

Management Information Control
MANAGEMENT INFORMATION CONTROL SYSTEM

1. Purpose

This memorandum prescribes responsibilities and procedures for the HQ FORSCOM Management Information Control System.

2. References

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| AR 25-1 | (Information Resources Management). |
| AR 335-15 | (Management Information Control System). |
| DA Pamphlet 25-69 | (List of Approved Recurring Management Information Requirements). |
| FORSCOM Supplement 1 to AR 335-15 | (Management Information Control System). |
| FORSCOM Circular 25-92-9 | (List of Approved Recurring Management Information Requirements). |

3. Responsibilities

a. The Director of Command, Control, Communications and Computers, J6 —

(1) Supervises the Management Information Control System.

(2) Establishes policies and standards for operating the program.

(3) Approves or disapproves a proposal to begin, rescind, continue, revise, or modify a FORSCOM requirement.

(4) Appoints the command Information Management Control Officer (IMCO).

b. The IMCO —

(1) Reviews and analyzes information requirements; ensures that the benefits from a report outweigh the data collection cost; determines if the requested information is not already available from another source and if the requirement is necessary.

(2) Advises the J6 if the proposed, revised, and amended management information requirements are essential and recommends approval or disapproval.

(3) Assigns and rescinds requirement control symbols (RCS) to FORSCOM information requirements including automatic data processing (ADP) products.

(4) Ensures that a product control number (PCN) table and a central file and register are maintained for FORSCOM-unique ADP products.

(5) Publishes an annual list of approved recurring management information requirements.

(6) Reviews manual and automated information requirements every 3 years.

(7) Reports actions that have an adverse impact upon the administrative workload at any organizational level to the J6 and HQDA.

(8) Reviews and reports unauthorized information collection requests.

c. Directors/Chiefs, Joint and Special Staff Agencies

(1) Ensure all requests for information initiated by their offices are coordinated with the assigned information management control liaison officer (IMCLO) and FORSCOM IMCO. The director/chief of the staff agency will sign item 17, DA Form 335-R, Application for Approval of Management Information Requirement. Automated requests require a DA Form 4560-R, Application for Approval of ADP Product. Any information request impacting reserve units requires a general officer approval.

(2) Apply the following policy to all unit level actions: Require reports from unit level only if the unit is the only source of the requested information. When unit reports are required, assist the unit by obtaining as much of the required information as possible prior to unit tasking. When a report is required of unit level commanders, use telephonic and written responses instead of replies by endorsement whenever possible to avoid administrative workload.

(3) Review staff agency requirements to determine those which can be eliminated, simplified, consolidated, or reduced in frequency.

(4) Designate a staff agency IMCLO and inform the IMCO of the appointment. Submit information requests through the IMCLO to the IMCO before fielding of the requirement. The IMCLO will sign item 18 on the DA Form 335-R.

(5) Challenge requirements imposed on FORSCOM activities which appear unrealistic or unnecessary.

(6) Identify unauthorized information requests (no RCS/RCS exemption citation) and report them to the IMCLO and/or IMCO. Directorates/staff agencies are not required to comply with information requests that do not cite an RCS (AR 335-15, para 1-7h(2)).

d. Information Management Control Liaison Officers (IMCLOs) —

(1) Enforce the information management control system according to AR 335-15.

(2) Attend IMCO meetings as required.

(3) When new or revised requests for information are received from DOD, HQDA, MACOMs, and other governmental agencies, provide copies of the basic request, applicable directive, and the local staff agency directive to the IMCO.

(4) Coordinate requests for information requirements and RCS exemptions with the IMCO.

(5) When an RCS or exemption citation is not furnished with an information request, the action officer should inform the IMCLO/IMCO and notify the requesting agency to provide the required RCS information. A memorandum requesting the RCS information should be attached to the tasking information requirement for reply.

(6) Ensure DA Form 335-R and DA Form 4560-R are properly completed. DA Form 4560-R will be sent to the data automation division of J6 for processing and assignment of a product control number (PCN). Following are procedures for processing FORSCOM automated data processing products (ADPP):

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(a) Requests for an RCS will be done by using DA Form 335-R. The form will be completed and sent to the staff IMCLO for processing. In turn, it will be forwarded to the FORSCOM IMCO for review and RCS approval/disapproval. Ensure copies of supporting regulations, supplements, and messages are attached.

(b) Requests for ADPPs will be processed by using a DA Form 4560-R, Application for Approval of ADP Product. The form will also be used for making new requests, changes/revisions, and will accompany all engineering change proposals (ECP-S).

(c) Staff Information Systems Officers (ISO) or Information Management Officers (IMO) will submit the DA Form 4560-R. IMCLOs will assist as required. Each ISO/IMO will review ADPP requests for validity and duplication of existing staff requirements. Ensure copies of supporting directives are attached. The DA Form 4560-R and supporting documents will be sent to the FORSCOM IMCO for review and processing.

(d) The IMCO will send the DA Form 4560-R and/or an ECP-S to the J6 Data Administration Division for operational processing and approval.

(e) Once assignment of a PCN or change is made, the DA Form 4560-R will be sent to the IMCO for final processing. Copies of all paperwork will be forwarded to the ISO/IMO. The J6 Data Administration Division will notify the ISO/IMO direct of any requested ECP action.

4. Periodic reviews

The IMCO will manage the review of automated reports every 3 years. Manual reports will be reviewed every year during the update of the FORSCOM circular.

5. Directives

FORSCOM-wide recurring information requirements will be prescribed by directives such as FORSCOM supplements, regulations, or pamphlets. Messages or command memorandums may be used for urgent requirements but will be replaced by a directive within 1 year of initiation.

(FCJ6-OAP)

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