



**DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5720 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-5005**

REPLY TO  
ATTENTION OF:

CEFC-AR

16 July 1998

MEMORANDUM FOR ALL District Finance and Accounting Officers

SUBJECT: Revised Format for Standard General Ledger Adjustments,  
CFO-98-003A

New SGL Reporting Requirement – The standard general ledger adjustment format has been revised to include the appropriation. See Enclosure 2. Paragraphs 1, 3 and 5 of Enclosure 1 instructions have also been revised.

Effective with July end-of-month reporting, the attached revised sample report must be submitted monthly. The report is due on or before the 15<sup>th</sup> calendar day of the month following the reporting period to the POCs stated below.

Reporting personnel should ensure that the accountable F&AO are provided a copy of this report.

Reports should be E-mailed to the appropriate UFC POC identified below:

Civil - Lynda Locke (901)874-8452  
RF - Anita Lauterbach (901)874-8448

FOR THE DIRECTOR:

Encls

/s/  
THOMAS L. BROCKMAN  
Deputy Director, Accounting Operations  
USACE Finance Center