



**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

24 August, 1998

MEMORANDUM FOR ALL District Finance and Accounting Officers

SUBJECT: Clarification on New Reporting Requirement for Standard General Ledger Adjustments, CFO-98-005

The memorandum has been prepared to clarify the responsible parties for the new report requirement established in CFO-98-003.

We have had quite a few queries about the new reporting requirement. Most all from those installations that are either supporting another or from those being supported. The question: Who should submit the new report? The answer: The installation that actually submits the SGL report through the CEEMIS reconciliation must submit this new report.

The Finance and Accounting Officer of the installation which is the custodian of the funds is ultimately responsible for ensuring that the reports are true and accurate. Thus, since there is "accountability" any adjustments made should only be done so with the acknowledgment of the accountable officer.

Finance and Accounting Officers should work with their report processing personnel, whether that function is done in-house or by another installation, to ensure that the report information is acknowledged prior to its submission to the UFC.

The report is due at UFC by close of business on the 15th calendar day of each month.

POCs are as follow:

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

FOR THE DIRECTOR:

/s/

THOMAS L. BROCKMAN  
Deputy Director, Accounting Operations

## USACE Finance Center