HUMAN RESOURCES ADMINISTRATIVE SERVICES BRANCH
Direct Report Garrison Validation Checklist

Location: **Date:** **Overall Rating:**

	Functional Area	Finding	Recommendation	Anticipated Get Well Date	Comments
1.0	**Freedom of Information (5 U.S.C.A. 552) and Privacy Act (5 U.S.C. 552a)**				
1.1	Ensure that FOIA/PA Officers have been appointed.				
1.2	Ensure FOIA/PA training has been provided (FOIA ref AR 25-55, DOD 5400-7-R, PA ref AR 3340-21).				
1.3	Ensure that training has been provided for the Army in Europe Freedom of Information Act Management System (AE FOIA MS).				
1.4	Ensure that the FOIA request is a proper request which also states a willingness to pay assessable fees.				
1.5	Ensure that requests are logged into the AE FOIA MS.				
1.6	Ensure that information is withheld under the exemptions of the FOIA and Privacy Act.				
1.7	Ensure that fees are collected were applicable.				
1.8	Ensure that requests are responded to within the statutory time limit.				
1.9	Ensure responses have been coordinated with legal advisor before releasing.				
2.0	**Official Mail and Distribution Management (DOD Manual 4525.8-M, DODI 4525.8, AR 25-51, UR 25-51)**				
2.1	Ensure Official Mail and Cost Control measures are followed IAW AR 25-51 and UR 25-51 to include mandatory reporting requirements.				
2.2	Provide operational maintenance support and tracking for mail systems.				
2.3	Mediate customer service issues outside the realm of OMM (Official Mail Manager) authority.				
2.4	Ensure OMDC (Official Mail and Distribution Center) personnel training is IAW AR 25-51, 1-6b and UR 25-51, 5b.				
3.0	**Army Records Information Management System (AR 25-400-2 and AR 25-51)**				
3.1	Ensure a Garrison Records Management Officer (RMO) is appointed in writing.				
3.2	Provide ARIMS guidance IAW with AR 25-400-2.				

3.3	Ensure Garrison RMOs know the procedures and processes to prepare, document, and transport documents ready for storage, disposition or disposal to the Overseas Command Records Holding Area (OCHRA).				

Inspector's Name, Signature, Position, Grade:

Remarks:

Black font denotes substantive actions to be taken by IMCOM-EURO HQ.
Blue font denotes procedural checks to be performed by IMCOM-EURO HQ