

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
Portland, Oregon 97208-2870

CENWD-IM
Memorandum
No. 25-1-1

1 August 2001

Information Management
PREPARING AND MANAGING CORRESPONDENCE

History. This issue is a revision of this Northwestern Division publication.

Summary. NWDOM 25-1-1 continues to provide guidelines for an effective correspondence management program within the Northwestern Division Headquarters (HQNWD). This memorandum identifies responsibility when receiving, preparing, processing, and dispatching written communications regardless of the media. The memorandum addresses transmitting official correspondence through electronic mail. It provides guidance on properly maintaining the record or file copy of an electronically transmitted document. Guidance is provided on temporarily keeping documents in electronic mail and on local area network (LAN) servers. Appendix B, Internal Addressing, incorporates the most recent HQNWD organizational changes. Appendices at the end of this memorandum provide an explanation or an example of what is being conveyed within the text. Appendices have been arranged in the same order cited in the text. Any suggested changes or comments to this memorandum can be addressed or routed to CENWD-IM. This revision reflects 5 March 2001 changes to AR 25-50, Preparing and Managing Correspondence and makes the "Staffing Sheet" an integral part of the record copy.

*This memorandum supersedes NWDOM 25-1-1, 1 September 2000.

	<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
SECTION I	INTRODUCTION		
	Purpose	1	4
	Applicability	2	4
	References	3	4
	Forms	4	5
	Responsibilities	5	5
	Definitions	6	6
SECTION II	TYPES OF WRITTEN COMMUNICATIONS		
	General	7	7
	Memorandums	8	7
	Letters	9	7
	General Officer Letterhead	10	7
	Form Letters	11	8
	Correspondence with Suspense Dates	12	8
	Congressional Correspondence	13	9
	Correspondence With Political Appointees	14	10
	Joint Message Format	15	10
SECTION III	RECEIVING AND PROCESSING INCOMING CORRESPONDENCE		
	General	16	11
	E-mail	17	11
	FAX Mail	18	11
	Express Mail	19	11
	Initial Delivery	20	12
SECTION IV	PREPARING, PROCESSING, AND DISPATCHING OUTGOING CORRESPONDENCE		
	General	21	13
	Type Styles	22	13
	Office Symbols	23	13
	Dating Correspondence	24	13
	Addressing	25	13
	Signatures	26	14
	Copies	27	16
	Information Included on or with Record File Copy	28	17
	Staffing Sheet	29	17
	Memorandum for Record	30	17
	Correspondence Routing	31	18
	Assembly of Correspondence Packages	32	18
	Coordination	33	19
	Line Endorsement	34	20
	Envelopes	35	20

SECTION V	ELECTRONIC MAIL		
	General	36	22
	Use	37	22
	Signature and Releaser	38	22
	Official Record or File Copy	39	23
	Reporting Requirements	40	23
	Routing	41	23
	Responsibilities	42	23
	Invalid Uses of Electronic Mail	43	24
SECTION VI	LOCAL AREA NETWORK SERVERS		
	Invalid Uses of NWD Local Area Network Servers	44	25

APPENDICES

A.	Addressing Memorandums To HQUSACE and To NWD Districts		A-1
B.	Internal Addressing		B-1
C.	Signature Blocks for Memorandums		C-1
D.	Signature Blocks for Letters		D-1
E.	Correspondence Package Assembly		E-1
F.	Sample Staffing Sheet		F-1
G.	Statement of Non-concurrence		G-1
H.	Statement of Consideration of Non-concurrence		H-1
I.	Postal Addressing Standards		I-1
J.	Consolidated (Bulk) Mail Process		J-1
K.	Electronic Mail Format		K-1

SECTION I

INTRODUCTION

1. PURPOSE. This memorandum provides guidelines on the receipt, preparation, processing and dispatch of correspondence, regardless of the media. It establishes common procedures used for both a manual and automated correspondence management program within the Northwestern Division Headquarters (HQNWD).

2. APPLICABILITY. This memorandum applies to all who originate, sign, type, route or process correspondence in HQNWD.

3. REFERENCES.

a. Required Publications.

(1) AR 25-50 (Preparing and Managing Correspondence). Cited in paragraphs 5c(1), 7, 8, 9, 10, 12b(3), 13c(4), 13c(4)(a), 22, 24, 25, 30a, and Appendices C, D and F.

(2) AR 25-51 (Official Mail and Distribution Management). Cited in paragraph 25.

(3) AR 25-400-2 (The Modern Army Recordkeeping System [MARKS]). Cited in paragraphs 5c(5), 23, and Appendix K.

(4) AR 335-15 (Management Information Control System). Cited in paragraph 5b(3).

(5) AR 380-19 (Information Systems Security). Cited in paragraph 43a.

(6) ER 360-1-2 (Unified Visual Communication System). Cited in paragraph 22.

(7) EP 310-1-6 (Graphic Standards Manual). Cited in paragraph 22.

(8) NWDR 25-1-1 (Office Symbols). Cited in paragraph 23.

(9) NWDR 25-1-3 (Mail Management). Cited in paragraphs 35a and 35c.

(10) NWDR 25-1-4 (Correspondence). Cited in paragraphs 5b(2) and 13a.

(11) NWDR 25-1-5 (Electronic Mail Administration and Management). Cited in paragraphs 36, 37d, 43b, 44a, Appendix K.

b. Related Publication: ER 25-1-74 (Electronic Mail).

4. FORMS.

- a. DA Form 2445 (Correspondence Control Record).
- b. DA Label 113 (Congressional).
- c. OF 65-B or 65-C (U.S. Government Messenger Envelope).
- d. NWD Form 600-8 (Mail Services (Special, Express, or Commercial Courier) Request).
- e. NWD Form 1n-1 R (Northwestern Division Headquarters Routing Slip).

5. RESPONSIBILITIES.

a. The Director of Information Management will exercise staff supervision over correspondence receipt, preparation and processing and ensure that a quality and effective correspondence management program is established and supported within HQNWD.

b. Directors and Office Chiefs having primary interest in the subject matter of correspondence will:

(1) Ensure proper preparation and content of outgoing correspondence.

(2) Promptly handle both incoming and outgoing correspondence. (See NWDR 25-1-4.)

(3) Comply with report control procedures established in AR 335-15.

c. Correspondence originators and action officers will:

(1) Ensure all correspondence meets the standards of AR 25-50, Chapter 1, Section IV.

(2) Select proper format.

(3) Adequately coordinate prepared correspondence.

(4) Ensure correct and secure assembly of correspondence package, in accordance with this publication.

(5) Ensure official record or file copy is marked with appropriate Modern Army Recordkeeping System (MARKS) number and, upon dispatch or other required action, is filed as indicated in AR 25-400-2, Chapter 5 with a copy of all enclosures attached.

d. Coordinating officials will:

(1) Indicate concurrence by initialing and dating the coordination ladder on the staffing sheet.

(2) Initial correspondence only if it is acceptable to them (in terms of content, format, quality, spelling and grammar).

(3) Non-concur, if necessary, in accordance with the procedures in paragraph 33.

6. DEFINITIONS.

a. Executive Office. As used in this publication, the term Executive Office can mean the suite of offices occupied by the Commander, Deputy Commander, Executive Assistant or their secretaries, or the individuals themselves.

b. Servicing Organization. A district element that provides operational support to HQNWD.

d. HQNWD. The Division Commander and office staffs.

e. NWD. The Division Headquarters and its five Districts.

SECTION II

TYPES OF WRITTEN COMMUNICATIONS

7. GENERAL. Written communications addressed in this directive are formal and informal standard formats that have been prescribed in AR 25-50. Unless specifically indicated otherwise, procedures set forth in subsequent paragraphs for signatures, dates, coordination, record copies, and the like, apply to whichever of the following formats is chosen for a given communication.
8. MEMORANDUMS. Memorandums are described in AR 25-50, Chapter 2.
 - a. Formal. Except when "personalization" is desired, a formal memorandum (correspondence being sent outside of the headquarters using white preprinted letterhead stationery for the first page) is the preferred format for official correspondence with any addressee within the Department of Defense. The memorandum will be used for correspondence within a department or agency, as well as for routine correspondence to Federal Government agencies outside the Department of Defense (DOD) as discussed in AR 25-50, Chapter 2. When a person other than the commander signs a formal memorandum, a "FOR THE COMMANDER" authority line (often referred to as "The Command 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 is signed for the commander by an authorized individual (an authorized individual is one who has proper authority to sign for the commander). See paragraph 26.
 - b. Informal. An informal memorandum (typed or printed on plain white paper, not letterhead) will be used for communications between elements (offices and individuals) within HQNWD and its servicing organizations. An informal memorandum will not have an authority line. Informal memorandums may be hand-written.
9. LETTERS. A letter is the preferred format for all correspondence addressed outside Department of Defense. Letters are described in AR 25-50, Chapter 3.
10. GENERAL OFFICER LETTERHEAD. Letters prepared on General Officer letterhead ("star stationery") are a specialized form of correspondence reserved for the exclusive use of the Division Commander and tend to be written in a personal style. Action officers will not normally select this format without Executive Office guidance.
11. FORM LETTERS. The use of form letters can conserve typing and drafting effort and, for this reason, a variety of them are used in the Division. The provisions of this memorandum regarding coordination, signature and record files, etc., apply to form letters. Record copies may be made by photocopying the completed original, labeling (typing) appropriate copies, along the right margin "Record (yellow) Copy" and adding the staffing sheet.

12. CORRESPONDENCE WITH SUSPENSE DATES.

a. Incoming.

(1) The action office will implement a system to control unclassified suspended correspondence, immediately upon receipt.

(2) Directors and Office Chiefs will ensure that replies to suspended correspondence requiring Executive Office signature reach the Executive Office not later than noon of the day it is to be dispatched. If the correspondence requires the signature of the Commander, his/her calendar must be consulted to determine the day the correspondence must reach the Executive Office.

(3) Mailed replies to suspended correspondence will be dispatched three full days before the imposed suspense date.

(4) It is the responsibility of the action officer to hand-carry, FAX or otherwise expedite reply correspondence through coordinating offices to the Executive Office, if required to meet time constraints.

(5) See additional requirements for Congressional correspondence at paragraph 13.

b. Outgoing.

(1) Suspense dates will be imposed upon others only when required for efficient mission accomplishment, not for convenience of the action officer.

(2) Suspense dates will not normally be imposed upon higher authorities or addressees outside Department of the Army unless required by law or regulation.

(3) Suspense dates will be annotated on correspondence in accordance with AR 25-50, paragraph 1-29.

13. CONGRESSIONAL CORRESPONDENCE.

a. See NWDR 25-1-4 for general guidance.

b. Replies to Congressional correspondence will be made within five working days of receipt.

c. To assure timely handling of Congressional correspondence which requires a reply by HQNWD or a District office, the following actions will be taken:

- (1) A DA Label 113 will be affixed by the mailroom personnel.
- (2) Action office will initiate a suspense file and follow-up system.
- (3) Maintain close liaison with district action element to determine their action suspense and to establish NWD suspense date, if needed. Notify district action element that final or interim replies are due to HQNWD two full workdays in advance of the established suspense date.
- (4) All correspondence to members of Congress will be addressed to their Washington, D.C. office IAW Table D-7, AR 25-50.
 - (a) The first consideration is to follow any special instructions of the Congressional member or his/her staff. Then, unless there is a conflict with the member's instructions, address everything to the Washington, D.C. office, but mail it to either the Washington, D.C. address or the home office address (the latter with a "Copy Furnished:" notation).
 - (b) When it is required or intended to send correspondence to both Washington, D.C. and home office addresses of members of Congress, the original and all copies of the correspondence will still be addressed to the member's Washington, D.C. office, but with the member's home office address typed under "Copy Furnished:" in the format prescribed in Table D-2, AR 25-50. The signed original will be placed in an envelope addressed to the home office, and one annotated copy will be placed in an envelope addressed to the Washington, D.C. address, unless the member has directed otherwise.
 - (c) Include the properly addressed envelope(s) in the correspondence package submitted to the Executive Office for signature.
- (5) When replies to Congressional correspondence must be dispatched during the Commander's absence and no Acting Commander has been appointed, prepare the letter with the usual signature block of the person signing (i.e., Deputy Division Engineer or a Director) and start the reply with: "In the absence of the Division Engineer, I am replying to your letter of...."
- (6) An information copy of each Congressional letter (incoming and outgoing) will be provided to the Public Affairs Office (CENWD-PA) and the Directorate of Civil Works and Management (CENWD-CM).

1 August 2001

14. CORRESPONDENCE WITH POLITICAL APPOINTEES. Correspondence addressed to principal assistant secretaries (PAS), principal assistant level political appointees, and political appointees at the Assistant Secretary of the Army (Civil Works) (ASA(CW)) equivalent level or higher in other Federal Agencies will be coordinated with the ASA(CW). This coordination will be accomplished by the HQUSACE Directorate of Civil Works upon request by the Division Commander. This direction applies to correspondence which establishes policy or states a specific policy position on matters related to the Civil Works or Support For Others programs. This direction does not apply to routine correspondence such as request for other agency review of project documents and similar correspondence.

15. JOINT MESSAGE FORMAT. Refer to your servicing Information Management organization for guidance on the use of Joint Message Format.

SECTION III

RECEIVING AND PROCESSING INCOMING CORRESPONDENCE

16. GENERAL. This section addresses managing correspondence by properly routing incoming correspondence and assigning suspense dates and responsibilities for action within HQNWD.
17. E-MAIL. E-mail, to a certain extent, blurs the lines between the types of business conducted by telephone, inter-office memo, handwritten note, face-to-face briefing and “conventional”, or posted, mail. This section tends to address correspondence as if it were always hard-copy, conventional mail. It is intended, though, that E-mail be handled as described in this section when it addresses issues or involves actions that are official, mission-related business. A major difference is that instead of the entry point being the mailroom with a single clerk making the initial determination as to routing of the communication, every desk in this headquarters with a personal computer (PC) is a potential entry point and every recipient of E-mail has to make the decisions previously made by the mail clerk. Another major difference is that there can be many simultaneous points of entry for a given communication. There is also the ability to move E-mail much more quickly and to many more concurrent offices than with conventional mail. This places significant responsibility on each E-mail recipient to keep the chain of command informed, to pass E-mail to appropriate action offices, and yet to not overburden the organization with unnecessary redistribution to multiple addresses. E-mail should be addressed using the office symbol mailbox for messages requiring action/coordination.
18. FAX MAIL. Material sent to this headquarters via facsimile machines (FAX) also makes almost any office a mailroom and imposes upon any recipient the responsibilities of a mail clerk. FAX also presents unique problems in that FAX mail, especially from HQUSACE, is often followed by a conventional letter that arrives days later in the mailroom. Without careful attention of all involved, this can result in separate, parallel actions being taken by different offices. This section applies to FAX mail just as it does to E-mail with the recipient having to make the initial decision on routing.
19. EXPRESS MAIL. Express mail in its various commercial forms (e.g.: Fed Ex) is often delivered directly to an individual’s desk rather than to the mailroom. The recipient is responsible for taking this mail to the mailroom for processing or processing it themselves based on the principles of this section. Personnel arranging for express mail delivery will give the sender the mailroom address so that commercial delivery personnel will not need to search the headquarters buildings looking for recipients, but will go directly to the mailroom.

20. INITIAL DELIVERY. Incoming mail will be directed as follows:

- a. Incoming bulk mail envelopes/pouches will be broken down for distribution in the mailroom.
- b. Mail signed by a General Officer or an elected official will be expeditiously delivered to the Executive Office for assignment of responsibility for action and suspense date.
- c. Mail addressed to an individual by name, including the Commander, will be delivered to that individual's office. If received in a sealed envelope it will be delivered unopened.
- d. Mail addressed to an office or directorate will be opened in the mailroom and delivered to the addressed office unless signed by a General Officer or an elected official, in which case subparagraph b applies.
- e. Mail addressed to the Commander by title will be opened in the mailroom and delivered by the mail clerk directly to the office of primary responsibility unless signed by a General Officer or an elected official, in which case subparagraph b applies.
- f. Envelopes marked "Exclusive For", "Eyes Only", "To Be Opened By Addressee Only" or similar will be delivered unopened to the named addressee.

SECTION IV

PREPARING, PROCESSING, AND DISPATCHING OUTGOING CORRESPONDENCE

21. GENERAL. This section addresses managing correspondence by properly preparing, processing, and dispatching written communications. The following paragraphs provide a sequence of procedures to maintain a well managed correspondence program in HQNWD.
22. TYPE STYLES. Correspondence and forms will, in all but rare cases, be prepared IAW paragraph 1-20, AR 25-50. Some exceptions are specified in EP 310-1-6 and ER 360-1-2.
23. OFFICE SYMBOLS. All correspondence will carry a single office symbol (or, in the case of non-military letters, a single office name). It will identify the office of the drafter of the correspondence, which is the office where the record copy will be filed. When more than one office has significant responsibility, one action office will be agreed upon and its symbol/name designated as the point of contact. Division Executive Office symbols (CENWD-DE, CENWD-DD, CENWD-AD, CENWD-XA) or names will not be used unless the correspondence has been drafted by a member of the Executive Office. A MARKS file number will be assigned to and typed on each record maintained by the originator or action office, in accordance with AR 25-400-2, Chapter 5. Office symbols for HQNWD are defined in NWDR 25-1-1. All references to office symbols in this publication mean the full office symbol. For example, these office symbols are proper: CENWD-DE, CENWD-IR, CENWD-LM, CENWD-MT-E. Use of the following example office symbol abbreviations will not be allowed: MT, NWD-HR, IR, XA.
24. DATING CORRESPONDENCE. Official correspondence addressed to anyone outside HQNWD will not be dated by the typist unless the signature date is known. Persons signing such correspondence (or their secretarial/clerical staff) will date-stamp all such correspondence after signature and immediately before reproduction or dispatch to the mailroom. Letters will be dated using special type-style date stamps. See AR 25-50, paragraphs 1-21 and 1-27.
25. ADDRESSING. Two specialized means of addressing written communications are discussed in the following paragraphs. See AR 25-51 and AR 25-50, figure 2-2 through 2-12 and Chapter 5, Sections III and IV for more guidance on addressing correspondence.
 - a. Addressing to HQUSACE and to NWD Districts. Refer to Appendix A.
 - b. Internal Addressing. To assist drafters and mailroom personnel in making certain frequently used blanket-type distributions within HQNWD, the following distribution designations have been developed for use on internal letters, memos and notices. Their use, precisely as indicated, in address or "FOR" positions on correspondence, will facilitate and assure distribution as shown at Appendix B.

- (1) Directors and Office Chiefs
- (2) Directors, Office Chiefs, Division Chiefs
- (3) All Supervisors (HQNWD)
- (4) All Employees (HQNWD)

Originating offices will make appropriate arrangements for reproduction and provide the number of copies indicated in Appendix B to the mailroom for distribution.

26. SIGNATURES.

a. Signature Level. Correspondence listed below will be prepared for signature as indicated:

- (1) By Commander/Division Engineer when:
 - (a) Required by statute or regulation
 - (b) It involves material deviation from established policy, procedure or organization.
 - (c) Addressed to, or replying to correspondence from Members of Congress, governors, political appointees or General Officers, regardless of whether an action office is indicated.
 - (d) Unfavorable responses to requests from District Commanders or other prominent sources, including regional heads of federal agencies and heads of state agencies. However, with respect to requests from District Commanders, this restriction does not apply to routine returns of reports, studies and other work products for further work or clarification short of a "disapproval."
 - (e) Addressed to a military headquarters commanded by a General Officer.
Exception: HQUSACE.
 - (f) Commitments are made to HQUSACE for NWD to expend government funds.
 - (g) Involving condemnation, censure, criticism, or irregularities within the Division or Corps of Engineers.
 - (h) Stating Division policy on critical or controversial matters.

(i) Authority to defer materially any previously established date for completion of design, advertising, opening bids, or completing construction. Similar correspondence pertaining to increases in estimated costs subsequent to establishment and approval of fair cost estimate.

(j) Commendations.

(2) By Deputy Commander/Deputy Division Engineer when:

(a) Listed in paragraph 26a(1) when the Commander is gone from the Headquarters.

(b) Replying to HQUSACE on congressional requests or inquiries.

(c) Approving travel or leave by Directors and Office Chiefs.

(d) Listed in paragraph 26a(3) but considered by the drafter to be more appropriate for signature by Deputy Commander.

(3) By Assistant Division Engineer when:

(a) Responding to requests for routine HQNWD –Omaha offices related information from HQUSACE, subordinate districts, regional stakeholders, customers, and other government agencies requiring signature above the staff level, but below command level.

(b) Issuing directives on administrative matters to the division staff.

(c) Providing information to districts.

(d) Stating already approved division policies or positions.

(4) By Executive Assistant when:

(a) Listed in paragraph 26a(5) but considered by the drafter to be more appropriate for signature by the Executive Assistant.

(b) Listed in paragraphs 26a(1) and 26a(2), in the absence of Division Commander and/or Deputy Commander.

(c) Issuing HQNWD regulations, supplements, memorandums, circulars and pamphlets.

(5) By Director or Office Chief when:

(a) Transmitting information, data, regulations, recurring reports and publications.

(b) Requesting information, data, routine reports and publications.

(c) Dealing solely with directorate or office staff matters.

(6) Directors and Office Chiefs may re-delegate to their principal assistant or one or more of their Division Chiefs the authority to sign correspondence prescribed in paragraph 26a(4) if required to maintain an efficient flow of correspondence. Formal memoranda and letters must be signed by a Division Chief or higher official except in very limited, special cases, such as contractual matters signed by a contracting officer representative (COR).

b. Signature Blocks.

(1) Appendix C provides signature block formats for use with memorandums.

(2) Appendix D provides signature block formats for use with letters.

(3) Signature formats in appendices C and D are generally preferred; however, in those instances where they do not work (forms and other documents), a single line signature block can be used. Examples:

ERIC T. MOGREN, COL, EN, Deputy Commander
CARL A. STROCK, BG, USA, Commanding

27. COPIES.

a. Record File (Yellow) Copy. One record file yellow copy of all outgoing correspondence will be prepared. Usually, yellow xerographic paper will be used, but white paper may be used after highlighting the word "file" along the right margin with a yellow transparent highlighter. Forms and similar items submitted to the Executive Office for signature will be submitted with photocopied record file copies on yellow paper or highlighted as above.

b. Courtesy Copies. When courtesy copies are required, they will be prepared on white paper. Courtesy copies will be prepared only when there is an identified reason to do so.

c. Additional Copies. If additional copies are required, such as for "copies furnished" or action office suspense copies, white paper or photocopies will be used.

d. Any document, including forms, submitted to the Executive Office for signature will be accompanied by a record file (yellow) copy and attached staffing sheet.

28. INFORMATION INCLUDED ON OR WITH RECORD FILE COPY. Record copies will be identical to the original of the correspondence (including any spelling or punctuation changes made to original during staffing) and will include all the attachments described in paragraph 32. A staffing sheet will be stapled to the top of the record copy, as the first page.

29. STAFFING SHEET. A staffing sheet will be prepared for all outgoing correspondence or documents routed to the Executive Office for decision or signature. A staffing sheet (especially the Memorandum For Record (MFR) and coordination record) should be prepared for all documents signed by Directors and Office Chiefs, as well. A staffing sheet will be prepared on yellow bond paper and will contain the office symbol of the author, MARKS number, date, a subject (the subject of the underlying correspondence if associated with a memorandum or letter), a statement of the action desired, a MFR, and a routing ladder containing the author's name, typist's initials, author's telephone extension, date typed and office symbol(s) of reviewing official(s). It will be attached as the first page of the record copy package as shown at Appendix E. A staffing sheet will generally be limited to one page. The routing ladder must always be on the first page. A sample staffing sheet is shown at Appendix F.

30. MEMORANDUM FOR RECORD.

a. Memorandum for Record (MFR) will be prepared for each outgoing letter, memorandum, and form in accordance with AR 25-50. It will be typed on a staffing sheet as shown at Appendix F. The MFR will provide additional information beyond that contained in the communication itself, which is necessary to give a complete picture of the action being taken. It will include in brief statement form:

- (1) A summary of preceding correspondence.
- (2) A statement of any facts or other information not contained in the basic chain of correspondence.
- (3) An explanation of the source, reasons for, and clearances obtained as back-up for the action being taken.
- (4) A reference to the authority for approval (AR, ER, etc.) and any limitations thereto (e.g., Division/District Commanders up to \$500,000 and HQUSACE thereafter).
- (5) If these summaries or explanations are not necessary, type "MFR (Date): Self-explanatory."
- (6) The MFR will be closed with the typed or handwritten initials of the individual who wrote it.

b. When preparing an MFR, it should be kept in mind that the MFR serves two main purposes:

(1) It provides a record of the activity underlying the correspondence for historical reference.

(2) It explains to those on the routing ladder (for coordination and signature) the reason for the correspondence, sources of authority for approval or signature, and such things as who will take any implied follow-on or ancillary actions, and when they will be taken.

31. CORRESPONDENCE ROUTING. Internal routing and coordination will be indicated by a typed routing ladder on the right margin at the bottom of the first page of the staffing sheet. The ladder will include the writer's last name, typist's initials, date typed, and the writer's telephone extension, followed in descending order by the office symbols of the coordinating official(s) and the signer.

a. When correspondence is to be coordinated and reviewed by other offices, it will be routed through them prior to sending it to the signer.

b. Correspondence destined for a foreign national will be routed for coordination prior to signature to the security and law enforcement officer (CENWD-SL). Correspondence confined solely to US-Canada Columbia River treaty business, and addressed to a Canadian address, is exempt from this requirement.

c. If correspondence is significant, complex or controversial enough to require signature in the Executive Office, then it deserves the initials of the director or chief of the originating office. As a minimum, anything submitted for signature in the Executive Office will be routed by the originator as follows and in the order shown:

(1) For signature by Division Commander - Through Branch and Division Chief, Director/Office Chief, Executive Assistant, and Deputy Commander to Commander.

(2) For signature by Deputy Commander - Through Branch and Division Chief, Director/Office Chief, and Executive Assistant to Deputy Commander.

(3) For signature by Assistant Division Engineer – Through Branch and Division Chief, Director/Office Chief to Assistant Division Engineer.

(4) For signature by the Executive Assistant - Through Branch and Division Chief, Director/Office Chief, to Executive Assistant.

32. ASSEMBLY OF CORRESPONDENCE PACKAGES.

a. Correspondence being routed for coordination and signature will be securely packaged by use of paper clips, rubber bands or folders as necessary to assure an orderly package reaches its destination. In addition to the original and copies of the outgoing correspondence, the package will include the staffing sheet (on top of the record copy), at least one set of all enclosures (attached to the outgoing original), a copy of any correspondence being replied to or that is referenced in the outgoing correspondence (attached to the record copy), and appropriate envelopes or mailing labels.

b. Additionally, for correspondence submitted to the Executive Office for signature, the package will contain, as applicable:

(1) If multiple signatures are required, clips or signature tabs affixed to the right edges of the papers at the locations requiring signature.

(2) If attempts to obtain the concurrence of all coordinating offices have been unsuccessful, each "Statement of Non-concurrence" and a "Statement of Consideration of Non-concurrence" will be attached at separate tabs and mentioned in the staffing sheet or a covering note. Reference paragraph 33 and Appendix E.

(3) If the package is a resubmission of one previously returned by the Executive Office for reworking or additional information, attached to the top of the entire package and folded once along its vertical axis, will be any Executive Office note or mark-up (editing) which accompanied the package when it was returned by the Executive Office to the originating office.

c. A diagram depicting an example of how to assemble correspondence packages for routing is at Appendix E.

33. COORDINATION.

a. Use of electronic mail and FAX is encouraged, whenever possible, to coordinate expediently staff actions between HQNWD Portland and Omaha offices. These exchanges will generally be the responsibility of the directors or chiefs of staff offices being coordinated with, but the collection of the documentation of the concurrences is ultimately the responsibility of the action officer preparing the action. The action officer may find it necessary to attach multiple sheets containing concurring initials, in which case appropriate "see attached" notations will be made on the original staffing sheet by the action officer.

b. Every attempt will be made by the action officer to obtain concurrence of each HQNWD staff element expected to exercise some control over, be concerned with, or have a need to take action on correspondence.

- c. Coordinating offices will initial correspondence only if it is acceptable to them.
- d. If correspondence is unacceptable as written, the coordinating official will discuss differences with the originator to arrive at an acceptable solution. In no case will a coordinating office note a non-concurrence without first communicating with the originator to reach agreement.
- e. A non-concurrence requires a return of the correspondence to the originator - in no case will correspondence be forwarded up the coordination chain with a non-concurrence without the originator's knowledge.
- f. A non-concurrence will not be recorded unless the directors or chiefs of the involved organizational elements have personally attempted to resolve the difference.
- g. If it is necessary to record a non-concurrence, the office head will prepare and sign a "Statement of Non-concurrence" (Appendix G) and deliver it, with the correspondence package, to the originator. The statement will discuss the attempts made to resolve the difference, changes required to obtain concurrence and consequences of signature and dispatch as written.
- h. A "Statement of Consideration of Non-concurrence" (Appendix H) will be prepared and signed by the head of the originating office discussing attempts taken to arrive at an acceptable position and reasons for a member of the Executive Office to sign the correspondence over the objections of the dissenting office(s).

34. LINE ENDORSEMENT.

- a. An incoming memorandum addressed THRU any person or office in the HQ may be endorsed to the next addressee with a line endorsement. The line endorsement can be used to indicate review and approval without creating additional correspondence. Authorities to "line endorse" are as described in paragraph 26.
- b. Submitting an incoming memorandum for line endorsement is accomplished by sending the original and a record file (yellow) copy to the THRU addressee with a staffing sheet. The request is coordinated with appropriate offices prior to forwarding to the THRU addresses, just as with any other correspondence. The addressee will line through his/her address, sign or initial, date, and forward to the mailroom for dispatch.

35. ENVELOPES.

- a. The action office will prepare properly addressed envelopes. Refer to Appendix I for postal addressing standards, except as indicated below. Use NWDR 25-1-3 for proper mailing of unclassified and classified mail.

b. Material too large for a 10" x 14" standard envelope will be accompanied by a properly addressed mailing label for packaging in the mailroom.

c. The NWD Form 600-8 for special services (i.e., registered and certified mail) and overnight mail will be completed and approval obtained prior to requesting dispatch of applicable correspondence. The mailroom supplies envelopes and labels for overnight mail. See NWDR 25-1-3 for additional guidance.

d. Envelopes will not be typed for addresses covered by consolidated (bulk) mail services. These addresses are listed at Appendix J. The OF 65-B or 65-C may be used to send correspondence or other types of unclassified documents to any of these locations.

SECTION V

ELECTRONIC MAIL

36. GENERAL. Electronic mail (E-mail) may be used to communicate and conduct official business with all Corps of Engineers activities, customers, and other governmental bodies. Users will not share passwords with another individual or groups of individuals (reference NWDR 25-1-5).

37. USE.

a. E-mail may be used to transmit official correspondence prepared in a standardized format as previously discussed in Sections II and IV (see Appendix K for an example).

b. The NWD E-mail system can be used to send social security numbers (SSN) identified within a message directly to an office or an individual. The message must be deleted from the system after taking required action. Message traffic containing Privacy Act data will not be stored within an electronic mail folder. If an office or individual is required to save the information, it must be printed out on paper, and disposed of when no longer required. The printed information will be filed under a MARKS file number according to the office of record file plan.

c. The NWD E-mail system may be used to send Privacy Act information identified within the message directly to an office or an individual. The sender will want to ensure that the recipient of the E-mail is authorized to have the Privacy Act information. When a warning statement is added to specify that the E-mail message contains Privacy Act information, the statement should be placed at the beginning of the E-mail, not at the end to inform the reader immediately. If the E-mail message is required to be saved for its informational value and the transaction of Corps business, it will be printed as hard (paper) copy and retained as part of the organization's records.

d. A printed E-mail message determined to be a record will include the transmission data identifying the sender and the recipient, and if applicable, coordinating information, backup correspondence, and enclosures. The printed information will be filed under a MARKS file number according to the office of record file plan. See NWDR 25-1-5 for additional guidance.

e. The use of E-mail outside the Corps is restricted to informal communications or advance copies of official correspondence being sent through the mail, unless an interagency agreement exists between the Corps element and the outside activity authorizing electronic mail.

38. SIGNATURE AND RELEASER.

a. All official correspondence must be signed by the individual delegated signature authority or the designated representative as outlined by this memorandum.

- b. Individuals authorized to release (sign) electronic messages must have delegation of signature authority commensurate with action involved.
- c. When the message is released by the individual whose signature block appears on the message, indicate the actual signature by typing /S/ above the signature block.
- d. When the message is signed by a designated representative of the person authorized to sign correspondence, type the action releaser's name after the /S/ above the signature block.
- e. Lack of "releaser" identification may result in the message being ignored.

39. OFFICIAL RECORD OR FILE COPY. The official record copy will be in paper form. The record (yellow) file copy will contain the signature of the releaser, initials of all individuals required to coordinate on the action, and a notation in the MFR that the document was transmitted by electronic mail. The paper copy of an electronically transmitted document will be retained by the originating office as the official record copy for the appropriate life cycle of the document (dictated by MARKS).

40. REPORTING REQUIREMENTS. E-mail may be used to provide advance information regarding reports. The electronic message must cite the type of directive that prescribed the report (i.e., regulation, circular, supplement, etc.) and the reports control symbol (RCS) number and title. Also include the date tasking document will be published, activities requested to prepare report, date submission is required, where it is to be sent, data source when known and preparation instructions.

41. ROUTING. E-mail used to task, direct, or set policy, etc., will follow normal command channels. Within NWD, this type of communication will be directed to an organization by its office symbol mailbox only. Each directorate and office chief will designate a person to receive and distribute electronic mail just as paper mail. Individual receiving actions via electronic mail is responsible for notifying the appropriate officials (e.g., Commander) when applicable. Misrouted E-mail must be forwarded to the correct office by the recipient; it cannot be ignored any more than traditional mail can.

42. RESPONSIBILITIES.

- a. Users will determine appropriate times to check their individual mailboxes. Electronic mailboxes must be checked at least once a day for receipt of mail, but at least twice a day is recommended.
- b. Users will not allow messages to accumulate in any of their mailboxes including "Trash" or "Deleted Items" folders.

c. Official mailboxes for routing/coordination/notification purposes will be the office symbol mailboxes. These mailboxes will be read a minimum of twice per day.

d. Users need to program their official mailboxes to automatically transfer mail to another mailbox when they are absent.

43. INVALID USES OF ELECTRONIC MAIL.

a. E-mail will not be used to transmit classified documents as defined in AR 380-19. Waivers or exceptions for E-mail systems must be approved in writing by the appropriate accreditation authority.

b. E-mail will not be used as an electronic recordkeeping system. The system cannot ensure the document's security and integrity, its preservation for required time, or migration to other data systems or subsequent systems. Documents will be saved as E-mail for reference or convenience only and will be maintained for the least amount of time. See NWDR 25-1-5 for additional guidance.

SECTION VI

LOCAL AREA NETWORK SERVERS

44. INVALID USE OF NWD LOCAL AREA NETWORK SERVERS.

a. NWD local area network (LAN) servers will not be used as recordkeeping systems to store correspondence or other documents created within an office. Documents maintained on LAN servers will not be considered official records. An office creating documents within the computer (such as letters, memorandums, reports, or spreadsheets) will not store record copies on LAN servers. Storage of documents on LAN servers will be for "convenience" and will be destroyed the same time as the paper is destroyed, if not sooner. A record copy will be managed in an established file that has been identified on the office of record file plan. Refer to paragraph 40 for filing an official record or file copy. NWDR 25-1-5 provides additional guidance.

b. LAN servers are not designed to control the creation, maintenance and disposition of records. The LAN servers cannot ensure document security and integrity, preservation for required time, or migration to other data systems or subsequent systems. They are not valid recordkeeping systems.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

DISTRIBUTION:

<http://www.nwp.usace.army.mil/im/r/regs/nwdom.html>

Directors, Office and Division Chiefs

APPENDIX A

ADDRESSING MEMORANDUMS TO
HQUSACE AND TO NWD DISTRICTS

1. Correspondence Addressed to HQUSACE.

MEMORANDUM FOR CDR USACE (CEXX-XX), 441 G Street NW, WASH DC 20314-1000

MEMORANDUM FOR CDR, US Army Corps of Engrs (CEXX-XX), 441 G Street NW,
Wash DC 20314-1000

MEMORANDUM FOR Commander, U.S. Army Corps of Engineers, 441 G Street NW,
Wash DC 20314-1000

2. Correspondence Addressed to NWD District(s).

Memorandum addressed to a single District

MEMORANDUM FOR Commander, Omaha District

OR

MEMORANDUM FOR Commander, Seattle District (CENWS-EE)

Memorandum addressed to two or more Districts

(note alphabetical listing according to District name)

MEMORANDUM FOR

Commander, Omaha District

Commander, Portland District

OR

MEMORANDUM FOR

Commander, Omaha District (CENWO-EE)

Commander, Portland District (CENWP-EE)

Commander, Seattle District (CENWS-EE)

APPENDIX B
INTERNAL ADDRESSING

DESIGNATOR

NUMBER OF COPIES

Directors & Office Chiefs

19

E-mail **DLL-CENWD DIROF**

- CENWD-DE
- CENWD-DD
- CENWD-AD
- CENWD-XA

- CENWD-CM
- CENWD-CT
- CENWD-DB
- CENWD-EE
- CENWD-HR
- CENWD-IM
- CENWD-IR
- CENWD-LM
- CENWD-MT
- CENWD-NA
- CENWD-OC
- CENWD-PA
- CENWD-RM
- CENWD-SL
- CENWD-SO

Directors, Office and Division Chiefs

29

E-mail **DLL-CENWD DIROFDIV**

All members of DLL-CENWD DIROF listed above and the Division Chiefs listed below comprise the members of DLL-CENWD DIROFDIV.

- CENWD-CM-B
- CENWD-CM-C
- CENWD-CM-F
- CENWD-CM-O
- CENWD-CM-P
- CENWD-CM-W-M
- CENWD-CM-W-N
- CENWD-MT-E
- CENWD-MT-M
- CENWD-MT-R

INTERNAL ADDRESSING
(continued)

<u>DESIGNATOR</u>	<u>NUMBER OF COPIES</u>
All Supervisors, HQNWD E-mail DLL-CENWD ALLSUPV¹	18
All Employees, HQNWD E-mail DLL-CENWD ALLEMP	160

¹ This E-mail distribution list is to Directors and Office Chiefs, who are required to forward the E-mail to subordinate supervisors.

INTERNAL ADDRESSING
DISTRIBUTION LIST

This page is reserved, content to be determined at a later date.

APPENDIX C

SIGNATURE BLOCKS FOR MEMORANDUMS
(ADDRESSED TO ANYONE WITHIN DEPARTMENT OF DEFENSE)

1. Commander: JOHN DOE
Brigadier General, USA
Commanding

2. Deputy Commander: RICHARD R. RICHARD
Colonel, EN
Deputy Commander

3. Deputy Commander when designated as Acting Commander:

RICHARD ROE
Colonel, EN
Acting Commander

4. Assistant Division Engineer: ALLEN A. ASSISTANT
Lieutenant Colonel, MP
Assistant Division Engineer

5. Executive Assistant: JOSEPH J. JOSEPH, JR.
Executive Assistant

6. Director/Office Chief: JUDY J. JAMES
Director of

or

JIMMY J. JAMES
Chief, ___ Office

7. Division Chief (when delegated): CHARLES C. CHIEF, P.E.
Chief, ___ Division

8. Acting Director/Division Chief: SALLY I. ENVY
Acting (Director of/Chief,) _____

Reference AR 25-50, Chapter 6, Section I and Appendix E, Model Authority Lines and Signature Blocks.

APPENDIX D

SIGNATURE BLOCKS FOR LETTERS

1. Division Engineer: Sincerely,

John Doe
Brigadier General, U.S. Army
Division Engineer

2. Deputy Division Engineer: Sincerely,

Richard R. Richards, P.E.
Colonel, Corps of Engineers
Deputy Division Engineer

3. Deputy designated as Acting
Division Engineer: Sincerely,

Roberta Roe
Colonel, Corps of Engineers
Acting Division Engineer

4. Assistant Division Engineer Sincerely,

Allen A. Assistant
Lieutenant Colonel, Military Police
Assistant Division Engineer

5. Executive Assistant: Sincerely,

Joseph J. Joseph, Jr.
Executive Assistant

SIGNATURE BLOCKS FOR LETTERS
(continued)

6. Director/Office Chief:

Sincerely,

James J. James
Director of _____

or

James J. James
Chief, ____ Office

7. Division Chief:
(when designated)

Sincerely,

Charles C. Chief, P.E.
Chief, ____ Division

8. Acting Director or Division Chief:

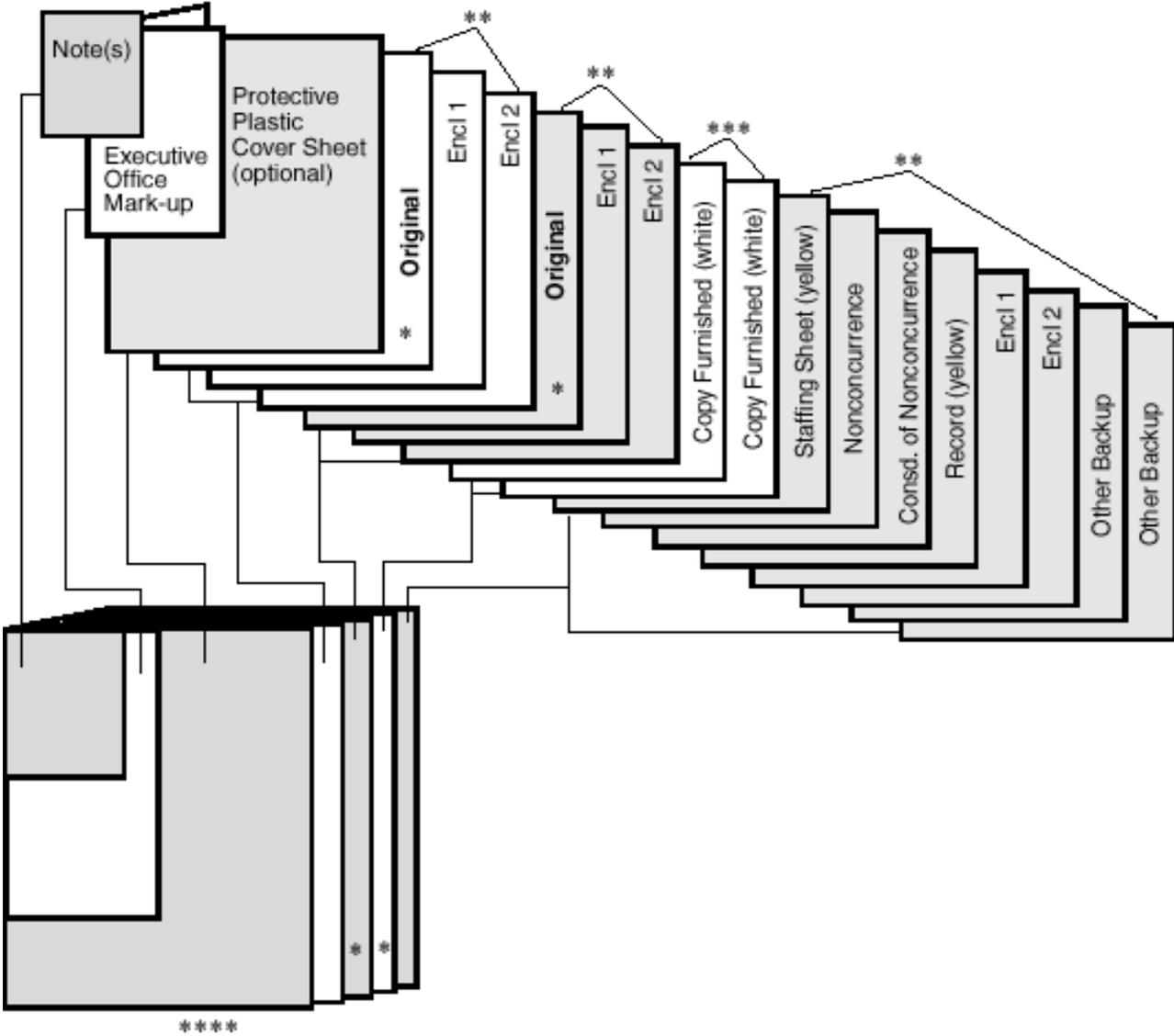
Sincerely,

James M. Envy
Acting Chief, _____

Reference AR 25-50, Appendix E, Figure E-10, Model Authority Lines and Signature Blocks.

APPENDIX E

Preparing and Managing Correspondence
Correspondence Package Assembly



- * If more than one signature is required, Tab each location.
- ** Clip or staple together.
- *** With or without enclosures attached.
- **** Secure, staggered as shown.

APPENDIX F
SAMPLE STAFFING SHEET

[Office Symbol] [MARKS Number]

[Date]

SUBJECT: This Should be the Same as the Subject of the Underlying Correspondence, if Any,
Otherwise Descriptive of the Underlying Document

DESIRED ACTION: (Examples: Signature and dispatch./Signature and return to CENWD-MT for
reproduction and dispatch./Approval.)

MFR:

1. A Memorandum for Record (MFR) will be prepared for each outgoing letter, memorandum, and message-form in accordance with AR 25-50. It will be typed on a staffing sheet. The MFR will provide additional information beyond that contained in the communication itself, which is necessary to give a complete picture of the action being taken. It will include the following in brief statement form: A summary of preceding correspondence; a statement of any facts or other information not contained in the basic chain of correspondence; an explanation of the source, reasons for and clearances obtained as back-up for the action being taken; a reference to the authority for approval (AR, ER, etc.) and any limitations thereto (e.g., Division/District Commanders up to \$500,000 and HQUSACE thereafter). If these summaries or explanations are not necessary, type "MFR (Date): Self-explanatory."
(cont.)

ROUTING/COORDINATION: Example:

Originator's last name/typist's initials/originator's phone number:

Directors or Office Chiefs or those delegated to sign for them will line through their office symbol and place their initials and the date beside it, but only if they agree with/concur in the action and it meets their minimum standards for a staff action; otherwise they will pen in "Non-concur. See TAB ___" (see paragraph 33). These office symbols will include all individuals or offices believed to have an interest in the action. The package will be routed in the order listed, from top down.

The last symbol will be that of the individual expected to take action. The routing ladder should be double-spaced and at the right margin and allow sufficient room for initialing. Nothing should follow the office symbol routing list on the first page of the staffing sheet.

Ballman/dlh/(503) 808-5000
CENWD-XX
CENWD-XA
CENWD-DD
CENWD-DE

SAMPLE STAFFING SHEET
(continuation sheet)

[Office Symbol] [MARKS Number]

[Date]

SUBJECT: This Should be the Same as the Subject of the Underlying Correspondence, if Any, Otherwise Descriptive of the Underlying Document

2. When preparing an MFR, it should be kept in mind that the MFR serves two main purposes:
 - a. It provides a record of the activity underlying the correspondence for historical reference.
 - b. It explains to those on the routing ladder (for coordination and signature) the reason for the correspondence, sources of authority for approval or signature, and such things as who will take any implied follow-on or ancillary actions, and when they will be taken.

NOTE: Every effort should be made to limit the staffing sheet to a single page. When this is not possible, the MFR should be continued on a second sheet as shown above. The staffing ladder must be at the bottom of the first page.

APPENDIX G

Office Symbol
Date

STATEMENT OF NON-CONCURRENCE

1. This is just one example of a Statement of Non-concurrence. It should not be used as a set, fill-in-the-blanks, format, but all statements of non-concurrence should address the items suggested.
2. _____ Directorate must non-concur with the proposed _____ Office correspondence, Subject: _____ (or other description).
3. Mr./Ms. _____ of this Directorate and Mr./Ms. _____ of _____ Office met on the following concerns, and on date the undersigned met with Mr./Ms. _____, Chief Office, in an attempt to resolve the difference. Satisfactory agreement could not be reached.
4. I contend that the correspondence, as written, will unacceptably impact the mission of my Directorate because _____ .
5. As a minimum, the following changes to statements, which _____ Office cannot agree to, must be made:
 - a.
 - b.
6. If the correspondence is signed as written, it will be necessary to mitigate its effects by _____ .

SIGNED
Sam S. Smith
Director of _____

APPENDIX H

Office Symbol
Date

STATEMENT OF CONSIDERATION OF NON-CONCURRENCE

1. This is just one example of a Statement of Consideration of Non-concurrence. It should not be used as a strict guide to format or paragraphing, but all such statements should address the items suggested.
2. _____ Directorate and _____ Office have non-concurred with this office's proposed message to _____, Subject: _____. (See attached Statements of Non-concurrence.)
3. Mr./Ms. _____, Director of _____ and Mr./Ms. _____, Chief, _____, Office and I have met without success. I cannot agree with the changes they require as discussed below:
 - a. The requirement to _____ is not acceptable because _____.
 - b. The requirement to _____ is not possible because _____.
4. The mission impacts foreseen by Messrs./Mses. _____ and _____ (are unfounded) (must be imposed) because _____.
5. If the message is not signed as written, this office's mission will be _____.
6. Recommend signature over the objection of _____ and _____.

SIGNED
Cathy C. Carter
Chief, _____ Office

APPENDIX I

POSTAL ADDRESSING STANDARDS (EXAMPLES)

1. Standardized Delivery Address Line and Last Line.

EXAMPLE: BONNEVILLE POWER ADMINISTRATION Recipient Line
 PO BOX 3621 Delivery Address Line
 PORTLAND OR 97208-3621 Last Line

2. Format all lines of the address with a uniform left margin. Uppercase letters are preferred on all lines of the address block. Lowercase letters in various type styles are acceptable provided they meet the requirements of optical character readability.

EXAMPLE: MR JOHN DOE
 123 MAGNOLIA ST
 HEMPSTEAD NY 11550-1234

Handwritten mail pieces slow down the mailing process and are set aside and processed manually by postal clerk.

3. Common unit designators are: APT, BLDG, FLOOR (FL), SUITE (STE), UNIT, ROOM (RM), DEPT.

EXAMPLE: 102 MAIL ST APT 101
 1356 EXECUTIVE DR STE 202
 1600 CENTRAL PL BLDG 14
 55 SYLVAN BLVD RM 108

If the pound sign is used, there will be a space between the sign and the secondary number.

EXAMPLE: 425 FLOWER BLVD # 72

4. Delivery address line information that cannot be continued in a single line above the city, state, and zip code, will be placed as secondary address information on the line immediately above the delivery address line.

EXAMPLE: Corporate Information (CECI-TR/DIANNE BARNES) Attention Line
 USA CORPS OF ENGINEERS Recipient Line
 441 G Street NW Delivery Address Line
 WASHINGTON DC 20314-1000 Last Line

POSTAL ADDRESSING STANDARDS
(Examples continued)

5. Dual Addresses: Eliminate dual addresses, if possible, on the output mail piece, although mailer files may maintain both mailing and physical addresses. If dual addresses are used, however, place the intended delivery address on the line immediately above the city, state, and zip code. Zip code used must be the correct code for the delivery address on the line directly above the city, state, and zip code.

EXAMPLE:

MAILING ADDRESS	STREET ADDRESS
US ARMY CORPS OF ENGINEERS NORTHWESTERN DIVISION PO BOX 2870 PORTLAND OR 97208-2870	US ARMY CORPS OF ENGINEERS NORTHWESTERN DIVISION 220 NW EIGHTH AVE PORTLAND OR 97209-3589
US ARMY CORPS OF ENGINEERS NORTHWESTERN DIVISION 12565 WEST CENTER RD OMAHA NE 68144-3869	US ARMY CORPS OF ENGINEERS NORTHWESTERN DIVISION 12565 WEST CENTER RD OMAHA NE 68144-3869
US ARMY CORPS OF ENGINEERS KANSAS CITY DISTRICT 700 Federal Building KANSAS CITY MO 64106-2896	US ARMY CORPS OF ENGINEERS KANSAS CITY DISTRICT 601 E 12 th ST KANSAS CITY MO 64106-2896
US ARMY CORPS OF ENGINEERS OMAHA DISTRICT 106 South 15 th Street OMAHA NE 68102-1618	US ARMY CORPS OF ENGINEERS OMAHA DISTRICT 106 South 15 th Street OMAHA NE 68102-1618
US ARMY CORPS OF ENGINEERS PORTLAND DISTRICT PO BOX 2946 PORTLAND OR 97208-2946	US ARMY CORPS OF ENGINEERS PORTLAND DISTRICT 333 SW FIRST AVE PORTLAND OR 97204-3495
US ARMY CORPS OF ENGINEERS SEATTLE DISTRICT PO BOX 3755 SEATTLE WA 98124-2255	US ARMY CORPS OF ENGINEERS SEATTLE DISTRICT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2385
US ARMY CORPS OF ENGINEERS WALLA WALLA DISTRICT 201 NORTH THIRD AVENUE WALLA WALLA WA 99362-1876	US ARMY CORPS OF ENGINEERS WALLA WALLA DISTRICT 201 NORTH THIRD AVENUE WALLA WALLA WA 99362-1876

APPENDIX J

CONSOLIDATED (BULK) MAIL PROCESS

1. Consolidated mail is processed daily to the following locations:

U.S. Army Corps of Engineers
441 G Street NW
Washington DC 20314-1000

Kansas City District
601 East 12 Street
Kansas City MO 64106-2896

Omaha District
106 South 15th Street
Omaha NE 68102-1618

Seattle District
4735 East Marginal Way South
Seattle WA 98134-2385

Walla Walla District
201 North Third Avenue
Walla Walla WA 98362-1876

U.S. Army Corps of Engineers
Finance Center
5720 Integrity Drive
Millington TN 38054-5005

2. Federal Express – Priority Overnight Service is provided daily between HQNWD offices located in Omaha and Portland and mail addressed to the USACE Finance Center at Millington, TN.

APPENDIX K

ELECTRONIC MAIL FORMAT

PROPONENT OFFICE SYMBOL/(MARKS NUMBER)

DATE OF TRANSMISSION

MEMORANDUM FOR NWDOM 25-1-1 Users

SUBJECT: Use of Electronic Mail and Local Area Network Servers For Official Communications

1. Reference NWDR 25-1-5, Electronic Mail Administration and Management.
2. A standardized format as previously discussed in Section III of this memorandum will be used for official correspondence transmitted by electronic mail with and between Corps activities. Use of this medium does not preclude recordkeeping actions:
 - a. Correspondence maintained within electronic mail (E-mail) or on local area network (LAN) servers will not be considered official record copies. An office creating documents within the computer will not store record copies in E-mail or on LAN servers. Record copies will be printed in paper and filed according to the office of record's file plan. Retention of paper copies will be in accordance with the length of time specified in AR 25-400-2.
 - b. Storage of documents on E-mail and LAN servers will be for "convenience" and will be destroyed the same time as record copies are destroyed, if not sooner. Storing documents in E-mail or on LAN servers cannot ensure document security and integrity, preservation for required time, or migration to other data systems. E-mail and LAN servers are not valid recordkeeping systems (refer to reference 1 for additional guidance).

FOR THE COMMANDER:

/S/
PAUL W. TAYLOR
Colonel, EN
Deputy Division Engineer