

DEPARTMENT OF THE ARMY  
US ARMY GARRISON, FORT BELVOIR  
Fort Belvoir, Virginia 22060-5928

FB Supplement 1 to AR 335-15

11 July 1997

Management Information Control  
Management Information Control System

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FOR THE COMMANDER:

DISTRIBUTION:

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Less Tenants

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**History.** This is a new publication.

**Summary.** This supplement establishes procedures and provides guidance on the implementation of the Management Information Control System at Fort Belvoir, Virginia.

**Applicability.** This supplement applies to all elements of U.S. Army Garrison Fort Belvoir and those tenants that receive support from the Installation Records Manager (IRM).

**Suggested Improvements.** The proponent of this supplement is the Directorate of Information Management. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Directorate of Information Management, ATTN: Records Management, 10105 Gridley Road, Suite 100, Fort Belvoir, Virginia 22060-5840.

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AR 335-15, 28 October 1986 is further supplemented by FB Supplement 1 as follows:

Paragraph 1-7, Responsibilities. After subparagraph i add subparagraphs j and k.

j. The Chief of the Records Management Division, Directorate of Support Services, Directorate of Information Management, is designated the Installation Management Information Control Officer for U.S. Army Garrison Fort Belvoir and those tenants receiving support from the Installation Records Manager.

k. Commanders and directors of U.S. Army Garrison Fort Belvoir and all tenant commands/activities serviced by the Installation Records Manager will designate in writing a Management Information Control Liaison Officer to administer an effective Management Information Control System within their command/activity. A copy of the appointment order will be furnished to Records Management, Stop 5840. The Management Information Control Liaison Officer will ensure the provisions of AR 335-15 and this supplement are complied with.