

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005**

REPLY TO

ATTENTION OF:

CEFC-Z

29 July 1997

MEMORANDUM FOR ALL USACE FINANCE CENTER EMPLOYEES

SUBJECT: Policy Statement on Administrative Leave Associated with Permanent Change of Station (PCS)-Policy Memorandum Number 97-09

New employees on PCS orders will be granted one day of administrative leave for personal business associated with moving out of their former residence, and one day of administrative leave for business associated with moving into their new residence. These administrative leave days are in addition to any authorized travel time associated with the PCS. Any request for PCS-related administrative leave in addition to that described above requires the approval of the USACE Finance Center Director.

**STANLEY N. WRENN
Director USACE Finance Center**

