

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

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Information Management: Publishing and Printing

INDEX OF FORMS AND LABELS

Summary. This pamphlet lists current and obsolete local forms, labels, and overprints. The index contains several different types of form and label numbers due to a change in the forms numbering system. As forms are revised and/or reprinted, form numbers will be standardized in accordance with their prescribing directive.

Applicability. This pamphlet applies to all directorates and unit staff offices within the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH); and to all partner organizations.

Suggested improvements. The proponent of this pamphlet is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-IMO-IR, Fort Huachuca, AZ 85613-6000.

Availability. This pamphlet is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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Chapter 1
Introduction

1-1. Purpose.

This pamphlet lists local forms and labels approved for use by elements of the USAIC&FH and partners of Fort Huachuca and obsolete local forms and labels.

1-2. References.

Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

- a. Required publication. FH Reg 25-51, Distribution Formulas.
- b. Related publications.
 - (1) AR 25-30, The Army Integrated Publishing and Printing Program.
 - (2) AR 340-21, The Army Privacy Program.
 - (3) FH Memo 25-52, Forms Management Program.

c. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

1-3. Explanation of abbreviations and terms.

Acronyms for USAIC&FH directorates and staff offices are listed in the glossary of FH Reg 25-51. Other abbreviations are as follows:

- a. AR..... Army regulation
- b. DA..... Department of the Army
- c. DOIM..... Directorate of Information Management
- d. FH..... Fort Huachuca
- e. USAIC&FH..... U.S. Army Intelligence Center and Fort Huachuca

1-4. Forms with Privacy Act information.

The Army Privacy Program applies to all forms collecting personal information. These are identified with an asterisk.

1-5. Supply.

Some forms are stocked by the proponent.

- a. Form numbers having a -R suffix are authorized for local reproduction. Single copies are available from the identified proponent office or are published in the form's prescribing directive.
- b. Form numbers having an -E suffix are authorized for electronic generation. Electronic versions are also available on the Fort Huachuca World Wide Web home page for downloading.

1-6. Outdated forms.

Proponents must promptly identify forms no longer required to the DOIM, ATTN: ATZS-IMO-IP. The forms listed in Chapters 3 and 4 have become obsolete the replacement form is listed, if applicable.

**Chapter 2
Current Forms, Labels, and Overprints**

2-1. FH Forms.

25 - INFORMATION MANAGEMENT

FORM NUMBER	DATE	TITLE	PRO- PONENT
25-1-R-E	01 APR 04	Automated Information System Profile	DOIM
25-2-R-E	15 AUG 94	Army Standard Information Management Systems	DOIM
25-4-R	01 AUG 94	Monthly Copier Report	DOIM
25-6-R-E	15 JAN 95	Graphic Works Accounting Form	DOIM
25-7-R-E	15 MAY 02	Freedom of Information Act Request Interim Response	DOIM
25-9-R-E	01 OCT 96	Discontinuance Mail Item	DOIM
25-11-R	15 MAR 03	USAG Headquarters Control Sheet	CG
25-13-R-E	15 DEC 96	Disclosure Statement	DOIM
25-15-R-E	15 MAY 02	Freedom of Information Act Request Control Sheet	DOIM
25-20-R-E	01 FEB 03	Request for Expedited Mail Service	DOIM

FORM NUMBER	DATE	TITLE	PRO-PONENT
25-25-R-E	15 AUG 00	Information Technology Requirement	DOIM

27 – LEGAL SERVICES

FORM NUMBER	DATE	TITLE	PRO-PONENT
27-1-R	15 OCT 94	U.S. Trial Defense Service Appointment Notice	SJA
27-2-R-E	01 OCT 94	Claims Estimator’s Certificate	SJA

55 - TRANSPORTATION AND TRAVEL

FORM NUMBER	DATE	TITLE	PRO-PONENT
55-2-1-R-E	15 SEP 94	Traffic Distribution Record	DIS
55-5-R-E	15 SEP 94	Small Package/Air Express Tally Sheet	DIS
55-6-R-E*	15 SEP 94	Airline Itinerary	DIS
55-8-R-E*	15 SEP 94	Individual’s Personal Property Status	DIS
55-9-R-E	15 SEP 94	Non-Temporary Storage Personal Property Status	DIS
55-9-1-R-E	15 SEP 94	Non-Temporary Storage Personal Property Status Shipment (Overseas)	DIS
55-10-R-E	15 JUL 97	Transportation Counseling Session	DIS

55 - TRANSPORTATION AND TRAVEL

FORM NUMBER	DATE	TITLE	PRO-PONENT
55-12-R-E	15 SEP 94	Transportation QC Card	DIS
55-13-R-E	15 MAR 95	Government Transportation Request Register	DIS
55-14-R-E*	01 OCT 97	Travel Order Information	DHR

58 - MOTOR TRANSPORTATION

FORM NUMBER	DATE	TITLE	PRO-PONENT
58-1-R-E	15 FEB 03	Request for Administrative Use Vehicle Class C Dispatch	DIS
58-2-R-E	15 SEP 94	Class B Dispatch Vehicle Requirement and Justification	DIS
58-3-R-E	15 DEC 02	Vehicle Spotter's Record	DIS

95 - AVIATION

FORM NUMBER	DATE	TITLE	PRO-PONENT
95-1	15 SEP 94	Aircrew Mission Briefing	111th MI

165 - RELIGIOUS ACTIVITIES

FORM NUMBER	DATE	TITLE	PRO-PONENT
165-5-R-E	15 MAR 03	Vacation Bible School Registration	CH

190 - MILITARY POLICE

FORM NUMBER	DATE	TITLE	PRO- PONENT
190-1-R-E*	15 MAY 97	Affidavit in Support of Claim for Exemption of AZ Tax by Non-Resident Service Personnel	DPS
190-2-R-E	15 MAY 97	Student/Instructor Pass	DPS
190-3-R	15 MAY 97	Temporary Vehicle Registration	DPS
190-4-R-E	15 MAY 01	Temporary Pass	DPS
190-4-1-R-E	15 MAY 97	Visitor's Pass (LOCAL VENDOR)	DPS
190-5-R-E	15 MAY 01	VIP Pass	CG
190-6-R*	15 MAY 97	Registration of Privately Owned Weapons	DPS
190-7-R-E	15 MAY 97	DD Form 1408 Accountability Log	DPS
190-8-R	15 MAY 97	Temporary Motorcycle Pass	DPS
190-9-R-E	15 NOV 94	Military Police Vehicle Inspection	DPS
190-10-R-E	15 MAY 97	Military Shift Report	DPS
190-11-R	15 MAY 96	Safeguarding of Personal Property	DPS
190-12-R-E	15 MAY 97	Vehicle Registration Log	DPS
190-14-R-E	15 MAY 97	Supervisor's Report	DPS
190-15-R-E*	01 MAR 97	Building Facility, or Equipment Emergency Notification	DPS
190-16-R-E	01 MAR 03	Curfew Permit	DPS
190-17-R	15 FEB 97	Vehicle Storage Card	DPS

210 - INSTALLATIONS

FORM NUMBER	DATE	TITLE	PRO-PONENT
210-2-R-E	01 SEP 94	Police of Quarters/Grounds Conservation of Water and Utilities	DIS
210-3-R-E*	15 MAR 99	Application for Solicitation Permit	DHR
210-4-R-E*	01 AUG 95	Fence Installation Request	DIS
210-11-R-E	15 JUN 98	Memorandum of Agreement Between Landlord and Fort Huachuca	DIS
210-12-R-E	15 JUN 98	Waiver of Security Deposit	DIS
210-13-R-E	15 JUN 98	Deposit Waiver Application	DIS

215 - MORALE, WELFARE, AND RECREATION

FORM NUMBER	DATE	TITLE	PRO-PONENT
215-1-R-E*	01 SEP 94	Release, Hold Harmless Agreement and Rider Evaluation	DHR
215-4-R-E	15 SEP 94	Disbursement Voucher	DRM
215-5-R-E*	01 JUN 96	Physical Fitness Center Temporary Hand Receipt	DHR

350 - TRAINING

FORM NUMBER	DATE	TITLE	PRO-PONENT
350-1-R-E	01 MAR 97	EEO Information Card	MEO
350-2-R-E*	01 MAR 99	Student Recycle/Relief	CG

FORM NUMBER	DATE	TITLE	PRO-PONENT
350-13-R-E*	01 JUL 97	Academic Probation Actions	111th MI
350-14-R-E	01 JUL 97	Academic Record	111th MI
350-15-R-E	01 JUL 97	Absentee Report	111th MI
350-16-R-E	01 JUL 97	Student Attitude/Efficiency Rating	111th MI

351 – SCHOOLS

FORM NUMBER	DATE	TITLE	PRO-PONENT
351-1-R-E	15 SEP 95	Instructor Competition Evaluation Form	111th MI

380 – SECURITY

FORM NUMBER	DATE	TITLE	PRO-PONENT
380-2-R-E*	15 JAN 03	Personnel Security Data	DPS
380-5-R-E*	15 JAN 03	Request for Security Clearance/Access/Special Access	DPS
380-6-R-E*	15 FEB 03	Personnel Security Screening	DPS
380-9-R	01 JUL 95	Information Security Inspection Checklist	DPS
380-10-R-E	01 APR 04	Security Duty Appointment	DPS

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FORM NUMBER	DATE	TITLE	PRO-PONENT
380-11-R	15 DEC 94	Classified Issue Inventory	DPS
380-13-R-E	15 JAN 03	Classified Student Issue	DPS
380-14-R-E*	01 FEB 03	Request for Visit Authorization	DPS
380-15-R	01 FEB 03	Verification of Understanding	DPS
380-16-R-E	01 MAR 00	Protection of Commercial Software and Documentation	DPS
380-21-R-E	01 APR 04	Individual Security Orientation Record	DPS
380-22-R-E	15 JUL 98	Emergency Evacuation Destruction Card	111th MI
380-23-R-E	15 APR 03	User Access Request and Responsibility Statement	DOIM

385 – SAFETY

FORM NUMBER	DATE	TITLE	PRO-PONENT
385-1-R-E	01 DEC 95	Range/Site Area Request	111th MI

420 – FACILITIES ENGINEERING

FORM NUMBER	DATE	TITLE	PRO-PONENT
420-1-R-E	01 OCT 94	Service Order Worksheet	DIS
420-2-R*	15 JAN 97	Forest Products Sales Permit	DIS

FORM NUMBER	DATE	TITLE	PRO-PONENT
420-3-R-E	01 NOV 97	Appointment of Fire Marshal	DPS
420-4-R-E	01 NOV 97	Monthly Fire Prevention Inspection Report	DPS
420-10-R-E	15 MAY 97	Daily Fire Inspection of Buildings	DPS
420-11-R-E	15 MAY 97	Fire Department Individual Run Report	DPS

600 – PERSONNEL – GENERAL

FORM NUMBER	DATE	TITLE	PRO-PONENT
600-3-R-E	15 DEC 95	ACPERS Direct English Statement Information Retrieval (DESIRE)	DHR
600-5-R-E	15 JUN 97	Acknowledgment Form for FH Reg 600-9	111th MI
600-6-R-E	15 JUN 97	Safe Driving Pledge Card	DHR
600-7-R	15 JUN 97	Safe Driving Pledge Scroll	DHR
600-8-R-E	15 JAN 98	Mail Notice	111th MI
600-9-R-E	15 JAN 98	Mailroom Processing Form	111th MI
600-10-R-E	15 JAN 98	Mailroom Box Assignment Card	111th MI
600-11-R-E	15 DEC 02	Record of Accountable Mail	DOIM
600-12-R-E	15 MAR 98	Fort Huachuca Staff Incident Report	CG

608 – PERSONAL AFFAIRS

FORM NUMBER	DATE	TITLE	PRO-PONENT
608-1-R	01 SEP 94	30 Block Hour Coupon	DHR

FORM NUMBER	DATE	TITLE	PRO-PONENT
608-3-R-E	01 AUG 94	Notification of Leave	DHR
608-10-R-E*	15 MAR 97	Army Community Service Information/Referral Request	DHR
608-11-R-E*	15 MAR 97	Kids on the Block Puppeteer Application	DHR
608-12-R	01 SEP 94	New Beginning Child Development Center Daily Attendance Log	DHR
608-13-R*	15 MAR 97	ACS Relocation Assistance Program Questionnaire (Inbound)	DHR
608-14-R-E*	15 MAR 97	Release of Personal Information to Army Community Service	DHR
608-15-R-E	15 MAR 97	Family Assistance Handbook Worksheet	DHR
608-16-R-E	15 MAR 97	Important Documents	DHR
608-17-R-E	01 MAR 97	Monthly Financial Worksheet	DHR
608-18-R-E	15 MAR 97	Monthly Bills	DHR
608-20-R-E	15 MAR 97	Financial Institutions	DHR
608-23-R-E*	15 MAR 97	Conference Plan	DHR
608-25-R-E*	15 MAR 97	ACS Relocation Assistance Program Information Checklist (Departures)	DHR

640 - PERSONNEL RECORDS AND IDENTIFICATION OF INDIVIDUALS

FORM NUMBER	DATE	TITLE	PRO- PONENT
640-1-R	15 AUG 95	Student Folder	DHR

672 - DECORATIONS, AWARDS, AND HONORS

FORM NUMBER	DATE	TITLE	PRO- PONENT
672-1-R	15 JAN 97	USAG Certificate of Appreciation	CG
672-2-R	15 AUG 00	USAIC&FH Certificate of Achievement	CG
672-3-R-E	01 DEC 94	Commander's EEO Support Award	CG
672-7-R	15 FEB 95	Samuel F.B. Morse	111th MI
672-8-R	15 JAN 97	USAG Certificate of Achievement	GC
672-9-R	15 AUG 00	USAIC&FH Certificate of Appreciation	CG
672-10-R	15 MAR 95	USAIC&FH Instructor Certificate	CG
672-11-R	15 MAR 95	USAIC&FH Senior Instructor	CG
672-12-R	15 MAR 95	USAIC&FH Master Instructor	CG
672-13-R	15 JAN 97	Military Intelligence Corps Certificate of Excellence	FD
672-14-R	15 JAN 97	MI Corps Certificate	FD
672-15-R-E	20 AUG 00	Nomination for Volunteer of the Month	MW
672-18-R	15 FEB 97	Directorate of Public Safety Certificate of Appreciation	DPS
672-19-R	15 FEB 97	4th Cavalry B Troop Promotion Certificate	306 th

672 - DECORATIONS, AWARDS, AND HONORS

FORM NUMBER	DATE	TITLE	PRO-PONENT
672-20-R-E	01 FEB 98	All Source Analysis System Master Analyst Course Graduation Certificate	111th MI

690 – CIVILIAN PERSONNEL

FORM NUMBER	DATE	TITLE	PRO-PONENT
690-1-R	01 AUG 96	Notice of Intent to Hire	CPAC
690-2-R-E	15 JUN 97	Medical Documentation	CPAC
690-3-R-E	15 DEC 99	Personal Information	CPAC
690-5-R-E*	15 JUN 97	Individual Training Request Status	CPAC
690-6-R-E	15 MAR 99	Consultant/Expert Certificate	CG
690-7-R-E	01 JAN 04	Record of Installation Clearance	CPAC
690-8-R-E	15 JUN 97	Supplemental Non-Governmental Training Information	CPAC
690-10-R-E*	15 JUN 97	Request for Accommodation	CPAC
690-11-R-E*	15 MAY 97	Crediting Plan	CPAC
690-15-R-E	15 JUN 97	Billing Instructions for Training	CPAC
690-17-R-E*	15 DEC 94	Customer Assistance	EO
690-18-R-E	15 NOV 94	Civilian of the Month	CPAC

690 – CIVILIAN PERSONNEL

FORM NUMBER	DATE	TITLE	PRO- PONENT
690-20-R-E*	15 JUN 97	Information Sheet for Temporary Limited Employees	CPAC
690-22-R-E	15 OCT 97	Employee Orientation Record	CPAC
690-27-R-E	15 JUN 97	Medical Approval to Participate in the Health Promotion Program	CPAC
690-28-R-E	15 JUN 97	Civilian Health Promotion Program Participant Agreement	CPAC
690-29-R-E	15 JUN 97	Civilian Health Promotion Program Informed Consent/Liability Waiver	CPAC
690-33-R-E	15 MAR 97	Pre-Appointment Statement for Selective Service Registration	CPAC
690-34-R-E	15 JUN 97	Grievance	CPAC
690-36-R-E	15 SEP 97	Candidate Evaluation Summary and Continuation Sheet	CPAC

710 – INVENTORY MANAGEMENT

FORM NUMBER	DATE	TITLE	PRO- PONENT
710-1-R-E	01 APR 00	HAZMART – Request for Addition to Authorized Usage List (AUL)	DIS
710-2-R-E	01 APR 00	HAZMART – Hazardous Material Credit Card Request Form	DIS
710-3-R-E	01 APR 03	HAZMART – Hazardous Material Request Form	DIS

710 – INVENTORY MANAGEMENT

710-4-R-E	15 APR 00	HAZMART – Material Safety Data Sheet (MSDS) Request Form	DIS
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715 - PROCUREMENT

FORM NUMBER	DATE	TITLE	PRO-PONENT
715-2-R-E	15 JUN 97	Direct Procurement Method Contract	DIS

2-2. FH Labels.

LABEL NUMBER	DATE	TITLE	PRO-PONENT
2-R-E	15 NOV 95	No Eating Or Drinking Within 6 Ft Of Computer	DPS

2-3. FH Overprints.

OVER-PRINT NUMBER	DATE	TITLE	PRO-PONENT
34	15 FEB 97	Black Employment Program Committee Certificate of Achievement	EEO
59	15 JAN 97	MI Corps Esteemed Member Certificate	FD
63	15 JAN 97	Yard of the Month	DIS
75	15 JAN 97	Military Intelligence Corps Associate Member Certificate of Affiliation	FD

OVER-PRINT NUMBER	DATE	TITLE	PRO-PONENT
76	15 JAN 97	Military Intelligence Corps Distinguished Member Certificate of Affiliation	FD
77	15 JAN 97	Military Intelligence Corps Honorary Member Certificate of Affiliation	FD
78	15 JAN 97	Military Intelligence Corps Hall of Fame Associate Member Certificate of Affiliation	FD
108	15 JAN 97	Yard of the Year Certificate of Achievement (Garrison)	DIS

**Chapter 3
Obsolete Forms, Labels, and Overprints**

3-1. FH Forms.

OBSOLETE FORM NUMBER	DATE	TITLE	PRO-PONENT
25-5-R-E	01 SEP 95	Publications Review Record	DOIM
25-8-R-E	01 DEC 94	Information Center Correspondence Action Sheet	DOIM
25-10-R-E	15 MAY 95	Work Break Down Structure	DOIM

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OBSOLETE FORM NUMBER	DATE	TITLE	PRO- PONENT
25-12-R-E	15 JUL 95	Network Workstation Configuration sheet	DOIM
25-14-R-E	15 SEP 95	Request for Approval to Microfilm Records	DOIM
25-16-R-E*	15 FEB 97	Freedom of Information Act Request	DOIM
25-18-R-E	15 MAY 94	NSTO Coordination Sheet	DOTD
25-21-R-E	01 JUL 99	Distinguished Name (DN) Request	DOIM
25-22-R-E	01 JUL 99	X509 Certificate and FORTEZZA Card	DOIM
25-23-R-E	15 NOV 99	Work Order Request	DOIM
25-24-R-E	01 MAR 00	Electronic Distribution Request	DOIM
165-1-R	15 MAR 03	Audio Visual Activity Support Request	CH
210-6-R	15 JAN 97	Housekeeper Room Inspection Request Holman/Allen Guest Houses	DIS
210-7-R	15 JAN 97	Housekeeper Room Inspection Request VOQ	DIS
210-8-R	15 JAN 97	Housekeeper Room Inspection Request VEQ	DIS
210-9-R	15 JAN 97	Housekeeper Room Inspection Request Hazen House/Utah	DIS
350-3-R-E*	15 JAN 97	USAIC&FH Student Survey Program	112th MI
350-5-R-E	17 JAN 97	Schedule for ITAAS Program of Instruction	112 th MI
350-6-R-E	15 JAN 97	Instructor Evaluation Form	112 th MI

OBSOLETE FORM NUMBER	DATE	TITLE	PRO- PONENT
350-7-R*	15 FEB 97	Student Admin Data Record	112 th MI
350-8-R	15 FEB 97	Attendance Roster	112 th MI
350-10-R-E	01 JUL 97	Remedial	111th MI
350-11-R-E	01 JUL 97	Actively Enrolled Students	111th MI
350-12-R-E	01 JUL 97	Time Log	112th MI
350-18-R	17 JUN 97	Student Record	111th MI
351-3-R	15 FEB 97	Monthly Room Inspection Checklist	NCOA
600-4-R-E	15 NOV 94	Reassignment Notification	DHR
608-26-R	15 MAR 97	AER/IVR Worksheet	DHR
608-19-R	15 MAR 97	Automobile Checklist	DHR
672-4-R	15 NOV 94	Diploma (All Graduates)	112 th MI
672-4-1-R	15 DEC 98	Certificate of Accreditation	112 th MI
672-5-R	15 NOV 94	Diploma (Distinguished)	112 th MI
672-6-R	15 FEB 95	Pat on the Back Certificate	112th MI
672-16-R	15 JAN 97	Commander's Marching Banner	112th MI
690-4-R-E	15 JUN 97	Classroom Request and Use Agreement	CPAC
690-13-R-E	15 MAR 97	Qualification Analysis	CPAC
690-16-R-E	15 AUG 94	Accession Checklist for Follow-Up for New Employees	CPAC

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OBSOLETE FORM NUMBER	DATE	TITLE	PRO- PONENT
690-19-R-E	15 JUN 97	Internal Qualification Guide	CPAC
690-21-R-E	15 NOV 94	Merit Promotion Request for Consideration	DHR
690-24-R-E	15 JUN 97	Upgrade of Incumbered Position	CPAC
690-25-R-E	14 JAN 00	Official Time Log	CPAC
690-26-R-E	15 FEB 95	Job Analysis (KSA)	CPAC
690-30-R-E	15 JUN 97	Rating Sheet (Merit)	CPAC
690-31-R-E	15 MAR 97	52 Audit Checklist for Priority Consideration	CPAC
690-32-R-E	15 JUN 97	Statement of Understanding	CPAC

**3-2. FH
Labels**

OBSOLETE LABELS NUMBER	DATE	TITLE	PRO- PONENT
3-R	01 MAR 92	Admin Mailing Cover Sheet	CPAC
4-R	15 MAR 97	PPP Registrant	CPAC

3-3. FH Overprints

OBSOLETE OVER- PRINTS NUMBER	DATE	TITLE	PRO- PONENT
16	01 MAR 90	FOIA/OPSEC Desktop Guide	DOIM
50	01 JUL 91	Hand Receipt for Lending Closet	DHR
51-R	01 MAR 97	Building Fire Inspection	DPS
56	01 MAY 92	Privacy Act Information for Desk Top	DOIM

**Chapter 4
Rescinded Forms**

4-1. FH Forms.

RESCINDED FORM NUMBER	DATE	TITLE	PRO- PONENT	REPLACED BY
65-1-R	15 SEP 94	Mail Notice	DOIM	600-8-R-E
65-2-R	15 AUG 94	Mailroom Processing Form	111th	600-9-R-E
65-3-R	01 OCT 94	Mail Box Assignment Card	111th	600-10-R-E
65-4-R	15 JUN 95	Record of Accountable Mail	DOIM	600-11-R-E
119	15 MAR 94	Student Record	111th	350-18-R
380-1-R-E	15 JAN 03	Automated Information System Profile	DPS	25-1
608-9-R-E*	15 MAR 97	Application for Waiver of Utility Service Deposit	DHR	210-13-R-E

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OFFICIAL:
JAMES A. MARKS
Major General, USA
Commanding

WILLIAM T DOYLE
Director of Information Management

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