

DEPARTMENT OF THE ARMY
BUFFALO DISTRICT, CORPS OF ENGINEERS
1776 NIAGARA STREET
BUFFALO, NY 14207-3199

CELRBP 25-1-5

CELRB-DE

Pamphlet
No. 25-1-5

11 April 2003

BUFFALO DISTRICT GUIDELINES FOR
PREPARING AND MANAGING CORRESPONDENCE

- 1. Purpose.** This pamphlet prescribes policy, procedures, and guidance for preparing Buffalo District correspondence. It supplements the policies in AR 25-50, Preparing and Managing Correspondence.
- 2. Applicability.** This pamphlet applies to all elements of the Buffalo District.
- 3. References.**
 - a. [AR 25-50, Preparing and Managing Correspondence, 3 June 2002.](#)
 - b. [ER 25-1-74, Electronic Mail, 21 March 1994.](#)
- 4. Administrative Details or Procedures.** “Commander” and “District Engineer” are official titles that refer to the same officer. When writing correspondence, in the signature block use “Commanding” on memoranda and “District Engineer” on letters. The office symbol of the Commander/District Engineer is CELRB-DE.
- 5. Signature Authority.**
 - a. The Commander will sign the following correspondence types (see App A):
 - (1) All papers which require a 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, require an Executive Office signature.

This pamphlet supersedes CELRBP 25-1-5, dated 5 July 2002.

(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 or papers 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, the Office of the Secretary of the Army, or similarly highly-placed individuals.

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

(9) Correspondence concerning controversial matters.

b. The Deputies to the Commander will sign:

(1) Replies to inspections and audit reports.

(2) Correspondence which is of sufficient importance to warrant their personal attention.

(3) Correspondence within their scope of responsibility which they are authorized to sign.

c. Division and Office Chiefs are delegated signature authority to sign "stovepipe" inquiries for information, routine reporting equal to their level of responsibility as chief of divisions. The authority to sign correspondence and reports may be redelegated, in writing, to subordinates consistent with their level of authority and responsibility.

d. The Commander may delegate by name, for specific correspondence, "FOR THE COMMANDER" signature authority. 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 correspondence containing policy matters, command decisions, official recommendations, and tasking actions are signed for the Commander by an authorized individual.

6. Congressional Correspondence.

a. Congressional correspondence **MUST** be answered within **5 working days** of receipt. The mailroom will forward the original and a copy to the Executive Office for suspense action. The Executive Office will forward the original to the appropriate office and the copy to the mailroom, indicating what office is preparing the reply.

b. All replies to Congressional correspondence will be prepared for the District Engineer's signature, and routed through the appropriate Division/Office Chief, Office of Counsel, Chief, Planning, Programs and Project Management Division, and Deputy District Engineer. If the District Engineer is absent, the Acting District Engineer may sign Congressional correspondence; the opening paragraph should state, "In the temporary absence of Lieutenant Colonel _____, I am responding to your inquiry." The signature block should be that of the Acting District Engineer.

c. Congressional correspondence (letters or faxes) received in any office must be hand-carried to the Executive Office for suspense action, immediately.

d. All replies to Congressional correspondence must include an original and a courtesy copy. Also, a courtesy copy must be sent to the Executive Office (CELRB-DE), Public Affairs Office (CELRB-PA), Division Commander (CELRD-DE), and any other so stated by the writer. When replying to Senators, provide courtesy copies for the Senator's home and Washington office, stating that "a copy of this letter has been furnished your (name of city where office is located) office."

7. Reply to Attention of Line. The Executive Office title will appear on the "Reply to Attention of" line on Letters of Appreciation, Condolence, or Retirement, and on correspondence regarding controversial issues signed by the Commander. On all other correspondence including Congressional letters, use the title of the originating office. On memoranda, use the originating office's office symbol.

8. Subject Line. The "SUBJECT" line, placed two lines beneath the Office Title on the first page, will appear on all letters. The "SUBJECT" line will appear on the next line beneath the Office Title on all consecutive pages.

9. Brief Addresses.

a. The following abbreviated addresses may be used on memoranda:

(1) CDR USACE (CEXXX-XX/Name of POC), WASH DC 20314-1000

(2) Commander, Great Lakes and Ohio River Division, ATTN: Office Symbols

(3) Commander, * District, ATTN: OFFICE SYMBOL

(* Buffalo, Chicago, Detroit, Huntington, Louisville, Nashville, Pittsburgh)

b. All Buffalo District Area and Field Offices should be addressed by office symbols.

c. Address labels are not needed for memoranda going to Cincinnati, Detroit, or HQ. In all other instances, provide an address label, attached to the signed memoranda, for the mailroom's use.

10. Signature Blocks. Examples.

Letter Format

John Doe
Lieutenant Colonel, Corps of Engineers
District Engineer

COMMANDER

Memorandum Format

JOHN DOE
LTC, EN
Commanding

DEPUTY COMMANDER

John Doe
Major, Corps of Engineers
Deputy District Engineer

JOHN DOE
MAJ, EN
Deputy Commander

CHIEF, PLANNING, PROGRAMS AND PROJECT MANAGEMENT DIVISION

John Doe
Chief, Planning, Programs &
Project Management Division

JOHN DOE
Chief, Planning, Programs &
Project Management Division

OR

John Doe
Deputy District Engineer for Planning,
Programs & Project Management

JOHN DOE
(Same as letter format)

11. Coordination and Identification of Writer.

a. Coordination:

(1) Correspondence will be coordinated through all offices concerned with the subject matter. Coordination requirements will be specified by the drafter.

(2) Any correspondence for Executive Office should be sent by Staff Action Cover Sheet, CESAS Form 1213 (Appendix B). All coordination should be completed prior to sending correspondence to the Executive Office. The Staff Action Cover Sheet, containing proper staffing initials and dates, will be attached to the file copy of the correspondence and filed as part of the official file. All correspondence requires at least one copy (file copy) which should be retained by the originator with the Staff Action Cover Sheet.

(3) All correspondence to be signed by the Commander will be routed through the Office of Counsel and, while in the Executive Office, through the Executive Secretary, Executive Assistant, Chief, Planning, Programs & Project Management, the Deputy Commander and the Commander.

(4) Reviewers will initial and date beside their names and office symbols on the Staff Action Cover Sheet, if they concur without reservation. Correspondence revised during coordination will be rerouted through the coordination chain if changes are substantive.

b. Identification of Writer:

(1) The identification of the writer, typist, and date, along with the location and name of the file, will be placed on a separate page of the official file copy of letters and memoranda.

EXAMPLE: John Doe/jf/9-25-02
C:\John Doe\Env. ltr

(2) The writer or point of contact (POC) and telephone number will also be identified in the last paragraph of memoranda and, if it serves a useful purpose on letters.

12. Distribution Formula.

Distribution A	Division and Office Chiefs and AFGE Union
Distribution B	Distribution A plus Branch Chiefs
Distribution C	Distribution B plus Section, Area Chiefs & Team Leaders
Distribution D	Distribution C plus Project and Field Chiefs
Distribution E	All Employees

13. Miscellaneous.

a. Computer generated letterhead will be used for Letters of Welcome, Letters of Appreciation or Commendation and all letters and memoranda that will be sent outside the District.

b. Internal memoranda will be printed on bond paper.

c. Correspondence Revisions. When correspondence has been returned for revision prior to the Commander's signature, fold the marked up original correspondence in half length-wise and attach it ON TOP of the corrected correspondence for ease in proofreading.

d. The font established for the Buffalo District is Times New Roman 12.

- e. All correspondence should be left justified.
- f. After signature, correspondence and documents will be date stamped in the mailroom and scanned by IMO personnel for inclusion into the electronic reading file.
- g. Examples of various other types of correspondence are attached. Appendix A, List of Examples of Correspondence signed by the Executive Office; Appendix B, sample of the Staff Action Cover Sheet which is located in the Records and Forms Bulletin Board under Forms; Appendix C (in-house fact sheet); Appendix D (fact sheet submitted to division or HQ); Appendix E (after-action report); Appendix F (congressional fact sheet); Appendix G (Information Brief) to be submitted to the Commander prior to scheduled meeting.

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

Auburn Field Office
Cleveland Field Office
Mount Morris Dam
Orwell Field Office
Toledo Area Office
Oak Harbor Office
Plum Brook Office
Millington, Tennessee - Finance Center
Chicago Regional Office
Cincinnati Division Office
Detroit Field Office
Washington HQ

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15. Mail Identification. Mail identification (office name) must be placed in the upper left corner, below the return address, on all envelopes, packages, and mailing labels processed through the mailroom.

- 6 Appendices
- A - List of Correspondence
Signed by the Executive Office
- B - Staff Action Cover Sheet
- C - In-House Fact Sheet
- D - Fact Sheet Submitted To Division or HQ
- E - After-Action Report
- F - Congressional Fact Sheet
- G - Information Brief


JEFFREY M. HALL
LTC, EN
Commanding

APPENDIX A

LIST OF EXAMPLES OF CORRESPONDENCE
TO BE SIGNED BY EXECUTIVE OFFICE
(not all inclusive)

Authorized AE Control Negotiators
AE Selections over \$500k
Independent Government Estimates (IGE) over \$500k
AE Performance Evaluation Letters
AE Selection Board Members
Congressional Correspondence
Personnel Actions
Contract Drawings
Annual/Semi Annual Design Awards - Special Documents
Request for Foreign Travel
Notification of Foreign Visit
Environmental Impact Statements (EIS)
Finding of No Significant Impacts (FONSI)
Draft Environmental Impact Study (DEIS)
Final Environmental Impact Study (FEIS)
Letter to Regional Administrator of Environmental Agencies
Memo - publish notice in public papers
Water Supply Reallocation
Feasibility Reports
Feasibility Cost Sharing (FCSA) Position Mgmt. Recommendations/Organization Structures
New Supervisory Positions, Deputy or Assistant Positions, & All New or Changes in 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.

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LIST OF EXAMPLES OF CORRESPONDENCE
TO BE SIGNED BY EXECUTIVE OFFICE
(not all inclusive)

District Publications (District Regulation, Pamphlets, Circulars)
Organization Charts
Permanent Orders
Duty/Assignment Orders
Reorganization Proposals
Annual Assurance Statement
Support Agreements
IMA Officer Evaluation Reports (OER)
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 B
STAFF ACTION COVER SHEET

		STAFF ACTION COVER SHEET					
SUBJECT:			TYPE: <input type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION				
ROUTING/STAFF COORDINATION (Please # boxes in order of coordination)							
No.	Init.	Name/Office	Date	No.	Init.	Name/Office	Date
		District Commander				Civilian Personnel Advisory Center	
		Deputy Commander				Contracting Division	
		DDE-PM				EEO	
		Executive Assistant				Emergency Mgt Office	
		Executive Secretary				Information Mgt Office	
		Prog & Proj Mgt Branch				Internal Review Office	
		Programs Mgt Team				Logistics Office	
		Project Mgt Team				Office of Counsel	
		Special Projects Branch				Public Affairs Office	
		Planning Branch				Real Estate Office	
		Technical Services Division				Resource Mgt Office	
		Operations Branch				Safety & Occupation Health Office	
		Regulatory Branch				Mailroom	
PURPOSE:							
SUMMARY: (Bullet comments that convey the point or message)							
RECOMMENDATION:							
ACTION OFFICER (Name, Office Symbol and Telephone Number)				DIVISION/CHIEF INITIALS		DATE	

APPENDIX C
(In-house Fact Sheet)

FACT SHEET

(Date DDMMYYYY)

1. Title/Name.
2. Project Description..
3. Current Status.
 - a. Feasibility (if future, best guess, if past, state when done)
 - b. Design
 - c. Construction (provide best guess of end state)
4. Issues.
5. Project Sponsor/Customer.

APPENDIX D
(Submitted to Div. or HQ)

FACT SHEET

(Date DDMMYYYY)

Title/Name.

Project Description.

Issues: Customer Satisfaction, Funding, Labor Problems, etc.)

Performance Indicators/Measures: (Schedule vs Actual, what is performance at this point in time? Are we on schedule and within budget?).

Cost Initiatives: (Are we incorporating cost saving measures?).

Quality Initiatives: (How are we performing quality control/assurance?).

Project Sponsor/Customer:

Congressional Interests:

APPENDIX E
(After Action Report)

AFTER ACTION REPORT (Date DDMMYYYY)

SUBJECT: After Action Report - Subject/topic

1. Summary of Issues/Events.
2. Action(s) Taken to Date.
3. Planned Action(s).
4. Office(s) Responsible for Planned Action(s) (if applicable).
5. Conclusion(s).

APPENDIX F
(Congressional Fact Sheet)

FACT SHEET

(Date MMDDYYYY)

1. Title/Name:
2. Project Description:
3. Current Status:
4. Issues:
5. Project Sponsor:
6. Project Manager:

APPENDIX G
(In-House Information Brief ((submitted prior to meetings w/Commander))

Name of Topic

Information Brief

Purpose:

Facts:

Recommendation: