        Reserve Components: Destroy after 1 year.

30-1e   Food program project files.
        KEYWORDS:
        Documents resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and related information.

        Destroy 2 years after completion of the project.

600–38a   Meal card management files.
KEYWORDS:
Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R, Meal Card Control Registers; meal card control logs; notifications of lost or stolen meal cards, and similar information.

Active Army:

   a. Meal Card Control Registers and control logs — destroy 1 year after filled or otherwise rendered inactive.

   b. Correspondence on lost or stolen meal cards — destroy after 2 years.

   c. Other records — destroy after 6 months.

Reserve Components: Destroy after 1 year.

600–46a   Military personnel survey files.
KEYWORDS:
Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar information.

Office performing Army-wide responsibility: Permanent.

Summaries and conclusions of the surveys: Permanent.

Other files: Destroy when essential data have been extracted.

Reporting offices: Destroy on completion of the survey.

600–50a   Standard of conduct files.
KEYWORDS:
Documents relating to procedures to insure that all personnel fully understand the standards of conduct required of them.

Destroy after the next periodic application of the procedure, or 1 year after the procedure is obsolete.

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

5-10 a (4)
AR 210-50

Dispo Dute.

0 2 MAR 1984

Ms. Vera Willett
USAARMC & Ft Knox (ATZK-EH-RM)
Fort Knox, KY 40121

Dear Ms. Willett:

At Enclosures # 1 through 4 are Forms 315 in which you asked about file numbers for work force distribution analysis, work order analysis, service order analysis, and SPIRIT documentation.

It is our considered opinion that all of these records can be identified into file number 5-4b, Management and Productivity Improvement Project Background Files. To accommodate this, we have made a slight change to the disposition of 5-4b; instead of "Destroy 3 years after completion of related project," we have made it to read "Destroy after 3 years, or 3 years after completion of related project, as applicable." An extract showing this 5-4b is at Enclosure # 5.

It is apparent that you are going to have quite a few different records filed under 5-4b. You should, of course, set up a "dummy" folder for the beginning of the 5-4b series, and then individual folders behind that. The dummy folder is taped shut so that nothing can be put into it; therefore there is no need for anyone to remove it from the file drawer. Your folders for 5-4b should look somewhat like this abbreviated example:
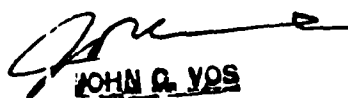
```
                                   ┌──────────────────────────────────────────┐
                                   │ 5-4b Work Force Distribution   (84)       │
                              ┌────┴─────────────────────────────────────┐     │
                              │ 5-4b Work Order Analysis   (84)           │     │
                         ┌────┴──────────────────────────────────┐       │     │
                         │ 5-4b Service Order Analysis (84)        │      │     │
                    ┌────┴─────────────────────────────────┐      │      │     │
                    │ 5-4b SPIRIT Program  (84)              │     │      │     │
               ┌────┴─────────────────────────────────┐     │     │      │     │
               │ 5-4b Individual Job Order Analysis (84) │   │     │      │     │
         ┌─────┴──────────────────────────────────────┐ │   │     │      │     │
         │ 5-4b Mgmt/Productivity Improvement    (84)  │ │   │     │      │     │
         │       Project Background Files              │ │   │     │      │     │
         │ COFF 31 Dec 84, Trf RHA Jan 87, DEST Jan 88 │ │  (TAPE)               
         └─────────────────────────────────────────────┘
```

This completes our work on your 315's. Many, many thanks for your outstanding interest and participation in MARKS!

Sincerely,

JOHN O. VOS

Encls.

The Modern Army Record-Keeping System [MARKS]

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

24 Jan 84

EXISTING MARKS #: None

TITLE OF THE RECORD SERIES: Work Force Distribution Analysis

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE

AR 5-4, DA Productivity Improvement Program & TRADOC Sup1 Chap 3, Methods and Standards Program Para 3-7, Army Facilities Engineering

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS

AR 420-17, FE Real Property & Resource Management
Chap 2, Work Management
DA Pam 420-6, FE Resources Management System
Chap 5, Review, Analysis, & Methods Improvement
TRADOC Reg 420-13, PRIME, Para 4d, Shop Backlog and Work Force Distribution Report

REMARKS AND COMMENTS:

Contents: Documents relating to work force distribution analysis such as monthly work force distribution percentages, TRADOC work force distribution indicators, etc.

Destroy when superseded, obsolete or no longer needed for reference.

(Continue on separate sheet, if necessary.)

YOUR ...   Name: Vera Willett

Organization: ERMD, DEH   (ATTN: ATZK-EH-RM)

Address: Ft Knox, KY   ZIP: 40121

AUTOVON: 464-2242

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

The Modern Army Record-Keeping System [MARKS]

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

17 Jan 84

EXISTING MARKS #: None

TITLE OF THE RECORD SERIES: Work Order Analysis

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE
AR 5-4, DA Productivity Improvement Program & TRADOC Supl
Chap 3, Methods and Standards Program
Para 3-7, Army Facilities Engineering

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS
AR 420-17, FE Real Property & Resource Management
Chap 2, Work Management
DA Pam 420-6, FE Resources Management System
Chap 5, Review, Analysis, & Methods Improvement

REMARKS AND COMMENTS:
Para 5-5, Work Order (DA Form 4284) Analysis
TRADOC Reg 420-13, PRIME, para 4f, Analysis of Completed Work

Contents: Various work order (IJO) analyses designed to identify

deviations from accepted practice and bring them to the attention of

management so that the variances can be controlled. Analyses include

IJO/SO Manhours Backlog, Shop Performance on Completed IJOs, etc.

Destroy when obsolete or no longer needed for reference.

(Continue on separate sheet, if necessary.)

YOUR ... Name: Vera Willett

Organization: ERMD, DEH (ATTN: ATZK-EH-RM)

Address: Ft Knox, KY   ZIP: 40121

AUTOVON: 464-2242

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

The Modern Army Record-Keeping System [MARKS]

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: 17 Jan 84 None

TITLE OF THE RECORD SERIES: Service Order Analysis

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE AR 5-4, DA Productivity Improvement Program & TRADOC Supl
Chap 3, Methods and Standards Program
Para 3-7, Army Facilities Engineering

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS AR 420-17, FE Real Property & Resource Management
Chap 2, Work Management
DA Pam 420-6, FE Resources Management System
Chap 5, Review, Analysis, & Methods Improveme...
REMARKS AND COMMENTS: Para 5-6, Service Order (DA Form 4287) Analysi
TRADOC Reg 420-13, PRIME, para 4f, Analysis of Completed

Contents: Various service order (SO) analyses designed to identify   Work

deviations from accepted practice and bring them to the attention of

management so that the variances can be controlled. Analyses include

Service Order Discrepancy Analysis, Task Code Avg vs Std, SO Performances, etc.

Destroy when obsolete or no longer needed for reference.

(Continue on separate sheet, if necessary.)

YOUR ... Name: Vera Willett

Organization: ERMD, DEH   (ATTN: ATZK-EH-RM)

Address: Ft Knox, KY   ZIP: 40121

AUTOVON: 464-2242

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST). 1 OCT 83

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: **24 Jan 84** **None**

TITLE OF THE RECORD SERIES: Systematic Productivity Improvement Review in TRADOC (SPIRIT) Program

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE AR 5-4, DA Productivity Improvement Program and TRADOC Suppl 1 to AR 5-4

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS Chapter 5, Productivity Capital Investment Programs Para 5-4, Policies and Procedures

REMARKS AND COMMENTS:

Contents: General information on the SPIRIT program, correspondence relating to the program, TRADOC and installation action plans, monthly reports and supporting documentation.

Destroy when superseded, obsolete or no longer needed for reference.

(Continue on separate sheet, if necessary.)

YOUR ...   Name: Vera Willett

Organization: ERMD, DEH   (ATTN: ATZK-EH-RM)

Address: Ft Knox, KY   ZIP: 40121

AUTOVON: 464-2242

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

5: MANAGEMENT

Prescribing Directive(s):

AR 5-4 Department of the Army Productivity Improvement Program
AR 5-5 Army Studies and Analysis
AR 5-8 Host-Supported Activity Relationships (Intraservice)
AR 5-XX Commercial Activities (*)
AR 5-15 Organizational Effectiveness

These records concern policies and principles of Army management doctrine; development and application of work measurements; techniques of work simplification; management review; and controlling the use of resources not specifically provided for in other series.

(*) AR 5-XX is in draft form only. It implements OMB Circular A-76 for the conduct of studies to determine whether functions can be most efficiently performed in-house or by contract.

Number	Description	Disposition
5	**GENERAL MANAGEMENT CORRESPONDENCE.** KEYWORDS: Use this number for general correspondence relating to management that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
5-4a	Management and productivity improvement project files. KEYWORDS: Information relating to projects which result in initiation of changes in the manner or method of planning, directing, controlling, or doing work which results in increased effectiveness, efficiency and economy. Included are studies, charts, coordination papers, recommendations, statistical data, and similar information.	Permanent. Cut off on completion of project.
5-4b	Management and productivity improvement project background files. KEYWORDS: Information used as background material in developing and completing management improvement projects. Included are analyses, notes, drafts, interim reports, and data used but not included in the official project file.	Destroy after 3 years or 3 years after completion of related project, as applicable.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

14 MAR 1984

Ms. Brenda S. Henry
HQ, USAARMC & Ft Knox (AG Redeployment)
Fort Knox, KY 40121

Dear Ms. Henry:

Thank you for the three Forms 315 you submitted concerning passport applications and related records (copies at Encls # 1, 2, and 3).

First of all, let me say that we are going to put a new file number in MARKS which will be designated as 600-290a, Passport and visa files, with a description and disposition which will be the same as you have on page A-51 of your MARKS regulation, file number 55-46b, Passport files. It turns out that such passport records are actually prescribed by both AR 55-46 and AR 600-290, and we thank you for pointing this out to us.

Now down to specifics. At Encl # 1 you propose that transmittals be kept for one year. In fact, a transmittal letter -- whether it transmits a passport application, a pay voucher, a time card, it doesn't matter -- is simply a suspense document; you keep it as a suspense item until such time as you are satisfied that the item being transmitted has reached its destination. At that time it becomes inactive, gets filed under 600-290a (or 55-46b), is held for an additional 3 months, then destroyed.

At Encl # 2 you talk about "retention files" and the need to keep them for one year. The Department of State is the "office of record" for documentation concerning official, no-fee, and diplomatic passports, and your documentation on them should be destroyed three months after it becomes inactive (per file number 600-290a or 55-46b). Also, on Encl # 2 you make reference to Chapter 6, Paragraphs 3, 4, & 5 of AR 600-290. My copy of AR 600-290 is dated 1 December 1981; there are no changes to it, and the proponent of the regulation tells me the 1981 version is current. However, it has no paragraph 3, 4, or 5 under Chapter 6 -- only 6-1 and 6-2. If you can clarify the references, and the requirement for one year's retention, please do so and I'll do some more research.

At Encl # 3 you talk about holding the "semi-annual statistical report" for one year. This record also should be filed under 600-290a (or 55-46b), and destroyed after 3 months. It is not a cumulative report; that is, the 31 December report doesn't repeat or recapitulate information from the 30 June report -- it starts from scratch with 1 July onward. Besides, the record copy of the report is the one you send to Department of State and if you should have occasion to look at an old one, you can always get a copy from State. However, if you need to keep one to ensure that you're using the right format, etc., you can always put a copy of one in your Policy & Precedent Files.

At Encl # 4 is an extract of file number 600-290a; you may use it pending formal publication of the next revision to the test regulation.

I hope the above answers your questions, and we thank you for your interest in this project and in improving records management in the Army. Please drop a line or give us a call if you have further problems.

Sincerely,

Encls.

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: NONE

TITLE OF THE RECORD SERIES: DAFm 300 Cpassport Applications submitted For processing

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE ARG00-290

PAPAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: The above transmittal is kept For back-up use as too when, where, + whom application was submitted For Final approving + completion of NO-Fee, OFFicial + Diplomatic passports. Also Record is kept For the same on Alien passports submitted For S.O.F.A STAMPS, VISA Request to other Foreign countries in connection with military Travel - Active /yR - Hold /yR

(Continue on separate sheet, if necessary.)

YOUR ...
Name: Brenda S Henry
Organization: AG Redeployment
Address: FT Knox Ky   ZIP: 40121
AUTOVON: 464-1324/1522/3747

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

Encl 1

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: NONE TITLE OF THE RECORD SERIES: Retention Files

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE AR 600-290

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS Chapter 6, Paragraphs 3, 4 +5

REMARKS AND COMMENTS: The Above Files need to be maintained For 1yr in Regards to control of No-Fee, official + Diplomatic passports. It is a direct Requirement For various passport Functions by Department of State and United States Army Service Center For the Armed Forces in Washington. D.C.
Active 1 yr - Hold 1 yr

(Continue on separate sheet, if necessary.)

YOUR ...   Name: Brenda S. Henry
Organization: AG Redeployment
Address: FT Knox Ky   ZIP: 40121
AUTOVON: 464-1324 / 522/ 3747

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision or MARKS.

DAAG FORM 315 (TEST). 1 OCT 83

Encl 2

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: NONE

TITLE OF THE RECORD SERIES: Semi-Annual Statistical Report

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _AR 600-290_

PAPAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _Chapter 8 paragraph 4_

REMARKS AND COMMENTS: _The above is a specific Requirement in Regards to various passport functions by Department of STATE and United States Army Service Center for the Armed Forces in Washington D.C. ACTIVE 1yr - hold 1yr_

(Continue on separate sheet, if necessary.)

YOUR ...   Name: Brenda S. Henry
   Organization: AG. Redeployment
      Address: Ft Knox, Ky   ZIP: 40121
      AUTOVON: 464-1324 / 1522 / 3747

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST). 1 OCT 83

Encl 3

Number

600-290a

Description and Disposition

Passport and visa files.
KEYWORDS:
PRIVACY ACT:- A1205.16DAPC
Documents relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts, control cards, and related information.-

US Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 will be destroyed after 1 year.

Other offices: Destroy after 3 months.

2 ? MAR 1984

DAAG-AMR-P/MARKS

Cdr, USAARMC & Ft Knox
ATTN: Officer Mgmt Section, AG MILPO (SFC Furlong)
Fort Knox, KY 40121

Dear Sergeant Furlong:

This acknowledges receipt of the Form 315 you submitted (copy at Encl # 1) and confirms our telephone conversation this afternoon.

As you know, original OER's are filed onto the performance section of the OMPF and therefore become a part of file number 640-10b, Official Military Personnel Folder Files. The copy which is given to the rated officer is not an Army record. This leaves miscellaneous correspondence and transmittals dealing with such things as late reports, incorrectly computed or prepared reports, and so forth.

We suggest that they be identified under file number 640a, Informational Personnel Files. After talking to you this afternoon, however, I noticed that the disposition standard for 640a is "Destroy 1 year after transfer or separation of the individual," and I got to wondering whether it would be practical to apply; there would seem to be some tracking involved in being sure just when the individual departed (we don't want to make OER clearance a part of the departure clearance process if it isn't already). When you get time, please give me your thoughts on whether another disposition standard would be more appropriate than the one we show for 640a.

Thank you for your interest in the MARKS project, and drop us a line or give a call if you have any other questions or comments.

Sincerely,

-John C. Vos
MARKS Project Officer
AUTOVON: 221-0440

Encl.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: [   ] TITLE OF THE RECORD SERIES: _623-105 Officer Evaluation Reporting File_

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _____

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: _The number and prescribing directive are not in the existing reference (MARKS) title is needed for correspondence pertaining to Officer Evaluation Records (OER) received from MILPERCEN, RCPAC and other installation_

_____

(Continue on separate sheet, if necessary.)

YOUR ...   Name: _SFC Tommy Furlong_
   Organization: _Officers Management Sec AG MILPO_
   Address: _FT KNOX   KY_   ZIP: _40121_
   AUTOVON: _464-6945/5918_

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

DAAG-AMR-P/MARKS

19 APR 1984

SSG Raymond D. Perdue, Admin NCO
Office of the Inspector General
HQ, USAARMC & Fort Knox
Fort Knox, KY 40121

Dear Sergeant Perdue:

We recently sent a questionnaire on the Modern Army Record-keeping System
(MARKS) to participants at Fort Knox. Several of the responses from the
Inspector General's Office included comments about the need for some kind of
"transitory file" in MARKS.

We had already received similar comments from other participants, and as a
result, decided to expand the "general correspondence" category of each ad-
ministrative series to include a second provision, as follows:

Number   Description and Disposition

20   GENERAL ASSISTANCE, INSPECTIONS, INVESTIGATIONS, & FOLLOW-UP COR-
         RESPONDENCE FILES.
         KEYWORDS:
         Use this number for --
            a.   General correspondence relating to assistance, inspections,
         investigations, and follow-up that cannot logically be filed with the
         detailed records listed below: Destroy after 2 years.
            b.   Documents relating to assistance, inspections, investigations,
         and follow-up that are received for information only, on which no
         action is required: Destroy when no longer needed for current oper-
         ations.

This added portion (highlighted and underscored above) allows you to put non-
action information in this file, and destroy it whenever you feel you no
longer need to keep it; indeed, you may decide you don't need to keep it at
all, and destroy it without ever filing it. That is O.K., too.

Thus the file labels for the two types of "general correspondence" would read
essentially as follows:

```
 _____         _____
| 20 General IG Correspondence (84)|     | 20 General IG Correspondence -  |
|  CCFF 31 Dec 84, DEST Jan 87     |     |    Non-Action Documents         |
|                                  |     | DEST when no longer needed for  |
|_____|     | current operations              |
                                         |_____|
```

DAAG-AMR-P/MARKS

This change will be included in the total revision and reissuance of MARKS which will bear an effective date of 15 May 1984; please disseminate the attached within the Office of the IG. It may be used effective now, pending formal publication of the revised MARKS regulation.

I hope the above is of assistance to you, and please drop a line or give us a call if you have any other problems or difficulties.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

cf: Howard Smith, ATZK-AG-AR

PS.- Attached is a copy of the revised section of MARKS dealing with your area (20).

20: ASSISTANCE, INSPECTIONS, INVESTIGATIONS, & FOLLOW-UP

Prescribing Directive(s):

AR 20-1   Inspector General Activities and Procedures

These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations, and materiel inspections which are placed in other appropriate subject series.

Number	Description and Disposition
20	GENERAL ASSISTANCE, INSPECTIONS, INVESTIGATIONS, & FOLLOW-UP CORRESPONDENCE FILES. KEYWORDS: Use this number for -- a. General correspondence relating to assistance, inspections, investigations, & follow-up that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.** b. Documents relating to assistance, inspections, investigations, & follow-up that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**
20-1a	IG inspection files (field commands not reporting directly to HQDA). KEYWORDS: Documents accumulated by other commands, installations, activities, and units, irrespective of whether or not an inspector general is authorized on the staff. Included are inspection reports and related papers pertaining to annual, general, special, technical proficiency, and Federal recognitio inspections directed by the command, and similar files pertaining to inspections made of the command by higher authority. Destroy 1 year after the next comparable inspection, except that special and Federal recognition inspection report files will be destroyed 1 year after the next annual general inspection.

20-1b

IG investigative files.
KEYWORDS:
PRIVACY ACT: A0224.04DAIG
Information relating to investigations and inquiries conducted by inspectors general. Included are reports of investigations, inquiries, and related information, divided into four categories:

1. Information on cases that attract widespread public or Congressional attention; grow out of OTIG investigations or alleged violations of laws, executive orders, and directives that define the permissib scope of U.S. intelligence activities; develop into investigations of espionage, sabotage, or subversion; involve systemic problems in Army administration; result in significant change in Army organization or policies, or are deemed to be historically significant by OTIG.

Permanent.

2. Other information accumulated in HQDA offices and in field commands authorized an Inspector General who also reports directly to HQDA (but excluding field commands in a combat environment or designated as combat support elements in a combat environment).

Destroy after 5 years.

3. Information accumulated by all other elements not in a combat environment, and not designated as combat support elements in a combat environment.

Destroy after 3 years.

4. Information accumulated by units in a combat environment or designated as combat support elements in a combat environment:

a. Division headquarters or higher: Permanent.

b. All other levels: Destroy after 3 years.

20-1c   Office inspection and survey files.
         KEYWORDS:
         Information relating to inspection reports, such as IG and command security; communications about impending inspections that apply to internal office procedures, layout, and workflow patterns; and related information.

         Destroy after the next comparable survey or inspection.

20-1d   Physical inspection files.
         KEYWORDS:
         Information relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar information.

         Destroy after 1 year.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

8 MAY 1974

Ms. Mary Ann Newitt
HQ, USAARMC & Ft Knox (DIO-Maint Dir.)
Fort Knox, KY 40121

Dear Ms. Newitt:

This responds to your Form 315 (copy at Encl # 1) concerning files relating to health hazards.

To cover this category of records, we have added a new file number, which we will call 40-5a, Occupational Health Reporting Files, copy at Encl # 2. Unfortunately, we have already sent the revision of the test regulation to the printer (you should have your copy within two weeks), so we couldn't include this new file number in it; but you may use it as it appears at Encl # 2 until such time as it is included in the next revision.

I hope this answers your questions in this area. If you have any further questions or problems, please give us a call or drop us a line.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440

Encls.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: _None_   TITLE OF THE RECORD SERIES: _Medical Services_

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _40-5_

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _Para 2-1d, USAARMC Suppl 1 to AR 40-5_

REMARKS AND COMMENTS: _Need this file number for correspondence relating to the health hazards in the Maintenance Division buildings._

(Continue on separate sheet, if necessary.)

YOUR ...   Name: _Mary Ann Newitt_
  Organization: _DIO Maint Div_
  Address: _Fort Knox Ky_   ZIP: _40121_
  AUTOVON: _464-4127_

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST), 1 OCT 83

40: MEDICAL SERVICES

Prescribing Directive(s):

AR 40-5   Health and Environment

These records concern composition, mission, responsibilities and functions of Army Medical Department and its related Corps; administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Number	Description and Disposition
40	GENERAL MEDICAL SERVICES CORRESPONDENCE. KEYWORDS: Use this number for -- a. General correspondence relating to medical services that cannot logically be filed with the detailed records listed below: Destroy after 2 years. b. Documents relating to medical services that are received for information only, on which no action is required: Destroy when no longer needed for current operations.
40-5a	Occupational health reporting files. KEYWORDS: Documents reflecting information on the incidence of disease and injury, staffing and operational data relating to occupational health services and facilities and equipment, environmental hazards to health, and comparable information. Included are letters, forms, printouts, and similar documents. Destroy after 2 years.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

6 JUL 1984

Ms. Kathy Stranahan
HQ, USAARMC & Fort Knox (ATZK-PA-PS)
Fort Knox, KY 40121

Dear Ms. Stranahan:

I have checked into the "Child Development Services" records about which you spoke to us on Tuesday, including a review of AR 608-10.

There really is no equivalent file description in TAFFS to cover this program. We allude to it in FN 725-09, Army Community Service Program Files, when we talk about "...Day Care Center and preschool registration and health forms," but the program contained in AR 608-10 is much more comprehensive than that which was included in AR 608-1.

What I must do, therefore, is get this category of records "scheduled;" that is, I must describe them, determine -- in coordination with the proponent of the program -- what the proper retention should be, and secure approval of The Archivist of the United States for their retention and disposition. This, as you may well imagine, takes some time. So in the interim, I have amended the 608-series of records in the MARKS regulation to include the following:

608-10a   Child Development Services files.
          KEYWORDS:
          PRIVACY ACT: A0725.01aDAAG
          Information related to carrying out the Child Development Services
          Program, as outlined in AR 608-10, at the installation level. In-
          cluded are records on individual children, personnel records on
          center-based employees, program records, operational records,
          reports, and similar information.

          Retain in CFA until disposition instructions are published in this
          regulation or its successor.

The eventual disposition, of course, will apply Army-wide, not just at Fort Knox. Attached is a re-run of the 608 series that you can put in your MARKS book and use until the next formal revision.

Thanks and a tip of the MARKS hat!

Sincerely,

John G. Voss, MARKS Project Officer
AUTOVON 221-0440 or 221-0313

Encl.

cf: Howard Smith, ATZK-AG-AR

608: PERSONAL AFFAIRS

Prescribing Directive(s):

AR 608-1   Army Community Service Program
AR 608-9   The Survivor Benefit Plan (SBP)
AR 608-10   Child Development Services
AR 608-15   The Army Savings Program
AR 608-25   Retirement Services Program

These records relate to matters of personal concern to the service member, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series.

Number	Description and Disposition
608	GENERAL PERSONAL AFFAIRS CORRESPONDENCE FILES. KEYWORDS: Use this number for --
	a. General correspondence relating to personal affairs that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**
	b. Documents relating to personal affairs that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**
8-1a	Army Community Service (ACS) program files. KEYWORDS: PRIVACY ACT: A0725.01dDAAG Documents about the ACS program on Army installations (except by-name case files, for which see number 608-1b). These records are created in operating and managing services dealing with information, referral, and follow-up; financial planning and assistance information; relocation assistance; assistance to handicapped dependents; information on Army Child Advocacy Program, retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are: (continued on next page....)

608-9a   Survivor Benefit Plan (SBP) application/declination files.
KEYWORDS:
Documents accumulated in the processing of applications for (and declination of) the SBP.

Destroy after 1 year.

608-10a   Child Development Services files.
KEYWORDS:
PRIVACY ACT: A0725.01aDAAG
Information related to carrying out the Child Development Services Program, as outlined in AR 608-10, at the installation level. Included are records on individual children, personnel records on center-based employees, program records, operational records, reports, and similar information.

Retain in CFA until disposition instructions are published in this regulation or its successor.

608-15a   Savings bond reporting files.
KEYWORDS:
Documents on bond sales and purchases. Included are monthly report of bond deductions; bond participation report; and similar information.

Destroy after 3 years.

608-25a   Retirement services case files.
KEYWORDS:
Documents related to providing information and assistance to personnel who have retired. Included are correspondence and related documents.

Destroy after 1 year.

608-25b   Retiree volunteer waiver of claims files.
KEYWORDS:
These files accumulate in Retirement Services Offices that sponsor retiree volunteer programs. The Retirement Services Officer is required to maintain a file of signed waiver of claim documents as prescribed in AR 608-25. Functions and activities of these volunteers will be determined by appropriate commanders and may include preretirement counseling; assistant retirement officer position; employment, education and training assistance; financial counseling; ACS program; and other similar appropriate activities.

Destroy after 6 years.

a. Volunteer agreements: Destroy on completion of new agreement or termination of volunteer status.

b. Volunteer time cards: Return to volunteer after entry on permanent service record.

c. Volunteer service records: Return to volunteer upon transfer or separation.

d. ACS program reports and summaries:

(1) Office requiring report (HQDA): Destroy summary/analysis reports in CFA after 5 years, and destroy feeder reports on extraction of data.

(2) MACOM and Installation ACS Centers: Destroy after 2 years.

e. Installation fact sheets: Destroy on supersession or obsolescence.

f. Summary listing of facilities for the handicapped: Destroy on supersession or obsolescence.

g. Lending closet property files: Use descriptions and dispositions for 710-series records.

h. ACS registration cards: Destroy on transfer, separation, or retirement of individual.

i. Program facility reports, and USDA and Title XX agreement/management files: Destroy in CFA after 3 years.

j. Similar documents and information: Destroy when no longer needed for current operations.

608-1b ACS case management and intake files.
KEYWORDS:
PRIVACY ACT: A0725.01dDAAG
All personal affairs case files, such as budget counseling, family and individual counseling files.

Destroy 2 years after case closure.

REPLY TO
ATTENTION OF

1 0 JUL 1984

DAAG-AMR-P/MARKS

Ms. Kathy M. Stranahan
Personnel Services Division, DPCA
HQ, USAARMC and Fort Knox
Fort Knox, KY 40121

Dear Ms. Stranahan:

This responds to your Form 315 (copy at Encl # 1) dealing with your records on oversight of the dependent school system at Fort Knox.

We have added a new series, 352: DEPENDENTS'EDUCATION to the MARKS regulation. At Enclosure # 2 is an advance copy for your use; it includes three numbers (352-3a, b, and c) which correspond to TAFFS 1015-01, -04, and -05.

Hope this will be of assistance to you. Please call or drop a line if you have any further questions or difficulties.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON: 221-0440
221-0313

Encls.

cf: Howard Smith, ATZK-AG-AR

PS.- I believe there is still one question that you had that remains outstanding, dealing with your oversight of the exchange system...?? If so, please drop a Form 315 in the mail and we'll take a look at it.

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: | None | TITLE OF THE RECORD SERIES: _____

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE _____ 352-3 _____

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS _____

REMARKS AND COMMENTS: ___The current TAFFS File Nos. would cover the info___

required to be filed under this series:

___1015   General Dependent Children School Programs Files___

___1015-01   Dependent Children School Information Files___

___1015-04   Public Law 81-874 Files___

___1015-05   School Activities Files___

(Continue on separate sheet, if necessary.)

YOUR ...   Name: __KATHY M. STRANAHAN__

   Organization: __Pers Svcs Div, DPCA__

      Address: __Fort Knox, Kentucky__   ZIP: __40121__

      AUTOVON: __464-8515/4247__

Thank you for your interest in improving records management in the Army. We will review your recommendations above; if they are valid and approved, the changes will appear in the next published revision of MARKS.

DAAG FORM 315 (TEST). 1 OCT 83

352: DEPENDENTS' EDUCATION

Prescribing Directive(s):

AR 352-3   Education of Dependents in the United States, Puerto Rico, Wake Island, Guam, American Samoa, and the Virgin Islands

These records concern planning, supervising, and conducting dependents' schools and educational systems and programs.

Number	Description and Disposition
352	GENERAL DEPENDENTS' EDUCATION CORRESPONDENCE FILES. KEYWORDS: Use this number for — a. General correspondence relating to dependents' education that cannot logically be filed with the detailed records listed below: Destroy after 2 years. b. Documents relating to dependents' education that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

352-3a   Dependent children school information files.
KEYWORDS:
Information related to education of dependent children in CONUS and its possessions. Included are inquiries and replies about location, types, cost, and availability of educational facilities; teaching positions; procurement of supplies and equipment; home study courses; operation and administration of the program, and related information.

Destroy after one year.

352-3b Public Law 81-874 files.
KEYWORDS:
Information on arrangements made by the Secretary of Health and Human Services to provide free public education for dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are original and supplemental letter proposals (budget estimates) for authority and funds to operate and maintain onpost dependent schools, and the payment of tuition and transportation costs for children to attend offpost public schools; communications with representatives of HHS and local educational agencies; recommendations, approvals, and disapprovals; enrollment and fiscal data reports and related information.

Office performing Army-wide responsibility: Destroy after 2 years.

Offices at the installation concerned: Destroy after 3 years.

Other offices: Destroy after 2 years.

352-3c School activities files.
KEYWORDS:
Information relating to school events, athletics, honor students, PTA and similar organizations, school and student transportation, cost accounting, lost textbooks, and similar activities. Included are teachers' notices, bulletins, end of term reports, requests for repairs, requests for supplies, and related information.

Dependent schools: Cut off at the end of the fiscal year and destroy after 1 year.

Offices of headquarters of major and subordinate commands, and offices of lower echelons: Destroy after 2 years.

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS

2 3 JUL 1984

Mr. William M. Matthews
HQ, USAARMC & Ft Knox (DPCA-AG-STP, Bldg 1384)
Fort Knox, KY 40121-5000

Dear Mr. Matthews:

This letter responds to the Form 315 which you submitted on separation documents (copy at Encl # 1).

We have added file number 635-5a Separation Documents to the MARKS regulation; at Enclosure # 2 is a revision of the first page from the 635-series which you may use until we make a formal revision of the entire regulation.

Attached to the Form 315 you had a printed-out list of folder labels. On that list you have broken down the grouping of the 214's/orders into three-month groups. I have no problem with that, if that's the way you keep them -- you can even have a folder month-by-month if you want; it's still a 6-month record which would be cut off on 30 June and 31 December, held for 6 months, and then destroyed. Actually, you should use a DUMMY FOLDER for this record series, which would make your files appear as follows:

```
                                              |635-5a 214's (Dec.)        (84)|
                                         |635-5a 214's (Nov.)        (84)|
                                   |635-5a 214's (Oct.)        (84)|
                              |635-5a 214's (Sep.)        (84)|
                         |635-5a 214's (Aug.)        (84)|
                    |635-5a 214's (Jul.)        (84)|
                    |_____|
    |635-5a Separation Documents    (84)|
    |       214's & Orders               |
    |COFF 31 Dec 84, DEST Jul 85         |     D u m m y   F o l d e r
    |_____|        (taped shut)
    |
```

DD Form 215 distribution is same as DD 214 per AR 635-5. I hope this answers your questions in this respect; if not, please give me a call. Thanks for your participation in this project.

Sincerely,

John G. Vos
MARKS Project Officer
AUTOVON 221-0440/221-0313

Encls.
cf: Howard Smith, ATZK-AG-AR

The Modern Army Record-Keeping System (MARKS)

DO YOU DISAGREE...with our identification of records under MARKS?

We realize that, over the next several years, there will be many instances where our initial classification of record series by prescribing directive can be improved. If you see a possible improvement, or believe that we have mis-classified a record series, please complete the blanks below and return this sheet to --

HQDA (DAAG-AMR-P/MARKS)
Alexandria, VA 22331

EXISTING MARKS #: NA   TITLE OF THE RECORD SERIES: Separation Documents

I BELIEVE THE PRESCRIBING DIRECTIVE SHOULD BE   AR 635-5

PARAGRAPH OR SECTION OF THAT DIRECTIVE THAT PRESCRIBES THESE RECORDS   Table 3-1 covers cy 8 of DD 214

REMARKS AND COMMENTS: See AR 340-18-7, file 727-02 which covers retention of the DD 214 Worksheet.

(Continue on separate sheet, if necessary.)

YOUR ...   Name: William M. Matthews
Organization: DPCA-AG-STP   Bldg 1384
Address: Ft Knox, KY   ZIP: 40121
AUTOVON: 464-4552

727-02
635-5a
Separation files. Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents.

Thank you . . . improving records management in the Army. We will . . . tions above; if they are valid and approved, the cha . . . he next published revision of MARKS.

Copy # 8: Destroy after 6 months. All other copies: Destroy at conclusion of processing of the individual.

DAAG FORM 315 (TEST), 1 OCT 83

600-8-11   Gen Sep Processing Proc   (84)
COFF   31 Dec 84, Dest Jan 87

600-8-11a   Sep Processing Proc   (84)   DA Pam 600-8-11, pg 2-27, Step 2K
In-Service Recruiting Reports
COFF   31 Dec 84, Dest Jan 87

600-8-11b   Sep Processing Proc   (84)   DA Pam 600-8-11, pg 2-32, Step 19
MILPC-5 Reports/Messages
COFF   31 Dec 84, Dest Jan 87

635   Gen Pers Sep Correspondence   (84)
COFF   31 Dec 84, Dest Jan 87

635-5a   Separation Doc   (84)   AR 635-5, pg 3-2, Table 3-1, copy 8
Cy 8 of DD 214 & Orders   of DD Form 214
      Jul - Sep 84
COFF   31 Dec 84, Dest Jul 85

635-5a   Separation Doc   (84)
Cy 8 of DD 214 & Orders
      Oct - Dec 84
COFF   31 Dec 84, Dest Jul 85

635-5a   Separation Doc   (84)
Cy 8 of DD 214 & Orders
INACTIVE   Jan-Mar 84
COFF   30 Jun 84, Dest Jan 85

635-5a   Separation Doc   (84)
Cy 8 of DD 214 & Orders
INACTIVE   Apr-Jun 84
COFF   30 Jun 84, Dest Jan 85

635-5b   Separation Doc   (84)
DD 214 Worksheet
      Jul - Dec 84
COFF   31 Dec 84, Dest Jul 85

635-5b   Separation Doc   (84)
DD 214 Worksheet
INACTIVE   Jan-Jun 84
COFF   30 Jun 84, Dest Jan 85

635-5c   Separation Doc   (84)
Indorsements to USAARMC Orders
      Jul - Dec 84
COFF   31 Dec 84, Dest Jul 85

635-5c   Separation Doc   (84)
Indorsements to USAARMC Orders
INACTIVE   Jan-Jun 84
COFF   30 Jun 84, Dest Jan 85

635: PERSONNEL SEPARATIONS

Prescribing Directive(s):
AR 635-5   Separation Documents
AR 635-10   Processing Personnel for Separation
AR 635-100 Officer Personnel
AR 635-200 Enlisted Personnel

These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons therefor; physical evaluation of individuals for retention, separation, or retirement.

Number	Description and Disposition
635	GENERAL PERSONNEL SEPARATIONS CORRESPONDENCE FILES. KEYWORDS: Use this number for —
	a. General correspondence relating to personnel separations that cannot logically be filed with the detailed records listed below: Destroy after 2 years.
	b. Documents relating to personnel separations that are received for information only, on which no action is required: Destroy when no longer needed for current operations.
635-5a	Separation files. KEYWORDS: Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents.
	Copy # 8: Destroy after 6 months.
	All other copies: Destroy at conclusion of processing of the individual.
635-100a	Individual retirement case files (officer). KEYWORDS: PRIVACY ACT: A0728.01DAAG Documents related to processing of, and providing information and assistance to, officers and warrant officers planning to retire from active duty. Included are correspondence and related information.
	Destroy after 1 year.

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

1.   The MARKS Project Team (John Vos, GS-12 and Bert Haggett, GS-5)
visited Fort Knox, Kentucky during 20-30 June 1983 for the purpose
of installing The Modern Army Record-Keeping System (MARKS) in 5th
Battalion, 73rd Armored Regiment, 194th Armored Brigade for a one-year
pilot study.

2.   Persons contacted:

     a.   A listing of individuals who received training and/or in-
struction on MARKS is attached at Inclosure # 1.

     b.   Other individuals contacted:

NAME AND GRADE	POSITION
COL Price	Chief of Staff and Deputy Post Commander
COL Bilberry	Director, Personnel/Community Activities
LTC Carey	Dep Cdr. 194th Armored Brigade
LTC Edwards	AG, Fort Knox
LTC Garber	Commander, 5/73 Armor
MAJ (P) Moler	5/73 Armor
MAJ Hammonds	5/73 Armor
LT McEachlin	5/73 Armor
MAJ Monza	5/73 Armor
LT Skidmore	Adjutant, 5/73 Armor
Ms. Poore	Chief, Admin Services Division
Mr. Smith	Records Manager, Fort Knox
CPT Liang	S-4, 5/73 Armor
CSM Gilbo	Command Sergeant Major, 5/73 Armor

3.   Team arrived at Fort Knox on afternoon of 20 June 1983 and met
with Mr. Smith, Fort Knox RMO, that afternoon.

4.   At 0900 Tuesday, 21 June 1983, we met with LTC Edwards, Fort
Knox AG to discuss scope and parameters of the study.   At 1330 on
21 June we conducted an entrance brief at HQ Fort Knox which was
attended by Colonels Price, Bilberry, LTC Carey, other officers of
194 Bde and 5/73 Armor, and officials of the AG Section.

5.   Training of members of 5/73 Armor began at 0900 Wednesday,
22 June 1983.   The Battalion conference room, a converted mess hall
building, was put at our disposal for this purpose.   All facilities
furnished during this visit were adequate.   Attendance of those
members of 5/73 Armor whose duties involve record-keeping was
scheduled by LT Skidmore, Adjutant, 5/73 Armor.   The training was

administered in accordance with FM 21-6, "How to Prepare and
Conduct Military Training," and the Lesson Plan, a copy of which
is attached at Inclosure # 2. Although the schedule called for
training to be given in four-hour blocks, experience showed that
three hours of actual classroom instruction and practical exercise/
experience is sufficient to get the message across.

6. At every opportunity over the past year we have stressed to FORSCOM,
TRADOC and Fort Knox that the training could be conducted in groups
as small as two or three individuals at a time in order not to
interfere with essential operations and training of the battalion.
However, the scheduling done by LT Skidmore had large groups of
10 - 12 individuals, all from the same duty section, attending the
class at one time. Due to a minor scheduling problem, only two
persons (MSG Davis and 1LT Kingsley, both from S-2, 5/73 Armor)
were present for the training session on the afternoon of 22 June
out of a total of 11 individuals who were supposed to have been
present. As a result, and in order to adhere to our promise of
non-interference, those individuals who were supposed to have been
trained in that class (but were not present) were given individual,
desk-side instruction during the second week of the visit.

7. The attitudes and interest shown by members of 5/73 Armor were
outstanding throught the entire pre-pilot training period. Whereas
we had expected that a relatively mundane subject such as record-
keeping might be met with some indifference, we found that the
troops were not only interested, but embraced the MARKS concept
enthusiastically. In two of the training sessions (Wednesday
morning and Thursday afternoon, Battalion PAC and Supply personnel
respectively) the trainees asked perceptive and intelligent
questions on how the system would work and how it would affect
their daily operations.

8. Beginning on Monday, 27 June, the Team (accompanied by Howard
Smith, Fort Knox RMO) visited each site in 5/73 Armor where records
are actually maintained, and discussed the pilot with the respon-
sible individuals who had been trained during the preceding week.
The purpose of this on-site visit was two-fold, namely, (a) to in-
sure that they had understood and retained the training which they
received, and (b) to validate both AR 340-2 and AR 340-XX (Test) to
insure that the record series contained therein reflect the real world
of record-keeping at the TOE unit level. In the course of these
visits we covered the Bn PAC, S-1, S·1/Legal, S-2, S-3, S-4, all
unit supply rooms (Co. A, Co. B, Co. C, HHC, CSC), and Battalion
Maintenance. These visits did, in fact, point up a number of

areas where additions are needed in both AR 340-2 and AR 340-XX (Test):

a. The Battalion Legal Clerk, SP4 Henneck, actually maintains records beyond the scope of what is in either TAFFS or MARKS for TOE units. As a result of examining his files and discussing his requirements, we conclude that the following need to be added to both regulations:

(1) Within Programs Branch, we have developed a new record series to cover non-judicial punishment (resulting from the recent reissuance by OTJAG of the AR on administering Article 15's). This file number will be added.

(2) A considerable volume of records accumulates on discharge board proceedings (unsuitability, unfitness, hardship, etc.) that are prescribed by several chapters in AR 635-200. This area is covered in AR 340-2, FN 727-01, Discharge Board Proceedings Files, but the number was not converted over into AR 340-XX (Test), apparently by administrative oversight.

(3) Two file numbers (404-02 and 404-03) relating to courts-martial, which are in AR 340-18-4 but not in AR 340-2 or AR 340-XX (Test) are needed at the TOE unit level; they will be added.

b. Discussions with Sergeant Wesson, Supply Sergeant, Company A, 5/73 Armor indicated that two more record series are needed under 735, Property Accountability, namely, "TOE Property Listings" (which will be FN 735-11c), and "Statements of Charges" (which will be FN 735-11d).

9. During this visit the mechanisms for assisting 5/73 Armor over the next year were placed in motion:

a. All participants were informed that they can raise questions telephonically, either to Howard Smith, or by AUTOVON to the MARKS Team.

b. Both Howard Smith and the MARKS Team will maintain and retain a "MARKS Inquiry Record", DAAG Form 309, during the course of the pilot.

c. A quarterly visit will be made to 5/73 Armor (next: early September, 1983) for on-site evaluation of progress and resolution of problems. The battalion will be away from Fort Knox during October, and will be going either to Fort Drum or NTC in January 1984. Visits will be scheduled around these absences of the battalion.

DAAG-AMR-P
SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

10. Worthy of special note are:

    a. SP4 Davis, S-4 Section, 5/73 Armor, who assisted the
MARKS Team on several occasions in making contact with, and
visiting, the unit supply personnel.

    b. SFC Talapu, Supply Sergeant, HHC 5/73 Armor. He not only
assimilated the training but, in the space of about 2½ hours after
returning to his unit, completely set up his new files under MARKS
for the pilot year. Aside from a minor discrepancy regarding
dispositions on folder labels, the new files appeared to be
exactly correct.

    c. Howard Smith, Fort Knox RMO, was of great assistance to
the MARKS Team before and during this visit in making administra-
tive arrangements, accompanying during on-site visits, etc. His
valuable help contributed greatly to the success of the visit.

11. There were essentially <u>no</u> negative comments about MARKS during
this pre-pilot phase. There were many positive and laudatory
comments; supply personnel were especially glad to get away from
the meaningless, arbitrary numbering system of TAFFS and into
something that has subjective meaning for them. The Command
Sergeant Major, CSM Gilbo, also expressed his satisfaction that,
at last, he "...will be able to find something in the battalion's
files."

12. The MARKS Team also visited and toured the Fort Knox Records
Holding Area, which is Howard Smith's responsibility and is actually
run by Mr. Sansone. The facility appears to be operating at 100%
and no discrepancies or problems were noted.

13. During this visit the MARKS Team took possession of the Lists
of Selected File Numbers for HQ, Fort Knox, in order to begin
producing the regulation that will be needed for the installation
headquarters phase of the MARKS study. Work will begin within the
next week on this conversion process.

14. In summary, the pre-pilot phase was not only successful, but
it exceeded our expectations.

2 Incls
as

                John G. Vos, GS-12
                MARKS Project Officer

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

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2. Persons contacted:

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MAJ Hammonds	5/73 Armor
LT McEachlin	5/73 Armor
MAJ Monza	5/73 Armor
LT Skidmore	Adjutant, 5/73 Armor
Ms. Poore	Chief, Admin Services Division
Mr. Smith	Records Manager, Fort Knox
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scheduled by LT Skidmore, Adjutant, 5/73 Armor. The training was

Encl # 5 to Chapter 6

administered in accordance with FM 21-6, "How to Prepare and
Conduct Military Training," and the Lesson Plan, a copy of which
is attached at Inclosure # 2.   Although the schedule called for
training to be given in four-hour blocks, experience showed that
three hours of actual classroom instruction and practical exercise/
experience is sufficient to get the message across.

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TRADOC and Fort Knox that the training could be conducted in groups
as small as two or three individuals at a time in order not to
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insure that the record series contained therein reflect the real world
of record-keeping at the TOE unit level.   In the course of these
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unit supply rooms (Co. A, Co. B, Co. C, HHC, CSC), and Battalion
Maintenance.   These visits did, in fact, point up a number of

2

areas where additions are needed in both AR 340-2 and AR 340-XX (Test):

a. The Battalion Legal Clerk, SP4 Henneck, actually maintains records beyond the scope of what is in either TAFFS or MARKS for TOE units. As a result of examining his files and discussing his requirements, we conclude that the following need to be added to both regulations:

(1) Within Programs Branch, we have developed a new record series to cover non-judicial punishment (resulting from the recent reissuance by OTJAG of the AR on administering Article 15's). This file number will be added.

(2) A considerable volume of records accumulates on discharge board proceedings (unsuitability, unfitness, hardship, etc.) that are prescribed by several chapters in AR 635-200. This area is covered in AR 340-2, FN 727-01, Discharge Board Proceedings Files, but the number was not converted over into AR 340-XX (Test), apparently by administrative oversight.

(3) Two file numbers (404-02 and 404-03) relating to courts-martial, which are in AR 340-18-4 but not in AR 340-2 or AR 340-XX (Test) are needed at the TOE unit level; they will be added.

b. Discussions with Sergeant Wesson, Supply Sergeant, Company A, 5/73 Armor indicated that two more record series are needed under 735, Property Accountability, namely, "TOE Property Listings" (which will be FN 735-11c), and "Statements of Charges" (which will be FN 735-11d).

9. During this visit the mechanisms for assisting 5/73 Armor over the next year were placed in motion:

a. All participants were informed that they can raise questions telephonically, either to Howard Smith, or by AUTOVON to the MARKS Team.

b. Both Howard Smith and the MARKS Team will maintain and retain a "MARKS Inquiry Record", DAAG Form 309, during the course of the pilot.

c. A quarterly visit will be made to 5/73 Armor (next: early September, 1983) for on-site evaluation of progress and resolution of problems. The battalion will be away from Fort Knox during October, and will be going either to Fort Drum or NTC in January 1984. Visits will be scheduled around these absences of the battalion.

3

DAAG-AMR-P
SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

10. Worthy of special note are:

a. SP4 Davis, S-4 Section, 5/73 Armor, who assisted the
MARKS Team on several occasions in making contact with, and
visiting, the unit supply personnel.

b. SFC Talapu, Supply Sergeant, HHC 5/73 Armor. He not only
assimilated the training but, in the space of about 2½ hours after
returning to his unit, completely set up his new files under MARKS
for the pilot year. Aside from a minor discrepancy regarding
dispositions on folder labels, the new files appeared to be
exactly correct.

c. Howard Smith, Fort Knox RMO, was of great assistance to
the MARKS Team before and during this visit in making administra-
tive arrangements, accompanying during on-site visits, etc. His
valuable help contributed greatly to the success of the visit.

11. There were essentially no negative comments about MARKS during
this pre-pilot phase. There were many positive and laudatory
comments; supply personnel were especially glad to get away from
the meaningless, arbitrary numbering system of TAFFS and into
something that has subjective meaning for them. The Command
Sergeant Major, CSM Gilbo, also expressed his satisfaction that,
at last, he "...will be able to find something in the battalion's
files."

12. The MARKS Team also visited and toured the Fort Knox Records
Holding Area, which is Howard Smith's responsibility and is actually
run by Mr. Sansone. The facility appears to be operating at 100%
and no discrepancies or problems were noted.

13. During this visit the MARKS Team took possession of the Lists
of Selected File Numbers for HQ, Fort Knox, in order to begin
producing the regulation that will be needed for the installation
headquarters phase of the MARKS study. Work will begin within the
next week on this conversion process.

14. In summary, the pre-pilot phase was not only successful, but
it exceeded our expectations.

2 Incls   John G. Vos, GS-12
as   MARKS Project Officer

4

INDIVIDUALS WHO RECEIVED MARKS TRAINING:

S-1 PAC:
SGT Lee
SP4 Mallard
PV2 Jones
PV2 DeJesus
PFC Boehm

S-1 Legal:
*SP4 Henneck

Battalion Mail Room:
*PFC Brandon

S-2:
1LT Kingsley
MSG Davis
*SGT Henry

S-3
*PFC Pearce

S-4
SP4 Davis

HHC Supply Room
WO1 Honig
PV2 McCanick
SSG Balasa

Co. A Supply Room
SSG Wesson
SP4 Crummett

Co. B Supply Room
SFC Pruiett
SP4 Richards

Co. C Supply Room
SP4 Mishler

Battalion Maintenance (**)
MSG Beck
SFC Huddlestock
SP5 Sluss
SSG Detro

HHC
1LT Kessler, XO
SSG Cruff
SGT Reichardt
PFC Dougherty

Admin Svcs Div, 194th Bde (audit)
PFC Burns

AG Records Management Division (audit)
Mr. Smith
Mr. Tucker
Mr. Van Meter
Mr. Sansone

* = individuals who received
    personalized, desk-side training
    rather than in the classroom.

** = This list includes company-level
     motor pool personnel; however,
     their records are maintained at
     and by the Battalion Maintenance
     Office.

Incl # 1

8 September 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report -- Visit to Fort Knox

TO: SEE DISTRIBUTION

1. John Vos and Bert Haggett, DAAG-AMR-P, visited Fort Knox on Wednesday,
7 September 1983 (travel order 09-031R(11-1137-83), 30 Aug 83). Purpose of
the visit was to demonstrate to TRADOC and FORSCOM records management
personnel the practical use of the Modern Army Record-keeping System (MARKS),
now undergoing pilot study at 5th Bn, 73rd Armored Regiment.

2. Persons contacted: See narrative below.

3. 1100-1145, we met in the Fort Knox RMO's office with the following
persons:

   Mrs. Ann Thompson, TRADOC Records Administrator
   Mr. C. Gilley, FORSCOM Records Administrator's Office
   Ms. Blanca, FORSCOM Records Administrator's Office
   Mr. Howard Smith, Fort Knox Records Management Officer

Discussion during this period concerned the new form and format for TAFFS
(UPDATE), the pending changes to TAFFS, and the new format for AR 340-2.
Lunch from 1145-1230.

4. 1230-1415, visited the following elements of 5/73 Armor:

   a. Battalion PAC. The record-keeper, PFC deJesus, was not present at
the time, but SP4 Brandon, clerk, showed us the PAC files (those that have
not been packed up for the trip to Fort Drum, NY, commencing 26 Sep 83).
There were some instances in the current year's MARKS files (about 10%) where
"time" dispositions (i.e., destroy after 1 year, destroy after 6 months, etc.)
had not been converted to specific cutoff and destruction dates on the files
labels. This will be corrected by a letter from me to SSG Grant, PSNCO of
5/73 Armor.

   b. Supply Room, Company B. Our TRADOC and FORSCOM visitors examined
the files maintained under MARKS by SSG Pruett, and discussed with both him
and the SP4 clerk who assists him the practical uses of MARKS. SSG Pruett
and the clerk both stated that (1) they found MARKS easier and more practical
to se than TAFFS, (b) they have no difficulty in identifying, filing, and
retrieving documents from their records, and (c) they consider MARKS to be
better generally than TAFFS was.

   c. Consolidated Battalion Mess. The Dining Facility NCO, SFC Ardoin,
had to attend a post-wide meeting of Mess Sergeants; we met with SP5 Harper,
who actually maintains the dining facility's records. He reiterated what
SSG Pruett had said. He has had no problems with identifying, filing, or
retrieving records since he began using MARKS. In a couple of cases, his
files were out of sequence (i.e., file number 30-1b preceded 30-1a), but this
is very minor. SP5 Harper did ask that we inform Post Food Service, HQ Fort
Knox that the dining facility of 5/73 Armor is undergoing this pilot, so that

Encl # 6 to Chapter 6

when Post Food Service does its periodic inspection they won't expect one thing and find another (re: files). Will Do.

    d. S-4. SP4 Davis, the files clerk, was not in, but another clerk gave the visitors access to S-4's files. No discrepancies were found. Reference publications in 3-ring binders, and bulletin-type information on clipboards were properly identified under MARKS as well.

    e. Supply Room, Company C. SP4 Mischler discussed with the visitors the benefits that he has received from using MARKS vis-a-vis TAFFS, the basic one being that he doesn't have to memorize a series of arbitrary file numbers; the basic AR number serving as the file number. He stated that he has found MARKS to be easier use than TAFFS, and is quite satisfied with it. He has had no problems in the intervening five weeks since our last visit. We noted that SP4 Mischler was the soldier who called to our (TAGO) attention the absence of a file designator for the 10% inventories that are conducted by all TOE units at Fort Knox; as a result, we have added "cyclic inventories" to both MARKS and AR 340-2.

5. 1LT Skidmore, Adjutant, 5/73 Armor and SFC Lane, Administrative NCO, AG Section, 194th Bde both accompanied us on the last three stops on this visit. We appreciate their interest and assistance.

6. We out-briefed MAJ Hammonds, Adjutant General, 194th Brigade at 1430 hours. We informed him that, as far as our six-memeber team could determine, everything was going well; the troops were happy with the system; no new problems had cropped up; and as long as it was going so well, we were inclined not to meddle and tinker with it. Also informed MAJ Hammonds that we plan to make a routine, return visit to 5/73 Armor sometime in late November or early December, one or two days, for on-site assistance and consultation with those using the system (5/73 Armor returns from Fort Drum about 5 Nov 83, and leaves for NTC/Fort Irwin sometime in January, 1984).

7. Departed Fort Knox 1445 hours, arrived Washington, D.C. 1820 hours.

JOHN G. VOS
MARKS Project Officer

DISTRIBUTION:
1 - Thru Dr. Hatcher to COL Williams
1 - AMR Reading File
1 - AMR-P Reading File
1 - MARKS Historical File
1 - MAJ Hammonds, AG, 194 Bde, Ft Knox

DAAG-AMR-P   23 January 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report, MARKS Team, 8-17 January 1984

1. John Vos and Bert Haggett, MARKS Project Team, DAAG-AMR-P, performed TDY
to Fort Knox, KY during the period 8-17 January 1984. Purpose of the trip was
to initiate the installation headquarters-level pilot test of the Modern Army
Record-keeping System (MARKS)

2. Persons contacted:

    Ms. Poore, Chief, Admin Svcs Division, AG
    Mr. Smith, Records Management Officer
    Total of 335 civilian employees and military members of
     HQ, US Army Armor Center & Fort Knox, KY

3. <u>Sunday, 8 January 1984</u>: Travel from Washington, D.C. to Fort Knox, KY.

4. <u>Monday, 9 January 1984</u>: Preparation for conducting training. Materials
had been shipped from Alexandria, VA to Fort Knox, KY via UPS, and were being
held in the Records Holding Area pending our arrival. Moved materials to the
classroom, assembled Volume II into 3-ring binders, and set up for start of
classes on the next day.

5. <u>Tuesday, 10 January 1984</u>: Began two-a-day classes (0815-1115 and
1245-1545) on use of MARKS at HQ, USAARMC & Ft Knox. Instruction was given by
John Vos with assistance from Bert Haggett, Howard Smith, and from Mr. Charles
Marshall, a member of the FORSCOM Records Administrator's staff. Attendance
was approximately 40 per class for each day during this initial week of
training.

6. <u>Wednesday, 11 January 1984</u>: Continued training (two classes).

7. <u>Thursday, 12 January 1984</u>: Conducted class in the morning. Throughout
the first week of training there had been no drinking water or restroom
facilities in the classroom building due to frozen (burst) water pipes. At
noon on Thursday the Post Engineers began work to replace the burst pipes and,
in so doing, shut down the furnace. Class for Thursday afternoon had to be
postponed until the following week because of lack of heat in the classroom.

8. <u>Friday, 13 January 1984</u>: With the heat back in operation (along with the
water fountain and restrooms), the scheduled morning class was conducted. We
had not scheduled a Friday afternoon class because of the difficulty in
holding student attention at the end of the workweek. Mr. Marshall returned
to FORSCOM on Friday afternoon.

<u>Encl # 7 to Chapter 6</u>

9. **Monday, 16 January 1984**: Class was moved from Building 1011 to Boudinot Hall, which is a part of The Armor Center and School. This classroom will accommodate 100 students. The class which was postponed from Thursday was rescheduled into Monday, with half attending each session. Thus there were about 60 students at the morning session, and about 75 at the afternoon class. Also, on this date Mr. Dennis Parker, a Records Management intern on the TRADOC Records Administrator's staff, arrived to assist the MARKS team.

10. **Tuesday, 17 January 1984**: MARKS team returned to Washington in the late afternoon.

11. **POSITIVE ASPECTS OF THIS TRIP**:

a. The training was well-received by the approximately 335 students who took it. A list of the participants is at Enclosure # 1. — NOT YET ICE IIED --WILL BE AVAILABLE LATER.

b. The training itself went off as planned. A copy of the lesson plan is at Enclosure # 2.

c. Many comments and suggestions were received during the course of the training which will help us in updating the test regulation and in producing the first change to it.

d. Assistance from both TRADOC and FORSCOM was timely and greatly appreciated. Not only have they made the unit and installation available for testing, but also provided Messrs. Marshall and Parker to assist us.

12. **NEGATIVE ASPECTS OF THIS TRIP**:

a. The weather throughout most of this period consisted of bitterly cold winds, freezing rain and sleet, and snow. Even in the heated classroom (Bldg 1011), many students complained of the cold draft that swept across the floor, keeping feet cold.

b. Our original plan was to conduct training 10, 11, 12, and 13 January, and to perform on-site assistance visits to the students in their office environments starting on 12 January through Thursday morning, 19 January. In training we emphasized that they should implement MARKS in their office filing as soon as possible after returning to their offices; however, we did not want to be put into a position of directing them to drop everything else and set up new files (i.e., if the boss wants something done, you'd better not tell him "I can't do it now, I'm setting up my MARKS files".) Our schedule was too optimistic. Messrs. Smith and Marshall, on 12 January, began visiting those who had been trained on Tuesday morning, 10 January; however, virtually none of them were yet in such a position as to be ready to receive assistance. The same held true on Thursday, and again on Monday; while some of the students had begun to identify the MARKS file numbers they would be using (by taking their existing Lists of Selected File Numbers and checking them against the Cross-Reference List which we furnished them), by and large they were not yet ready for the type of on-site help that we had planned for them. We therefore decided to return on Tuesday afternoon, 17 January, and make another visit for the purpose of on-site assistance at some point about three weeks from now.

c. The telephone system at Fort Knox must surely be unique among Army installations. BOQ rooms are not equipped with phones; the traveller is referred to outdoor phone booths some 250 yards distant which will only accept pre-paid, coin-fed calls or collect (operator-assisted) calls (telephone credit cards may not be used). The Billeting Office advised us that if a telephone is essential to our TDY mission, we should so state when making BOQ reservations; if no phone-equipped rooms are available, they will issue a non-availability certificate and we can find accommodations on the local economy.
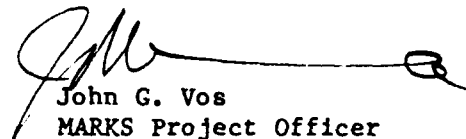
13. **FURTHER ACTIONS TO BE TAKEN:**

a. The edition of Volume II which was furnished to each student during this training was a composite which was produced on a line printer, a low-speed printer, an electric typewriter, and three different word processing systems; it was then a matter of cut-and-paste to produce the 350-page regulation containing the descriptions and dispositions. Our announced intent is to make those changes which are necessary (having been suggested by the students themselves), and then re-run Volume II on our own Compucorp printer into a better, more readable copy, print it, and furnish it to the participants by about the first week of March.

b. Student data (name, grade, job title, office symbol, office phone, building number) will be keyed onto floppy disk by Ms. Claiborne; this list will be used to track individual students and to produce mailing labels for follow-on materials (such as the re-run Volume II) to be sent to each student.

c. A further on-site assistance visit to Fort Knox by John Vos and Bert Haggett sometime around the end of February. The timing of this next visit will depend, in large measure, on advice from Howard Smith, Fort Knox RMO, as to when he feels that the participants are ready for such a visit.

Encls.
as

John G. Vos
MARKS Project Officer

DAAG-AMR-P   23 January 1984

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13. **FURTHER ACTIONS TO BE TAKEN:**

a. The edition of Volume II which was furnished to each student during this training was a composite which was produced on a line printer, a low-speed printer, an electric typewriter, and three different word processing systems; it was then a matter of cut-and-paste to produce the 350-page regulation containing the descriptions and dispositions. Our announced intent is to make those changes which are necessary (having been suggested by the students themselves), and then re-run Volume II on our own Compucorp printer into a better, more readable copy, print it, and furnish it to the participants by about the first week of March.

b. Student data (name, grade, job title, office symbol, office phone, building number) will be keyed onto floppy disk by Ms. Claiborne; this list will be used to track individual students and to produce mailing labels for follow-on materials (such as the re-run Volume II) to be sent to each student.

c. A further on-site assistance visit to Fort Knox by John Vos and Bert Haggett sometime around the end of February. The timing of this next visit will depend, in large measure, on advice from Howard Smith, Fort Knox RMO, as to when he feels that the participants are ready for such a visit.

Encls.
as

John G. Vos
MARKS Project Officer

MEMORANDUM FOR THE RECORD   8 March 1984

SUBJECT: Trip Report, 6-7 March 1984

1. John Vos and Bert Haggett performed a site visit to HQ, USAARMC & Fort
Knox, Kentucky on 6 and 7 March 1984. Purpose was to follow up on implemen-
tation of the MARKS pilot test at that headquarters.

2. Persons contacted:

    Mr. Howard Smith, Fort Knox Records Management Officer
    LTC Tyler Tugwell, AG, HQ USAARMC & Fort Knox
    Ms. Leatha Patee, AG Retirement Services Office
    Mr. Joe O'Daniel, Chief, Retirement Services Office
    CW2 William Weaver, Admin Officer, SJA
    MSG Paige, SJA
    SP5 Loretta Pugh, SJA
    Ms. Vera-Willett, DEH-RM
    Ms. Dianne Stoller, CPO
    Ms. Salsman, RM-F&AO
    Ms. Judith Minton, RM-FA
    Ms. Ruth Edmondson, Office of the Chaplain

3. On the afternoon of 6 March 1984 we visited a number of elements within
HQ, USAARMC & Fort Knox —

    a. Ms. Patee, Retirement Services Office, DPCA. We had an earlier
exchange of correspondence and ideas with Ms. Patee dealing with the identi-
fication of records connected with pre-retirement counselling. A number of
changes were made in the test regulation based on what we had learned from her
about the "real world" of record-keeping in that particular functional area.
Ms. Patee stated that the changes (which were included in the updated
regulation furnished to all test participants last week) were on target with
what she needed to do her job. We have one suggestion from Ms. Patee still
pending, dealing with Temporary Disability Retirement List (TDRL) cases.

    b. Ms. Willett, Directorate of Engineering and Housing. She has sub-
mitted more suggestions and recommendations over the past two months than any
other test participant; all have been answered to her satisfaction. One that
she pointed out during this visit is that we need, in our test regulation, to
break out unaccompanied personnel housing from family housing (AR 420-17
governs).

    c. CW2 Weaver, MSG Paige, and SP5 Pugh, Office of the Staff Judge
Advocate. Under CW2 Weaver's direction and guidance, MARKS has been im-
plemented throughout the SJA with the single exception of the Administrative
Law Section, which will be accomplished shortly. Administrative Law has five
attorneys, each of which turn out anywhere from 10 to 15 legal opinions per
day. This is not a problem, as all such opinions are identified within MARKS
under file number 27-1a, Legal Opinion Precedent Files.

Encl # 8 to Chapter 6

d. **Ms. Stoller**, Civilian Personnel Office. Ms. Stoller has spent an enormous amount of time and effort in helping us bring the 690-series of records (dealing with civilian personnel) into a realistic alignment for their use. Mr. Haggett discussed with her this total revision. Since the original training class in January, Ms. Stoller has made numerous suggestions for change to the original civilian personnel section of MARKS to bring it in line with the current CPO operations. She suggested changes to the current descriptions and dispositions (that are now in TAFFS) and pointed out that many more file numbers are needed to cover CPO operations. With her help, the 690-series of standing file numbers was reworked and published, and her suggestions for new file numbers are now being evaluated.

> SPECIAL NOTE AT THIS POINT: Our experience with HQ, USAARMC &
> Fort Knox to date has brought home to us the necessity to get
> away from what we will call the "ivory tower syndrome". Our work
> experience and practice in the past (with TAFFS) has been largely
> to maintain the system from the HQDA level without a real apprec-
> iation of how records are kept and constituted in the field; our
> only handle on the real world of record-keeping has been in the
> form of DA Forms 2028 and the occasional administrative systems
> program management evaluation. The test is bringing home to us
> the reality of record-keeping in the field, and especially the
> shortcomings which have in the past, for whatever reason, never
> been reported to us or detected by us. For these reasons, the
> pilot is proving an invaluable tool in bringing our systems (both
> TAFFS and MARKS) up to date.

4. On the morning of 7 March 1984 we conducted a 45-minute briefing at the U.S. Army Armor School which was geared to "action officers." The briefing was set up by Howard Smith, Fort Knox RMO, and was specifically called for orientation of the action officer level — those who create and use information in their daily work routines, as opposed to the secretarial and clerical level which attended the training classes in January 1984. The briefing was attended by <u>133</u> individuals; a number of them (perhaps 30) were individuals who had attended the January classes, but the remainder appeared to be a very good cross-section of the action officer level of the head-quarters. (The re-attendance by those already trained can probably be attributed to a tendency by action officers, upon notification of the briefing, telling the secretary to "...go attend this briefing, take plenty of notes, come back and tell us what happened."). This briefing covered the history of record-keeping in the Army, why we keep records, the conditions that led to the instant pilot at Fort Knox, principles of the system, and how action officers are involved in it. Emphasis was placed on getting away from the "action officer syndrome" which we have experienced in TAFFS -- lacking faith in TAFFS as a filing system, action officers tend to set up their own hybrid, desk-drawer systems (resulting in loss of information for historical, research, and reference purposes). This emphasis included the requirement that they -- as action officers -- determine and put a file number on corres-pondence (letter, indorsement, DF, comment) at the time it is created. This involves them in the filing system and familiarizes them with the structure being used. Several questions from the floor dealt with the exact placement

2

of the file number on an indorsement or a comment to a DF, since there are several items of information already on the top line (office symbol, date of original, indorsement number, etc.). Advised the group that this will be firmed up (in coordination with Ken Denton, proponent of AR 340-15) and put out in the next change to Volume I, AR 340-ZZ (the narrative instructions for operation of the system). A question was also raised about putting the file number on a non-military letter. Advised the group that this should not be done, as the structure for a non-military letter was established by OSA and we are not really at liberty to tamper with it to any great extent.

4. We out-briefed LTC Tugwell, Fort Knox AG, on the afternoon of 7 March 1984. He expressed satisfaction with our efforts and had no substantive comments to make. We informed LTC Tugwell that our efforts for the immediate future include --

    a. Continuing to respond to suggestions from Fort Knox which result in validation and updating of our regulation.

    b. At or about the first week of April, we will mail to each test participant a brief questionnaire to measure, at the three-month mark, their perceptions of the new system, whether or not it is satisfying their record-keeping requirements, comparison between MARKS and TAFFS, etc. The information, when consolidated and quantified, will be retained for comparison against later questionnaires in support of the overall pilot evaluation.

    c. For 5th Bn, 73rd Armor, over the next month we will revise and republish AR 340-XX to bring it into line (there have been changes in pre-scribing directives affecting the TOE unit level). We will also, at this time, incorporate sample file labels into 340-XX as we have done in AR 340-2. At a point about one month from now, we will make a three-day visit to 5th Bn, 73rd Armor to distribute the new regulations and administer a brief questionnaire on use of the system. Note: Since the 5/73 Armor pilot was begun in mid-year (1 July 1983), they are out-of-cycle with the record-keeping year. We propose to have them continue on with their current year until 31 December 1984, thus making their record-keeping year 18 months long. On 1 January 1985 they will begin a new year (still under MARKS), and will thus be back in synch with the rest of the Army.

5. Returned to Washington National Airport at 1700 hours, 7 March 1984.

John G. Vos
MARKS Project Officer

3

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report, Fort Knox, 8-9 December 1983

1. John Vos and Bert Haggett, MARKS Project Team, visited
Headquarters, US Army Armor Center and Fort Knox, KY 8-9 December 1983
in connection with the MARKS Project.

2. Persons contacted:

        LTC Tugwell, AG, HQ USAARMC & Ft Knox
        Mr. Smith, Records Management Officer, Ft Knox
        Ms. Poore, Chief, Admin Svcs, HQ Ft Knox
        SGM Walker, Directorate for Industrial Opns
        Various members of 5/73 Armor, 194 Bde

3. First purpose of this visit was to discuss the forthcoming pilot
at Headquarters, USAARMC & Ft Knox. In discussions with Mr. Smith,
RMO, we agreed that training would begin on Tuesday, 10 Jan 84, with
the persons to be trained being grouped (insofar as is possible]. by
the directorates or staff offices to which they are assigned. Based
on a survey conducted by Mr. Smith, it appears that about three
hundred (300) employees (both military and civilian, but predomi-
nantly civilian) will be scheduled; there will undoubtedly be add-ons
to this number, making the final total about 325.

4. Mr. Smith has arranged for our exclusive use of the DIO classroom
during the entire week of 9 January 1984. This is in a detached
building which is centrally located on the installation, will be easy
for the students to get to, and has ample parking adjacent to it. The
classroom will seat 45 people comfortably, and is equipped with all
the modern conveniences for giving instruction -- rear-projection,
front-projection, slide machines, movie projectors, light dimmers,
break area, Coke machine, rest rooms, etc. SGM Emmett Walker took us
on a tour through the facility.

5. We agreed with Mr. Smith that we would schedule the participants
in groups of 45 starting Tuesday morning, 10 January, at 0815 hours
through 1115 hours, and then an afternoon class from 1300 to 1600.
This would be repeated on Wednesday and Thursday; on Friday, we would
hold a morning session only. At 45 students per session, the total
thus trained would be 315.

6. Monday, 9 January, would be devoted to getting all of our in-
structional materials set up in the classroom and rehearsing the
presentation. Starting 22 December 1983 we will ship (via UPS) all of
the materials -- Volumes I and II, cross-reference lists, reference
materials, etc. -- to Mr. Smith at Pike Hall, HQ Ft Knox. Volume II
will be shipped with the binders separate from the materials; they
will be inserted (assembled) on 9 January.

Encl # 9 to Chapter 6

7. In a related area, on 7 December 1983 Mr. Nuttall, Records Administrator, US Army Forces Command, called to ask if an employee of his, Mr. Charles Marshall (who is responsible for files maintenance and disposition for FORSCOM field), could visit with us at Fort Knox to absorb the principles and operation of MARKS and thus get a head start insofar as concerns applying it within FORSCOM. In discussing this with Mr. Smith during the 8-9 December visit, we considered asking Mr. Nuttall to send Mr. Marshall to Fort Knox for one or two weeks to coincide with our arrival on or about 8 January 1984; we envision that after the first day's rehearsals (9 January) and the first day of formal classroom instruction (10 January), Mr. Marshall would then (on Wednesday, Thursday, and Friday) visit the employees who had been trained in their actual work areas, advise and assist them in carrying forward those CY '83 TAFFS files into the CY '84 MARKS structure. Agreed that I would present this idea to Mr. Nuttall upon our return to TAGO.

8. We expressed to LTC Tugwell our sincere appreciation for the very fine support we have been given to date by Mr. Smith. His interest and enthusiasm will go far toward making the pilot a success, regardless of its outcome.

9. On 9 December 1983 we visited 5th Bn, 73rd Armored Regiment to check on progress of the MARKS pilot in that TOE unit. The following observations apply:

     a. We did not visit Company B Supply Room, as that unit was undergoing a change of command ceremony on 9 December.

     b. We did not visit Battalion Maintenance as it was raining heavily, and the BMO is not contiguous to the battalion area (it would have involved walking several hundred yards in heavy rain).

     c. 5/73 Armor has just returned from exercises at Fort Drum, New York. In all the elements of the battalion that we visited, we asked (1) did you have any difficulties with MARKS while in the field, and (2) are you experiencing any difficulties at all in applying MARKS to your record-keeping operations. All those contacted answered both of these questions in the negative.

     d. The battalion has on board a new legal clerk, PFC Foutch, who replaces SP4 Henneck (who departed some months ago). He (PFC Foutch) had read the MARKS regulation and had no problems with it.

     e. There is a new Operations Sergeant in the S-3 Section, replacing SFC Hunter, who has departed. The new individual is MSG Serna; he had not been made aware of MARKS by his predecessor and didn't know that the MARKS pilot was on-going in the battalion. Gave him a brief desk-side explanation of the principles of MARKS and told him that I would send him a complete (posted with C-1, C-22. copy of AR 340-XX, along with other instructional material, and keep in touch with him by telephone in case he had any difficulties with it.

f. A similar situation existed in HHC Supply Room, where SGT
(E-6) Sluss has replaced SFC Talapu, and in Co. A Supply Room, where
SGT (E-6) Smith has replaced SGT Wesson. MARKS is appreciated and
understood by both of these individuals. Each of them has a clerk
working for him who underwent the MARKS training in June 1983 and
understands the system.

g. 5/73 Armor departs on 4 January 1984 for the National
Training Center, Fort Irwin, CA; they will be back in early February.
As they will be gone from Fort Knox before we arrive to begin the Post
Headquarters pilot, we told all with whom we came into contact that we
would check back with them at some point in February 1984.

h. Our nominal point of contact at 5/73 Armor is 1LT Victor
Skidmore, Adjutant; he was on leave during this visit.

10. Returned to Washington National Airport at approximately 1700
hours 9 December 1984.

John G. Vos
MARKS Project Officer

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DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 1-3 July 1984

1. Undersigned performed TDY to Fort Knox, Kentucky, 1 - 3 July 1984 per Order # 07-011R(11-1062-84) TAGO, dated 25 June 1984.

2. Persons contacted:

   Ms. Poore, Chief, Admin Services, AG
   Mr. Smith, Records Management Officer
   MAJ Ritter, XO, 5/73 Armor
   LT Lambert, Adjutant, 5/73 Armor
   17 enlisted members of 5/73 Armor

3. Purpose of trip was to conclude the one-year pilot of the Modern Army Record-keeping System (MARKS) at 5/73 Armor.

4. Undersigned, accompanied by Mr. Smith, visited each files station in the battalion on 2 July 1984. At each location, we --

   a. Advised the participant that, although the pilot was concluded, they would continue to use MARKS (vis-a-vis TAFFS) as their record-keeping system until such time as MARKS is implemented throughout TOE units Army-wide.

   b. Instructed the participant that, because the pilot ended in the middle of a record-keeping year, they would continue their current files to 31 December 1984 (vice cutting them off and destroying, holding, or retiring them as of 30 June 1984).

   c. Furnished each participant with a preprinted set of file labels to assist in the conversion from a 30 June 1984 cutoff to a 31 December 1984 cutoff.

   d. Administered a questionnaire to record perceptions of MARKS vis-a-vis TAFFS.

   e. Examined the actual records being maintained at each files station (exception: we did not examine classified files in S-2).

   f. Discussed record-keeping in general with the participant and asked if any problems had been encountered.

   g. Made on-the-spot correction of deficiencies (minor) where called for.

   h. Advised the participant that TAGO would continue to support 5/73 Armor by keeping the regulation (AR 340-XX) current until the system is adopted for Army-wide use.

   i. Advised the participant that he could continue to call on the undersigned or Mr. Smith for assistance, even though the pilot has been concluded.

DAAG-AMR-P
SUBJECT: Trip Report, Fort Knox, 1-3 July 1984

5. Results of the final questionnaire will be summarized in the final report of the test.

6. Two problems surfaced in this final visit to 5/73 Armor:

a. On visiting the PAC, it became apparent that they had strayed from the MARKS concept to a considerable degree. Administrative records of the PAC were being kept in a single-drawer (field-type) record box, and were placed in consecutively-numbered folders marked from "701-00" through "701-55". This label was on the front of the file container:

NO.
701-00 Thru.-701-55
ACTIVE
BN + BDE + ALL
OTHER AROUND FT KNOX

b. When the 5/73 Armor pilot began, PFC de Jesus was the record-keepker and attended the training; he understood the MARKS concept and the PAC records were properly identified and aligned by prescribing directive number. At a point about six months ago, however, PFC de Jesus departed on PCS and was followed by an interim replacement, one PFC Harper, who was not a 71L and was merely assigned to the job temporarily to keep it filled pending a permanent replacement. PFC Harper, upon seeing the MARKS files and not understanding them, set up his own, numerically-sequenced files (the 701-00/701-55 scheme). PFC Flint A. Johnston, who arrived about three months ago, commenced filing records and documents into the 701-00/701-55 scheme; the files which had been originally set up under MARKS were in another one-drawer files container, which had been set aside and into which no records were being filed.

c. In order to bring the PAC back into line with MARKS, the undersigned and Mr. Smith spent four hours each on Tuesday, 3 July 1984 at the PAC. We went over the MARKS concept with PFC Johnston (and, to some extent, with SGT Wilkerson, the PAC Supervisor). Following that we removed all documents and records from both the 701-00/701-55 file and from the original MARKS file, classified all the records from both containers, placed them into new folders with new file labels under MARKS, sequenced them in a single drawer, prepared a correct drawer label, and drew up a two-page List of File Numbers for the PAC (copy at Enclosure # 1). These actions established a positive data base that was understood by PFC Johnston, SGT Wilkerson, and others in the PAC, and should serve them well in the future.

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d. The other problem area was in the S-3 Section. Our point of contact had been MSG Richard J. Serna, the Operations NCO of the S-3; at this visit, however, MSG Serna was on recuperation leave following hospitalization and had announced his intent to retire from active duty in the very near future. He was not expected to return to duty at 5/73 Armor. There was, in fact, no replacement on board or expected for some time. The S-3 has no clerical or administrative personnel of any kind. After discussing the situation with the Acting Operations NCO, we finally talked to an SFC Robertin who had only arrived in the battalion three days earlier, and was just beginning his duties in the S-3 Section. It was to him, as an interim measure, that we passed the instructions outlined in paragraph 4 above so that when an individual was on board who would have responsibility for the files, that individual would have some idea of what was going on with MARKS as opposed to TAFFS. We also asked SFC Robertin to have that individual get in touch with us at the time of entering on duty so that we (either Howard Smith or myself) could brief him further. We did look at the S-3 files, which are set up under MARKS; there was a considerable intermingling of active and inactive records within the area of 350-1a, Training Schedule and Inspection Files; however, absent an individual to do the detailed work of separating them out, we decided to leave them as is for the time being.

7. On Tuesday, 3 July 1984 we visited Personnel Services Division of DPCA (ATZK-PA-PS, Building 6645) and talked to Ms. Kathy Strahahan. She had a number of record-keeping areas that are not included in AR 340-ZZ, the MARKS regulation; in most cases, this is because they had not been properly identified under TAFFS or included in the Lists of File Numbers which served as the basis for converting to MARKS in 1983. As a result of this visit we will add to MARKS file number 210-1a, dealing with the administration of private organizations on a military installation. Description and disposition are as given in TAFFS under file number 725-08. We also added file numbers 930-4a and 930-4b to MARKS, dealing with administration of Army Emergency Relief; the descriptions and dispositions are from TAFFS 725-05 and 725-06. Ms. Stranahan also has files on "child development" which result from a new program — there is a brand-new AR 608-10 out which results in creation of these files. We will investigate this and make appropriate MARKS record series in this area. The program deals with nursery and pre-school programs. They also keep records resulting from AR 670-1, Wear and Appearance of Army Uniforms and Insignias, which we will look into. And finally, the last unresolved area deals with the liaison which DPCA performs in overseeing (a) the dependent school system at Fort Knox, and (b) operation of the Post Exchange system.

8. Returned to Washington National Airport 1735 hours, 3 July 1984.

Encls.

John G. Vos
MARKS Project Officer

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Number	Title	Privacy Act
1-21a	Office Space Assignment Files	
10-1a	Organization Files	
20-1a	Inspector Generals' Inspection Files	
20-1d	Physical Inspection Files	
37-2a	Office Financial Files	
37-101a	Signature Card Files	
37-101-1a	Transmittal Letter Files	
37-101-1e	Miscellaneous MPV Files	
37-103a	Collection Voucher Files	
37-104-3a	Personal Financial Record Files	A0305.10aDACA
105-1a	Office Message Reference Files	
190-40a	Serious Incident Reporting Files	A0508.24aDAPE
210-10a	Departure Clearance Files	A0706.02DAAG
220-1a	Unit Status Reporting Files	
220-1b	Personnel Readiness Files	
220-15a	Daily Journal/Staff Journal Files	
220-45a	Duty Reporting Files	
220-45b	Duty Roster Files	
310-2a	Housekeeping InstructionFiles	
310-2b	Policy and Precedent Files	
310-10a	Personnel-type Order Files	
310-10b	Permanent Order Background Files	
310-10c	Permanent Order Record Set	
310-49a	Activation and Status Change Files	
340a	Office Management Files	
340b	Officer Service and Supply Files	
340c	Office Property Record Files	
340d	Reading Files	
340-XXa	Office Lists of File Numbers	
340-XXb	Office Record Transmittal Files	
340-3a	Office Mail Control Files	
340-4a	Filing Equipment ,Files	
340-8a	Word Processing Equipment Files	
340-17a	FOIA Administrative Files	
340-17b	FOIA Request Files	A0239.01DAAG
340-20a	Office Copier Files	
340-21a	Privacy Act Report Files	
340-21b	Privacy Disclosure Accounting Files	
350-1b	Physical Fitness Training Files	
350-1d	Training Operation Files	A1002.02aTRADOC
350-37a	SQT Files	
350-37a	CTT Files	
380-5b	Security Inspection and Survey Files	
385-10d	Safety Awareness Files	
600a	Office Personnel Register Files	
600b	Office Personnel Locator Files	
600d	Job Description Files	
600g	Temporary Duty Travel Files	
600h	Office Military Personnel Files	A0102.13DAPC
600-8a	Individual Personnel Change Files	A0703.01aDAPC
600-8b	Personnel Information System Rept. Files	A0715.06aDAPC
600-8d	Personnel Data Card Files	A0715.01aDAPC
600-9a	Weight Control Files	A0102.13DAPC
600-10a	Casualty Case Files	A0726.06DAAG
600-21a	EO Reporting Files	
600-21b	EO Survey Files	
600-21c	EO Complaint Files	A0614.03aDAPE

List of file numbers
PAC, 5/73 Armor
(Continued)

Number	Title	Privacy Act
600-31a	Personnel Action Suspension Rept. Files	
600-33a	Line of Duty Files	A0708.18aDAAG
600-46a	Military Personnel Survey Files	
600-50a	Standard of Conduct Files	
600-55a	Operator's Exam/Qualification Record Files	A1207.08aDAPE
600-85a	Alcohol/Drug abuse Management Files	
600-85b	Alcohol/Drug Abuse Council Meeting Files	
600-85c	Alcohol/Drug Abuse Statistical Files	
600-200a	MOS Classification Board Proceeding files	
600-200b	Promotion Eligibility Roster Files	
600-200c	Promotion Board Proceedings Files	
600-200d	Promotion Eligibility Determination Files	
600-200e	Enlisted Promotion Files	
608-15a	Savings Bond Reporting Files	
630-5a	Leave of Absence Files	
630-5b	Leave Control Log Files	
630-10a	AWOL and Desertion Files	
640-3a	Military ID Card Application Files	A0509.02aDAAG
640-3b	ID Card Register Files	
640-3c	ID Card Requisition Files	
640-10b	Qualification Record Extract Files	
672-5-1a	Unit Award Case Files	
672-5-1b	Award Ceremony Files	
672-5-1c	Military Award Case Files	A0718.01DAPC
680-1a	Personnel Suspense Card Files	
680-1b	Military Personnel Register Files	A0716.04aDAAG
680-1c	Informational Personnel Files	A0703.01DAPC
680-31a	Army Strength Reporting Files	

List prepared by
ATZK-AG-AR, Mr. Smith, tel. 4-1945
and
DAAG-AMR-P, Mr. Vos, tel. (AV) 221-0440

3 July 1984

DAAG-AMR-P/MARKS

SUBJECT: Trip Report, Visit to USAARMC & Ft Knox, KY, 24-26 September 1984

TO: See Distribution

1. Undersigned performed TDY to USAARMC & Ft Knox, KY, 24-26 September 1984 under TAGO Order # 09-121R (11-1400-84) of 14 September 1984, with amendment of 20 September 1984.

2. Persons contacted:

   LTC Tyler Tugwell, Adjutant General, USAARMC & Fort Knox
   Mr. Howard Smith, Records Management Officer
   Mr. Buck Harris, RMO Staff
   Ms. Sandra Johnson, RMO Staff
   CW2 Weaver, Admin Officer, SJA
   SGM Leak, SJA
   Ms. McCarter, Office of the Inspector General
   Ms. Patricia Graham, Nonappropriated Funds
   Ms. Williams, AG MILPO (Personnel Actions)
   Ms. Montgomery, AG MILPO
   Ms. Sherri Card, ATZK-DIC-SP (Protocol Office, SGS)
   Ms. Lora Bennett, ATZK-DIC-SP (Protocol Office, SGS)
   Ms. Hernandez, Automation Management Office
   Mr. Johnson, Chief, DIO Admin & Management Office

3. *This visit can be characterized as having two purposes.* The first was to conduct liaison with Mr. Smith and his staff, who carry out the day-to-day operations of the MARKS pilot at Fort Knox. The second was to visit those elements of Headquarters, US Army Armor Center and Fort Knox that had requested either assistance with MARKS or a personal visit to see how they were doing. Additional to this second purpose was a drop-in staff assistance visit to several elements of the Headquarters.

4. Details of both of these visit aspects are contained in —

   a. Enclosure # 1, consisting of four pages of notes on discussions held with Mr. Smith and details of visits made to staff elements.

   b. Enclosure # 2, consisting of a three-page status report submitted to Mr. Johnson, Chief, Admin and Management, Directorate for Industrial Operations, following a review of DIO (A&M) records under MARKS.

5. The following summarizes important points of discussions and visits during this trip:

   a. Mr. Smith proposed that, for CY 1985, the pilot be extended to include The Armor School. This would mean, in Mr. Smith's estimation, about 100 additional users of MARKS at Fort Knox. I outlined to him the steps that he would have to take in this regard. For my part, I have arranged with Ms. Ann Thompson, TRADOC Records Administrator, to visit HQ USA TRADOC on 10 October 1984 (via military air, at no expense to TAGO's TDY budget) to brief on the current status of MARKS and make a more formal presentation of Mr. Smith's proposal.
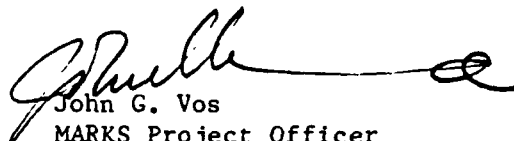
Encl # 11 to Chapter 6

   b.   The level of enthusiasm and interest in MARKS at Fort Knox remains
high. Every participant that we dealt with spoke of the ease of filing, iden-
tification, and retrieval under MARKS as opposed to what it had been with
TAFFS.   In large measure, this level of interest is due to the tremendous
amount of time and effort that have been devoted by Mr. Smith and his two
principal assistants in the MARKS pilot, Ms. Sandra Johnson and Mr. Buck
Harris. Among the three of them, they have been conducting continuous visits
and inspections to and among all the participating elements of the Headquar-
ters. They have become, in effect, quite expert in the principles and appli-
cation of MARKS.

John G. Vos

2 Encls   MARKS Project Officer
as   DAAG-AMR-P/MARKS

DISTRIBUTION:

1 each --
COL Williams, DAAG-AM
Mr. Boardman, DAAG-AMR (thru Mr. Burnam, DAAG-AMR-P)
DAAG-AMR-P Reading File
Ms. Thompson, HQ USA TRADOC (ATPL-AOR)
LTC Tugwell, AG, HQ USAARMC & Ft Knox (thru Mr. Smith, ATZK-AG-AR)
MARKS Historical File

2

Notes on visit to HQ, USAARMC & Ft Knox, 25-26 September 1984

1. Howard Smith proposes that the Armor School be included in the scope of the test. This would begin at whatever starting point is agreed on, and continue on until the system is adopted for Army-wide use. Asked him to pursue this inclusion of Armor School at the Fort Knox end, and that I would present it to Ann Thompson (TRADOC Records Administrator) during my next visit to Fort Monroe. Inclusion of the Armor School will entail several actions --

    a. Howard Smith will have to get from the Armor School all lists of file numbers so that we can determine which ones they use that have not already been converted from TAFFS and included in AR 340-ZZ. Most of these will be from the -10 (Training and Education) portion of AR 340-18.

    b. These TAFFS file numbers will have to be converted to MARKS by prescribing directive and included in the revision of AR 340-ZZ.

    c. Training at The Armor School will have to be held; Howard Smith estimates that about 100 people would be involved.

2. Minor errors noted in latest (15 Sep 84) edition of AR 340-ZZ:

    a. General Correspondence for 11 (Army Programs) is in error -- taken from the old format.

    b. Example of a List of File Numbers needs to be updated -- 600c is out of synch.

3. Further to the Post Chaplain's request for additional copies of the MARKS regulation (they were sent to Fort Knox by PRIORITY MAIL on 19 Sep 84). Sandra Johnson of the Records Management Office, on 24 September 1984, presented a one-hour class to @ 30 or 35 members of the Chaplain staff -- both Chaplains and administrative personnel -- on MARKS. These are the people who operate the "...approximately 18 chapels/religious facilities located throughout Fort Knox."

4. Discussed with Howard Smith, Sandra Johnson, and Buck Harris a problem with two file numbers dealing with dining facilities:

    30-1a, Cash Receipt Files (equivalent to 1425-C. in TAFFS)
    30-1d, Dining Facility Operations Files (equivalent to 1425-05 in TAFFS)

In MARKS (and in TAFFS) the dispositions read simply, "Destroy after 2 years," "Destroy after 6 months," or "Destroy after 1 year". However, the prescribing directive, AR 30-1 -- although not requiring file maintenance by fiscal year -- alludes to it by saying that these records will be checked "...not later than the beginning (or end) of the fiscal year," or words to that effect. This has led to confusion as to whether dining facilities should keep them on a calendar year or fiscal year basis. To solve this, at the next revision of AR 340-ZZ each of these two numbers will contain (in the disposition section) the note, "Maintain these files on a fiscal year basis."

5. Ms. McCarter of ATZK-IG has pointed out that AR 340-2 does not prescribe use of a cross-reference sheet. Logical place for such a prescription would be in Chapter 7, Filing Procedures.

6. Discussed among the four of us whether or not two file numbers, 340a and 340b, are too vague and general to serve their purposes. Each is a carry-over into MARKS of a TAFFS housekeeping file number that really has no prescribing directive. I will look into the possibility of getting rid of these two numbers or, alternatively, rewording them to stress that they are internal office numbers dealing with the immediate office environment, and that they really have nothing to do with the overall mission of the office.

7. Buck Harris brought up a problem with the disposition of 640a, Informational Personnel Files, and 614-100a, Military Personnel Assignment Files. In each case, the disposition is "Destroy 1 year after transfer or separation of the individual". There is probably no problem when these records are kept in TOE organizations at the PAC level, because they know (or at least have a pretty good handle on) who has been transferred or separated. No one leaves the organization without checking out through the PAC. However, at higher levels -- for example, the AG MILPO at HQ, USAARMC -- there is no such mechanism. The soldier doesn't have to out-process through the AG MILPO when transferring or being separated. The question then arises, what would be an appropriate disposition for these files above the organizational level? What period of years could you establish that would let you be certain that the individual is gone (transferred or separated)? Some soldiers will be around for only a few months, while others may be there for 5 years or more. Buck Harris suggests that a straight one-year disposition for these files might be appropriate, that the transitory nature of the papers that get put in these files will have served its purposes after 1 year and can be destroyed; the premiste being, of course, that there is always back-up in other sources (MPRJ, OMPF, etc.). Told Buck I will look into this; I can recall this having come up several times over the last 5 years or so, and each time we wanted to change it we ran into objections from MILPERCEN. Will check the background file.

8. Visited Ms. Pat Graham, Nonappropriated Funds. Advised her that, upon my return to TAGO, I will prepare the new 215-series of file numbers (already aligned and on floppy disk) and send her 100 sets for use within NAF and any others who may need it. This is the series that combines the 28-series (Morale, Welfare and Recreation) and the 230-series (Nonappropriated Funds) into a single UPDATE manual consisting of AR 215-1, -2, -5, etc.

9. Ms. Graham also requested that the NAF file number dealing with hand receipts (215-? - don't have copy with me) be amended to add the words (underscored here), "Included are individual receipts and listings, and supporting documentation." This will save them from having to maintain two separate files, when in fact they are logically filed together in one.

10. Visited Mrs. Williams, AG MILPO (Personnel Actions). She is generally very satisifed with MARKS as a record-keeping system. One problem that they have encountered in her area is in the many different control systems consisting of 3x5" cards or 5x8" cards. Buck Harris and I looked at these; we concluded that, for the most part, all the active cards maintained in these various systems are for the purposes of maintaining suspense control over an action; therefore they do not need to be identified under either TAFFS or MARKS. Once the action has been completed, they are putting it into a "dead" file and they use it for reference purposes, in case a similar-type case comes up and they can see how they handled it/routed it/disposed of it previously. We determined, therefore,

that once action is completed on a card (i.e., suspense purpose has been served) and it goes into the "dead file", then that dead file becomes a "Policy and Precedent File" under 310-2d. This seemed agreeable to all concerned.

11. Visited Ms. Montgomery, AG MILPO, who had raised questions about a number of types of documents which they had found "hard to file". These were identified under MARKS last week, and a copy furnished to her during this visit; she is satisfied.

12. Visited CW2 Weaver, Staff Judge Advocate's Office, discussing a problem with the Admin Law Branch:

    a. In August, SJA had sent to Howard Smith a List of File Numbers for Admin Law. Their "stock in trade" in Admin Law is the rendering of legal opinions and review of various staff actions, publications, programs, processes, etc.

    b. In their initial List of File Numbers for Admin Law, they had used a wide variety of file numbers according to the basic subject involved. For instance, if F&AO sent a Report of Survey to SJA for legal review, and F&AO had identified it with file number 735-11a, then SJA would also assign that same number to the "legal opinion" which they rendered on that report of survey.

    c. It was on this line of thought that they had gotten together their first List of File Numbers for Admin Law. Howard Smith reviewed it and sent it on to me, and as a result of my review (and that of Sandra Johnson), I had sent back to SP5 Pugh, SJA, a rather lengthy narrative (23 August 1984) explaining that although the originator may have put 735-11a on it, it was, as far as the SJA is concerned, a legal opinion and should be identified as such. Along with this narrative I sent a long example of how to set up a dummy folder under 27-1a, with individual files for each type of legal opinion rendered.

    d. In discussions with CW2 Weaver on 25 Sep 84, he stated that having to identify all these reviews and opinions under a single file number would destroy the usefulness of MARKS for SJA's (Admin Law's) purposes. The attorneys (JAGC Officers) who conduct these reviews and render these opinions do so by looking at the prescribing directive -- in the case of this example, the report of survey would be reviewed for legal sufficiency by going to AR 735-11, not to AR 27-1 (which covers the whole gamut of SJA administrative operations).

    e. Based on this, I decided to revoke my narrative of 23 August 1984 and let SJA go ahead and set up Admin Law's files broken out per their original List of File Numbers.

13. As a result of talking with Ms. Graham, NAF, I agreed to take another look at 230-2r, which is the supervisor's record on employees. Is there a need that it all be put into one by-name folder? We might be able to include

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in 230-2r (rather, in the 215-series number about to come out) a notation that the records "...may be arranged in by-name individual folders, or they may be arranged in functional groupings consisting of (a) performance appraisals, (b) personnel action forms, (c) employee record cards," etc.

14. Visited Protocol Office of SGS and looked at their files. Talked to Sherri Card and Lora Bennett, ATZK-DIC-SP (both secretaries). They are keeping a fairly large volume of files on visitors, both U.S. and foreign. There is a potential problem with their foreign visitor files -- we have two file numbers under which these records accumulate, 380-25a and 380-25c (one for tour arrangements and one for visits). Protocol Office has these intermingled in an alphabetical file on the basis that this way they only have to look one place for a record instead of two. Asked them to try them separated (380-25a first, followed by 380-25c) and see if it really posed a problem. In the meantime, I told them I would look into the possibility of combining those two numbers into one, not only for MARKS purposes, but also in TAFFS (Note: The dispositions are not the same).

15. Protocol Office has no distinct file number for U.S. visitors; they had kept them, under TAFFS, in 401-06, Staff Visit Files, which does not exist in MARKS. Told them I would research TAFFS on my return to see what we can come up with; may have to create a new file number. In the meantime, they are filing them under general correspondence # 1 - Administration.

16. Learned that Howard Smith has not received any of the recent spate of "record destruction freeze" messages -- US v. Shell Oil, asbestos-related records, FMS-Iran records, etc. Also, in our most recent trip to TRADOC Ann Thompson said she hadn't gotten some of them, either. I will --

    a. Send hard copy of all current freeze messages to Howard Smith upon my return.

    b. Take to Ann Thompson, on my next visit to TRADOC, a copy of each current freeze message so they can retransmit to all TRADOC installations and activities.

17. Discussed with Howard Smith that, upon my return to duty, I will begin developing the questionnaire to be administered to all MARKS participants at or near the end of CY 84. This will be similar to the one administered in April, but more lengthy and more comprehensive. I will send it to him for coordination prior to going final and mailing it, for any additions, changes, etc. that he may suggest.

18. Delivered a copy of the final report of the MARKS pilot at 5/73 Armor to PFC Foutch, Legal Clerk (no one -- CSM Campbell, MAJ Ritter, or CO) was in the office at the time I delivered it.

4

John G. Vos
HQDA (DAAG-AMR-P/MARKS)
AUTOVON: 221-0440/221-0313

26 September 1984

TO: Mr. Johnson, Chief, DIO (A&M)

SUBJECT: Review of MARKS Filing Practices

1. Sandra Johnson and I have reviewed your files structure, contained
in five non-security containers.

2. Overall, the current-year MARKS files are in quite good shape; docu-
ments are, by and large, properly identified with the correct MARKS number.
The file number is placed on the correspondence at the time of creation,
and is annotated in pencil on the right-hand margin at the time of filing.

3. The person who set up these files and who has maintained them to date
has obviously made a very conscientious effort to apply MARKS, and has
done well with this effort. We list in the following paragraphs some areas
that are technically amiss, but they do not detract from the general "good
faith" effort of the files custodian.

4. The discrepancies that we have noted are:

    a. The fifth filing cabinet from the left (the last one on the right
as you are facing them) has all drawers marked as "working papers". However,
these actually contain prior-year files; we noted documents ranging in age
from 1975 to 1983. These need to be screened, and those records which are
eligible for destruction should be destroyed. Those eligible for transfer
to the Records Holding Area should be so transferred. The drawers should
be labeled in accordance with AR 340-18 when the screening/destruction
process is completed. Note: TAFFS (AR 340-18) applies to these records,
not MARKS (AR 340-ZZ/Test), since they pre-date the beginning of the MARKS
pilot.

    b. The fourth filing cabinet needs drawer labels.

    c. Cabinets three and five, together, contain four (4) drawers of
blank forms. AR 340-4 states that minor quantities of blank forms may be
filed in filing containers provided that the space is not otherwise needed
and that the volume is small. However, the quantities on hand in these 4
drawers exceed that restriction. They should be removed and placed in some
form of "open shelf" storage or in a wall locker-type storage cabinet.

    d. The second cabinet, which contains the current-year MARKS files,
has no drawer labels. Examples of the labels for these drawers are con-
tained in AR 340-ZZ.

    e. All MARKS files are set up on a fiscal year basis. While some
records properly should be tied to the fiscal year (those that are geared
to a specific appropriation or availability of FY funds), the bulk of the
records which you have should be maintained on a calendar year basis.

(Continued)

     f. The records which you are now maintaining under <u>5: General Management Correspondence</u> that relate to the JIRSG are, in fact, the record of a study for which DIO(A&M) is the office of record or proponent. These should be identified under file number 5-5a, and they are <u>permanent</u> records. The file label for these should read:

> 5-5a JIRSG Records
> ACTIVE. PIF on completion
> of the study.

and for the inactive file.....

> 5-5a JIRSG Records   (84)
> INACTIVE. COFF 31 Dec 84,
> Trf RHA Jan 87, Ret WNRC
> Jan 88, Perm.

(This INACTIVE file label assumes study completion in 1984.)

     g. The procurement-related material now filed under <u>5: General Management Correspondence</u> should be under <u>740: Procurement</u>.

     h. We were unable to locate a List of File Numbers, which is required by AR 340-ZZ (Test). It should either be filed under number 340-18e, or be placed at the beginning of the first drawer of the current year MARKS files.

     i. Apparently the individual who set up the MARKS files made up a folder for every conceivable number that DIO (A&M) might have occasion to use during the course of the year. This is not necessary; folders should be prepared as the need for them arises, thus saving the time and expense of preparing folders which are not used during the course of the year.

     j. The DIO(A&M) historical files under 870-5 need to be realigned. The historical summaries, now filed under 870-5e, should be in 870-5c; also, there should be an organizational history file under 870-5a.

     k. Binder labels (3-ring binders) either have not been converted to MARKS numbers, or have no numbers on them at all. Those substantive office records that are maintained in 3-ring binders in the vertical cabinet should be cross-referenced into the current-year MARKS files in the second cabinet.

     l. Federal Personnel Manual (FPM) Supplements are identified in 3-ring binders as 690-950-1a, but these are really reference publications under 310-2e.

     m. Standard Forms 52 are identified as 690-200. It appears that there is a gap in MARKS, that we have inadvertently left "pending request" files (SF 52's) out of the current and next previous edition of MARKS!. This will be corrected in the next revision; in the meantime, DIO (A&M) may continue to maintain SF 52's as they are now.

Continued....

n. The placement of file numbers has been religiously followed by the personnel of DIO(A&M).

5. Thank you for your cooperation in this brief survey. When the replacement files coordinator for DIO (A&M) is on board, he or she should work out the minor discrepancies listed above. For assistance when it is required, the following may be contacted:

Ms. Sandra Johnson, ATZK-AG-AR, tel. 41945
Mr. John Vos, HQDA (DAAG-AMR-P/MARKS), AUTOVON 221-0440

John G. Vos
MARKS Project Officer
Office of The Adjutant General

cf: Howard Smith, Ft Knox RMO (ATZK-AG-AR)
Sandra Johnson, ATZK-AG-AR

21 July 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report -- HQ TRADOC Visit

1. John Vos and Bert Haggett visited HQ TRADOC, Fort Monroe,
VA on 20 July 1983 via TRADOC mission aircraft; there was no
cost chargeable to TAGO's TDY funds for this trip.

2. Persons visited:

> Ms. Ann Thompson, TRADOC Records Administrator
> COL Brown, TRADOC AG
> LTC (P) Shires, Chief, ASD, HQ TRADOC
> Mr. Sisane, TRADOC MMO
> Mr. Marshall, TRADOC Records Management
> Mr. Jinks, Fort Monroe RMO
> Mrs. Stallings, TRADOC Records Management
> Mrs. Bettie Gonser, TRADOC Records Management
> Mr. Dennis Parker, TRADOC Records Management (Intern)

3. Matters discussed:

> a. MARKS Pilots (see paragraph 4 below).
>
> b. ROTC Cadet Records (see paragraph 5 below).
>
> c. ROTC Scholarship Records (see paragraph 6 below).
>
> d. Fort Monroe RHA (see paragraph 7 below).
>
> e. "Personal Papers" (see paragraph 8 below).
>
> f. Duplicate Emergency Records (see paragraph 9 below).
>
> g. PROFS (demonstration) (see paragraph 10 below).

4. <u>MARKS Pilots</u>:

   a. The basic purpose of this trip was to brief Mrs. Thompson,
COL Brown, and LTC (P) Shires on the successful implementation of
the MARKS pilot at 5/73 Armor. This was done at 1000 hours.

   b. We also discussed the upcoming pilot at HQ Fort Knox. I
advised the attendees that we have in hand the LSFN's from HQ Fort
Knox (furnished by Howard Smith), but that due to internal diffi-
culties in obtaining the requisite automation support for the
conversion effort, there is a possibility that the pilot cannot
begin on 1 January 1984. COL Brown voiced strong objection to any
postponement of the starting date; he opines that since TRADOC has
gone to such lengths to get the installation headquarters desig-
nated for this test, TAGO surely should be able to get it started
on time, internal difficulties or no. He said he fervently hoped

it would start on time, and I said we do too; however, that
the new Director of Admin Management is to be briefed on our
particular problems next week, following which we will seek a
resolution to the problem, possibly via the GO route. He said
he would not be adverse at all to calling BG Delandro and
supporting our requirements, if that meant we would be starting
the pilot on 1 January.

5.   ROTC Cadet Records: We have had in the mill a proposal to
reduce the retention of ROTC Cadet Records to 1 year (after
graduation/commissioning) vice the current 5-year standard.
We have been unable to find any purpose in holding the record
for the last four years of the 5-year standard. During the
visit, TRADOC furnished their written concurrence (both DCSROTC
and Records Administrator) in the 1-year standard. ODCSPER and
MILPERCEN had already concurred; an SF-115 will now go to NARS
to effect this change.

6.   ROTC Scholarship Applications:

     a.   This problem was discussed among Vos, Thompson, Gonser,
and Parker.

     b.   We currently have three numbers in TAFFS (703-03, 703-04,
and 703-05) dealing with ROTC personnel procurement. Two of the
file numbers (703-03 for selected applicants, and 703-05 for
graduates) have retention periods of 1 year. The other, 703-04,
is for ROTC scholarships, particularly for those who apply and
are not selected for an ROTC scholarship. These are held for
five years, because there is a high volume of congressional and
other inquiries resulting from the nonselection. (A copy of the
703 series is at Incl # 1).

     c.   The problem lies in the fact that 703-03, -04, and -05
files are maintained as a single, alphabetical file during their
active life; when disposition time comes, DCSROTC/HQ TRADOC (the
only office in the Army which creates and maintains these files)
must cull out the 703-03 and 703-05 records in order that the
703-04 records can be sent to the RHA. This is a labor-intensive
effort on record series that have high volume every year.

     d.   The bulk of these alphabetical files are 703-04; Mr. Parker
(who has been working with a Mr. Joseph Nolan of DCSROTC on this
problem) indicated that about 80% of the total volume consists of
703-04, nonselected scholarship applicants.

     e.   TRADOC's proposal is to consolidate file numbers 703-03, -04,
and -05 into a single file number and apply the 5-year retention
to all records created and maintained under that single number. This
will result in a slightly higher volume of records (20%) being
transferred to the RHA, but will eliminate the troublesome and
difficult task of weeding out the 5-year records from the 1-year
records.

     f.   Advised them that I would study the background of these
three file numbers (and also AR 145-1 on ROTC), and get back to them.

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7. Fort Monroe Records Holding Area:

a. The Fort Monroe RHA is located in the attic of the building which houses the Records Administrator and the AG publications/forms stockroom. The space is unheated and is not air conditioned.

b. The installation RHA is operated by the TRADOC Records Administrator, Mrs. Thompson. There is no dedicated individual assigned, or available, to operate the RHA; Mrs. Gonser and Mr. Parker perform these functions in addition to their other duties. (By comparison, Fort Knox and Fort McPherson each have two individuals with RHA operations as their only responsibilities).

c. Mrs. Thompson is saddled with this chore, while it should properly be in the bailiwick of Mr. Jinks, the Fort Monroe RMO. Mrs. Thompson would like to be rid of it; indeed, she should not have to divide her attention between the TRADOC-wide program and the relatively-minor housekeeping chore of operating the RHA for Fort Monroe.

d. We made note of this problem, but did not promise any relief, as it is not within our jurisdiction to do so.

e. While in the RHA I noted, in the only box of records that I looked into, that old contracts from 1975-1976 which should have been destroyed in 1979 were being retained.

8. "Personal Papers":

a. Mrs. Thompson has advised the chiefs of General and Special Staff Offices, HQ TRADOC, of the official position on the retention and disposition of "personal papers". Her DF is attached at Incl 2; it was prompted by, and based on, DAAG-AMR-P's letter to all MACOM's in April of this year, which transmitted to them the GSA bulletin on "personal papers".

b. We discussed at some length the need for a better name for these records. By using the misnomer "personal papers" we create a confusion in the field's mind; they are not, in fact, personal -- they are official (albeit not the record copies), and they are property of the U. S. Government.

c. We noted that the GSA Bulletin was careful to point out that they are not personal papers, that is, that title in them is not vested in the person that accumulated them. About all that we agreed on, on this subject, was that a better name is needed.

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    a. Mrs. Thompson gave us a demonstration of the system whereby they forward material to the sites.

    b. They are using a new Bell & Howell MICROX system (which cost them about $27,000). The procedures are --

        (1) Staff elements of HQ TRADOC forward vital documents from their files to the AG Section.

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    a. A TRADOC electronic mail network, PROFS (by IBM), is now being tested at 10 locations within HQ, TRADOC prior to being implemented throughout the headquarters. One of the stations is in the Records Administrator's office, and is operated by Mrs. Gonser.

    b. The applications (calendar, scheduling, notes, filing, etc.) which were demonstrated to us were not unusual; they are common to most electronic mail systems. The system, during this demonstration, was very slow to respond; after a command was keyed in, the screen blanked for 15 to 20 seconds before the command was executed (i.e., theinformation appeared on the screen). Mrs. Gonser explained that for the purposes of the test, the CPU which operates the system is located in Tampa, Florida; her commands which she keyed in had to go first to Tampa, then to Washington, D.C., and then back to Fort Monroe. When the system is implemented headquarters-wide the CPU will be in the building next to Mrs. Thompson's, and the response time will be cut down to practically nothing.

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11. <u>Conclusion</u>: The trip was worthwhile, in that it enabled us to gather a lot of information in a short time, at no cost to the TAGO TDY funds. Suggest Ed Lesko might want to take the TRADOC shuttle one day and watch the MICROX application for Duplicate Emergency Records.

John G. Vos
Management Analyst

2 Incls
as

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d. Noted: The name of the then-Chief of Staff, Army, was misspelled on DAAG-AMR-P's letter to the MACOM's of April, 1983, and repeated in misspelled form on Mrs. Thompson's 14 July DF.

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DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL	SUBJECT
ATPI-AOR	Disposition of Personal Papers and Official Records

TO	Chiefs of General and Special Staff Offices	FROM AG	DATE 14 JUL 1983 Ms. Thompson/bal/3193	CMT 1

1. The key to the Army's future is the way we emphasize the importance of records preservation today. A portion of valuable records that warrant preservation for future research are those documents Army general officers and senior civilian executives accumulate reflecting significant decisions, events, or transactions in which they were personally involved because of their official positions.

2. "Personal papers" are defined as material pertaining solely to an individual's private or nonofficial affairs that are kept in the office of an Army official. These documents should be clearly designated by him or her as nonofficial and should at all times be filed separately from the official records of his or her office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official file.

3. "Extra copies of record documents" are defined as material held solely for reference purposes. These documents are commonly regarded as nonrecord materials. Although these files cannot be considered as personal papers, as defined in paragraph 2 above, a general officer or senior civilian executive may accumulate for convenience of reference extra copies of papers and other materials which he or she has drafted, reviewed, or otherwise acted upon. These documents are identified in paragraph 228-13, AR 340-18-2. These records may be retained provided the copy (1) is not the official record copy; (2) does not violate confidentiality required by national security, privacy, or other interests protected by law; or (3) does not exceed normal administrative economies.

   a. Papers in this collection are usually retained on a highly selective basis and often document significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record.

   b. Upon retirement or separation of the general officer or senior civilian executive, these extra copies of documents should be transferred to the US Army Military History Research Institute (USAMHRI), Carlisle Barracks, PA 17013, for preservation. When deposited in this research institution, extra copies of documents can serve the needs of historical scholarship. Currently, the personal papers of General E. C. Meyers, former Chief of Staff of the Army, are being prepared for transfer to USAMHRI.

4. The Records and Information Management Branch, Office Systems Division, will assist in evaluating an accumulation of documents and determining whether it comprises personal papers or official records. Requests for assistance should be directed to the TRADOC Records Administrator, extension 3193.

R. E. BROWN
Colonel, GS
Adjutant General

DA FORM 2496 AUG 80   PREVIOUS EDITIONS WILL BE USED   U.S. GOVERNMENT PRINTING OFFICE: 198.-372-711

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report, HQ USA TRADOC, 13 Dec 83

1. John Vos and Bert Haggett visited HQ, USA TRADOC on Tuesday, 13 December 1983. Purpose was to brief and update the TRADOC Adjutant General on progress of the MARKS Project. Trip was by Government air at no direct cost to TAGO's funding appropriations.

2. Persons contacted:

   COL Brown, TRADOC Adjutant General
   LTC(P) Shires, Director of Administrative Services, TRADOC
   Mrs. Thompson, TRADOC Records Administrator

3. We met with all of the above persons for about 30 minutes, during which time we went over the arrangements that are in effect (or planned) for the pilot test at HQ, USAARMC & Ft Knox starting in January 1984. These details are essentially as stated in the trip report (already submitted) for our trip to Fort Knox, 8-9 December. We expressed to COL Brown our pleasure at being in a position to stick to the Jan 84 milestone for starting this pilot; that three months ago it had looked like an impossible milestone to meet, but superior support from LTC Russell, the new AMO, had helped to make it possible.

4. The remainder of the day was spent discussing MARKS/TAFFS in general with Mrs. Thompson. She has graciously offered (subject to approval and funding availability) for one of her interns, Mr. Dennis Parker, to assist -- at least part time -- in instituting the pilot in January at Fort Knox. If everything works out, we will have the following persons involved in presenting training and assisting in implementation during the week of 9 January:

   John Vos, HQDA
   Bert Haggett, HQDA
   Howard Smith, Ft Knox RMO
   Charles Marshall, HQ FORSCOM Records Management
   Dennis Parker, HQ TRADOC Records Management

5. During our discussions with Mrs. Thompson, she raised questions about new requirements which have been laid on MACOM Records Administrators by AR 340-4, Files Equipment, dated 1 November 1983, specifically:

   a. Paragraph 1-4, Responsibilities, includes the requirement that "...Records Administrators will evaluate requests approved by records management officers within their command(s)." This was not in the former AR 340-4, and adds a new responsibility to those already performed by MACOMs. The question here is, what is the value of this further evaluation? The implication seems to be that all installation records managers (FORSCOM, TRADOC, DARCOM, certain other MACOMs who operate installations) will have to

Encl # 13 to Chapter 6

forward each and every routine approval for a filing cabinet to the MACOM for further evaluation. Mrs. Thompson has taken the approach that this (para 1-4) requirement can best be satisfied during her triennial review of program management at the installation level, and intends to include it in her supplement to AR 340-4, which she is now writing.

    b. Paragraph 2-5, Acquisition Procedures, is also new in this edition. It requires that, as a minimum, requests for <u>standard</u> files equipment include (1) background information identifying the problems, conditions, or reasons leading to the request; (2) description of file, its designation, and document size; (3) volume to be housed; (4) description of present equipment, quantity, and condition; (5) number of persons (civilian and military) accessing files; (6) total daily man hours required to perform the filing function; and (7) proposed equipment, stock number, nomenclature, and price. Her question is, why should all of this be required for <u>standard</u> files equipment authorized by the CTA and SB? Her presumption is that if it is included in the CTA and SB, then it has already been determined (on an Army-wide basis) that a given office with given missions, functions, and numbers of personnel is authorized certain types and quantities of filing equipment. To what use will all this information be put? In an era where the tendency is to reduce administrative workload, this seems only to add to it.

6. DAAG-AMS, please give me a response to para 5 above that I can pass to Mrs. Thompson.

John G. Vos
MARKS Project Officer

DIST:
1 each --
DAAG-AM (thru AMR)
DAAG-AMS (for para 5 above)
AMR Reading File
AMR-P Reading File
MARKS Historical File

DAAG-AMR-P   19 March 1984

SUBJECT: Trip Report -- HQ TRADOC -- 16 Mar 84

SEE DISTRIBUTION

1. Dr. Hatcher, John Vos, and Jim Roche of Records Management Division
visited HQ, USA TRADOC, Fort Monroe, VA on 16 March 1984 (at no expense to
TAGO's TDY funds).

2. Persons visited:

        MG Alan K. Ono, DCS for Personnel, Administration, and Logistics
        COL George Brown, Adjutant General
        LTC (P) Shires, Chief, Administrative Services Division
        Ms. Ann Thompson, Records Administrator

3. Discussions held were as follows:

    a. John Vos conducted formal 25-minute briefing of MG Ono on the subject
of MARKS. Although then-BG Ono, as DTAG-AS, had been involved in securing
approval for the contract for the CALCULON study, this was the first substant-
ive information given to him on the resulting MARKS conversion effort. The
points made were --

        (1) MG Ono agreed with the concept and its application. He stressed
that we must remain sensitive to the training lead time necessary for the
average soldier to become familiar with the new system, especially in view of
SQT testing. He remarked that during a recent visit to Fort Knox he had
enquired about MARKS, and was told that it was going well.

        (2) Dr. Hatcher emphasized the point that while TAFFS is an inde-end-
ent, stand-alone system, MARKS is not, that MARKS is dependent upon the admin-
istrative publications numbering structure and scheme; that despite Publi-
cations Directorate's assurances to the contrary, there has been a certain
amount of turbulence and renumbering of admin pubs, with a resultant effect on
MARKS numbering; and that prudence dictates not fielding MARKS Army-wide until
the UPDATE conversion has been completed and settled down.

    b. MG Ono was curious about the IRM reorganization; Dr. Hatcher answered
his questions on that subject.

Encl # 14 to Chapter 6

DAAG-AMR-P
SUBJECT: Trip Report -- HQ TRADOC -- 16 Mar 84

c. Briefed COL Brown on the status of the training and implementation of
MARKS at HQ, USAARMC & Ft Knox (335 employees trained; feedback received;
action officer briefing on 7 March 1984 for 133 people; etc). Advised COL
Brown that a questionnaire in early April will be the first measurement of the
test's status and acceptability, and will be compared with later, similar
questionnaires. (Note: COL Brown departs in July for 1st Personnel Command,
Schwetzigen, Germany).

4. Returned to Davison AAF 1700 hours.

John G. Vos
MARKS Project Officer
DAAG-AMR-P

DISTRIBUTION:
1 - Thru DAAG-AMR to DAAG-AM
1 - MARKS Historical File
1 - DAAG-AMR Reading File
1 - DAAG-AMR-P Reading File

2

REPLY TO
ATTENTION OF

1 5 AUG 1984

DAAG-AMR-P/MARKS

To All Participants in the MARKS Pilot:

1. More than seven months have passed since you began using the Modern Army Record-keeping System (MARKS) instead of TAFFS. Your response to the new system has been gratifying, and your participation has continued at a high level. With about four and a half months to go, I am sure that the level of interest will remain high.

2. We have had three editions of the MARKS regulation so far — the original that was handed out at training last January; an interim edition, where we changed only the appendix with the file numbers in it; and the pink-covered version which you are now using. Later this month you will receive yet another revision (green-covered); this is necessary because of the great number of changes and additions that have been made due to your participation in the pilot. Since the first of May, 27 suggestions have been made which resulted in changes or additions, and we are very grateful for the interest shown. These changes have not only improved MARKS, but many have been carried over into TAFFS for the benefit of the rest of the Army!

3. Our special thanks to Howard Smith, your Fort Knox Records Manager, who has — along with his staff — works tirelessly to answer questions and oversee the daily operation of the system; and to the following, who have made suggestions (since the last revision of the regulation) that resulted in additions and/or changes:

Name and Directorate	Areas of MARKS Affected
Charles Neal, DPT	11-30a, 350-1d
Elisa R. Lewis, PM	190-5b
Joe L. Galloway, PM	190-11a
Mrs. McCarter, IG	20-1e
Bettie DeWitt, AG	210-7a
Sandra K. Johnson, AG	621-5a, 623-series
Kathy M. Stranahan, DPCA	608-10a, 210-1a, 60-, 352-, and 930-series
Patricia Graham, RM	230-2r, 380-380e, 230-9b
Sharon Stith, RM	11-2a, 335-series
Debby Casey, EH	405-70a, 405-series
Barbara Chumley, AG	Chapter 4
Nancy Slack, EH	420a
Mary Ann Newitt, DIO	40-5a
Debbie Graebert, EH	210-11a
Raymond D. Perdue, IG	General Correspondence

Encl # 15 to Chapter 6

DAAG-AMR-P/MARKS
SUBJECT: Status of the MARKS Pilot

4. Keep up the good work. I plan to visit Fort Knox in September (after the
revised regulation is distributed), and Howard Smith and I will stop in to see
as many of you as we can at that time.

                    Sincerely,

                    John G. Vos
                    MARKS Project Officer
                    AUTOVON: 221-0440/221-0313

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters,
U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

. . . .

Chapter 7

Data Collection During the Pilot

1. At the one-third mark of the pilot (April, 1984) an anonymous question-
naire was mailed to each pilot participant to measure response to the new
system.

2. The results of that questionnaire are attached in the following sequence:

a. Enclosure # 1: A letter, 15 May 1984, announcing results of the
questionnaire.

b. Enclosure # 2: A composite questionnaire showing responses received
and indicating the percentage of respondents giving each possible answer to
each question. The operative question, as far as acceptability of MARKS at
this stage of the pilot is concerned, was as follows:

Is MARKS easier to use than TAFFS? 129 (92%)
Is MARKS harder to use than TAFFS?   11 (7%)

c. Enclosure # 3: The questionnaire allowed respondents to make narrat-
ive comments and suggestions, and to raise questions, in anonymity. Enclosure
3 is a five-page extract of all positive and negative comments received.

d. Enclosure # 4: The questionnaire resulted in thirty-two (32) narrat-
ive questions or suggestions. Each of these was addressed by the MARKS Project
Officer and, because of the anonymity factor, feedback on all 32 items was
furnished to each participant. The record of these responses is at Encl # 4.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-AMR-P/MARKS   15 May 1984

<u>¦-TO ALL PARTICIPANTS IN THE MARKS PILOT-¦</u>

1. You should by now have received the 15 May 1984 revision of AR 340-ZZ, the test regulation. It incorporates the many changes suggested by users at HQ, USAARMC & Fort Knox since we began the pilot in January. It also puts both Volume I and Volume II in a single book. You should dispose of the previous editions of this regulation.

2. You will recall that about a month ago we sent each of you a questionnaire on your perceptions of MARKS after three months of using it. Out of 335 mailings, we got 155 responses. Attached please find, for your information --

● A composite questionnaire showing the results as of 11 May, the date by which all questionnaires were to be in. Please note that not all respondents answered all questions, and that percentages do not total to 100 because of rounding.

● A five-page section listing all the positive comments, all the negative comments, and all the comments relating to placing the file number on correspondence at the time it is created.

● Many respondents used the questionnaire as a vehicle to ask procedural or technical questions. A 16-page section lists all such questions, and gives the answers. Because the questionnaire was an anonymous one, we have chosen this means of providing information to you.

3. Our special thanks to all those who responded to the questionnaire. Please remember that we are available to help you in any of several ways -- give us a call (Howard Smith, Fort Knox RMO, at 41945; John Vos or Bert Haggett, MARKS Project Team, at AUTOVON 221-0440 or 221-0313); send us a DAAG Form 315 (Test) (the blue sheet, or a reproduced copy of it); or just an informal note.

4. In short, we are very pleased with the active part that you people have taken in this pilot. We very much appreciate your participation and interest. Keep up the good work!!

John G. Vos
MARKS Project Officer

Encls.

Encl # 1 to Chapter 7

SUMMARY OF RESPONSES TO QUESTIONNAIRE AS OF
RESPONSES RECEIVED: 155
Not all respondents answered all questions.
Percentages may not add to 100 because of rounding.

11 MAY 1984

QUESTIONNAIRE ON THE MODERN ARMY RECORD-KEEPING SYSTEM

Has the AR 340-18 series, (TAFFS) met all of your record-keeping needs in the past?

Fully	Partially	Marginally	Rarely	No Opinion
34 (21%)	73 (46%)	25 (16%)	4 (2%)	19 (12%)

In your opinion, will the Modern Army Record-keeping System (MARKS):

Make filing easier?

yes	no	no change
124 (82%)	8 (5%)	19 (12%)

Make files retrieval easier?

yes	no	no change
124 (81%)	9 (5%)	20 (13%)

Will the re-numbering of DA forms to follow the AR numbering scheme, (as well as the MARKS number) make them easier to manage and file?

yes	no	no change
130 (85%)	4 (2%)	18 (11%)

Is the Modern Army Record-keeping System—

129 (92%) [X] Easier to use than TAFFS.

11 (7%) [X] Harder to use than TAFFS.   Encl # 2 to Chapter 7

POSITIVE COMMENTS

I believe this new system will be very beneficial to everyone concerned once it is implemented Army-wide. I can already see the difference in this system which makes it so much easier to use. I can especially think that it would be beneficial to personnel just beginning office work since you don't have to remember so many different numbers, rather you think in terms of a set.

It is a very good system.

I believe MARKS is very helpful in retrieving documents. When someone wants something pertaining to budget, I know to look under the AR which pertains to financial and can easily find the document. LOVE IT!

I have thoroughly enjoyed this new system. Retrieving documents has always been a problem with me and MARKS simplifies this immeasurably.

I have worked with TAFFS for a number of years and during that time I have wished for a more logical system. I think MARKS is that system.

It definitely makes our office filing run smoother. Simplifies the files for everyone.

Need additional time to work with system, but basically on the right track. Like the idea of everything geared to the AR.

Things are going better than I expected; the only thing I see wrong are a few minor bugs, mainly in civilian & installation areas.

Because MARKS uses the Army Regulation as a basis for assigning filing numbers, not only is filing more logical but knowledge of the proper regulation needed for performing so many administrative functions is retained by personnel using the system. The future implementation of DA Forms numbers coinciding with MARKS numbers will also be a very helpful aid.

With time to obtain complete classifications of all files, this will be an excellent system — just needs time for adjustment.

I feel that MARKS is easier to understand and overall is a better system.

All legal opinions can now be filed by the AR governing them.

In my opinion the MARKS system is an easier, more logical system in which to file. I feel that it will be especially helpful to new personnel upon entering into federal government.

Much easier to retrieve documents from the files.

Seems much easier to locate documents, and we are only beginning.

An excellent file system. At this time, I see no need for improvement.

END

FILMED

DTIC
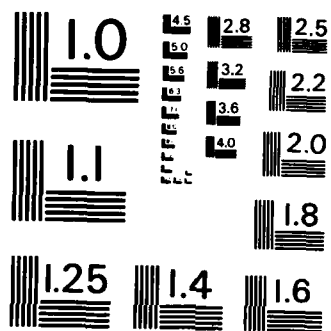
Once I was familiar with the new system, I found MARKS a joy!

MARKS is a long overdue welcome change! Our office (CPO) has not fully implemented change as we asked for some clarifications, but I feel MARKS will be a system managers will appreciate.

Thanks for making an easier and faster way for record-keeping. The Army needed help.

I feel MARKS is a good filing system; however, I cannot make an accurate comparison between MARKS and TAFFS (I have never actually used TAFFS). I've had classes on both systems and to me, it seems, MARKS is the better system.

I like the MARKS system much better than the TAFFS.

A much more logical system!

Being new in files, the MARKS system does not require me to learn AR's and an unrelated filing scheme (as I would have with TAFFS) at the same time.

Good system!

Feel it is a good idea. It is going to take a while to get all of the bugs worked out, but overall I feel it will prove to be a successful program.

Overall, I think it is a great system, and a much needed improvement over TAFFS. I appreciate all the great help you have given me.

I believe the use of MARKS will reinforce one's memory by repeated use of regulation numbers (via filing and forms), and thereby result in MARKS being easier to use in the long run (and also result in making people more aware of various regulations which they were not familiar with before).

Go!

Keep up the good work!

It is a much better system.

I feel that the MARKS is going to be much more efficient.

At this time I have no comments or suggestions, only feel it is a better system than the one we had before, and we are the people who have to make it work.

Seems to be a very good system to the extent that I have been exposed to it thus far.

I find the MARKS to be a great deal easier to work with. It appears to be clearly defined and filing is easier to accomplish.

The general file folders are very helpful - much better than the miscellaneous file under TAFFS. Took a while to get used to MARKS, especially putting the file # on correspondence when typing, but it was worth the change-over. Hope MARKS stays around.

I think it is great! My files are in a more organized shape than ever. I feel confident with this filing system — something I never felt with TAFFS.

Once the forms have been converted over then the system will be complete.

I think when everyone gets this into their system or office it will be a very helpful and adequate system. Thank you!

I believe the MARKS will be better because it will be easier to locate the files.

I feel you have taken care of all my problems with records-keeping. Thank you.

I believe you have covered the system thoroughly.

So far no problems encountered. I like the system better.

I have not encounter(ed) any problems with MARKS as of this time. All my files are general and I have been able to locate a file number to fit my filing needs.

At the present time, I cannot think of any that could improve the system. My files under MARKS are very small and easy to manage. I can only say to you folks at DA, keep up the good work on this system.

I believe everything is being done that can be done. Just keep encouraging suggestions and inputs.

Feel that it is working well.

NEGATIVE COMMENTS

Actually, I have not had occasion to use the MARKS system myself as all the files were done by my supervisor at the beginning of the year. Likewise the TAFFS system was already set up last year and I began work in October 83. The opinions I have expressed here are of another GS-3 (like myself) who feels the hassel (sic) is a little much for someone not familiar with all the ARs.

The basic concept of MARKS is good. Unfortunately, it won't work as easily as everyone hopes it will. Depending on your point of view, there are several places that anything could be filed. As a result, one office will send correspondence with the file number listed and it won't agree with the file number of the receiving office. We'll either end up filing everything where we want, or we'll have dozens of file numbers that we'll have to work with.

Revoke the MARKS System.

MARKS is a similar system to that used in the 40's and 50's. Filing is filing; I don't think there is a short-cut. Filing is like memory. If you can't find the subject, the (memory) system fails.

I have been using (TAFFS) for over 15 years. Whether it was correct or not, I could find whatever I wanted, when I wanted. At this point, I have to refer to my files list whenever I want to file something and, more importantly, when my boss wants something I'm "blank". I have to scan my files list until I find it!

MARKS file numbers have been simplified too much. A lot of areas have been left out. Especially strictly reference files. Retention period for files are too long for general correspondence.

I fully understood the TAFFS and find it hard to convert to MARKS! ·I feel eventually that this (MARKS) will be a better record keeping system. If I had more time to devote to the MARKS I probably would have a more positive outlook. Due to personnel cuts I am having a hard time organizing my files and other branches who have lost admin pers.

Leave it the way it was.

COMMENTS ON PLACING FILE # ON CORRESPONDENCE

Would prefer not to type MARKS file number on correspondence when it is typed.

I think putting the file number with your office symbol is a waste of time. Correspondence received seldom agrees with our numbers. Our active training file is numbered 350-1e and our reserve officer file is 351a. These numbers are so close together it is easy to mix them up. This was not so with TAFFS. These are our most used files.

Placing the file number on correspondence is also a great help.

Eliminate the need for the file number on correspondence. It will only confuse and/or clutter a filing system that requires getting used to in the first place. I realize the Army cannot live without its numbers. However, I've always thought that filing in alphabetical order according to subject makes much more sense than any numbering system you could possibly come up with. MARKS is more logical than TAFFS, but it still leads to mass confusion and a place for the IG to nail an office when he can't find anything else wrong.

It seems to me that putting a file number on correspondence when it is typed could possibly create a problem. Some folks may interpret the wrong number for a file and mess everyone else up when they type it on a document which will later have to be filed.

5

There were many requests for assistance, general comments, and technical comments submitted with the April questionnaire on MARKS. As the questionnaires were anonymous, we will address each of them by this informal means. If you have further questions or don't understand, please do one of the following —

a. Contact Howard Smith, Fort Knox RMO, 41945.

b. Call us at AUTOVON 221-0440 or 221-0313.

c. Drop us a line (or a DAAG Form 315) at this address:

> HQDA (DAAG-AMR-P/MARKS)
> Alexandria, VA 22331

Question:

Shouldn't there be a suspense file?

Answer:

There is no longer a file number for "suspense files," not even in TAFFS.

Suspense items may accumulate in connection with any of the record series in MARKS; they are reminders that an action is required by a given date. MARKS numbers need not be used on suspense items or the drawers or folders in which they are kept.

Some examples of suspense items are:

● A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

● An outgoing communication filed by date on which reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy), or destroyed (if it is an extra copy).

● Several people have asked us where and how they should file DA Form 200, Transmittal Record. A transmittal is essentially a suspense item; its only purpose is to send something from one point to another. The only reason to keep a copy of a DA Form 200 is to be sure that the item being sent actually got to the other end. You know best how long it should take for the items that you send (via DA Form 200) to get where they're going; you can suspense your retained copy accordingly, and destroy it when you are satisfied that it serves no further purpose.

Question:

I'd still like to see a Transitory File.

and:

How about a Transitory File? The IG Office gets information copies from everybody. To set up files for every agency seems redundant. A Transitory File where everything would be cleared out every three months would answer our needs.

Answer:

In the total revision of the test regulation, which you should now have before you, the **"General Correspondence"** category has been expanded to include what we are calling "non-action documents" but which generally translate as "transitory" material. General Correspondence now looks like this:

Number	Description and Disposition
(Whatever)	GENERAL (whatever) CORRESPONDENCE FILES. KEYWORDS: Use this number for --

    a. General correspondence relating to (whatever) that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

    b. Documents relating to (whatever) that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

Here's an example of how this "non-action documents" category of general correspondence would be used:

In the course of one week, the AG MILPO receives the following documents for information only (no action required on them):

● A DF from the MEDDAC summarizing how many soldiers of HQ, USAARMC have been examined under the Weight Control Program during the past year.

● A distribution letter from the Alcohol and Drug Abuse Prevention Control Officer listing the various services that are available from that office.

● A one-page printout from F&AO summarizing the FY 83 TDY funds that were available to and used by DPCA.

(Cont'd....)

For each of these three documents, there is a specific file number available (600-9a, 600-85a, and 600g, respectively). However, since no action is required on any of these documents, they may all be placed in the "non-action" category rather than making three separate filing actions. **Note the disposition standard -- they may be destroyed when no longer needed for current operations.** In fact, the person responsible for AG MILPO's files may legally decide to destroy one, two, or even all three of them without ever filing them if he or she decides that there will be no future reference requirements on them.

Question:

The Aviation section is lacking in the 600 series (ref: 600-106 and 600-105). Most 600 series in MARKS system are geared to large admin sections, not small operations records maintenance.

Answer:

The regulations referenced in this question are:

    AR 600-105, Aviation Service of Rated Army Officers
    AR 600-106, Flying Status for Nonrated Army Aviation Personnel

These regulations deal with such matters as aeronautical ratings, aviation service, qualifications, disqualifications, suspensions, medical examinations, flying time and entitlement to flight pay, crewmember/noncrewmember status, and so forth.

Some of the documentation created as a result of these two AR's undoubtedly goes into the Individual Flight Record (IFR), which is identified in MARKS under number 95-1a because that basic record is prescribed by AR 95-1, General Provisions and Flight Regulations. However, if the person who made the above comment would give us a brief summary or description of the type of records that are maintained in this area but are not a part of the IFR, we will see what we can do to get them adequately described and included in the test regulation.

PS.- this is the type of question/comment that helps us bring our recordkeeping structure up to date and make it responsive to you, the user. Thanks!

Question:

I think working with the shorter folder will be a little easier than the longer one.

Answer:

This comment apparently relates to the banning of legal-size paper, folders, and filing equipment in the Federal Government. It's not a feature of MARKS, but we have passed the comment on to those responsible for that area.

Question:

A few conflicting opinions about which section a particular item should be filed, particularly in the supply field.

Answer:

Whoever asked the question, please get in touch with us so we can get the specifics and take care of the problem.

Question:

The biggest problem that we have found is a replacement for our old 1001-07 Paper Reference Files.

(and)

I had a reference paper file in the old system. I can't seem to find a category to put these folders under in the new system.

Answer:

Since we've gone from a functional filing system to a subjective filing system, there are no longer any "reference paper files" per se. What we do have in MARKS are several filing designations that can serve to take up the slack in this area:

● The new "non-action document" category under **General Correspondence** is for items on which no action is required; i.e., if you keep them at all, it is for the purpose of (possible) future reference to them.

● File number **310-2e, Reference Publication Files.** If it's a regulation, pamphlet, circular, any numbered medium, it's appropriate for **310-2e.**

● File number **310-2d, Policy and Precedent Files.** The definition reads that these are documents indicating policy or setting a precedent that are kept for "...continuing or future action" and which include "...SOP's, statements of policy or procedure, examples of typical cases" etc.

Question:

Create more file numbers that specialize in the different categories. That would make retrieval easier.

Answer:

Believe it or not, we are trying to create **less** file numbers rather than **more.** TAFFS contains about 2,800 separate file numbers; the MARKS regulation you are using has about 800 in it (being only the ones used at HQ, USAARMC & Ft Knox). Compared to the Army, the Navy uses only about 200 file numbers!

Perhaps the answer to this is proper use of a "dummy folder." It is explained in figure 3-2 of your regulation. Also bear in mind that, behind the dummy folder, you can use any of several types of arrangement — alphabetical, chronological (by date), numerical, terminal digit, etc. to suit your own purposes. (The only restriction here is that records subject to The Privacy Act must be arranged by personal identifier — name or SSN.)

Question or comment:

Devise a means of further identifying the specific page or paragraph number within the prescribing regulation, rather than using a, b, c, etc. after the regulation number.

Answer or response:

This is a good suggestion. While we want to continue the use of the alpha suffix (a, b, c, etc.) it should be possible to add a data element to pinpoint the exact regulatory reference that results in creation of the records. We will look into this further as time permits.

Question or comment:

Make the files of all offices by the fiscal year.

Answer or response:

This has been suggested before, with relation to TAFFS. As it stands now the Army keeps records by calendar year, fiscal year, academic year (in the case of Army schools); there is a consideration that we should make the record-keeping year correspond with the fiscal year (1 October - 30 September), and thereby avoid all the confusion of having different types of years. Can't promise quick action on this, but it is being looked into.

Question or comment:

Need on-site inspection of files to check on filing under MARKS! Inspections would correct mistakes or any type of misfiling!

Answer or response:

We visited and spoke to the above suggestor last month, and his files were in fine shape (Mr. Ball of One-Stop Processing).

If any other test participants are unsure of what they have done and would like a personal inspection, please call Howard Smith (41945); he will put you on a list. As time permits, either (a) he will drop in on you, or (b) we will pay you a visit on our next trip to Fort Knox.

Question or comment:

I still believe the file tabs should be revised to indicate that a particular file contains Privacy Act information.

Answer or response:

The above relates to putting something on the folder itself to indicate that it contains information subject to The Privacy Act.

The file label itself is about filled up with the file number, title, year of accumulation, and disposition instructions, but we certainly don't have any objection to some kind of flag or code on the top of the folder (away from the label) that would remind you that the information is privileged. You might do it with a colored tab, as per this example:

(See next page....)

5

```
┌──────────────────────────────────────────┬──────────────────┐
│ 600-21e EEO Complaint Files      (84)     │ PVA:             │
│ INACTIVE.                                 │ A0614.03aDAPE    │
│ COFF 31 Dec 84, DEST Jan 87.              │                  │
└──────────────────────────────────────────┴──────────────────┘
           \                                        /
         (File label)                        (Colored tab)
```
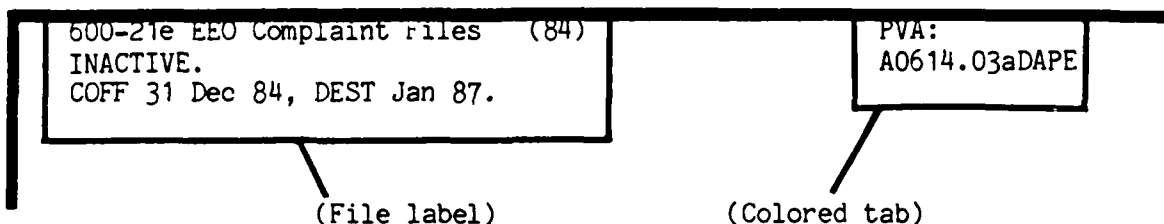
Question:

Should have specific file numbers for forms use.   Forms like DA 200, DA 31, DA 647, and other heavily-used forms.

Answer:

Remember that the form is not what we're identifying and protecting; the form is only the medium used for recording information in order to use it in an efficient manner. The **information itself** is what we're after.

As to this specific question, see the first answer of this package for the DA Form 200 — it's a suspense item, nothing more and nothing less.

DA Form 31 is used to record leaves of absence for military personnel; see file number 630-5a in your test regulation. Then look at the top of a DA Form 31 and see what the prescribing directive for use of that form is. Get the connection??

Question:

I have trouble determining when to destroy and how to put it on my register books.

Answer:

There are several kinds of registers in MARKS (or in TAFFS, for that matter). The most common registers — and the most complex, as far as disposition is concerned — are those pertaining to supply actions, namely, **710-2b, Document Register Files**. Let's go over this disposition:

● The Document Register File gets destroyed after 2 years. Here's how the FY 84 file label would read:

```
┌──────────────────────────────────────────┐
│ 710-2b Document Register File   (FY 84)   │
│ COFF 30 Sep 84, DEST Oct 86               │
└──────────────────────────────────────────┘
```

• On 30 September 1984, you put the entire FY 84 document register, and the folder that it rests in, into the cut off file (i.e., move it away from the new FY 85 files that you are going to set up). You then start a new document register for the new fiscal year, which will be labeled as follows:

```
710-2b Document Register File  (FY 85)
COFF 30 Sep 85, DEST Oct 87
```

• Now, the FY 84 cut off document register is going to stay on hand, in a cut off status, for two years. During that period (1 October 1984 through 30 September 1986) any open transactions on that register which are completed, such as requisitions filled, GPLD action completed and item dropped from inventory, etc., are posted to the cut off, FY 84 document register.

• On 30 September 1986 (the end of the two-year retention period for the FY 84 document register), look at it to see if there are still any open transactions that have not been closed out. Not likely, but there could be. If there are, transfer them to the new document register that you will start up on 1 October 1986 as the first entries on the new register; then destroy the FY 84 register.

If this is not clear to anyone, or if the question pertained to some other kind of register, please give us a call.

Question:

Not sure whether MARKS should include AR 230-36 -- Chaplain's NAF -- probably should check with the US Army Chaplains' School, Fort Monmouth, NJ 07703.

Answer:

The suggestor is correct -- AR 230-36 contains detailed instructions on records, forms, reports, etc. to be used by chaplains in establishing, managing and operating nonappropriated chaplains' funds throughout the Army.

For the time being, rather than establishing a separate file number 230-36a for the chaplains' NAF, we ask that you use the existing 230-1a, NAF Account Files which covers a number of similar and related funds. Why? Because the Army's publications system is in the process of consolidating all regulations in the 230-series (NAF) and the 28-series (Morale, Welfare and Recreation) into a new administrative publication series, 215. This should be completed some time during the next year and a half. When that is done, we will be able to realign the file numbers accordingly.

Question:

I think the renumbering of forms to correspond with MARKS filing will be a big asset. I have a question concerning the consistency (of) file numbers -- although this office does not have mission files pertaining to security, safety, or fire inspections, we do have monthly, or in some instances, annual inspections in those areas. My question -- should a separate file be established for each, i.e., 380, 385, etc., or can I include them in the Office General Management Files, 340?

Answer:

Documents relating strictly to the internal administration of your office are appropriate for **340a, Office General Management Files**. In a typical office you would have a dummy folder to start the series, with detailed folders after it, looking something like this example:

```
                                    ┌──────────────────────────────────────┐
                                    │ 340b Forms Inventory   (84)          │
                               ┌────┴─────────────────────────────────────┐│
                               │ 340b Open House Info   (84)              ││
                          ┌────┴──────────────────────────────────────────┘│
                          │ 340b Bloodmobile Schedule   (84)              ││
                     ┌────┴────────────────────────────────────────────────┘
                     │ 340b Tornado Evacuation Procedures (84)           │
                ┌────┴──────────────────────────────────────────────────┘
                │ 340b Flextime Authorizations   (84)                  │
           ┌────┴───────────────────────────────────────────────────────┐
           │ 340b Office General Mgmt Files   (84)                      │
           │ COFF 31 Dec 84, DEST Jan 86                                │
           └────────────────────────────────────────┐                   │
                                                     │                   │
```
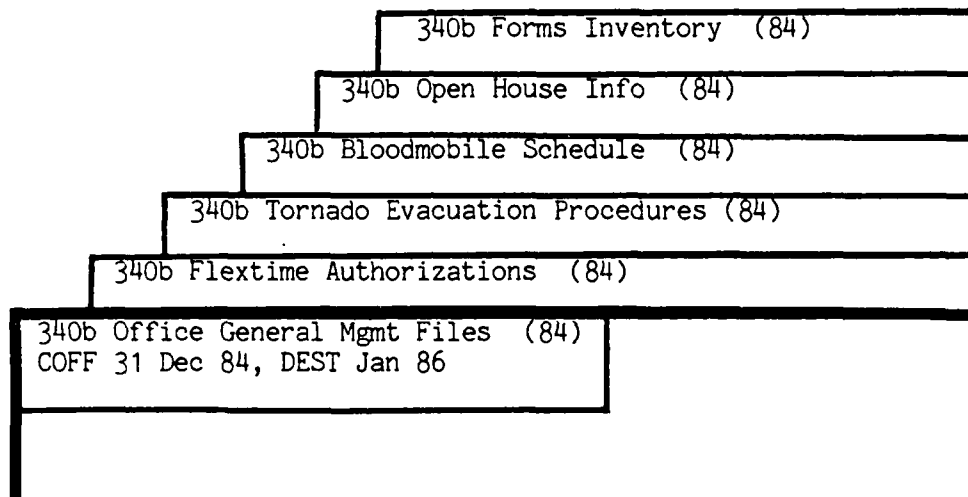
Question:

A majority of documents filed in the Director's office of DPCA are for reference purposes only. These papers are filed under 340a (Office General Management Files). Each file is broken down by month and filed with the latest document on top. Filing under 340a has been approved by AG-Records Management. This seems to be the logical way of filing for this office. I cannot see how the file number after the office symbol, e.g., ATZK-PA (340a) would make filing documents easier in this office. If I were to file incoming documents under their respective file numbers, a majority of my time would be spent making up file folders. Even though I am filing under 340a, I am hesitant about doing so. I feel that I am not complying with the procedures established by DA.

Answer:

See the answer next above, and also the questions and answer on the second page of this summary dealing with general correspondence -- the added category for "non-action documents."

Question:

Consideration should be given to combining MARKS numbers 340-18a and f, also 340-20a and b. This could eliminate confusion on file (checks?) when the file number is entered on the correspondence by the originator, yet a copy is filed in a different office under a different number.

Answer:

In both of these cases, our MARKS regulation wasn't clear. The intent is that 340-18a, Record Locator and Disposition Files be used by the Records Management Officer (in your case, Howard Smith) for managing and controlling the flow of records in the Records Holding Area, and for retrieving retired records from Federal Records Centers. The other number, 340-18f, Office Record Transmittal Files, is for your use within an administrative office so that you will have a record of what was sent to the Records Holding Area and when it was sent.

Similarly, 340-20b, Office Copying Equipment Management Files is for use by the official who manages the copier program under AR 340-20 for HQ, USAARMC & Ft Knox. File number 340-20a, Office Copier Approval and Use Files is for your internal administrative use, relating to the specific copier(s) that you have on hand in your work areas.

Question:

A MARKS number for TAFFS 239-02, 04, and 05 should be included.

Answer:

Firstly, you don't need TAFFS 239-02, FOIA Request Denial Files. A FOIA request can only be denied by an Initial Denial Authority (IDA), of which there are 21 in the Army -- all of them above the installation level. Any documentation you might have on possible denial of a FOIA request would be a part of your file under 340-17a, FOIA Request Files.

In the next revision of your test regulation, we will add TAFFS 239-04 and 239-05 for your use (too late to get them into the current revision). They will read as follows, and you may use these as printed below until they appear in a formal revision:

Number	Description and Disposition
340-17d	FOIA control files. KEYWORDS: Documents maintained for control purposes in responding to requests for release of information. Included are registers and similar records, listing date, nature and purpose of request, and name and address of requestor. **Destroy 5 years** after final action by agency or final adjudication by courts, whichever is first.

(Cont'd next page.....)

340-17e   FOIA report files.
           KEYWORDS:
           Documents relating to recurring reports and one-time information re-
           quirements on implementation of the FOIA.

           Destroy after 2 years.

Just for your information, here's how the file labels would look on each of
these two record series -- first ror 340-17d:

```
┌─────────────────────────────────┐    ┌─────────────────────────────────┐
│ 340-17d FOIA Control Files      │    │ 340-17d FOIA Control Files  (84)│
│ ACTIVE.  PIF on final action    │    │ INACTIVE.  COFF 31 Dec 84, Trf  │
│ or final adjudication by court  │    │ RHA Jan 87, DEST Jan 90         │
│                                 │    │                                 │
└─────────────────────────────────┘    └─────────────────────────────────┘
```

and then for 340-17e:

```
┌─────────────────────────────────┐
│ 340-17e FOIA Report Files   (84)│
│ COFF 31 Dec 84, DEST Jan 87     │
│                                 │
└─────────────────────────────────┘
```

Question:

Possible small changes in the description section of 600 series.

Answer:

If the suggestor could be more specific (drop us a line or give us a call),
we'd be happy to take a look at it.

Question:

Some of my problems with MARKS is that there may be four or five
different file numbers with the same description. Which one do I use?
A lot of my problems are that I know very little of regulations. The
new system will take time to learn.

Answer:

The matter of having more than one possible file number existed under TAFFS,
and will exist under MARKS to some extent. All things being equal, under
which of those several would you be most likely to look when you want to
retrieve a document? We think that as time passes and you use MARKS, you will
find a two-way thought process going on -- the use of MARKS numbers will make
you aware of the Army Regulation structure, and the use of AR's will point you
to the right filing area.

Question or comment:

We have a lot of TDY folders and now, under MARKS, we have to keep them broken out by military and civilian -- now we have 28 folders (14 mil - 14 civ); before we only had 14. Seems like a waste of time to separate each 1610 into mil & civ folders. I'm sure other people on post have more 1610's to file than we do & it could really be a problem.

Answer or response:

We don't quite understand this question, but will try to give you some information anyway!

Apparently there are 14 individuals in your office who perform TDY. Each of these persons is either military or civilian -- they can't be both. If you are keeping a by-name folder on each of these employees, containing copies of DD Forms 1610 and related information, you would still only have 14 folders; they would be identified under 600d (for military members) or 690c (for civilian employees).

Alternatively, you can keep a distinct record of all 1610's for your office in a single folder under 37-2a, Office Financial Files -- doesn't matter whether the travelers are military or civilian.

If this doesn't help, give us a call and we can discuss it further.

Question or comment:

I am particularly concerned about records with long-term retention. For example, most staff offices become involved in budgetary-type functions and, as a result, create and maintain records that ultimately become a part of the "total requirement," hence a duplication. Somehow, a distinction must be made between "feeder type info" as opposed to the end product in terms of the retention period in such instances.

Answer or response:

Under file number 1-1e, Operating Budget Files, there are two dispositions that affect elements at HQ, USAARMC & Ft Knox:

o   That element of Directorate of Resource Management -- namely, Program and Budget Division, ATZK-RM-B -- that is responsible for preparation and forwarding of the entire installation budget uses the following portion of the disposition under 1-1e:

"Other preparing offices:

a. Final published COBs: Permanent. Cut off at end of target FY.

b. Other records: Destroy after 3 years."

● All other staff offices of the headquarters would use the following for theirs:

"Other offices: Destroy at the end of the target FY."

If this is not clear, or you disagree, please drop us a line or give us a call.

Question:

I would like to see an Additional Duties/Delegation of Authority File. Documents would be destroyed when superseded or obsolete.

Answer:

What kind of additional duties? Delegation of what authority?

If we're talking about the authority to receipt for supplies and equipment, it's covered in 710-2m, **Authorized Supply Representative Files.** Otherwise, the DF, memo, letter, form, or whatever medium is used to designate an additional duty or delegate an authority would go in the office's informal personnel folder on that individual (600e for military members, 690c for civilian employees).

Question:

The MARKS filing system will not necessarily cut down on the number of files kept in a filing cabinet. However, having a general correspondence category at the beginning of the AR certainly helps. Why would these general correspondence files be kept for two years?

and:

Cut down the number of years for holding files in the general correspondence category at the beginning of each AR.

and:

Some of the files should not be kept as long as new system requires.

Answer:

The first category under "general correspondence" (relating to things that cannot logically be identified with the detailed records listed for that series) equates roughly to what we had as "admin files" under the Common Mission sections of TAFFS. The approved retention for that was two years, and we have carried that over to MARKS as the retention for this part of out "general correspondence" category.

That is not to say, however, that it's set in concrete. Retention periods for Army records are constantly being looked at to see if they are too short, too long, or just right to meet everybody's requirements. If the MARKS test shows us that two years is too long to keep this general correspondence, we'll take action to shorten it. Let us hear from test participants if they think it is not appropriate.

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Strictly for your information, you may or may not know that retention periods for Army records must be proposed to the Archivist of the United States for approval (our office does this function); only then can they be published in TAFFS or MARKS as official disposition instructions.

Question:

I suggest to try to condense the AR. I believe there are too many sub-categories that can be used.

Answer:

We have tried to include only those categories that are needed and used at HQ, USAARMC & Fort Knox -- notice, for instance, that there are no medical records, no research/development records, no mapping records, etc. included in the regulation.

We realize that it is a big, heavy package of paper. Unfortunately, that's because of the test mode that we are in. When MARKS is implemented Army-wide it will be published in the UPDATE format (as TAFFS is now), and will be about one-fourth of the thickness that your test regulation is. Bear with it, please!

Question:

It appears that a few fields have been cut down too much.

Answer:

Again, if the author could contact us and be more specific, we could take a look at it.

Question:

I think you should put out explicit instructions as to whether or not we must put the file number on all correspondence. As the (deleted)'s secretary, I must review all paperwork that comes in for his personal signature, and I have met with a great deal of resistance from the branches on that. One of them told me that they called DA (I could not pin them down on exactly who) and were told that they did not have to put the file numbers on.

Answer:

Said and done. The revised regulation, which you now have in hand, contains the written requirement (chapter 4) that the file number be put on military letters, indorsements, DF's, and comments, and gives an illustration for each of these four categories. It does not go on nonmilitary correspondence; you don't have to put it on other than those four categories (such as reports, forms, memoranda for the record, etc.), although we don't prohibit you from doing so.

Question:

Suggested way to improve MARKS –– very costly and demanding but very helpful would be several visitations to each office. In the long run, the extra help could be used in the future; the better prepared we are, the easier for newcomers. We'll be great instructors!

Answer:

We'd like to visit each participant several times during the year, but with 335 participants we just can't do it. However, if you would like a personal look at your set-up, see above –– you can call Howard Smith (41945), he will put you on his list, and either he or one of the MARKS Team will visit you as soon as possible.
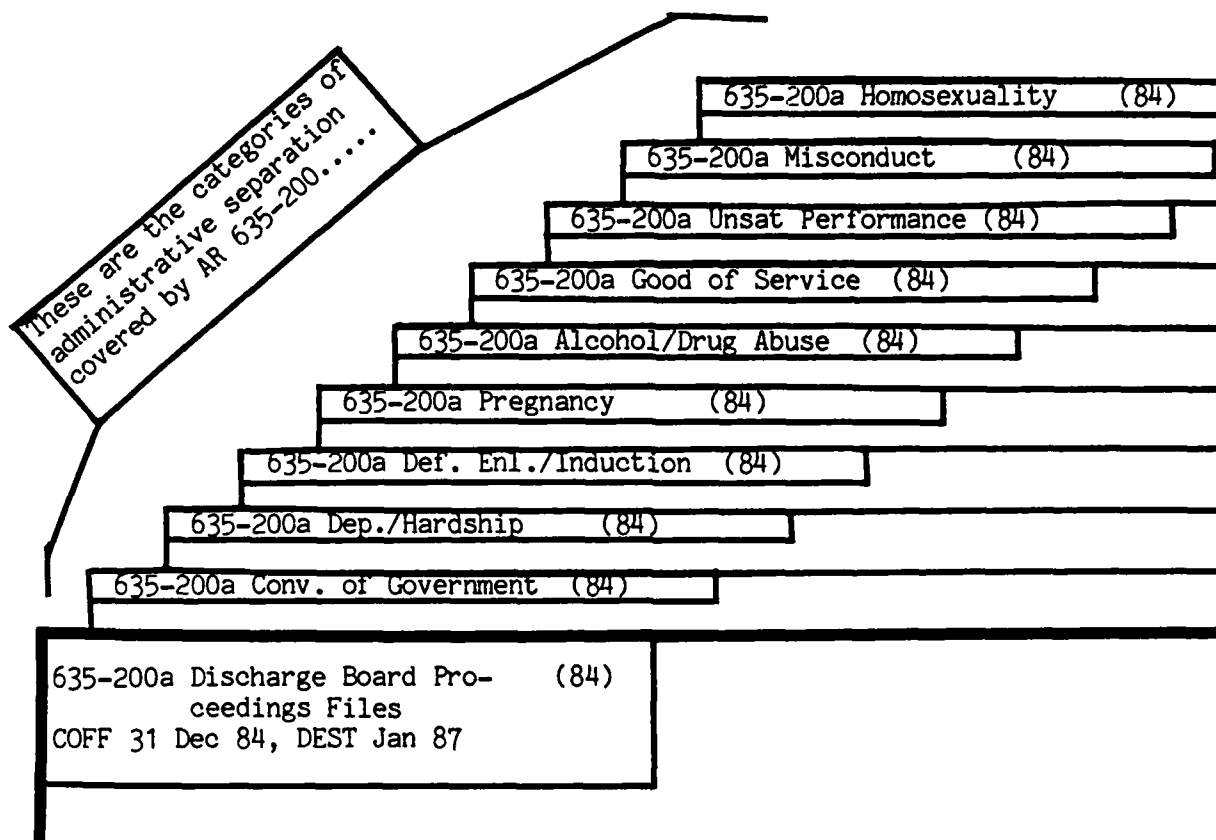
Question:

The MARKS System is basically a good idea. However, appropriate subsections in the 27: Legal Services and 635: Personnel Separations have not been set up. For example, file number 27-10d, Special Court Martial (BCD) Files do not provide file numbers for the various stages and documents required in a Special Court-Martial, BCD (i.e. Discovery Requests, Delay Requests, Pretrial Agreements, Stipulations of Fact and Testimony, Polygraph Requests, Appeals, etc.). These files are used in all types of court-martial cases and a breakdown by type of court is very cumbersome. Suggest you provide a more detailed breakdown for the 27 and 635 series. AR 635-100 sets out the policies for officer separations and AR 635-200 covers enlisted separations. Appropriate subsections need to be provided for each series.

Answer:

Let's talk Special CM (BCD) first.

The record which SJA, HQ USAARMC & Fort Knox maintains on a Special CM (BCD) includes all such documents as may apply in a given case (discovery requests, delay requests, appeals, stipulations, polygraph requests, etc.). These are all a part of the record under file number 27-10d. In fact, all such ancillary documents **must be kept with the case folder dealing with a specific soldier** –– you may not, for example, set up a distinct folder called "Polygraph Requests" and in it put all polygraph requests on all cases. Why can't you do that? Because The Privacy Act includes, in the description of what is included in the record of SpCM(BCD), "...summarized transcript of the trial **and all allied papers relating to the charged offenses...**". Therefore if you keep any part of a SpCM(BCD) case elsewhere than with the 27-10d file on that case, you have circumvented The Privacy Act. See systems notice # A0404.02DAJA in AR 340-21-4 for further details.

As for a further breakdown of records maintained under AR 635-200, the retention of the information is the same regardless of whether the discharge is for drug abuse, unsatisfactory performance, or hardship. This is an example of where you need to have a "dummy folder" set up if you have a volume of records under this file number. Dummy folders are discussed above and in the regulation. In your case, the example would look like this (for other than individuals confined by foreign civil authorities): (Example is on next page...)

These are the categories of administrative separation covered by AR 635-200.....

635-200a Homosexuality   (84)

635-200a Misconduct   (84)

635-200a Unsat Performance (84)

635-200a Good of Service   (84)

635-200a Alcohol/Drug Abuse (84)

635-200a Pregnancy   (84)

635-200a Def. Enl./Induction (84)

635-200a Dep./Hardship   (84)

635-200a Conv. of Government (84)

```
635-200a Discharge Board Pro-        (84)
         ceedings Files
COFF 31 Dec 84, DEST Jan 87
```

Question:

Keep updating to keep current. Add sub-paragraphs to meet requirements as they develop.

Answer:

Be assured, we will reprint and redistribute the regulation as often as we have to to keep it up-to-date. Each revision that we send you incorporates all the changes made as a result of user comments since the last previous revision.

Question:

The printing on the first edition was very hard to read in most spots; recommend attention to detail by printing personnel.

Answer:

Yes, the original edition was a "cut-and-paste" version which we had printed locally. The first revision, and the latest one which you just got, should be much more readable; it's been completely re-keyed in a uniform typestyle.

Question:

Keep updating as changes occur. As we are initial users, others may feel what has been provided is unsatisfactory for their use. Remain open for suggestions and changes.

Answer:

We are always open to your suggestions, comments, and recommendations. You may make them either to Howard Smith (ATZK-AG-AR) or directly to us, and may do so by DAAG Form 315-R, by phone, by a hand-written note, or however it is most convenient for you to do so.

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

. . . .

Chapter 8

Data Collection at Conclusion of Pilot

1. The pilot officially ended on 31 December 1984. However, during pre-pilot planning it was agreed among TAGO, TRADOC, and Fort Knox that if the pilot proved that MARKS was even reasonably workable, then HQ USAARMC and Fort Knox would continue to use MARKS in place of TAFFS beyond conclusion of the pilot, at least until a decision was made on Army-wide implementation.

2. On 8 January 1985 a final data collection instrument was sent to each pilot participant. This instrument was first staffed with Soldier Support Center (SSC), National Capital Region, for approval under AR 600-46. Following revisions and adjustments made to ensure a proper range of response, it was approved by SSC and assigned Survey Control Number ATZI-AO-85-07. As was the case with the April, 1984 instrument, it was anonymous. A copy of the forwarding letter and the instrument itself is at Enclosure # 1.

3. The instrument consisted of 11 questions. A composite questionnaire showing all responses is at Enclosure # 2; the results of the individual questions are graphically illustrated at Enclosures # 3 through # 13.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331 -0301

REPLY TO
ATTENTION OF

8 JAN 1985

This letter is to thank you for your participation over the past year in the pilot study of The Modern Army Recordkeeping System (MARKS). The response of users at the Armor Center and the interest shown in this test system have been gratifying. While we hope you have learned from MARKS, we at The Adjutant General's Office have learned a lot about the "real world" of recordkeeping in the field that has not only improved MARKS, but which we have carried over into TAFFS for the benefit of the rest of the Army, as well.

In order to measure the effectiveness of MARKS over the past year, we ask that you take a few minutes to complete the enclosed questionnaire and return it to us in the envelope provided. We will compare results of this questionnaire with those accumulated in April and May of 1984.

As you know, the Armor Center will continue to use the test edition of MARKS, even though the pilot is officially over, until such time as it is implemented Army-wide. To make this easier, the next revision of MARKS will be published in the new UPDATE format. It will be only about one-fourth as thick as the edition you are using now. You should have it in hand within a day or two of receiving this letter; we think you will find it much more usable than the "home-made" version which we have given you to date. Although the new UPDATE version has a table of contents, it does not have an index to the basic series numbers that actually contain the file descriptions and dispositions. To correct this, attached immediately after this letter (and before the questionnaire) is an abbreviated index which can be taped inside the front or back cover of your new UPDATE version of AR 340-ZZ for ready reference purposes. When the UPDATE version is next revised, we will have this index printed as a part of the regulation, rather than being furnished separately.

Even though the pilot is over, those of you using MARKS can continue calling on Howard Smith (41945) or me (AUTOVON 221-0440/0313) for assistance when you run into problems or situations not described in the regulation.

Again, our sincere thanks for your interest and help in this project. Please return the questionnaire as soon as possible, but not later than 1 February 1985.

Sincerely,

John G. Vos
MARKS Project Officer

Encls.

Encl # 1 to Chapter 8

ABBREVIATED INDEX TO RECORD SERIES IN APPENDIX B

This list has been prepared for use with Appendix B, AR 340-ZZ, as published in the UPDATE format effective 1 January 1985. It gives you the starting page number for each record series. You can tape it inside the front or back cover of the regulation, or keep it loose-leaf at or near the front of Appendix B.

Encl # 1

Think back to pre-1984, when you were using The Army Functional Files System (TAFFS, AR 340-18), and then think about 1984 when you used MARKS. Comparing the two systems of record-keeping, how do the MARKS and TAFFS recordkeeping systems compare?

(circle one number that best refects your opinion)	5	4	3	2	1	0
	MARKS is much better.	MARKS is slightly better.	MARKS and TAFFS are about the same.	TAFFS was slightly better.	TAFFS was much better.	No opinion

This basic idea of MARKS (identification and filing of records by the same number as the prescribing directive) is designed to make the initial determination of what file number to use easier for you, the user. Do you like or dislike the basic idea of identifying records by the same number as the prescribing directive?

(circle one number that best reflects your opinion)	5	4	3	2	1	0
	Like very much.	Like somewhat.	Neither like nor dislike.	Dislike somewhat.	Dislike very much.	No opinion.

Some record series in MARKS have no prescribing directive, so we tried to align them with a subject series that would be logical to you, the user. Some examples of this are --

MARKS #	Title
340a	Office general management files
340b	Office service and supply files
600e	Office military personnel files

As far as being able to find these series in your regulation is concerned, how logical do you think their subjective placement is?

(circle one number that best reflects your opinion)	5	4	3	2	1	0
	Very logical.	Logical.	Neither logical nor illogical.	Illogical.	Very illogical.	No opinion

1

Encl #2

An innovation of MARKS is to PINPOINT THE APPLICABILITY OF THE PRIVACY ACT where it applies on an Army-wide basis. How useful to you is MARKS' ability to pinpoint the applicability of The Privacy Act?

(circle one number that best reflects your opinion)	4	3	2	1	0
	Very useful.	Somewhat useful.	No use at all.	Does not apply - I wasn't aware this capability existed.	No opinion

When preparing correspondence for filing, was having the file number shown on correspondence **helpful** when you arranged it for filing?

(circle one number that best reflects your opinion)	6	5	4	3	2	1	0
	Always helpful.	Frequently helpful.	Sometimes helpful.	Rarely helpful.	Never helpful.	Does not apply; I don't prepare correspondence for filing	No opinion.

When you first converted your 1984 files from TAFFS to MARKS for this pilot, we gave you a cross-reference list of TAFFS-TO-MARKS numbers and MARKS-TO-TAFFS; however, we did not continually update that list because the idea was to think subjectively under MARKS rather than always going back to what the old TAFFS number was for a given record series. HOW OFTEN IN THE PAST MONTH HAVE YOU THOUGHT IN TERMS OF THE OLD TAFFS NUMBER, WHICH THEN HAD TO BE CONVERTED TO MARKS?

(circle one number that best reflects your opinion)	5	4	3	2	1	0
	Always	Frequently	Sometimes	Rarely	Never	No opinion

(This question for <u>secretaries, clerks, typists, and other admin support people</u> --
if this does not include you, please skip to the next question):
With MARKS, we required that the file number be placed on military letters, endorse-
ments, DF's, and comments <u>by the creator of the documents (i.e., action officers)</u>
at the time they were created. In the course of your duties, how often did you find
that you had to put the file number on their documents for them?

(circle	5	4	3	2	1	0
one number that best reflects your opinion)	Always	Frequently	Sometimes	Rarely	Never	No opinion

(This question for action officers and other non-administrative originators of
correspondence; if this doesn't include you, please skip to the next question)

MARKS provides for the file number to be determined and entered on military letters,
endorsements, DF's, and comments at the time they are created. To what extent did
you, as the author of such communications, do this?

(circle	5	4	3	2	1	0
one number that best reflects your opinion)	Always	Frequently	Sometimes	Rarely	Never	No opinion

MARKS makes provision, in each basic series, for **"general correspondence"** for use as
a "parking place" for hard-to-file documents. **WHAT HAS BEEN YOUR REACTION TO THIS**
GENERAL CORRESPONDENCE CATEGORY?

(circle	5	4	3	2	1	0
one number that best reflects your opinion)	Great help	Some help	Neither a help nor a drawback	Some drawback	Great drawback	No opinion

3

Do you have any files which you cannot identify under MARKS? (If you do, please use the last page of this questionnaire to describe them and list the TAFFS number under which they were identified prior to the MARKS pilot).

(circle	5	4	3	2	1	0
one number that best reflects your opinion)	I have a large volume of such files	I have several such files	I have a few such files	I have only one or two such files	I have none at all	No opinion

THE FINAL QUESTION........

If you were given free choice in the matter, would you STAY WITH MARKS or GO BACK TO TAFFS?

(circle	5	4	3	2	1	0
one number that best reflects your opinion)	Definitely stay with MARKS	Probably stay with MARKS	MARKS and TAFFS are about the same	Probably go back to TAFFS	Definitely go back to TAFFS	No opinion

4

DAAG-AMR-P

MEMORANDUM FOR: LTC McGuire, DAAG-AM

SUBJECT: Final Results of MARKS Questionnaire

In January 1985 the MARKS team administered a second questionnaire to all 335 participants in the MARKS pilot at HQ, US Army Armor Center and Fort Knox. A total of 136 participants responded; this memo summarizes the results of the questionnaire for your information.

1. Question: Think back to pre-1984, when you were using The Army Functional Files System (TAFFS, AR 340-18), and then think about 1984 when you used MARKS. Comparing the two systems of record-keeping, how do the MARKS and TAFFS recordkeeping systems compare?

Out of 136 participants responding to this question --

      MARKS is much better.....................87 (63%)
      MARKS is slightly better.................31 (22%)
      MARKS and TAFFS are about the same......11 (8%)
      TAFFS was slightly better................4 (2%)
      No opinion...............................2 (1%)

2. Question: This basic idea of MARKS (identification and filing of records by the same number as the prescribing directive) is designed to make the initial determination of what file number to use easier for you, the user. Do you like or dislike the basic idea of identifying records by the same number as the prescribing directive?

Out of 136 participants responding to this question --

      Like very much...............97 (71%)
      Like somewhat................28 (20%)
      Neither like nor dislike......3 (2%)
      Dislike somewhat..............4 (2%)
      Dislike very much.............2 (1%)
      No opinion....................2 (1%)

3. Question: Some record series in MARKS have no prescribing directive, so we tried to align them with a subject series that would be logical to you, the user. Some examples of this are --

MARKS #	TITLE
340a	Office general management files
340b	Office service and supply files
600e	Office military personnel files

As far as being able to find these series in your regulation is concerned, how logical do you think their subjective placement is?

Encl # 2 to Chapter 8

Out of 135 participar responding to this question --

    Very logical.......................37 (27%)
    Logical............................78 (57%)
    Neither logical nor illogical......6 (4%)
    Illogical..........................3 (2%)
    Very illogical.....................3 (2%)
    No opinion.........................8 (5%)

4. Question: An innovation of MARKS is to PINPOINT THE APPLICABILITY OF THE PRIVACY ACT where it applies on an Army-wide basis. How useful to you is MARKS' ability to pinpoint the applicability of The Privacy Act?

Out of 130 participants responding to this question --

    Very useful.........................30 (23%)
    Somewhat useful.....................53 (40%)
    No use at all.......................16 (12%)
    Does not apply - I wasn't aware
      this capability existed..........13 (10%)
    No opinion..........................18 (13%)

5. Question: When preparing correspondence for filing, was having the file number shown on correspondence helpful when you arranged it for filing?

Out of 132 participants responding to this question --

    Always helpful......................66 (50%)
    Frequently helpful..................26 (19%)
    Sometimes helpful...................22 (16%)
    Rarely helpful......................6 (4%)
    Never helpful.......................2 (1%)
    Does not apply; I don't prepare
      correspondence for filing......... 7 (5%)
    No opinion..........................3 (2%)

6. Question: When you first converted your 1984 files from TAFFS to MARKS for this pilot, we gave you a cross-reference list of TAFFS-TO-MARKS numbers and MARKS-TO-TAFFS; however, we did not continually update that list because the idea was to think subjectively under MARKS rather than always going back to what the old TAFFS number was for a given record series. HOW OFTEN IN THE PAST MONTH HAVE YOU THOUGHT IN TERMS OF THE OLD TAFFS NUMBER, WHICH THEN HAD TO BE CONVERTED TO MARKS?

Out of 132 participants responding to this question --

    Always..........1 (0%)
    Frequently.....11 (8%)
    Sometimes......26 (19%)
    Rarely.........49 (37%)
    Never..........42 (31%)
    No opinion......3 (2%)

7. (This question for f retaries, clerks, typists, and her admin support
people -- if this does not include you, please skip to the next question):
With MARKS, we required that the file number be placed on military letters,
endorsements, DF's, and comments by the creator of the documents (i.e., action
officers) at the time they were created. In the course of your duties, how
often did you find that you had to put the file number on their documents for
them?

    Out of 105 participants responding to this question --

        Always.........31 (29%)
        Frequently.....38 (36%)
        Sometimes......21 (20%)
        Rarely..........7 (6%)
        Never...........4 (3%)
        No opinion......4 (3%)

8. Question: (This question is for action officers and other non-administra-
tive originators of correspondence; if this doesn't include you, please skip
to the next question) MARKS provides for the file number to be determined and
entered on military letters, endorsements, DF's, and comments at the time they
are created. To what extent did you, as the author of such communications, do
this?

    Out of 48 participants responding to this question --

        Always..........11 (22%)
        Frequently......14 (29%)
        Sometimes.......10 (20%)
        Rarely...........8 (16%)
        Never............3 (6%)
        No opinion.......2 (4%)

9. Question: MARKS makes provision, in each basic series, for "general cor-
respondence" for use as a "parking place" for hard-to-file documents, WHAT
HAS BEEN YOUR REACTION TO THIS GENERAL CORRESPONDENCE CATEGORY?

    Out of 133 participants responding to this question --

        Great help...........73 (54%)
        Some help............41 (30%)
        Neither a help
          nor a drawback.....10 (7%)
        Some drawback.........5 (3%)
        No opinion............4 (3%)

10. Question: Do you have any files which you cannot identify under MARKS?
(If you do, please use the last page of this questionnaire to describe them
and list the TAFFS number under which they were identified prior to the MARKS
pilot).

Out of 125 participar   responding to this question —

        I have several such files................2 (1%)
        I have a few such files...................6 (4%)
        I have only one or two such files......18 (14%)
        I have none at all......................82 (65%)
        No opinion..............................17 (13%)

11. Question: If you were given free choice in the matter, would you STAY WITH MARKS or GO BACK TO TAFFS?

    Out of 135 participants responding to this question —

        Definitely stay with MARKS.............91 (67%)
        Probably stay with MARKS...............28 (20%)
        MARKS and TAFFS are about the same......6 (4%)
        Probably go back to TAFFS...............5 (3%)
        Definitely go back to TAFFS............3 (2%)
        No opinion..............................2 (1%)

NOTE: Not all respondents answered all questions. Percentages may not total to 100% because of rounding.

                                JOHN HENRY HATCHER
                                Archivist of the Army

4

QUESTION #1: Think back to pre-1984, when you were using The Army Functional
Files System (TAFFS, AR 340-18), and then think about 1984 when you used
MARKS. Comparing the two systems of record-keeping, how do the MARKS and
TAFFS recordkeeping systems compare?

of
respondents

	MARKS is much better	MARKS is slightly better	MARKS & TAFFS are about the same	TAFFS was slightly better	No opinion
# of respondents	87	31	11	4	2
PERCENTAGES	63%	22%	8%	2%	1%
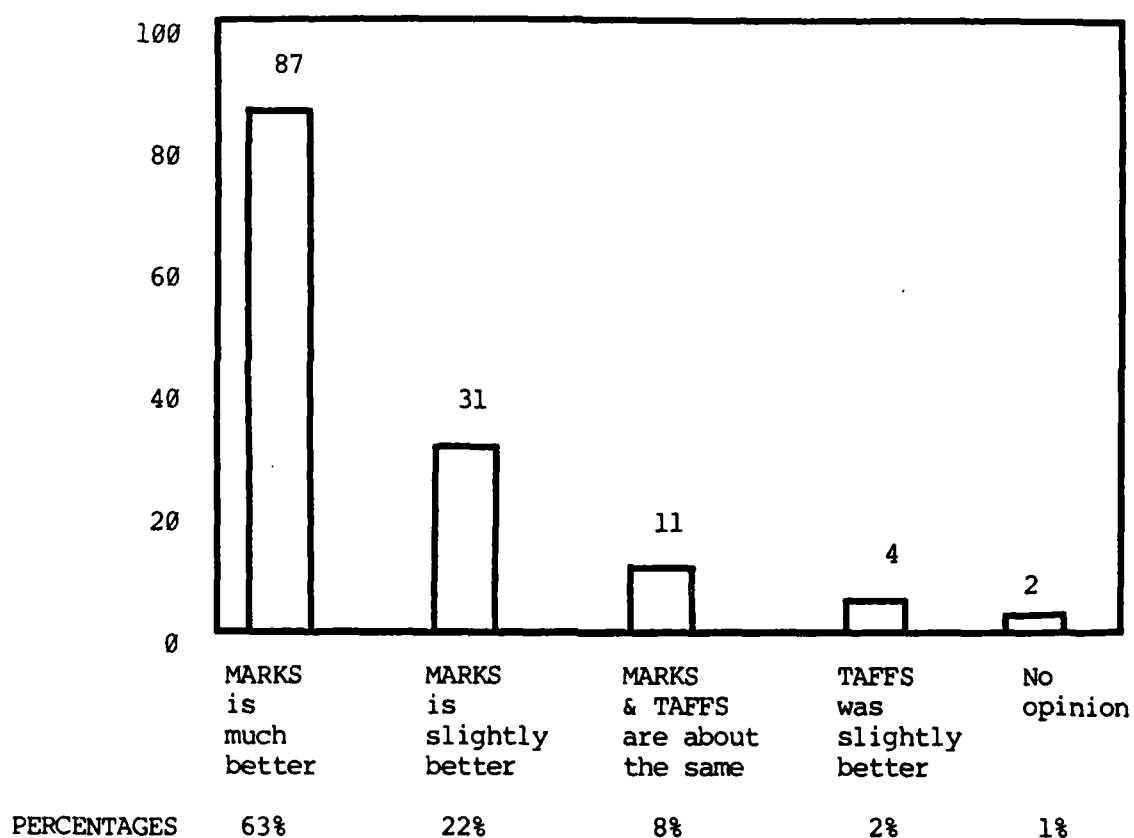
QUESTION #2: This basic idea of MARKS (identification and filing of records by the same number as the prescribing directive) is designed to make the initial determination of what file number to use easier for you, the user. Do you like or dislike the basic idea of identifying records by the same number as the prescribing directive?

of
respondents

```
100 ┤   97
    │   ┌─┐
    │   │ │
 80 ┤   │ │
    │   │ │
    │   │ │
 60 ┤   │ │
    │   │ │
    │   │ │
 40 ┤   │ │  28
    │   │ │  ┌─┐
    │   │ │  │ │
 20 ┤   │ │  │ │       3      4
    │   │ │  │ │      ┌─┐    ┌─┐    2      2
    │   │ │  │ │      │ │    │ │   ┌─┐    ┌─┐
  0 ┴───┴─┴──┴─┴──────┴─┴────┴─┴───┴─┴────┴─┴──
       Like   Like   Neither  Dislike  Dislike  No
       very   some-  like nor somewhat very     opinion
       much   what   dislike           much
```

	Like very much	Like some-what	Neither like nor dislike	Dislike somewhat	Dislike very much	No opinion
PERCENTAGES	(71%)	(20%)	(2%)	(2%)	(1%)	(1%)

Encl # 4 to Chapter 8
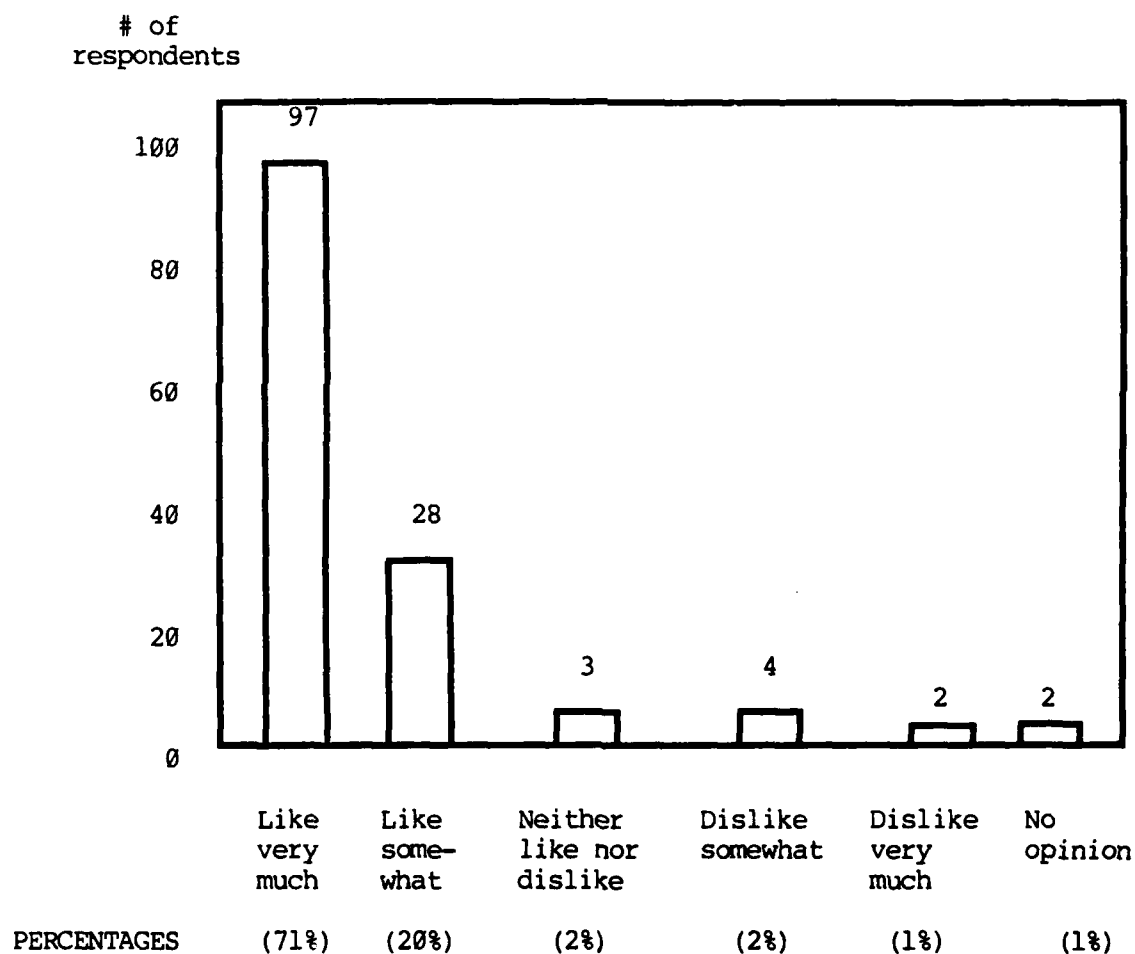
QUESTION #3: Some record series in MARKS have no prescribing directive, so we
tried to align them with a subject series that would be logical to you, the
user. Some examples of this are --

MARKS #	TITLE
340a	Office general management files
340b	Office service and supply files
340c	Office military personnel files

As far as being able to find these series in your regulation is concerned, how
logical do you think their subjective placement is?

of
respondents

```
100 ┤
    │
    │         78
 80 ┤        ┌──┐
    │        │  │
    │        │  │
 60 ┤        │  │
    │        │  │
    │  37    │  │
 40 ┤ ┌──┐   │  │
    │ │  │   │  │
    │ │  │   │  │
 20 ┤ │  │   │  │                                    8
    │ │  │   │  │   6                              ┌──┐
    │ │  │   │  │ ┌──┐   3     3                   │  │
  0 ┤ └──┘   └──┘ └──┘ ┌──┐  ┌──┐                  └──┘
      Very  Logical Neither Illogical Very      No
      logical        logical          illogical opinion
                     nor
                     illogical
PERCENTAGES (27%)   (57%)   (4%)    (2%)   (2%)    (5%)
```
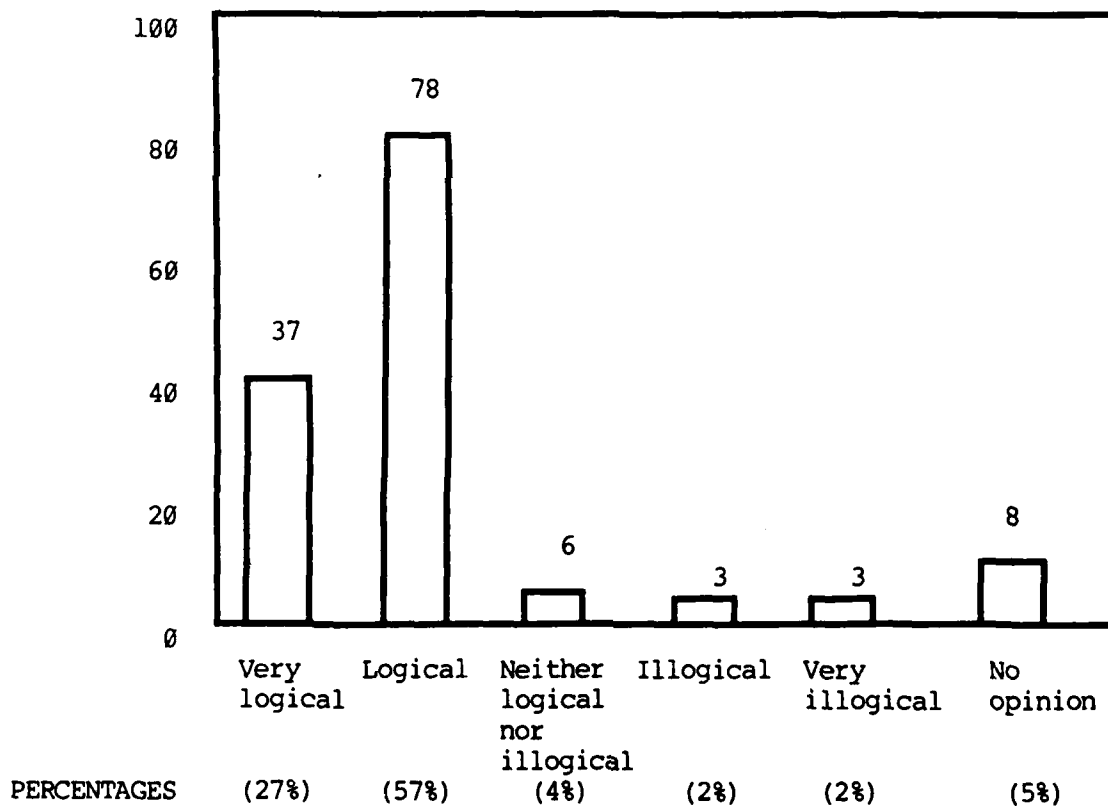
QUESTION #4: An innovation of MARKS is to PINPOINT THE APPLICABILITY OF THE PRIVACY ACT where it applies on an Army-wide basis. How useful to you is MARKS' ability to pinpoint the applicability of The Privacy Act?

```
  # of
respondent

 100

  80

  60           53

  40     30

  20                      16        13          18

   0
       Very    Somewhat  No use    Does not   No opinion
       useful  useful    at all    apply

PERCENTAGES:  (23%)    (40%)     (12%)     (10%)      (13%)
```

Encl # 6 to Chapter 8
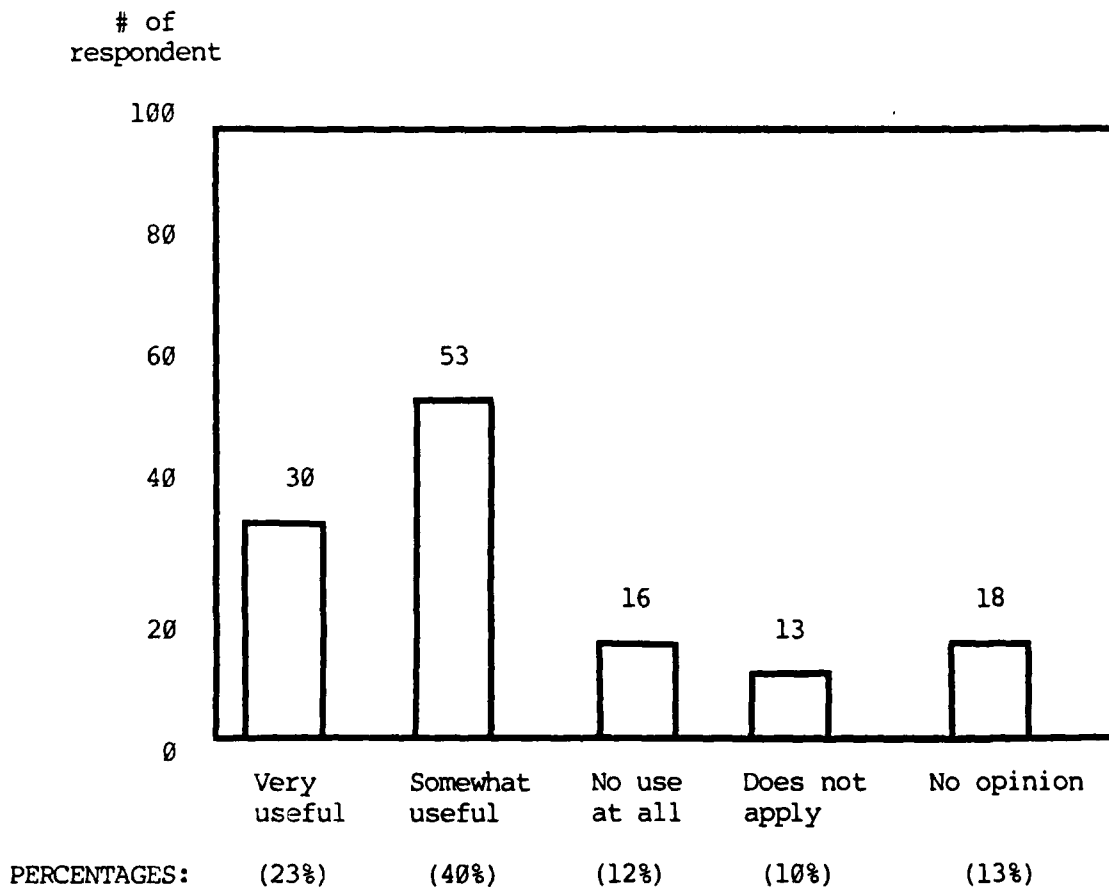
QUESTION #5: When preparing correspondence for filing, was having the file number shown on correspondence helpful when you arranged it for filing?

of
respondents
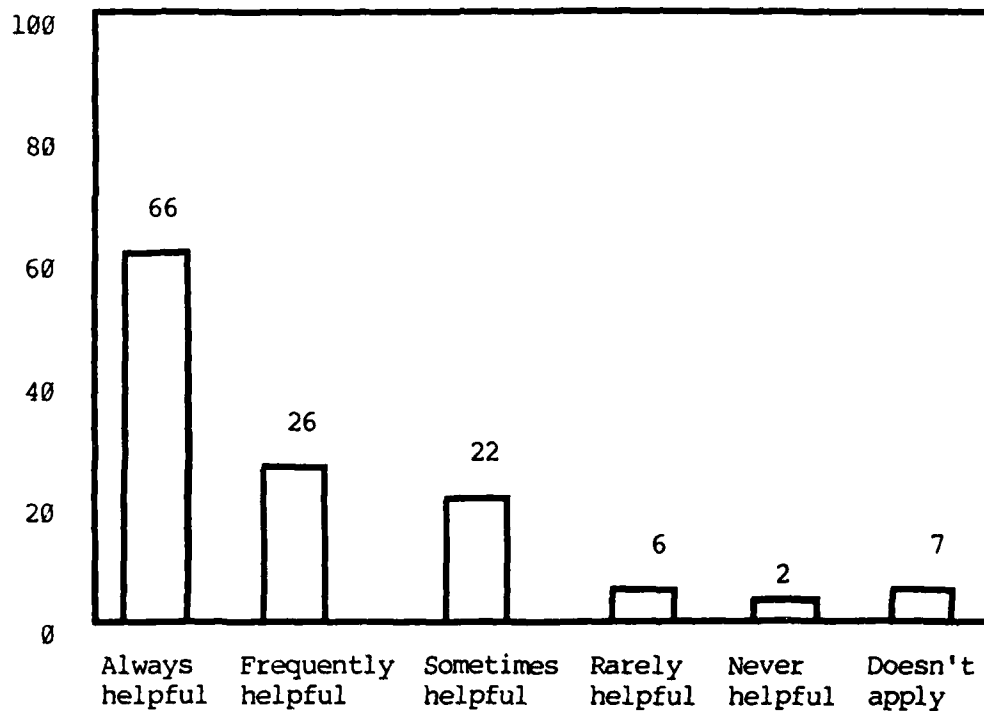
	Always helpful	Frequently helpful	Sometimes helpful	Rarely helpful	Never helpful	Doesn't apply
PERCENTAGES:	(50%)	(19%)	(16%)	(4%)	(1%)	(5%)

QUESTION #6: When you first converted your 1984 files from TAFFS to MARKS for this pilot, we gave you a cross-reference list of TAFFS-TO-MARKS numbers and MARKS-TO-TAFFS; however, we did not continually update that list because the idea was to think subjectively under MARKS rather than always going back to hwat the old TAFFS number was for a given record series. HOW OFTEN IN THE PAST MONTH HAVE YOU THOUGHT IN TERMS OF THE OLD TAFFS NUMBER, WHICH THEN HAD TO BE CONVERTED TO MARKS?

\# of
respondents

			49	42	
		26			
	11				3
1					
Always	Frequently	Sometimes	Rarely	Never	No opinion
PERCENTAGES: (0%)	(8%)	(19%)	(37%)	(31%)	(2%)
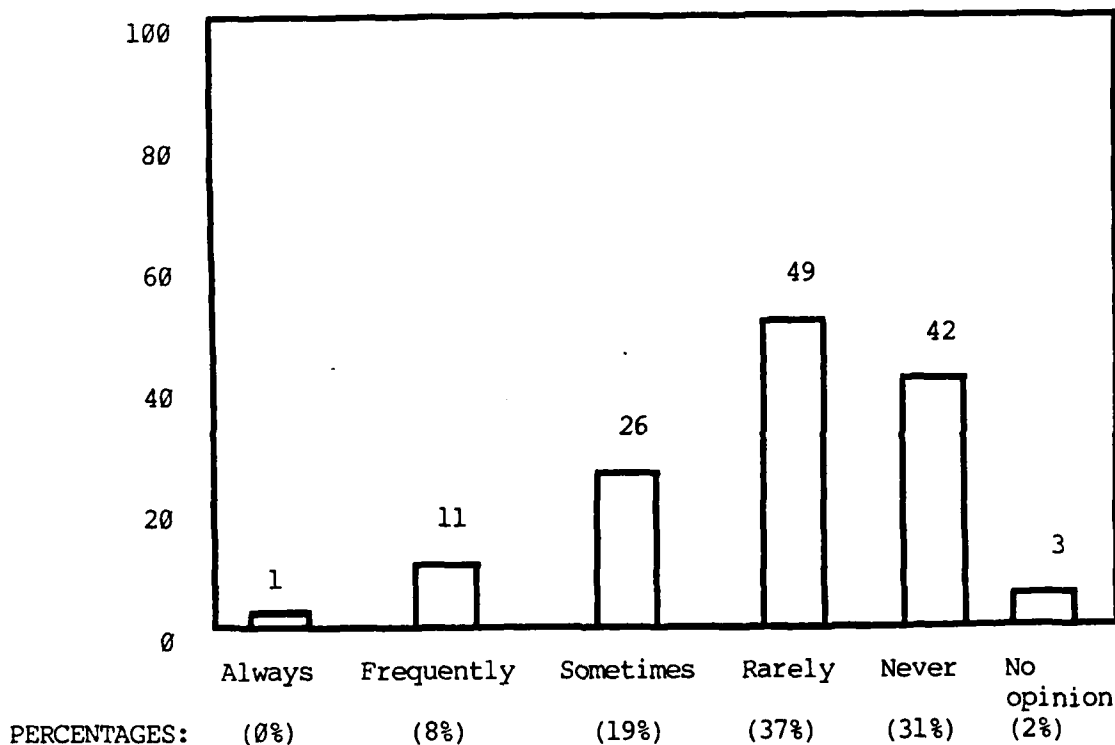
QUESTION #7: (This question is for secretaries, clerks, typists, and other admin support people -- if this does not include you, please skip to the next question): With MARKS, we required that the file number be placed on military letters, endorsements, DF's, and comments by the creator of the documents (i.e., action officers) at the time they were created. In the course of your duties, how often did you find that you had to put the file number on their documents for them?

of
respondents

```
100

 80

 60

                    38
 40    31

                          21

 20                              7
                                       4       4

  0
      Always Frequently Sometimes Rarely  Never  No opinion

PERCENTAGES: (29%)   (36%)    (20%)   (6%)   (3%)    (3%)
```
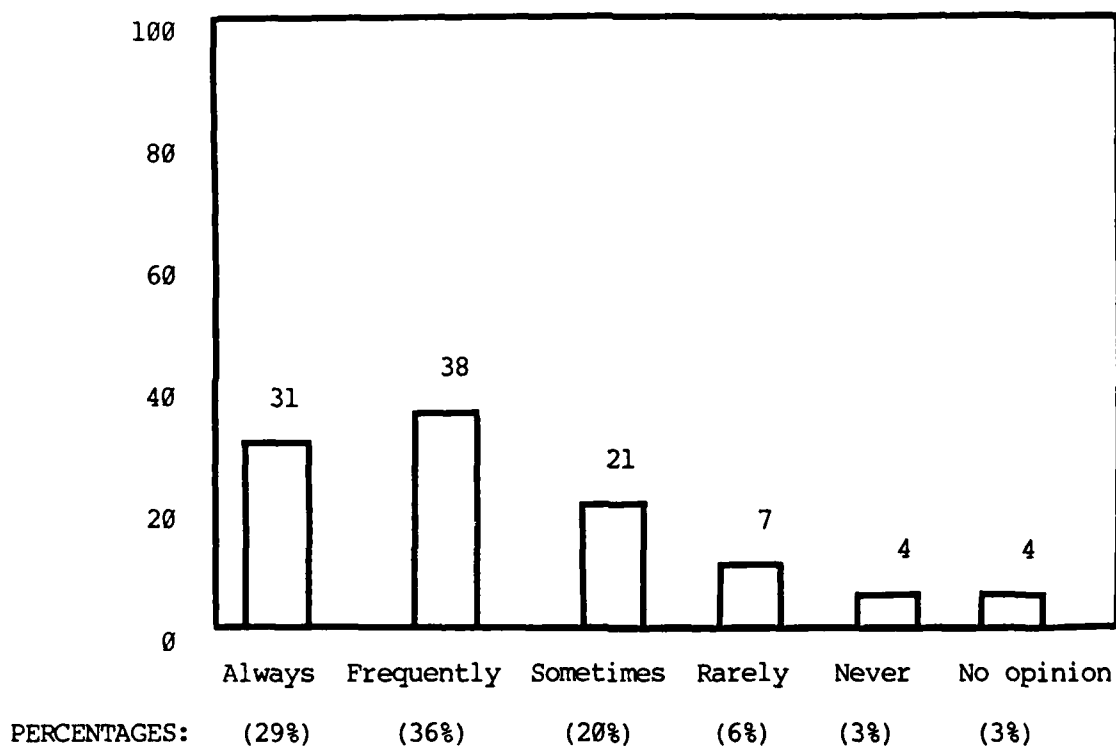
QUESTION #8: (This question is for action officers and other
non-administrative originators of correspondence; if this doesn't include you,
please skip to the next question) MARKS provides for the file number to be
determined and entered on military letters, endorsements, DF's, comments at
the time they are creasted. To what extent did you, as the author of such
communications, do this?

of
respondents

	Always	Frequently	Sometimes	Rarely	Never	No opinion
PERCENTAGES:	(22%)	(29%)	(20%)	(16%)	(6%)	(4%)
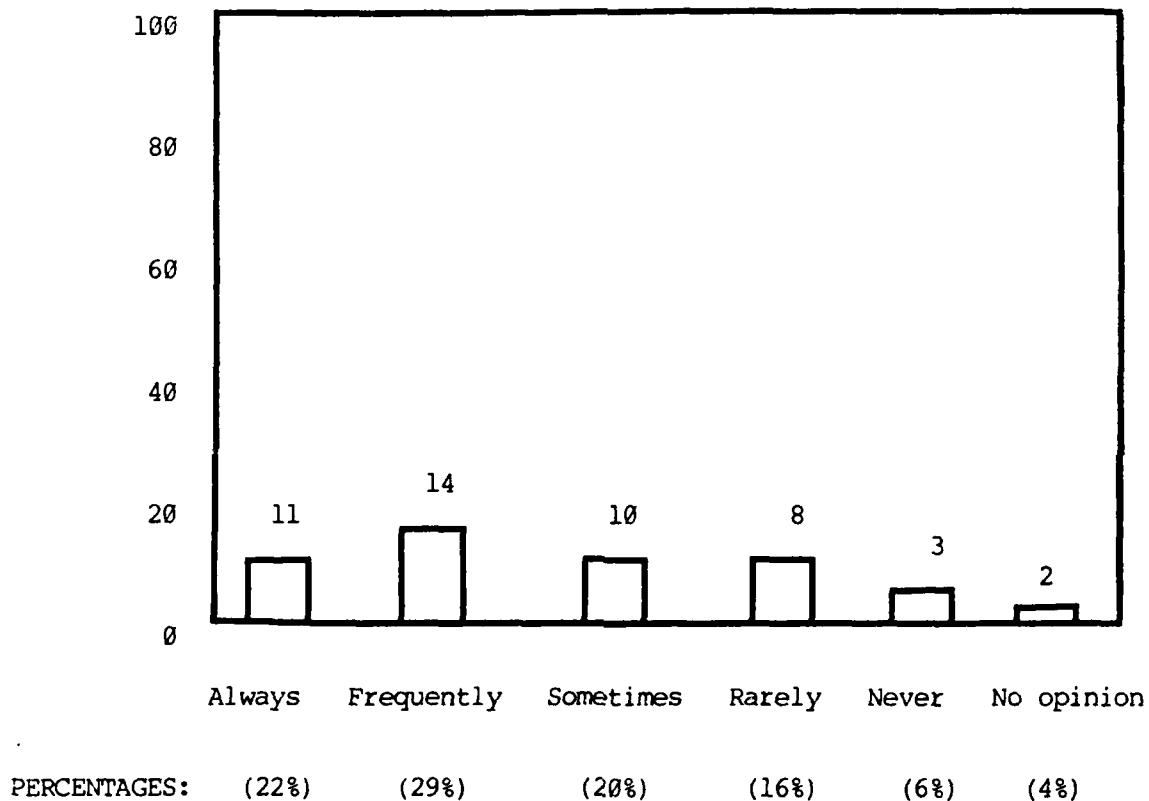
QUESTION #9: MARKS makes provision, in each basic series, for "general correspondence" for use as a "parking place" for hard-to-file documents, WHAT HAS BEEN YOUR REACTION TO THIS GENERAL CORRESPONDENCE CATEGORY?

of
respondents

```
100
        73
 80    ┌──┐
       │  │
 60    │  │
        41
       │  │  ┌──┐
 40    │  │  │  │
       │  │  │  │
            10
 20    │  │  │  │  ┌──┐   5      4
       │  │  │  │  │  │  ┌──┐  ┌──┐
  0 ───┴──┴──┴──┴──┴──┴──┴──┴──┴──┴───
     Great     Some   Neither help   Some      No
     help      help   nor drawback   drawback  opinion

PERCENTAGES:  (54%)   (30%)    (7%)      (3%)    (3%)
```
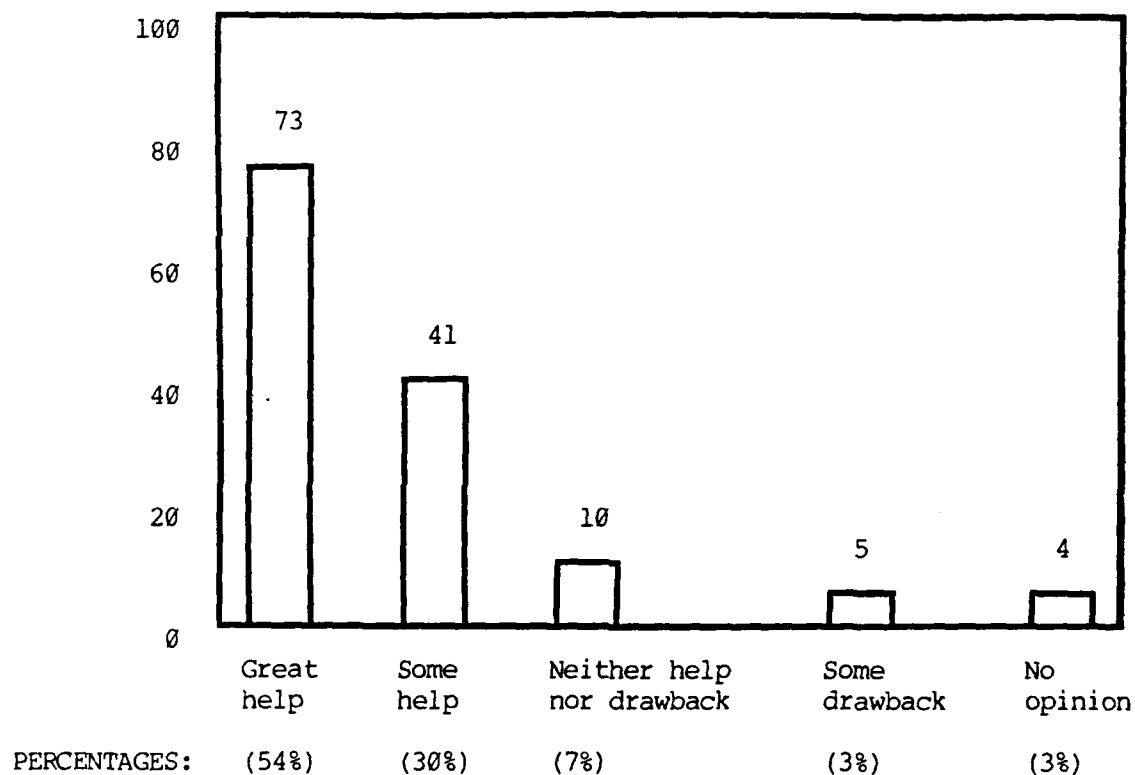
QUESTION #10: Do you have any files which you cannot identify under MARKS?
(If you do, please use the last page of this questionnaire to describe them
and list the TAFFS number under which they were identified prior to the MARKS
pilot).

of
respondents

```
100 ┤ ┌──────────────────────────────────────────────┐
    │ │                                              │
    │ │                            82                │
 80 ┤ │                           ┌──┐               │
    │ │                           │  │               │
    │ │                           │  │               │
 60 ┤ │                           │  │               │
    │ │                           │  │               │
    │ │                           │  │               │
 40 ┤ │                           │  │               │
    │ │                           │  │               │
    │ │              18           │  │       17      │
 20 ┤ │             ┌──┐          │  │      ┌──┐     │
    │ │    2     6  │  │          │  │      │  │     │
    │ │   ┌─┐  ┌─┐  │  │          │  │      │  │     │
  0 ┤ └───┴─┴──┴─┴──┴──┴──────────┴──┴──────┴──┴─────┘
      Several   Few   One or Two    None     No opinion

Percentage  (1%)    (4%)   (14%)      (65%)    (13%).
```
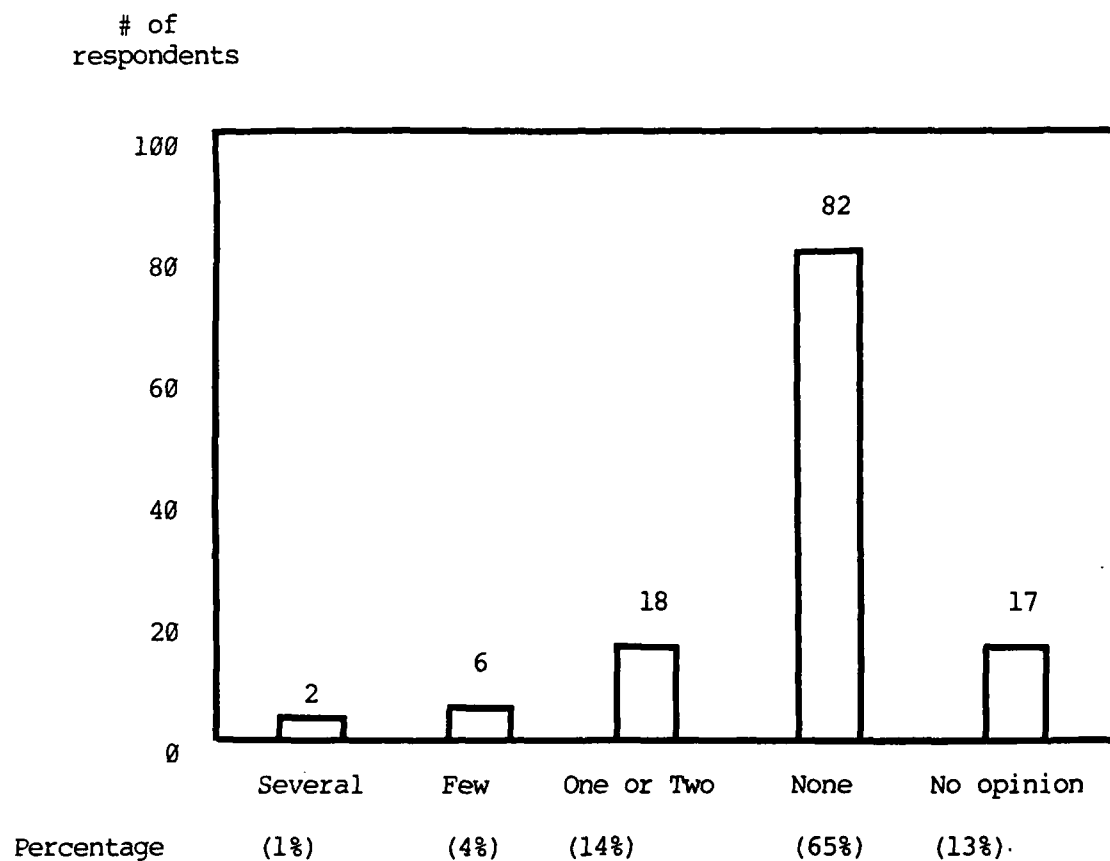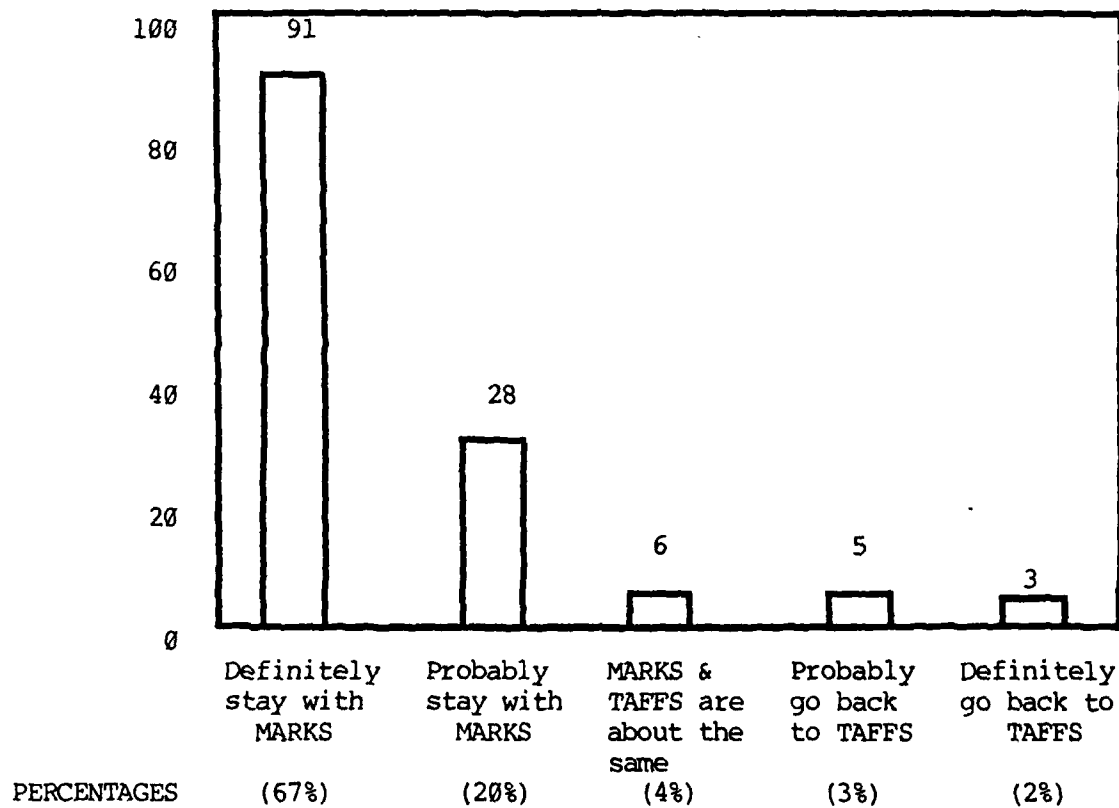
QUESTION 11: If you were given free choice in the matter, would you STAY WITH MARKS or GO BACK TO TAFFS?

of
respondents

	Definitely stay with MARKS	Probably stay with MARKS	MARKS & TAFFS are about the same	Probably go back to TAFFS	Definitely go back to TAFFS
	91	28	6	5	3
PERCENTAGES	(67%)	(20%)	(4%)	(3%)	(2%)

Pilot study of the Modern Army Recordkeeping System (MARKS) at Headquarters, U.S. Army Armor Center and Fort Knox, Fort Knox, KY, January - December 1984

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Chapter 9

Conclusions and Recommendations

1. CONCLUSIONS: The 15 April 1984 and the 8 January 1985 data collection instruments both support findings that --

   a. MARKS is better liked by users ·than TAFFS.

   b. Identification of information by its prescribing directive is liked by the great majority of MARKS users over TAFFS' arbitrary numbering system.

   c. For those workers handling records containing personal information, inclusion of the "Privacy Act pointer" is generally helpful.

   d. Employees using MARKS were able to adjust their thinking to a subjective frame of reference rather than the functional alignment of TAFFS.

   e. Entry of the file number on correspondence at time of creation generally proved helpful to personnel doing the filing chores.

   f. A majority of action officers determined the file number and entered it on their communications at time of creation always or frequently.

   g. Inclusion of a "General Correspondence" category is a great help in controlling and identifying hard-to-classify documents.

   h. Users of MARKS, by an overwhelming majority, prefer continued use of MARKS to any return to TAFFS.

2. RECOMMENDATIONS:

   a. Based on preliminary results from the 8 January 1985 data collection effort and other accumulated results of the pilot, a decision briefing was held on 8 February 1985 at which Deputy The Adjutant General decided that MARKS will replace TAFFS as the Army's recordkeeping system on 1 January 1987 (for calendar year records) and 1 October 1987 (for fiscal year records). Based on that decision, no other after-the-fact recommendation is appropriate for this final report.

   b. Recommend that Deputy The Adjutant General approve this report following staffing with all interested commands and agencies, and consideration of their comments and recommendations.

   c. Recommend that, upon approval, this final report be incorporated in the data base of Defense Technical Information Center (DTIC).

John G. Vos, GS-12
Management Analyst
MARKS Project Officer
1 May 1985

END

FILMED

12-85

DTIC