

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Memorandum
No. 25-1

Information Management: Management of Subdisciplines
MANAGEMENT INFORMATION CONTROL SYSTEM

1. PURPOSE. This memorandum establishes policies to effectively control the management information requirements within Headquarters, U.S. Army Garrison, Fort Sam Houston (HQ, USAG, FSH).

2. REFERENCES.

- a. AR 335-15, Management Information Control System.
- b. DA Pam 25-9, List of Approved Recurring Management Information Requirements.
- c. FORSCOM Suppl 1 to AR 335-15, Information Management Control System.
- d. FORSCOM Cir 25-91-9, List of Approved Recurring Management Information Requirements.
- e. FSH Cir 25-92-1, List of Approved Recurring Management Information Requirements.
- f. DA Form 335-R, Application for Approval of Management Information Requirement.
- g. DA Form 1086-R, Periodic Review of Management Information Requirements - Preparing Agency Response and Recommendations.

3. RESPONSIBILITIES

- a. The Directorate of Information Management (DOIM) is responsible for staff and technical supervision of the management information (reports) control system within HQ, USAG, FSH.
- b. The DOIM is responsible for appointing a management information control officer (MICO) to administer and control the command system and providing the name, office, and telephone number of the command MICO, upon appointment, to the FORSCOM MICO.

*This memo supersedes FSH Memo 335-2, 1 Nov 88

c. The directors/staff office chiefs are responsible for appointing management information control liaison officers (MICLO) to administer the system and exercise management information (reports) control jurisdiction within their responsible area.

d. The MICO will:

(1) Be responsible for administration of the system and overall management information (reports) control jurisdiction within HQ, USAG FSH.

(2) Maintain a current register of all controlled recurring reports initiated or prepared by HQ, USAG FSH staff offices.

(3) Conform with AR 335-15, para 1-7d, and FORSCOM Suppl 1 to AR 335-15 by providing guidance and determining controllability of all information requirements.

(4) Approve or disapprove any proposed action to initiate, rescind, revise or modify a controlled information product in accordance with AR 335-15, appendix C.

(5) Assign all requirements control symbol (RCS) numbers and applicable exempt citations for reporting requirements initiated by HQ, USAG FSH and sign DA Form 335-R, item 25.

(6) Approve and sign DA Form 1167, items 17-18, for FSH forms, if applicable.

7) Maintain a current list of MICLOs within HQ, USAG FSH.

e. The MICLO for each staff office will:

(1) Operate and provide guidance on the management information control policies within the staff office to which assigned IAW cited references. Serve as point of contact for all related actions.

(2) Maintain current regulations relating to management information control system.

(3) Maintain a supply of the following forms and information for staff office use:

(a) DA Form 335-R, Application for Approval of Management Information Requirement.

(b) DA Form 1086-R, Periodic Review of Management Information Requirements - Preparing Agency Response and Recommendations.

(c) DA Form 1167, Request for Approval of Form.

(4) Maintain a current staff office portion of FSH Cir 25-92-1 noting all changes as they occur.

(5) If the information requested requires a RCS, assist the initiator of the requirement to prepare a DA Form 335-R (and DA Form 1167, if applicable) and submit it to the MICO.

(6) Coordinate periodic reviews and management information control requirements (DA Form 1086-R) within the staff office and assist action officers when requested.

OFFICIAL:
GEORGE A. FINLEY
Director of Information
Management

MICHAEL F. MERRILL
Deputy Director of Information
Management

DISTRIBUTION:

A

50 - AFZG-IM-OPB