



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON, REDSTONE ARSENAL
4488 MARTIN ROAD
REDSTONE ARSENAL AL 35898-5000

06 SEP 2018

IMRE-HR

MEMORANDUM FOR Redstone Community

SUBJECT: Designation 25-7, Designation of Installation Forms Manager

1. SOURCE OF AUTHORITY: AR 25-30, The Army Publishing Program, 27 March 2006, chapter 1, paragraph 1-23b, requires that a functional manager be designated to manage the function of forms management.
2. DESIGNEE: I hereby designate Mr. Terry L. Ogletree as Installation Forms Manager. This designation carries with it responsibility to provide oversight of the forms management mission for the installation and authority to sign correspondence for this function.
3. LIMITATIONS AND RESTRICTIONS: No re-designation of this authority may be made.
4. PROCEDURES: The governing procedures to be followed by this designation are identified in AR 25-30, paragraph 1-23d.


KELSEY A. SMITH
COL, AV
Commanding