

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P. O. Box 2946
Portland, Oregon 97208

CENWP-IM-R

Regulation
No. 335-1-1

15 September 2003

Management Information Control
MANAGEMENT INFORMATION CONTROL SYSTEM

History. This issue is a revision of former NPPR 335-2-1. It is being given a new number due to the conversion to a NWPR directive.

Summary. This regulation is being revised to update references and office symbols. Changes are **bolded** for identification.

1. PURPOSE. This regulation implements higher authority policy and establishes a system for the control of internal and external management information requirements in the Portland District.
2. APPLICABILITY. This regulation is applicable to all elements of the Portland District **(NWP)**.
3. REFERENCES.
 - a. Required Publication.
 - (1) **AR 25-30 (The Army Publishing Program)**. Cited in paragraph 7b(2).
 - (2) AR 335-15 (Management Information Control System). Cited in paragraph 6b.
 - b. Related Publications.
 - (1) **EP 25-1-1 (Index of Publications, Forms, and Reports Control Symbols)**.
 - (2) HQUSACE Suppl 1 to AR 335-15. (Management Information Control System).

*This regulation supersedes NPPR 335-2-1, 15 February 1988.

4. REPORTS MANAGEMENT OFFICE. The Requirements and Planning Branch, **Information Management Office (CENWP-IM-R)** exercises management information requirements control jurisdiction in the Portland District.

5. CONTROL SYSTEM FOR RECURRING MANAGEMENT INFORMATION REQUIREMENTS.

a. The Requirements and Planning Branch (**CENWP-IM-R**) is responsible for maintaining a current file of all recurring internal and external management information requirements prepared by the District.

b. Periodic reviews of controlled management information requirements will be conducted by the Requirements and Planning Branch (**CENWP-IM-R**) as directed by HQUSACE and **Headquarters, Northwestern Division HQNWD**.

c. Each technical division and independent office chief, resident engineer and **operations** manager will establish and maintain a control system for recurring management information requirements prepared by their organization.

6. EXTERNAL MANAGEMENT INFORMATION REQUIREMENTS.

a. External management information requirements are requirements for the submission of recurring data to higher authority or an outside agency by an element of the District.

b. Management information requirement directives are required to cite a reports control symbol or a specific reference to paragraph 5-2, AR 335-15, which exempts certain material from management information control. Directives, which do not make this citation, will be referred to the Requirements and Planning Branch (**CENWP-IM-R**).

7. INTERNAL MANAGEMENT INFORMATION REQUIREMENTS.

a. Definition. Controlled internal management information requirements include those requests for information from one element of the District by another on a recurring basis.

b. Initiating or Revising Internal Management Information Requirements.

(1) Application for Approval of Management Information Requirement, DA Form 335-R, will be used to apply for approval of a new internal management information requirement

or a major revision to an existing internal management information requirement by the office requiring the data. Approval of minor revisions which do not significantly affect the document form or content may be accomplished without use of DA Form 335-R.

(2) DA Form 335-R will be submitted to the Requirements and Planning Branch (**CENWP-IM-R**), in duplicate, together with the proposed directive, forms, and instructions to be issued. If approved, a copy of DA Form 335-R will be signed and returned to the initiating office as authority to initiate the management information requirement. New management information requirements will be rejustified at the end of 12 months. When a new form or revision to an existing form is involved, action will be taken with the Forms Manager, **CENWP-IM-R**, to satisfy the requirements of AR 25-30, **The Army Publishing Program**.

c. Review of Internal Management Information Requirements.

(1) Chiefs of offices requiring management information requirements information are responsible for continual review of the need for the management information requirements and will initiate action to cancel them when they are no longer required by notifying the Requirements and Planning Branch (**CENWP-IM-R**) of the action and reason therefore.

(2) Once a year each internal recurring management information requirement will be reviewed by the initiating office in conjunction with the Requirements and Planning Branch (**CENWP-IM-R**).

8. TRANSMITTING RECURRING MANAGEMENT INFORMATION REQUIREMENTS.

Letters of transmittal for management information requirements will be used only when explanations or comments are required to clarify data submitted and when there is not enough space under "Remarks" for such explanations.

FOR THE COMMANDER:



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