Copy ___of___ Copies
HQ, U.S. Army Installation Management Command
Fort Sam Houston, TX
161630ZDEC20

OPERATIONS ORDER 21-014: Modernization of Installation Management Command (IMCOM) Records Management Program (U)

Refs: (a) (U) Federal Records Act, (44 USC Chapter 31), 03 MAR 12
(b) (U) Presidential Memorandum (Managing Government Records), 28 NOV 11
(c) (U) OMB Memorandum (Managing Government Records Directive), 24 AUG 12
(d) (U) OMB Memorandum (Transition to Electronic Records), 28 JUN 19
(e) (U) National Archives and Records Administration (Managing Government Records Directive), 24 AUG 12
(f) (U) AR 25-1 (Army Information Technology), 25 JUN 13
(g) (U) AR 25-400-2 (The Army Records Information Management System), 02 OCT 07
(h) (U) DA Pamphlet 25-403 (Guide to Recordkeeping in the Army), 11 AUG 08

(U) Time Zone Used Throughout the Order: Zulu.

1. (U) **SITUATION**. On 28 JUN 19, the Office of Management and Budget (OMB) issued ref (d) which directs federal agencies to transition recordkeeping to a fully electronic environment that complies with all records management laws and regulations. IMCOM will modernize its records management program by fully implementing electronic recordkeeping and closing its physical Records Holding Areas (RHA) in anticipation of Department of Defense (DoD) and Army directives in accordance with (IAW) ref (d).

2. (U) **MISSION**. Effective immediately, IMCOM will modernize its records management program through full implementation of electronic recordkeeping and closure of all IMCOM operated RHAs.

3. (U) **EXECUTION.**

3.A. (U) Intent. Modernize the Command's records management program by fully implementing electronic recordkeeping IAW ref (d) and in anticipation of DoD and Army directives.

3.A.1. (U) Key Tasks:

3.A.1.A. (U) Effective immediately, all records created and maintained by IMCOM will be in electronic format. Records will be either stored in the Army Records Information

Management System (ARIMS) or an approved system of record such as Defense Travel System (DTS) or Defense Civilian Personnel Data System (DCPDS) with appropriate disposition instructions. Requests for exception to policy must be submitted to the point of contact (POC) in para 5.C.1.

3.A.1.B. (U) Records Managers (RM) in coordination with designated Records Coordinators (RC) will conduct inventories of all physical textual and analog records using Annex B. Final records inventories will be submitted to the POC in para 5.C.1 no later than (NLT) 31 JAN 21.

3.A.1.C. (U) Permanently close all IMCOM operated Records Holding Areas (RHA) immediately. In preparation for closure, only use RHAs as staging areas for the shipment of existing physical records to Federal Records Centers (FRC) operated by the National Archives and Records Administration (NARA).

3.A.1.D. (U) Ship physical records with disposition dates beyond 31 DEC 22 to the appropriate FRC NLT 01 SEP 21. All IMCOM RMs will have active Archives and Records Centers Information System (ARCIS) accounts for shipping and retrieving records to/from FRCs.

3.A.1.E. (U) Assign a primary and alternate RC for each office symbol within IMCOM.

3.A.1.F. (U) RMs will provide ARIMS training as necessary in support of this operation. RMs will continue to provide training to tenant organizations as necessary.

3.A.2. (U) End State: This operation will be considered a success when all key tasks are complete, including the full transition to electronic recordkeeping and closure of all IMCOM operated RHAs.

3.B. (U) Concept of Operations. Effective immediately, all records created and maintained by IMCOM organizations will be in electronic format. Electronic records will be stored in ARIMS or an approved system of record with appropriate disposition instructions. All physical records in RHAs and offices will be inventoried using Annex B. Physical records with disposition dates beyond 31 DEC 22 will be shipped to FRCs NLT 01 SEP 21. IMCOM RHAs will close immediately and be used only as temporary staging areas for the shipment of physical records to FRCs.

3.C. (U) Tasks to Subordinate Units.

3.C.1. (U) IMCOM Directorates. (E, P, R, S, T)

3.C.1.A. (U) Ensure garrisons comply with the instructions in this order.

3.C.1.B. (U) Ensure all records created and maintained by IMCOM Directorate (ID) entities are in electronic format. Records will be either stored in ARIMS or an approved system of record with appropriate disposition instructions. If applicable, submit requests for exception to policy to the POC in para 5.C.1.

3.C.1.C. (U) Ensure inventories of all physical textual and analog records are conducted by RMs in coordination with designated RCs using Annex B. Ensure all final records inventories for the ID and its garrisons are submitted to the POC in para 5.C.1. NLT 31 JAN 21.

3.C.1.D. (U) Ensure all IMCOM operated RHAs within the ID close immediately. In preparation for closure, RHAs should only be used as staging areas for shipping records to FRCs. Ensure RHA closure memorandums are signed by applicable Garrison Commanders (GC) and submitted to the POC in para 5.C.1. prior to RHA closure. If applicable, ensure requests for exception to policy are submitted to the POC in para 5.C.1.

3.C.1.E. (U) Ensure RMs have active ARCIS accounts for shipping and retrieving records to/from FRCs. NLT 01 SEP 21, verify the shipment of all physical records with a disposition date beyond 31 DEC 22 to the appropriate FRC.

3.C.1.F. (U) Ensure primary and alternate RCs are assigned for each office symbol within the ID and applicable garrisons.

3.C.1.G. (U) Ensure RMs provide ARIMS training as necessary in support of this operation. Ensure RMs continue to provide training to tenant organizations as necessary.

3.C.1.H. (U) See Coordinating Instructions.

3.C.2. (U) U.S. Army Garrisons. (All)

3.C.2.A. (U) Ensure all records created and maintained by the garrison are in electronic format. Ensure records are either stored in ARIMS or an approved system of record with appropriate disposition instructions. If applicable, submit requests for exception to policy to the POC in para 5.C.1.

3.C.2.B. (U) RMs conduct inventories of all physical textual and analog records stored in IMCOM operated RHAs and all garrison offices using Annex B. RMs will conduct inventories of garrison offices in coordination with assigned RCs for each office. Submit final records inventories to the POC in para 5.C.1. NLT 31 JAN 21.

3.C.2.C. (U) Immediately close garrison operated RHAs. In preparation for permanent closure, only use RHAs as staging areas for shipping records to FRCs.

3.C.2.D. (U) Prepare RHA closure memorandums for GC signature. Submit GC signed closure memorandums to the POC in para 5.C.1 prior to closure. If applicable, submit requests for exception to policy to the POC in para 5.C.1.

3.C.2.E. (U) Ensure RMs have active ARCIS accounts for shipping and retrieving records to/from FRCs. NLT 01 SEP 21, ship all hardcopy records with a disposition date beyond 31 DEC 22 to the appropriate FRC.

3.C.2.F. (U) Assign primary and alternate RCs for each garrison office with an IMCOM office symbol.

3.C.2.G. (U) RMs provide ARIMS training as necessary in support of this operation. RMs continue to provide training to tenant organizations as necessary.

3.C.2.H. (U) See Coordinating Instructions.

3.C.3. (U) U.S. Army Garrisons. (Bragg, ASA Eustis, Redstone Arsenal)

3.C.3.1. (U) RMs conduct inventories of all physical textual and analog records stored by ID-R, ID-T, and ID-S using Annex B. RMs will conduct these inventories in coordination with assigned RCs for each ID. Submit final records inventories to the POC in para 5.C.1. NLT 31 JAN 21.

3.C.4. (U) Commander, Army Environmental Command (AEC).

3.C.4.A. (U) Ensure all records created and maintained by AEC are in electronic format. Ensure records are either stored in ARIMS or an approved system of record with appropriate disposition instructions. If applicable, submit requests for exception to policy to the POC in para 5.C.1.

3.C.4.B. (U) RM conducts an inventory of all physical AEC textual and analog records using Annex B. RM will conduct inventories in coordination with assigned RCs for each office with an AEC office symbol. Submit final records inventory to the POC in para 5.C.1 NLT 31 JAN 21.

3.C.4.C. (U) Assign primary and alternate RCs for each AEC office with an AEC office symbol.

3.C.4.D. (U) RM provides ARIMS training to AEC personnel as necessary in support of this operation.

3.C.4.E. (U) See Coordinating Instructions.

3.C.5. (U) HQ, IMCOM G-Staff and Special Staff. (ALL)

3.C.5.A. (U) Ensure all records created and maintained within HQ IMCOM are in electronic format. Records will be either stored in ARIMS or an approved system of record with appropriate disposition instructions. If applicable, submit requests for exception to policy to the POC in para 5.C.1.

3.C.5.B. (U) Assign primary and alternate RCs for each directorate or special staff office with an IMCOM office symbol. Assigned RCs will support IMCOM G1 RM with inventory of physical HQ IMCOM textual and analog records using Annex B.

3.C.5.C. (U) See Coordinating Instructions.

3.C.6. (U) HQ, IMCOM G-1.

3.C.6.A. (U) Provide guidance and assistance regarding this operation to the G-Staff, Special Staff, IDs and garrisons, as needed.

3.C.6.B. (U) Conduct inventories of physical HQ IMCOM textual and analog records using Annex B NLT 31 JAN 21. Conduct inventories in coordination with assigned RCs for each directorate or special staff office with an IMCOM office symbol.

3.C.6.C. (U) Validate and consolidate all physical inventories for HQ IMCOM, IDs, and garrisons. Submit consolidated physical inventory to the Records Management and Declassification Agency (RMDA) NLT 31 MAR 21.

3.C.6.D. (U) Validate and consolidate requests for exception to policy. As applicable, submit consolidated list of requests for exception to policy to RMDA.

3.C.6.E. (U) Train assigned RCs from each IMCOM G-Staff and Special Staff.

3.C.6.F. (U) Provide ARIMS training as necessary in support of this operation. Continue to provide training to ID and garrison RMs as necessary.

3.C.6.G. (U) Validate all RHA closures and consolidate and submit RHA closure documents to RMDA NLT 31 AUG 21.

3.C.6.H. (U) See Coordinating Instructions.

3.D. (U) Coordinating Instructions.

OPERATIONS ORDER 21-014: Modernization of Installation Management Command (IMCOM) Records Management Program (U)

3.D.1. (U) Direct Liaison Authorized (DIRLAUTH) granted to all Commands, units, IDs, staff and staff sections to take necessary actions in support of the execution of this order. At the direction of HQ IMCOM G1, Administrative Services Branch, participate in or take action in support of activities, meetings, and/or conferences required to execute this order.

3.D.2. (U) Do not dump or destroy records prior to their disposition date. Do not dispose of records in dumpsters or use any other unauthorized means of disposal or destruction.

3.D.3. (U) HQ IMCOM G1, Administrative Services Branch may grant requests for exemptions to the instructions in this order or suspense extensions on a case by case basis.

3.D.4. (U) Provide a Primary and Alternate POC for this order to the HQ IMCOM G1 POC listed in para 5.C.1.

3.D.5. (U) Acknowledge receipt of this order to the POCs in para 5.C.1.

4. (U) **SUSTAINMENT**. None.

5. (U) **COMMAND AND CONTROL**.

5.A. (U) Command. The Office of Primary Responsibility is HQ, IMCOM G1 and all others are the Office of Coordinating Responsibility.

5.B. (U) Control. None.

5.C. (U) Signal.

5.C.1. (U) HQ, IMCOM G1 Primary POC: Andrica Dickerson, comm: 210-466-0418, (DSN: 450); email: usarmy.jbsa.imcom-hq.mbx.records-management@mail.mil and Alternate POC: Benjamin Henderson, comm: 210-808-1993 (DSN: 450); email: usarmy.jbsa.imcom-hq.records-management@mail.mil.

ACKNOWLEDGE:

GABRAM
LTG
Commanding General

OPERATIONS ORDER 21-014: Modernization of Installation Management Command (IMCOM) Records Management Program (U)

OFFICIAL:

BAKER
COL
G3/5/7

ANNEXES:
A – (U) RMDA Closure Requirements and Timeline
B – (U) RMDA Inventory Spreadsheet for Textual and Analog Records

DISTRIBUTION:
EDCG, IMCOM
DCG, IMCOM
G3/5/7, IMCOM
COS, IMCOM
CSM, IMCOM
IMCOM Staff Directorates (All)
Commander, USAEC
IMCOM Directorates (All)
Commanders, USAGs (All)