



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926



SFIM-ZM

**JUN 23 2003**

**MEMORANDUM FOR ALL US Army Installation Management Agency Personnel**

**SUBJECT: US Army Installation Management Agency Policy Memorandum #1,  
Publishing and Maintaining Policy Memoranda**

1. **REFERENCE.** Army Regulation 25-50, Preparing and Managing Correspondence, dated 3 June 2002.
2. **PURPOSE.** To provide guidance to all US Army Installation Management Agency (IMA) personnel on the publishing and maintenance of IMA policy memoranda.
3. **APPLICABILITY.** These procedures are applicable to all personnel assigned to and/or under the operational control of IMA.
4. **POLICY.** The Chief, Management Support Office (MSO) at HQIMA will be responsible for publishing, distributing and maintaining a file of policy memoranda applicable to IMA. These memoranda will be applicable to HQIMA, all IMA Regional Offices (ROs) and all installations managed by IMA.
5. **PROCEDURES.**
  - a. All IMA policy memoranda will follow the format at Enclosure 1. The office symbol will be the HQIMA proponent office that drafts the policy. The Chief, MSO will assign the policy number. The policy POC should be a position title rather than an individual's name. Memoranda will be prepared in 12 point Arial font. Pages will be numbered beginning with page two on the bottom center of the page. Policy memoranda will be formal memoranda on HQIMA letterhead stationary.
  - b. All draft IMA policy memoranda will be staffed through all HQIMA divisions and special staff offices for comment. When deemed appropriate by the policy proponent or when directed by the HQIMA Chief of Staff, draft policies will also be staffed through the ROs. Recommendations not incorporated into the policy should be discussed with the office making the recommendation.
  - c. The MSO will send copies of approved IMA policy memoranda to all HQIMA divisions and separate staff offices and all ROs. ROs will make distribution to their respective installations. Copies will also be posted in a read-only Approved IMA Policy Memoranda file on the HQIMA J Drive, and will also be posted on the IMA website.

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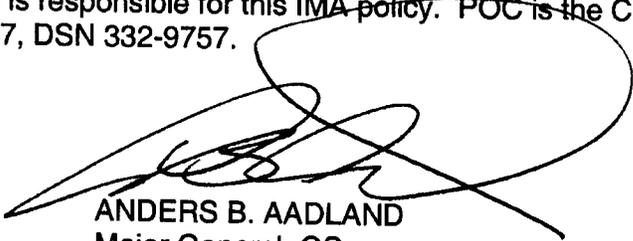
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d. The HQIMA proponent of each memorandum will review the policy for higher headquarters compliance, accuracy and relevance not less than annually and initiate changes as required. Any IMA employee or contractor may submit recommendations for changes to any IMA policy memorandum, at any time, to the Chief, MSO or the designated proponent of the policy memorandum.

e. HQIMA Division and Separate Office Chiefs, Regional Directors and IMA Garrison Commanders will ensure all IMA personnel are aware of IMA policy memoranda.

6. RESPONSIBILITY. The MSO is responsible for this IMA policy. POC is the Chief, MSO at commercial 703-602-9757, DSN 332-9757.

- 2 Encls  
1. Policy Memorandum  
Template  
2. List of IMA Policy  
Memoranda (TBP)



ANDERS B. AADLAND  
Major General, GS  
Director

SFIM-XX (Office Symbol of Proponent)

Date will be stamped

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #X, Title

1. REFERENCES.

a. See reference formats in AR 25-50, Preparing and Managing Correspondence, paragraph 1-31, 3 June 2002.

b. Publications include number, title, and date.

c. Correspondence includes type of correspondence, organization of origin, office symbol, date, and subject of the correspondence.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on the (policy title).

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and/or under the operational control of the IMA.

4. POLICY.

5. PROCEDURES. As applicable.

6. PROPONENT. The (proponent office) is the proponent for this IMA policy. POC is (policy POC, by title) at commercial (Area Code) \_\_\_\_-\_\_\_\_, DSN \_\_\_\_-\_\_\_\_.

ANDERS B. AADLAND  
Major General, GS  
Director