

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

CEFC-Z

10 February 2000

MEMORANDUM FOR ALL USACE FINANCE CENTER EMPLOYEES

SUBJECT: Policy Statement on Official Correspondence - Policy Memorandum Number 97-11

1. Official correspondence will be prepared on USACE Finance Center letterhead. Preparation of such correspondence will be in accordance with Army Regulation 25-50, Preparing and Managing Correspondence.
2. All official correspondence will either contain the signature block of the USACE Finance Center Director or Deputy Director, or the authority line: "For the Director." Correspondence with the USACE Finance Center Director's signature block will be signed by the Director or Deputy Director, or by a USACE Finance Center Directorate Chief who has been delegated that authority. Correspondence with the authority line, "For the Director," will contain the signature block of the Directorate or Division Chief who signs the correspondence. No official correspondence should be signed by employees who hold positions other than USACE Finance Center Director, Deputy Director, Directorate Chief, or Division Chief.

STANLEY N. WRENN
Director
USACE Finance Center

