

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-5000

DEC 15 2015

USAG-HI Pamphlet
No. 25-31

Information Management: Publishing and Printing
MANAGING USAG-HI COMMAND AND LOCAL FORMS AND INDEX OF
COMMAND FORMS

1. **PURPOSE.** This pamphlet provides guidance on the preparation, approval and use of USAG-HI Command and Local Forms and lists all currently authorized USAG-HI Command Forms and their prescribing directives (see Appendix A). Rescinded Command Forms are listed in Appendix B. (Local Forms indexes are maintained by the respective proponent offices and are not included in this Pamphlet.)

2. **APPLICABILITY.** All personnel in USAG-HI and subordinate commands and supported activities will use this Pamphlet and Index.

3. **REFERENCES.**

a. Required Publications.

(1) AR 25-30, Army Publishing Program, 3 Jun 15.

(2) DA Pam 25-40, Army Publishing Program Procedures, 3 Jun 15.

b. Related Publications.

(1) AR 25-1, Army Knowledge Management and Information Technology, 4 Dec 08.

(2) AR 25-50, Preparing and Managing Correspondence, 17 May 13.

(3) AR 25-51, Official Mail and Distribution Management, 30 Nov 92.

(4) AR 25-55, Department of the Army Freedom of Information Act Program, 10 Jan 90.

(5) AR 25-400-2, Army Records and Information Management System (ARIMS), 2 Oct 07.

(6) The Army Privacy Act System, 5 Jul 85.

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This Pamphlet supersedes USAG-HI PAM 25-31, 23 Jan 13.

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4. GENERAL.

a. Command Forms.

(1) Command Forms are those forms prepared by a USAG-HI Directorate or Special Staff Office which are used by more than one Directorate or office within USAG-HI. Command Forms require an accompanying Prescribing Directive. (See 5b(2)(b) below.)

(2) This document includes a complete index of Command Forms authorized for use by all units and activities and an index of rescinded Command Forms (Appendices A and B).

(3) Explanation of symbols used with the Command Forms Index.

(a) "+". Indicates the Command or Local Form contains a Privacy Act Statement.

(b) "F". Indicates the Command or Local Form is for official use only (FOUO).

(4) Command Form numbers are assigned by the USAG-HI Forms and Publications Control Officer (FPCO), Directorate of Human Resources (DHR), Administrative Services Division (ASD). Command Forms are numbered at the bottom left of the form in Arial 9-point bold in the sequence USAG-HI Form 1, 2, etc., followed by the date the form was approved. (A statement that a previous version of the form is obsolete may be included if needed.)

b. Local Forms.

(1) Local Forms are those forms prepared by a USAG-HI Directorate or Special Staff Office for use only within the proponent office. Local forms will have an accompanying Prescribing Directive when the complexity of the form or its use requires such, but is not mandatory.

(2) Local Forms are to be numbered in accordance with the office designation of the proponent office, e.g., IMHW-DHR Form -1, IMHW-DPW Form 1, etc., followed by the date the form was approved. A statement that previous editions of the form are obsolete can be included if needed.

5. RESPONSIBILITIES.

a. USAG-HI Forms and Publications Control Officer (FPCO).

(1) The FPCO, DHR, ASD, is designated as the command control officer responsible for the proper operation and management of the Command and Local Forms Programs throughout USAG-HI.

(2) The FPCO implements Command and Local Forms management policy and maintains and publishes this Pamphlet and associated Indexes at least every 18 months. The FPCO provides technical guidance on all forms-related matters to USAG-HI personnel and maintains record copies of all Command and Local Forms.

(3) The FPCO will process all DD Form 67s (Form Processing Action Requests – see App. C) submitted by proponents for new or revised Command Forms and provides the proper numbering for each form.

(4) The FPCO will maintain record copies of all Local Forms and associated prescribing directives and DD Form 67s provided by proponent offices. Copies of all quarterly Local Forms reports (DD Form 4815, Forms Control Register – see Appendix D) will also be maintained by the FPCO.

b. Command and Local Form Proponents.

(1) Proponent Offices will designate an appropriate administrative officer as the Forms/Publications Control Officer for their organization and document such by a letter of appointment. Copies of all letters of appointment will be provided to the USAG-HI FPCO for maintaining a list of all forms/publications contacts for all USAG-HI offices.

(2) Command Forms.

(a) Directorates and Special Staff Offices create and maintain their Command Forms and notify the FPCO in the event a Command Form needs updating or recession at the time the forms action occurs.

(b) All Command Forms require a Prescribing Directive (e.g., a memorandum, circular, policy memorandum, publication etc.) prepared by the proponent office that explains the purpose and need for the Command Form. The Prescribing Directive may also indicate how the form can be obtained and may include information that explains any needed procedures for using the form or how to properly complete the form.

(c) Proponent offices may not use higher-echelon documents (such as an AR or DoD Regulation) as a prescribing directive, although these documents may be referenced in the Prescribing Directive.

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(d) Prescribing Directives may include such information as is necessary to indicate the proper recordkeeping and disposition of the form in accordance with the Army Records and Information Management System (ARIMS) and any applicable internal directives.

(e) Proponent offices will review all Command and Local Forms at least every 18 months to determine applicability and need, revising or rescinding forms as necessary and reporting all changes to the FPCO for inclusion in updates to this Pamphlet. All Command and Local Form revisions, recessions and other actions will be documented using the DD Form 67.

6. POLICIES AND PROCEDURES

a. Proponent Offices

(1) Command Forms.

(a) Proponent offices will submit new or revised Command Forms and their Prescribing Directives for review, approval and signature to the FPCO, accompanied by a completed DD Form 67.

(b) New Command Forms requiring the collection of personally identifiable information (PII) data from an individual must be reviewed and approved by the Privacy Act official (USAG-HI Records Manager, Chief, ASD, DHR). The FCPO will coordinate this review and approval process for each applicable form.

(c) Proponent offices must be aware of the restrictions of the Social Security Protection Act of 2010 under the provision of the Privacy Act of 1974. The collection of Social Security Number information is only for those purposes where there is a clear legal authority to do so. The USAG-HI Records Manager provides guidance as necessary on these issues.

(2) Local Forms.

(a) Proponent Offices will manage their Local Forms program internally, developing and approving Local Forms and any accompanying Prescribing Directives that may be needed for the local form to ensure its proper use and recordkeeping. Proponent offices will use the DD Form 67 for Local Forms approval within their organization; final approval will be by the Director or Special Staff Office Chief. Local forms are normally developed in draft by staff subject matter specialists and reviewed and concurred by the Administrative staff and appropriate managers and subject matter experts.

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(b) Local Forms will be reported by proponent offices to the USAG-HI FPCO quarterly, beginning in October of each Fiscal Year using DA Form 4815 or an equivalent form. (See App. D.) Rescinded forms will be reported to the FPCO at the time they are rescinded.

(c) Proponent offices will provide the FPCO with copies of all approved Local Forms, their Prescribing Directives (if any) and associated DD-67s as needed to maintain an up-to-date USAG-HI master file of all local forms.

b. The USAG-HI FPCO.

(1) Command Forms.

(a) The FPCO will review all Command Forms, Prescribing Directives and DD-67s and supporting documentation for validity and to ensure supporting documentation is accurate and complete.

(b) If the Command Form is in compliance with all regulatory requirements, the FPCO completes the approval process for the form and provides completed documentation (DD-67) to the proponent office.

(c) Coordinates with proponent offices on needed revisions or changes to Command Forms as required.

(d) Maintains the Index of Command Forms and issues an updated USAG-HI Pam 25-31 no later than every 18 months.

(2) Local Forms.

(a) The FPCO provides guidance on preparation and approval of Local Forms as needed.

(b) Maintains record copies of all Local Forms and associated Prescribing Directives along with the proponent office's Quarterly Local Forms Reports (DD Form 4815).

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7. Point of contact for Command and Local Forms issues is the USAG-HI Forms and Publications Control Officer at 656-0334.

(IMHW-HRA)

FOR THE COMMANDER:

Appendices:
as

RICHARD A. FROMM
COL, AD
Commanding

OFFICIAL:



ROBERT M. STEPHENS, PhD,
Garrison Director of Human Resources

DISTRIBUTION
Electronic Media

PAM 25-31 APPENDIX A:
USAG-HI
INDEX OF CURRENT COMMAND FORMS

NOV 2015

(For assistance with Command and Local forms and publications, contact the USAG-HI Forms & Publications Control Officer, Directorate of Human Resources, Administrative Services Division, at 656-0334.)

FORM NUMBER	TITLE	DATE	PROPONENT	PRESCRIBING DIRECTIVE
USAG-HI FORM 6	Building Energy Monitor (BEM) Checklist	Jun 14	DPW	USAG-HI Policy Memorandum 17, 4 Jun 14
USAG-HI FORM 7	Building Energy Monitor (BEM) Checklist	Nov 08	DPW	USAG-HI Policy Memorandum 17, 4 Jun 14
USAG-HI FORM 8	Unit Energy Conservation Officer (UECO) Checklist	Aug 09	DPW	USAG-HI MOI, Building Energy Monitor Program (under revision)
USAG-HI FORM 9-F	OPSEC Violation Report	May 14	DPTMS OPSEC	USAG-HI Policy Memorandum 24, Operation Security 27 May 14(FOUO)
USAG-HI FORM 27	Transfer and Accumulation Point Inventory Log	Sep 08	DPW	USAG-HI REG. 200-4, Installation Hazardous Waste Management Program (IHWMP) 20 Jan 10
USAG-HI FORM 28	Manifest Log	Sep 08	DPW	USAG-HI REG. 200-4
USAG-HI FORM 29	Weekly TAP/90-Day ASF Inspection Log	Sep 08	DPW	USAG-HI REG. 200-4
USAG-HI FORM 30	Environmental Compliance Checklist	Nov 08	DPW	USAG-HI REG. 200-4
USAG-HI FORM 31	Recyclable Material Shop Storage Point (RMSSP) Recyclable Materiel/Non-Regulated Waste Collection Log	Sep 08	DPW	USAG-HI REG. 200-4
USAG-HI FORM 32	Container(s) Inspection Log	Sep 08	DPW	USAG-HI REG. 200-4
USAG-HI FORM 33	SSD/TAP/90-Day ASF Hazardous Waste Collection Log	Sep 08	DPW	USAG-HI REG. 200-4

PAM 25-31 APPENDIX B:
INDEX OF RESCINDED USG-HI COMMAND FORMS
(DEC 2015)

USAG-HI FORM 1*	USAG-HI Commander's Certificate	May 10	USAG-HI	USAG-HI Reg. 672-1, May 10
USAG-HI FORM 2*	USAG-HI Employee Sign In/Out Sheet	Nov 12	USAG-HI	USAG-HI Policy Memorandum 38, Hours of Duty, Leave and Flextime (In Process)
USAG-HI FORM 3*	USAG-HI Employee AWS Work Arrangement Request	Nov 12	USAG-HI	USAG-HI Policy Memorandum 38, Hours of Duty , Leave and Flextime (In Process)
USAG-HI FORM 4*	USAG-HI Request, Authorization and Report of Overtime	Nov 12	USAG-HI	USAG-HI Policy Memorandum 38, Hours of Duty, Leave and Flextime (In Process)
USAG-HI FORM 5*	USAG-HI Notification of Intent to Work Credit Hours	Nov 12	USAG-HI	USAG-HI Policy Memorandum 38, Hours of Duty, Leave and Flextime (In Process)

*Forms were rescinded by USAG-HI when Policy Memorandum USAG-HI 38 was rescinded, 20 Oct 14.

PAM 25-31 APPENDIX C: EXAMPLE DA FORM 67, FORM PROCESSING ACTION REQUEST

FORM PROCESSING ACTION REQUEST (Read Instructions on back and in DoD 7750.07-M before completing this form.)					1. DATE OF REQUEST (YYYYMMDD) 20081030		
2. FROM (DoD Component OPR Organization and complete mailing address) Forms Management Officer Directorate of Public Works United States Army Garrison, Hawaii 947 Wright Avenue, Wheeler Army Airfield Schofield Barracks, Hawaii 96857-5013		3. THRU (DoD Component FMO Organization and complete mailing address) Administrative Officer Directorate of Public Works United States Army Garrison, Hawaii 947 Wright Avenue, Wheeler Army AAF Schofield Barracks, Hawaii 96857-5013		4. TO (Organization and complete mailing address) Command Forms Management Officer Directorate of Human Resources United States Army Garrison, Hawaii 750 Ayers Road, Room 207 Schofield Barracks, Hawaii 96857			
5. FORM DESIGNATION AND NUMBER (Leave blank if a new form) USAG-HI Form 30		6. EDITION DATE (Enter only if cancelling a form) November 2008		7. FORM TITLE Environmental Compliance Inspection Checklist			
8. ACTION TYPE (Select one) Revision		9. FORM TYPE (Select one) Prescribed		10. SUBJECT GROUP (Leave blank if a new form) 4730		11. PRESCRIBING ISSUANCE(S) USAG-HI Reg 200-4, Installation Hazardous Waste Mgt Plan (IHWMP) [In draft as of Wed 29 Oct 08]	
12. FORM DISPOSITION (List all forms to be replaced by proposed form)				13. PROPOSED FORM DESIGN CONSIDERATIONS			
a. FORM NUMBER (Enter "N/A" if none) USAG-HI Form VG-GW-01-12-R-E		b. EDITION DATE Feb 01		c. DISPOSITION Obsolete		a. DESIGN TYPE Print and Fill	
						b. SUGGESTED SIZE 8.5" x 11.0"	
						c. PRINTING SPECIFICATIONS No	
						d. CLASSIFIED No	
						e. CONTROLLED FORM No	
						f. DIGITAL SIGNATURE FIELD No	
						g. AVAILABILITY (Select one) Physical Product - Stocked by other, state in item 14	
14. PURPOSE AND DESCRIPTION OF USE (Attach continuation page if necessary.) Reference block 12.g.: USAG-HI Form 30 shall be available for access on the DOIM, USAG-HI website. USAG-HI Form 30 is the instrument of authority used by the Compliance Pollution Prevention Branch, DPW, USAG-HI, to inspect command organic & tenant unit's compliance with the command hazardous waste management process IAW USAG-HI Reg 200-4 which is in draft form as of submitting this form for approval. A request for interim, form approval is concurrently submitted.							
15. INTERNAL COORDINATION AND CONCURRENCE							
(1) APPLICABLE? (Yes/No)		(2) REMARKS (Enter applicable remarks related to coordination, and attach appropriate documentation.) (If space permits, enter coordinator email address here.)		(3) COORDINATOR			
a. PRIVACY ACT		No		NAME			
b. POSTAL		No		OFFICE SYMBOL			
c. DATA ELEMENTS		No		TELEPHONE NO. (incl. area code/DSN)			
d. RECORDS MGMT		Yes		INITIALS			
e. OTHER		This form is subject to ARIMS RN 25-30b2		Gary L. Ludewig			
f. REPORTS				IMPC-HI-PWA			
RCS		No		656-5461			
OMB		this form not subject to the provisions of AR 335-15		656-5461			
16. EXTERNAL COORDINATION AND CONCURRENCE (Not required for SD, DoD Component, or Command forms. Attach continuation page if necessary.)							
a. DOD COMPONENT		b. COORDINATOR					
		NAME		OFFICE SYMBOL			
				TELEPHONE NO. (include area code/DSN)			
				EMAIL ADDRESS			
				INITIALS			
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.							
17. DOD COMPONENT OPR AND/OR ACTION OFFICER							
a. TYPED NAME AND TITLE GARY L. LUDEWIG DPW Forms Management Officer		b. TELEPHONE NUMBER (Include area code/DSN) 656-5461		c. SIGNATURE LUDEWIG.GARY. LAURE.1227155856 <small>Digitally signed by LUDEWIG.GARY.LAURE.1227155856 DN: cn=LU, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, email=LUDEWIG.GARY.LAURE.1227155856 Date: 2008.10.30 09:11:33 -1000</small>			
18. DOD COMPONENT APPROVING OFFICIAL							
a. DATE SIGNED (YYYYMMDD) 20081103		b. TYPED NAME, TITLE, AND SIGNATURE EMORY HICKS DPW Administrative Officer <small>HICKS.EMORY.TOMMY.JR.1045018098 Digitally signed by EMORY.HICKS.1045018098 DN: cn=EMORY.HICKS.1045018098, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, email=EMORY.HICKS.1045018098 Date: 2008.11.07 12:09:31 -1000</small>		19. DOD COMPONENT OR COMMAND FORMS MANAGEMENT OFFICER			
				a. DATE SIGNED (YYYYMMDD)			
				b. TYPED NAME, TITLE, AND SIGNATURE			
20. APPROVING FORMS MANAGEMENT OFFICER							
a. TYPED NAME Don G. Boyer Command Publications Officer		b. DATE SIGNED (YYYYMMDD) 20101217		c. SIGNATURE BOYER.DON.G.1278361728 <small>Digitally signed by BOYER.DON.G.1278361728 DN: cn=BOYER.DON.G.1278361728, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, email=BOYER.DON.G.1278361728 Date: 2008.11.07 12:09:31 -1000</small>			

DD FORM 67, FEB 2008

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 7.0

USAG-HI Forms									
FORMS CONTROL REGISTER									
For use of this form, see AR 25-30; the proponent agency is OAAASA									
FORMS REGIS- TER NO.	FORM NO.	TITLE	INITIATING OFFICE ACTION OFFICE & TELEPHONE NO.	ACTION			DATE RECEIVED	DATE OF CLEARANCE	DISPOSITION
				N E W	R E V I S E D	R E P R I N T			
	VG-GAB-F-00-18-R-E	Dinner Bingo Guest Log							
	VG-GAB-F-00-19-R-E	Dinner Bingo Guest Sponsor Form							
	VG-GAC-00-20-E	Child & Youth Services Tuition Account Ledger							
	VG-GAC-00-21-E	Waiting List Application/Child Development Center							
	VG-GAC-00-22-E	Child Development Services Registration Card							
	VG-GAC-00-26-E	Child Development Services Withdrawal Statement							
	VG-GAC-00-27-E	Accident/Incident Report/Child Development Services							
	VG-GAC-00-28-E	Child Development Svices Illness Control Data							
	VG-GAC-00-29-E	Daily Register Report/Child Development Center							
	VG-GAC-02-02-R-E	ACS, Hawaii Exceptional Family Member Program Respite Training Sign-In Sheet							
	VG-GAC-02-05-R-E	Certificate of Completion, EFMP							
DA FORM 4815, APR 1999									
PREVIOUS EDITION IS OBSOLETE									
USAPA V1.00									