

27 July 2000

**Information Management: Records Management**

**STAFF DIRECTORY**

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**Summary.** This regulation updates prescribed procedures for publication of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) staff directory.

**Applicability.** This regulation applies to all elements of the USAIC&FH and to all partner organizations.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvement.** The proponent of this regulation is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-IMO-I, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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**\*This regulation supersedes FH Regulation 25-54, 27 July 1999.**

## **FH Reg 25-54**

### **1. Purpose.**

This regulation establishes the procedures and responsibilities for publication of the USAIC&FH staff directory.

### **2. References.**

- a. Required publication. FH Pamphlet 25-50, Office Symbols.
- b. Related publications are listed below.
  - (1) AR 25-1, The Army Information Resources Management Program.
  - (2) AR 25-30, The Army Integrated Publishing and Printing Program.

### **3. Explanation of abbreviations.**

- a. DOIM .....Director of Information Management
- b. USAIC&FH.....U.S. Army Intelligence Center and Fort Huachuca
- c. ISA.....Installation Support Agreement
- d. ISSB .....Information Support Services Branch

### **4. Responsibilities.**

a. The DOIM, USAIC&FH is responsible for electronic publication of the staff directory. The DOIM Information Support Services Branch (ISSB) will—

- (1) Update the staff directory as changes are received
- (2) Maintain the staff directory under USAIC&FH public folder in Exchange.
- (3) Maintain the staff directory on the Fort Huachuca Website. The Website address is <http://huachuca-www.army.mil>.

b. Upon request, customers will submit changes following the guidelines in paragraph 5 and send changes to [jacksony@huachuca.emh1.army.mil](mailto:jacksony@huachuca.emh1.army.mil).

**5. Publication procedures.**

- a. The electronic staff directory is updated as authorized changes are submitted to the ISSB.
- b. Only one telephone number is listed for each office.
- c. Facsimile telephone numbers are included in the staff directory at the directorate, division, and branch levels.
- d. Identification of secretaries is at the directorate level or above.
- e. The titles and names of the directors or staff office chiefs, acronyms, and titles of divisions are in all capital letters.
- f. Periods are used after initials, titles, acronyms, or abbreviations on the staff directory, which is located on Fort Huachuca Website. Periods are not used on the staff directory, which is located in Exchange under Public Folder.
- g. Acronyms will not be spelled out.
- h. Directors/staff office chiefs are identified by their first name, middle initial, and last name. All remaining entries are limited to last name and first initial.
- i. Building number and telephone extension number are on the same line as the incumbent's name.
- j. Entries are limited to section level or equivalent. Indentation will be used to show subordination.
- k. Incumbent listings are limited to one individual per section or entry.
- l. Partner organization entries are limited to the head of the organization.
- m. Within the USAIC&FH, office symbols must be approved before being submitted for publication in the staff directory. FH Pamphlet 25-50 explains the approval process. Submitting unapproved office symbols will only delay updating the staff directory and publishing the new office symbols.
- n. A sample format for a staff element entry is at Appendix A.

Appendix A  
Sample Format

**DIRECTORATE OF INFORMATION MANAGEMENT**

	EXT	BLDG
	FAX: 3-5212	
DIRECTOR (ATZS-IM)		
MAJ L Singer .....	3-5211	61801
Deputy Director/Senior Information Management		
Officer (IMZ) - Vacant .....	3-8617	
Operations Sergeant - MSG A May.....	8-7777	
Secretary - Mrs J Neal .....	3-5211	
Admin Office - Ms C James .....	3-0382	
AUTOMATED TRAINING BATTLE SIMULATIONS CENTER		
DIVISION (IMA) - CPT Smith .....	3-0981	63845
Operations Branch (IMA-O) - Vacant.....	3-8984	
Systems Engineering Branch (IMA-S) - Vacant .....	3-0981	
DATA NETWORKS DIVISION (IMD) -		
	FAX: 8-0332	
Mrs T Mangiaracino-Perez .....	3-5100	22324
End User Technical Support (IMD-E) - Ms K Fraley .	3-3155	22408
Technology Integration Branch (IMD-T) -		
Mrs J Crowley (Acting) .....	3-5100	
Networks (IMD-N) - Ms L Sedillos.....	3-2894	61801
OPERATIONS DIVISION (IMO) -		
	FAX: 3-3333	
Mr Miller.....	3-3112	
Information Support Services Branch (IMO-I) -	FAX: 3-5175	61801
Ms G Olson .....	3-3932	
Mail Distribution CTR (IMO-IM) - Mr J Garcia ..	3-3217	22408
Networks Operations Center (IMO-N) - .....	3-1111	
Project Management (IMO-P) - .....	3-3112	
SECURITY DIVISION (IMM) - Mr T Whipp.....	8-2112	61801
SWITCH DIVISION (IMS) - Mr Lyons.....	8-5966	
TRANSMISSION DIVISION (IMT) - Mr Rivers.....	3-1730	

(ATZS-IMO-I)



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