

## ADMINISTRATIVE SERVICES DIVISION (ASD)

The ASD provides records management and publications and printing support to U. S. Army Japan (USARJ), U. S. Army Garrison Japan (USAG-J), and attached units and activities. The branches and the services ASD provides are as follows:

Editorial Branch Building 101, Room N-129 (telephone 263-3460)

- Provides editing support for all USARJ command channel correspondence and publications.
- Publishes all USARJ command administrative publications.
- Customers may submit command channel correspondence for editing on hard copy or electronically.
- Customers may submit USARJ command administrative publications for editing on hard copy or electronically. When published, USARJ command administrative publications are placed in the Reference Library for customers to access.
- Publishes the Weekly USARJ Official Bulletin and distributes it electronically to all readers. Customers may submit items for the Official Bulletin on hard copy or electronically.
- Operates the Administrative Reference Publications Library (telephone 263-7038). The library has available for checkout, Army regulations, pamphlets, field manuals, USARJ, U.S. Army Pacific, USAG-J publications, and others. Customers may charge out these publications for two days. A personal computer is available for use by customers.

Administrative Management Branch (telephone 263-7034).

- Is responsible for the records management and printing programs
- Records maintenance program--
  - Ensures records are maintained in accordance with the Army Records Information Management System (**ARIMS**).
  - Records management survey is conducted on a cyclic basis of all USARJ activities.
  - Customers may submit requests for assistant visits to this branch.
- Records Holding Area (RHA)--
  - Services all Army units in Japan, including Okinawa.
  - Customers must prepare a SF 135, Records Transmittal and Receipt, to transfer records to the RHA.
- Forms Management Program--
  - Controls all USARJ and USAG-J forms.
  - Designs forms using PureEdge software and placed on this Web site for customer use.
  - Makes all electronic generated forms available to users on this Web site.
  - Customers may submit a DD Form 67, Forms Processing Action Request and a draft of the proposed form to this branch.

- Privacy Act (**PA**) and the Freedom of Information Act (**FOIA**) programs--
  - USARJ activities receiving a PA or a FOIA request must forward the request to this branch for administrative control to meet the short suspense date and to satisfy the requirement of the Act.
- Printing services--
  - Printing is performed by the Document Automation and Production Service (DAPS), a field activity of the Defense Logistics Agency.
  - Customers must prepare a DD Form 844, DOD Printing Requisition Order, and submit it to DAPS.
- Supply Point (SP) 38--
  - Provides initial distribution and supply of blank forms.
  - Maintains a 120 days stock of blank forms for issue purposes and requisitions and distributes Army, USARJ and U.S. Forces Japan publications.
  - Customers must submit requests for publications and forms to this office.