



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

REPLY TO
ATTENTION OF

IMRE-HRA

09 JUL 2019

MEMORANDUM FOR Redstone Community

SUBJECT: Duty Appointment for Records Manager/Records Holding Area Manager

1. SOURCE OF AUTHORITY: AR 25-1, Army Information Technology, 25 June 2013, chapter 5, paragraph 5-4(4), requires that records management officials be appointed in writing.
2. DESIGNATE: I hereby designate Mr. Glen D. Reese as a Records Manager/Electronic Records Holding Area Manager. This designation carries with it responsibility to assist the Installation Records Manager(s) in managing, overseeing, and directing the records management program and its subprograms for Redstone Arsenal and certain other co-located Department of Defense organizations through support agreements.
3. LIMITATIONS: No re-designation of this authority may be made.



KELSEY A. SMITH
COL, AV
Commanding