

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

REPLY TO
ATTENTION OF:

CEFC-Z

7 April 1999

MEMORANDUM FOR ALL USACE FINANCE CENTER(UFC) EMPLOYEES

SUBJECT: Policy Statement on Locally Developed Standard Query Language (SQL) Scripts - Policy Memorandum Number 99-03

1. Reference CERM-P memorandum dated 23 March 1999, subject as above.
2. The referenced memorandum prescribes policy for controlling the use of locally-developed SQL scripts to change data in CEFMS tables. This Policy Memorandum establishes written guidance on the use of locally-developed SQL scripts for the USACE Finance Center (UFC) CEFMS database.
3. The Financial Analysis and Programming Division, Accounting Operations Directorate, (CEFC-AF) will be delegated authority to develop, test, and execute all locally-developed SQL scripts for the UFC CEFMS database. Written delegation of authority will be issued to the responsible individuals in CEFC-AF. The same CEFC-AF individual will not perform all three of these functions for the same locally-developed SQL script. The Resource Management Directorate (CEFC-R) will be responsible for approving/authorizing all locally-developed SQL scripts executed for the UFC CEFMS database. Written delegation of authority will be issued to the responsible individuals in CEFC-R.
4. CEFC-AF will maintain a log file of all scripts executed. File documentation will include the reason the script is required; tables being updated; the names of individuals who developed, tested, and executed the script; location of resulting output files; the name of the individual who approved/authorized the script; and the date the script was executed.
5. CEFC-AF and CEFC-R will jointly review all locally-developed SQL scripts annually to determine whether there are systemic problems which should be referred to the Financial Systems Development and Maintenance Directorate (CEFC-S).
6. Point of contact is James Greene, CEFC-R.

STANLEY N. WRENN
Director, USACE Finance Center