



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

CEFC- L

20 October 1998

UFC INTERNAL POLICY GUIDE 98-116

SUBJECT: PRINTING

1. Reference USACE OM 25-1-51, Guidance for Preparation and Processing of Publications in USACE. IAW with the Chief of Engineers recent guidance, printing of USACE "official" publications will no longer be printed after 30 September 1999.
2. During FY97, USACE invested more than \$9.9 million to print and distribute publications. Of that dollar amount, more than \$8.2 million was for "official" publications consisting of regulations, circulars, technical letters, manuals, pamphlets, reports, studies and other document categories.
3. New business processes and information technology now enable us to accelerate promulgation of publications, satisfy customer needs faster, and achieve significant cost avoidance's in printing and distribution. The USACE Finance Center is capitalizing on this technology through the Internet at <http://www.fc.usace.army.mil>. The utilization of this library by USACE team members and the public brings a one-source repository for official internal and external documents and procedures.
4. While electronic publications will satisfy the majority of publication needs, it is recognized that there may be exceptions to this format. For example external guides, such as DFAS policy guides, used for UFC internal operations may be best suited for shared-drive LAN distribution.
5. Effective 1 Oct 98, the following procedures are in effect:
 - a. All requests for printing, exclusive of CEFC-AQ classroom training materials, should be coordinated with the Deputy Director, Administration prior to creating a CEFMS purchase request.
 - b. All purchase requests created in CEFMS will be routed to CEFC-LI for technical approval. To expedite a request for printing, the purchase request initiator will forward a copy of all documents to be printed to CEFC-L.
 - c. CEFC-L will be responsible for reviewing content and determining the "best method" of distribution.

6. This policy letter will be maintained of the UFC Home Page. Changes will be made as needed to maintain current policy. POC for this guide is the undersigned, ext 8412.

FOR THE DIRECTOR:

/s/

BETH KRAUS
Deputy Director of Administration
USACE Finance Center