

DP 25-1-5
Change 5

CESAS-IM-PR
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 25-1-5

19 July 2001

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

1. This change to DP 25-1-5, 21 May 1999, is issued to change the signature block of District Engineer.
2. Substitute the enclosed pages as shown below:

Remove Pages
E-1

Insert Pages
E-1

3. File this sheet in front of the publication for reference purposes.

Encl

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DP 25-1-5
Change 4

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 25-1-5

16 April 2001

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

1. This change to DP 25-1-5, 21 May 1999, is issued to change the signature block of Deputy Commander.
2. Substitute the enclosed pages as shown below:

Remove Pages
E-1

Insert Pages
E-1

3. File this sheet in front of the publication for reference purposes.

Encl

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DP 25-1-5
Change 3

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 25-1-5

1 November 2000

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

1. This change to DP 25-1-5, 21 May 1999, is issued to change the signature block of Deputy District Engineer for Programs and Project Management.

2. Substitute the enclosed pages as shown below:

Remove Pages
E-1

Insert Pages
E-1

3. File this sheet in front of the publication for reference purposes.

Encl

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DP 25-1-5
Change 2

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 25-1-5

1 August 2000

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

1. This change to DP 25-1-5, 21 May 1999, is issued to change the signature blocks of Deputy Commander for Support and Deputy District Engineer for Programs and Project Management. Also changes the Commander's non-military signature block back to District Engineer.

2. Substitute the enclosed pages as shown below:

Remove Pages
E-1

Insert Pages
E-1

3. File this sheet in front of the publication for reference purposes.

Encl

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DP 25-1-5
Change 1

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 25-1-5

1 January 2000

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

1. This change to DP 25-1-5, 21 May 1999, is issued to change the signature block of Major Allen.
2. Substitute the enclosed pages as shown below:

Remove Pages
E-1

Insert Pages
E-1

3. File this sheet in front of the publication for reference purposes.

Encl
as

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

Information Management
SAVANNAH DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

DISTRICT PAMPHLET
NO. 25-1-5

21 May 1999

1. Purpose. To establish policy, procedures, and guidance for preparing correspondence in the Savannah District.

2. Applicability. All Savannah District team members, including field offices.

3. References.

a. AR 25-50, 21 November 1988, Preparing and Managing Correspondence.

b. ER 25-1-74, 21 March 1994, Electronic Mail.

4. Correspondence Signature Responsibilities.

a. The Commander will sign the following:

(1) All papers which require his personal signature by virtue of law or regulation.

(2) Correspondence containing all policy decisions.

(3) Congressional correspondence.

(4) Replies to correspondence in which the Commander is overruled or receives an unfavorable response to a request.

(5) Communications commending or censuring a subordinate that, by virtue of their content, requires an Executive Office signature.

This District Pamphlet supersedes DP 25-1-5 dated 1 May 1998 and all changes thereto.

DP 25-1-5
21 May 99

(6) Correspondence on actions directed or recommended by higher authority, which are of sufficient importance to warrant the personal attention of the Commander.

(7) Correspondence of command significance that will reach the personal attention of higher authority such as the Division Commander, Chief of Engineers, the Deputy or Assistant Chief of Engineers, the Chief of Staff or Deputy Chiefs of Staff of the Army, or similarly high-placed individuals.

(8) Replies to correspondence addressed to the personal attention of the Commander.

(9) Correspondence concerning controversial matters or to local, State, or Federal officials.

(10) A list of some types of correspondence to be signed by the Commander can be found at Appendix D.

b. The Deputy Commanders will sign the following:

(1) Replies to inspection and audit reports.

(2) Correspondence which is of sufficient importance to warrant his/her personal attention.

(3) Correspondence within his/her scope of responsibility which he/she is authorized to sign.

5. Delegation of Signature Authority. The Commander of the Savannah District is responsible for the activities of this command. The Commander can not share or delegate this responsibility. The Commander's signature authority is allowed to be delegated to subordinates. Division/Office Chiefs are delegated signature authority to sign stovepipe inquiries for information, and routine reporting equal to their level of authority within the normal course of their assigned duties. Division and office chief authority can be redelegated, in writing, to subordinates consistent with their level of authority within their normal course of assigned duties. For further clarification on delegation of authority, refer to AR 25-50, Chapter 7, Section I, Delegation of Authority. For

guidance on FOR THE COMMANDER authority lines on correspondence, refer to paragraph 6.1., Authority Line, below.

6. Correspondence Preparation. All correspondence will be prepared in accordance with AR 25-50 and will be routed and coordinated using a Staff Action Cover (SAC) Sheet (CESAS Form 1213). Exception: Staff Studies and Decision Papers do not require SACs because the coordination is shown within the document. See 6.j. below for coordination instructions.

a. Correspondence submitted to the Executive Office for signature and prepared on personal computers will be in Courier New 12 or Courier 12 font and size. When correspondence is prepared on manual or electric typewriters, use standard Pica, Courier 10-pitch, or similarly large type styles with a solid imprint. When preparing typed correspondence, two spaces will be placed after punctuation marks ending sentences, numbered paragraphs and subsequent subparagraphs, and colons.

b. Action officers are responsible for prompt preparation of courteous, factual communications in conformance with established policies and procedures; for the propriety of the correspondence; and for proper coordination within the District prior to dispatch.

c. Normal correspondence and associated documents will be dated 3-4 working days in advance to allow for coordination before being submitted to the Executive Office for signature. Documents requiring extensive coordination will be dated appropriately anticipating signature after routing.

d. All copies of correspondence to be signed by other than the originating office will be sent forward with the original so that, after signature; copies can be so stamped. EXCEPTION: One copy may be retained until signature is verified, but it must then be either destroyed or marked as signed.

e. Endorsements and additional comments may not be added to correspondence or memorandums having multiple addresses.

f. Letterhead will be used for official personal correspondence for Letters of Welcome, Appreciation, or Commendation prepared in memorandum format.

DP 25-1-5
21 May 99

g. Formal memorandums are used for correspondence, which will be sent *OUTSIDE* the District headquarters, command, installation, or similar identifiable organizational elements and printed on official District letterhead.

h. Informal memorandums will be used for correspondence which is *INTERNAL* to the District headquarters, command, or similar identifiable organizational elements and printed on bond paper.

i. When correspondence has been returned for revision prior to signature, fold the original marked up letter, memorandum, etc., needing correction and attach it ON TOP of the revised correspondence.

j. The drafter specifies coordination requirements. Correspondence will be coordinated through all offices concerned with the subject matter.

(1) All routing and coordination will be accomplished prior to the correspondence being submitted for signature to the Executive Office. SACs will reflect routing and coordination first through the Chief, Public and Legislative Affairs, the appropriate Deputy or Deputies, and then to the Commander for signature. Completed SACs will be retained by the offices of record and filed together with the correspondence as a part of the official record copy. No coordination ladders will be used on correspondence submitted to the Executive Office. An example of a SAC can be found at Appendix G to this document. The SAC can also be completed in Formflow and found under the local forms' area under the name of l1213re.frl.

(2) Reviewers will initial and date beside their names/office symbols if they concur without reservation. Correspondence revised during the routing and coordination process will be rerouted through the coordination chain if changes are substantive.

k. Identification of writer along with his/her telephone number and the document preparer will be placed in the top right corner of the official file copy of letters and memorandums.

EXAMPLE: Mr. Smith/jp/5222. The writer or a point of contact (POC) will also be identified in the last paragraph of memorandums and, if it serves a useful purpose, in letters. If a memorandum is addressed to someone at another location, the commercial telephone number will also be included.

1. FOR THE COMMANDER Authority Line.

(1) When a person other than the Commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the Commander. Use an authority line when authorized individuals sign correspondence containing policy matters, command decisions, official recommendations, and tasking actions for the Commander. Division/Office Chiefs are authorized to sign for the Commander in the normal course of their assigned duties. Delegation of signature authority in other cases must be in writing. Copies of all correspondence signed FOR THE COMMANDER will be forwarded to the Executive Office for their reading files.

(2) The authority line will be omitted on correspondence signed by an Acting Commander, Contracting Officer, Resident Contracting Officer, or Authorized Representative of the Contracting Officer. Also omit it when there is a mandatory phrase in the text such as, "The Commander desires/directs...", "the Commanding Office...", or "The Commander has asked that I inform you..."

m. Reply to Attention of Line.

(1) Letters. "Executive Office" will be shown on the "Reply to Attention of" line on all letters requiring Executive Office signature.

(2) Memorandums. Use the office symbol of the action office.

DP 25-1-5
21 May 99

n. Endorsing Office Address*. The endorsing office address for Savannah District is:

DA, Corps of Engineers, Savannah District, P.O. Box 889,
Savannah, GA 31402-0889 CURRENT DATE

o. Brief Addresses. Refer to Appendix F for a list of addresses to which the District provides bulk mail.

(1) The following brief addresses may be used on memorandums for bulk mail:

(a) CDR USACE (CEXX-XX), WASH DC 20314-1000

(b) Commander, South Atlantic Division, ATTN: (Use appropriate office symbol)

(c) Commander, (use appropriate name) District, ATTN: (use appropriate office symbol)

(2) Savannah District field offices will be addressed by their office symbols.

7. Correspondence Templates Database. Several templates such as letterhead and facsimile transmittal sheets are available for use in preparing documents in Microsoft (MS) Word. These templates must be added to MS Word before they can be accessed. The following are instructions on how to configure access to the Corps' standard template directories for use in MS Word documents. Any problems experienced with the downloading of these templates or questions concerning their use are to be directed to the Information Management Office, Records Management Office.

*If an endorsement is made to an addressee within the Savannah District, the endorsing office address will consist of the organizational component and name of District. Example:

Executive Office, Savannah District CURRENT DATE

a. For users who login to NetWare v4.11 servers (SAS01 & SAS02):

Run Microsoft Word
Click: TOOLS
Select: OPTIONS
Click: FILE LOCATIONS
File Types list: highlight WORKGROUP TEMPLATES,
Click: MODIFY
Folder Name: enter \\SAS02\VOL1\TEMPLATE
Click: OK button on the Modify window
Click: OK button on the Options window.

b. For users who login to NetWare v3.1X servers (DISTRICT, DISTRICT3, & EN):

Run Microsoft Word
Click: TOOLS
Select: OPTIONS
Click: FILE LOCATIONS
File Types list: highlight WORKGROUP TEMPLATES,
Click: MODIFY
Folder Name: enter \\server name\VOL3\DATA\TEMPLATE
Click: OK button on the Modify window
Click: OK button on the Options window.

c. To access templates:

Open Word
Select: File
Select: New

8. Congressional Correspondence. Congressional correspondence will be answered within 3 working days of receipt. If a complete answer cannot be furnished within this time, an interim reply will furnish as much information as available and state the reason for the delay by which a final reply will be provided.*

* Depending upon the nature of the inquiry, should a final response be possible within 7 working days, an extension of the 3-day time limit can be authorized by the Chief, Public and Legislative Affairs (DX).

DP 25-1-5
21 May 99

a. All replies to congressional correspondence will be prepared for the signature of the Commander (DE) and routed through the Chief, Public and Legislative Affairs, and appropriate Deputy or Deputies. In the absence of the Commander, the Acting Commander may sign congressional correspondence; the opening paragraph should state, "In the temporary absence of Colonel Schmitt, I am responding to your inquiry...." The signature block will reflect that of the Acting Commander signing the correspondence.

b. When verbal inquiries are received from a member of Congress or his/her representative, the person receiving the inquiry will immediately refer the caller to the Chief, Public and Legislative Affairs.

c. If an office other than the Executive Office receives congressional correspondence, that office will immediately upon receipt hand-carry it to the Executive Office.

d. The Executive Office requires one copy of all outgoing congressional correspondence.

9. Staff Responsibilities. Staff level officers are responsible for keeping the Commander informed of any unusual matters or developments in which they might become involved. Staffing responsibilities are as follows:

a. Deputy Commander (CESAS-DC):

Office of Counsel
Engineering Division
Construction Division
Contracting Division
Operations Division
Planning Division
Real Estate Division
Resource Management Office
OCE Value Engineering Study Team

b. Deputy Commander for Support (CESAS-DS):

Civil Personnel Advisory Center
Equal Employment Opportunity Office
Information Management Office
Internal Review Office
Logistics Management Office
Office of Security and Law Enforcement
Public Affairs Office
Safety Office
Small and Disadvantaged Business Utilization Advisor
Office

c. Deputy District Engineer for Programs and Project
Management (CESAS-DP):

Programs and Project Management Division

10. Executive Office signature blocks are located at Appendix
E.

11. Distribution formulas and mailing instructions are
identified in Appendix F.

7 Appendices

1. Appendix A -
Staff Study
2. Appendix B -
Decision Paper
3. Appendix C -
Information/Point
Paper
4. Appendix D -
List of Examples of
Correspondence to be
signed by Executive
Office

/s/

JOSEPH K. SCHMITT
COL, EN
Commanding

DP 25-1-5
21 May 99

5. Appendix E - Executive
Office Signature
Blocks
6. Appendix F - Distribution
Formulas and Mail
Instructions Distribution
7. Appendix G - CESAS Form 1213
Staff Action Cover Sheet

DISTRIBUTION C & D Plus
CESAS-IM-PR (200)

APPENDIX A

STAFF STUDY

3 Blank Lines
CESAS-XX (MARKS Number)
2 Blank Lines

(Date Here)

MEMORANDUM FOR

1 Blank Line
SUBJECT: (Be specific and use exact subject titles)
2 Blank Lines

1. Problem. Write a concise statement of the problem, stated as a task, in the infinitive or question form. Bottom Line Up Front (BLUF).

1 Blank Line

2. Recommendation. What specific action(s) do you recommend (if appropriate: who, what, when, and where)? Your recommendation must solve the problem. If appropriate, place an implementation document in Annex A.

1 Blank Line

3. Background. This paragraph provides a lead-in to your study. It briefly states why the problem exists.

1 Blank Line

4. Facts. Use statements of undeniable fact that influence the problem or its solution. Ensure your facts are correct. This paragraph will stand alone. Refer to annexes as necessary for amplification, references, mathematical formulas, or tabular data.

1 Blank Line

5. Assumptions. Identify any assumptions necessary for a logical discussion of the problem. Assumptions are statements that may or may not be true; however, available data indicates that they are true at some time in the future. A valid assumption would be a fact if current data could prove it. If deleting the assumption has no effect on the problem, you don't need the assumption.

1 Blank Line

6. Courses of Action (COA). Alternatives, options or feasible solutions are identified.

1 Blank Line

DP 25-1-5
App A
21 May 99

a. If your COA is not self explanatory, include a brief explanation of what the course of action consists of to ensure the reader understands.

1 Blank Line

b. If the COA is complex, refer to an annex for a complete description. (Example: Course of Action 1, 2, 3, etc.)

1 Blank Line

7. Criteria. List the criteria you will use to judge your course(s) of action. You must use criteria that relates to your facts and assumptions. Criteria serve as "yardsticks" against which you measure each specific COA. Define your criteria in three related but distinct areas, as addressed below.

1 Blank Line

a. Screening Criteria. Those criteria (standards) that it must meet to be an acceptable, viable COA. Based solely on this criteria, you will accept or reject a COA. Define each criterion and state the required standard in absolute terms. (Example: Use cost as a screening criterion, then define cost as "dollars", and specify the maximum or minimum cost you can pay.)

1 Blank Line

b. Evaluation Criteria. Those criteria (standards) that you use to measure, evaluate, and rank order each COA during analysis and comparison paragraphs. Use issues that will determine the quality of each COA, and define how you will measure each COA against the others. Specify the preferred state for each criterion. (Example: You might define cost as: total costs including research, development, production and distribution in dollars -- less is better; or cost is manufacturer's suggested retail -- less is better.) You may establish a dividing line that separates advantages and disadvantages for a criterion. NOTE: An issue may be both a screening and an evaluation criterion. (Example: Cost.) You may use one definition of cost with an absolute requirement, i.e., not to exceed X number of dollars as a screening criterion; and the same or different definition of cost with a "less is better" preferred status for an evaluation criterion. **All definable resources, (time, schedule, costs, labor, etc.) must be included as criteria.**

1 Blank Line

c. Weighting of Criteria. Explain how each criterion compares to each of the other criteria, i.e., equal, favored, slightly or strongly favored, or provide the weighted values

from the decision matrix. NOTE: Screening criteria are not weighted. They are required, absolute standards that each COA must meet or be rejected.

1 Blank Line

8. Analysis. For each COA, list the advantages and disadvantages that results from testing the COA against the stated evaluation criteria. Do not compare one COA with another in this area. (See Paragraph 9., Comparison.) Do not introduce new criteria. If you have six criteria, you should have six advantages/disadvantages/neutral for each COA. If you find many "neutral" payoffs, examine your criteria to ensure they are specific and examine your application of the criteria to ensure it is logical and objective. Neutral should rarely be used.

1 Blank Line

a. The first subparagraph of the analysis should state the results of applying the screening criteria. State which COA failed and why. This issue could also be addressed as a portion of Paragraph 7.a., Screening Criteria. It may be addressed in either place, but not in both.

1 Blank Line

b. Course of Action 1.

1 Blank Line

(1) Advantage(s).

1 Blank Line

(a)

1 Blank Line

(b)

1 Blank Line

(c)

1 Blank Line

(2) Disadvantage(s).

1 Blank Line

(a)

1 Blank Line

(b)

1 Blank Line

(c)

1 Blank Line

c. Course of Action 2.

1 Blank Line

(1) Advantage. If only one advantage or disadvantage, list as shown here.

1 Blank Line

(2) Disadvantages.

DP 25-1-5
App A
21 May 99

1 Blank Line

9. Comparison. After testing each COA against the stated criteria, compare the COAs to one another. Determine which COA best satisfies the criteria. Develop for the reader in a logical, orderly manner, the rationale you used to reach the conclusion in Paragraph 10. You can use DECMAT, SELECT, and SENS to support your comparisons. Summarize the results of these quantitative techniques in a manner that precludes the reader from having to refer to an annex. Don't explain how you used the quantitative technique. Explain what the results tell you. Remember, quantitative techniques are only tools to support your analysis and comparison. They are not the analysis or comparison.

1 Blank Line

10. Conclusion. Address the conclusion drawn from analyzing and comparing all the relevant factors. Your conclusion must answer the problem statement. If it does not, then either the conclusion or problem statement is incorrect. (Example: COA 2 is the best COA because...)

5 Blank Lines

Annexes:

(Preparer's signature block here)

1 Blank Line

A (normally implementing document)

B

C

Staffing/Concurrences/Nonconcurrences: (List all applicable Divisions/Offices.)

1 Blank Line

Div/Ofc _____ Concur _____ Nonconcur _____ Date _____

(Each officer must initial his/her concurrence or nonconcurrence, followed by his rank, name, position/title, and telephone number. He/she should briefly state the reason for his/her nonconcurrence on a separate page, which will become another annex to the Staff Study Paper.)

1 Blank Line

CONSIDERATION OF NONCONCURRENCES: [The author of the Staff Study states the results of the consideration of any nonconcurrences. He/she either briefly states the results or

DP 25-1-5
App A
21 May 99

attaches them as another annex. If consideration shows he/she cannot support the concurrence he/she must state the reasons why. The author signs or initials the consideration of concurrence(s).]

3 Blank Lines

Approved _____

1 Blank Line

Disapproved _____

1 Blank Line

See Me _____

5 Blank Lines

JOSEPH K. SCHMITT
COL, EN
Commanding

NOTE: Individuals preparing this type correspondence will number all pages beginning with the second page, 1 inch from the bottom of the page. Page breaks will be adjusted to ensure that the Approved/Disapproved/See Me and Commander's signature block do not stand alone on a blank sheet of paper .

APPENDIX B

DECISION PAPER

3 Blank Lines
CESAS-XX (MARKS Number)
2 Blank Lines

(Date Here)

SUBJECT: (Be specific and use exact subject titles)
2 Blank Lines

1. Purpose.

1 Blank Line

a. Problem. Provide a concise statement of the problem in the form of a mission statement. If the problem is complex, show the scope. Subparagraph if necessary.

1 Blank Line

b. Recommendations. Briefly state your ultimate recommendation. Bottom Line Up Front (BLUF).

1 Blank Line

2. Assumptions. List any assumptions necessary for a logical discussion of the problem. Assumptions are used in the absence of factual data to constitute a basis for the resolution of the problem.

1 Blank Line

3. Facts Bearing on the Problem. Include statements of undeniable facts having influence on the problem or solution. Exercise care to exclude unnecessary facts because they confuse the issue. (Some facts may be uncovered during research, while others are inherent in the basic problem statement.) List facts in a sequence which permits logical development in the discussion paragraph. Provide references for facts which are not a matter of common knowledge.

1 Blank Line

4. Discussion. Include the detailed analysis of all the relevant factors, including the advantages and disadvantages of possible solutions to the problems. Discuss possible alternatives. In this paragraph, the action officer sets down in a clear and concise manner an objective analysis of the data

DP 25-1-5
App B
21 May 99

secured during their research. Exercise care in setting down the discussion to ensure that each item is placed in proper perspective. There are several techniques to compare different Courses of Action (COA). A commonly used method is to select criteria and evaluate each COA and present it in a matrix.

1 Blank Line

5. Conclusions. Present the conclusions drawn from the analysis of all relevant factors, all possible solutions to the problem, and all factors that affect these solutions. Make a final comparison of the advantages and disadvantages of possible alternatives (matrix). Conclusions must follow logically from the previous paragraphs. No new material should be introduced in the conclusions. At least one conclusion must directly answer the problem statement.

1 Blank Line

6. Resource Impact. Define the impact on resources, i.e., time, labor, costs, schedule, etc.

1 Blank Line

7. Recommendations. Provide one or more statements addressing what should be done to implement the conclusions. Recommendations must be in agreement with the conclusions.

5 Blank Lines

(Preparer's signature block here)

1 Blank Line

Staffing/Concurrences/Nonconcurrences: (List all applicable Divisions/Offices.)

1 Blank Line

Div/Ofc _____ Concur _____ Nonconcur _____ Date _____

2 Blank Lines

NOTE: There are times that decision issues are presented which are not totally agreed to by everyone; the office authorizing the decision document may append on a separate sheet, a statement of consideration of the nonconcurrency, adding whatever additional information is necessary. Any nonconcurrences should

be explained in a brief statement either on this page or on a separate sheet.

3 Blank Lines

Approved _____

1 Blank Line

Disapproved _____

1 Blank Line

See Me _____

5 Blank Lines

JOSEPH K. SCHMITT
COL, EN
Commanding

NOTE: Individuals preparing this type correspondence will number all pages beginning with the second page, 1 inch from the bottom of the page. Page breaks will be adjusted to ensure that the Approved/Disapproved/See Me and Commander's signature block do not stand alone on a blank sheet of paper .

APPENDIX C

INFORMATION/POINT PAPER

3 Blank Lines
CESAS-XX (MARKS Number)
2 Blank Lines

(Date Here)

SUBJECT: (Be specific and use exact subject titles)
2 Blank Lines

1. Issue. Provide a concise statement of the issue. Bottom Line Up Front (BLUF).

1 Blank Line

2. Background/Facts. Include statements of undeniable facts and background information relevant to the specific issue in clear, concise statements. Exercise care to exclude unnecessary details that confuse the issue. Facts and background information will be listed in sequential order that permits logical development for the discussion paragraph. Provide references for facts and/or background information that are not a matter of common knowledge.

1 Blank Line

3. Discussion. Include the detailed analysis of all the relevant factors, including the advantages and disadvantages of possible solutions to the issue. Discuss possible alternatives. In this paragraph, the action officer sets down in a clear and concise manner an objective analysis of the data secured during the research. Exercise care in setting down the decision to ensure that each item is placed in proper perspective. There are several techniques to compare different Courses of Action (COA). A commonly used method is to select criteria and evaluate each COA and present it in a matrix.

1 Blank Line

4. Status. Provide detailed analysis of status.

5 Blank Lines

(Preparer's signature block here)

APPENDIX D

LIST OF EXAMPLES OF CORRESPONDENCE
TO BE SIGNED BY THE EXECUTIVE OFFICE
(Not All Inclusive)

Authorized AE Control Negotiators
AE Selections over \$500k
IGE's over \$500k
AE Performance Evaluation Letters
AE Selection Board Members
BCM's over \$10 million
Congressionals
Personnel Actions
Contract Drawings
Annual/Semi Annual Design Awards - Special Documents
Request for Foreign Travel
EIS
FONSI
DEIS
FEIS
Letter to Regional Administrator for Env Agencies
Notices published in public papers
Water Supply Reallocation
Feasibility Reports
FCSA
Position Mgmt Recommendations/Organization Structures
New Supv Positions, Dep. or Asst. Positions, and All New
or Changes to Grades 11-15
Positions prior to formal establishment in CP
Negotiated Grievances, Step 3 grievances, AGS at higher level
for decisions
Training in excess of 120 days
Federal Employee Pay Comparability Authorization
Paid Advertising for Recruitment
Personnel Management Policy Issues
Employment of Relatives Issues
Dependent Student Employment
Extension of Temp Quarters
Overtime over 250 hrs
District Operating Budget

DP 25-1-5
App D
21 May 99

District Publications (District Regulations, Pamphlets,
Circulars)
Organization Charts
Permanent Orders
Duty/Assignment Orders
Reorganization Proposals
Annual Assurance Statement
Support Agreements
IMA OER's
IMA Welcome Letters
Formal - Cease & Desist Orders
Controversial Permits/Denials
Memorandum of Agreement/Understanding
Notice of Intent
Personnel documents (Sign-in/out Sheets, Leave Requests,
Performance Appraisals, etc.)

APPENDIX E

EXECUTIVE OFFICE SIGNATURE BLOCKS

Letter Format

Memorandum Format

COMMANDER:

Roger A. Gerber
Colonel, U.S. Army
District Engineer

ROGER A. GERBER
COL, EN
Commanding

DEPUTY COMMANDERS:

Frank Randon
Lieutenant Colonel, U.S. Army
Deputy Commander

FRANK RANDON
LTC, EN
Deputy Commander

Michael F. Clarke
Major, U.S. Army
Deputy Commander for Support

MICHAEL F. CLARKE
MAJ, EN
Deputy Commander for Support

DISTRICT ENGINEER FOR PROGRAMS AND PROJECT MANAGEMENT:

Anthony W. Urbine, P.E.
Deputy District Engineer
for Programs and
Project Management

ANTHONY W. URBINE, P.E.
Deputy District Engineer
for Programs and
Project Management

APPENDIX F

DISTRIBUTION FORMULAS
AND
MAIL INSTRUCTIONS DISTRIBUTION

1. Distribution Formulas:

| | |
|----------------|---|
| Distribution A | DE, DC, DS, DP/PM, DX, and Division/Office Chiefs |
| Distribution B | Distribution A plus Branch Chiefs |
| Distribution C | Distribution A plus Section Chiefs |
| Distribution D | All Field Offices (including Floating Plant) |
| Distribution E | All Employees in the District Office |
| Distribution F | All Employees |
| Distribution H | All Timekeepers |

2. Bulk Mail. The District maintains mail boxes for bulk mail to the following addresses:

CPOC, Fort Benning, GA
Commander, USACE
Commander, South Atlantic Division
Commander, Charleston District
Commander, Jacksonville District
Commander, Mobile District
Commander, Wilmington District
All Savannah District Field Offices
Commander, U.S. Army Forces Command
PWBC, XVIII Airborne Corps, Fort Bragg, NC
Transatlantic Division, Winchester, VA
HQ, U.S. Army Infantry Center, Fort Benning, GA
AFGE, Local 2176

DP 25-1-5
App F
21 May 99

3. Organizational Mail Identification.

a. Organizational mail identification consists of the office symbol of the originating office plus one of the following codes:

- (1) Civil Works Expenditure (Example: OP-F/1).
- (2) Military Expenditure (Example: EN-DA/2).
- (3) Support Expenditure (Example: IM-PR/3).

b. Organizational mail identification must be placed in the upper left corner, below the return address, on all envelopes, packages, and mailing labels processed through the Mail Unit.

c. For express mail, this identification should be included in the justification, CESASFL-453-E.

STAFF ACTION COVER SHEET

| | |
|---------|--|
| SUBJECT | TYPE <input type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION |
|---------|--|

| | | | | | | | |
|---------|----|--|------|--|----|--|----|
| ROUTING | | | | | | | |
| | DE | | DB | | LM | | SL |
| | DC | | EE | | OC | | SO |
| | DS | | EM | | OP | | VE |
| | DP | | EN | | PA | | |
| | DX | | HR-S | | PD | | PM |
| | CD | | IM | | RE | | |
| | CT | | IR | | RM | | |

PURPOSE

SUMMARY

RECOMMENDATION

| COORDINATION | | | | | |
|--------------|------|-----------|--------|------|-----------|
| OFFICE | NAME | EXTENSION | OFFICE | NAME | EXTENSION |
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|--|---------------------------|------|
| ACTION OFFICER (Name, Ofc Symbol, Phone No.) | DIVISION CHIEF'S INITIALS | DATE |
|--|---------------------------|------|