DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P.O. Box 2946
Portland, Oregon 97208-2946

CENWP-IM
Regulation
No. 25-1-11 15 November 2000

Information Management
COMMANDER'S POLICY MEMORANDUMS

History. This publication is a new Portland District regulation.

Summary. This regulation covers the preparation and management of Commander's Policy Memorandums (CPM's).

1. PURPOSE. To establish policy and procedures for establishing, issuing changes, or terminating policies of the Portland District (NWP).

2. APPLICABILITY. This regulation is applicable to all elements of the Portland District (NWP).

3. REFERENCE. AR 25-50 (Preparing and Managing Correspondence). Cited in paragraph 6a.

4. RESPONSIBILITIES.

a. Proponents of Commander's Policy Memorandums will prepare the memorandum in accordance with paragraph 6.

b. Publication Manager will:

(1) Review each memorandum for format, make recommendations and prepare for Commander's signature.

(2) Assign a number to the memorandum.

(3) Manage the NWP Policy File (record paper copy and on the NWP internet publications page).

5. POLICY. Commander's Policy Memorandums (CPM's) will be initiated by the District Commander or by the subject matter proponents (i.e., Deputy District Engineer, Staff Officers, etc.). CPM's will be limited to one subject and will remain in force until superseded or rescinded.

6. PROCEDURES. New or revised CPM's will be prepared in the format shown in Appendix A and structured as follows:

a. CPM's will be in the informal format as directed in AR 25-50. The MARKS number will follow two spaces after the office symbol in parentheses and correspond to the subject matter.

b. Leave the date blank, this will be filled in by the Publications Manager at the time the District Commander signs it.

c. The distribution for the CPM will be clearly stated in the Memorandum For: or in a distribution listed after the signature block.

d. The policy will be stated clearly, concisely and define what actions should be taken and why.

e. Reference publications, regulations, etc. or anything related to the subject matter for further guidance.

f. If superseding a CPM, the following statement must appear at the bottom of the first page of correspondence: "This supersedes Command Policy Memorandum No. _____. The proponent office for this memorandum is _____".

7. ROUTING. The proponent will electronically route the draft CPM to the Publication Manager to ensure accuracy, for numbering and dating. The Publication Manager will then forward the CPM to the Executive Assistant for review who then will send to the Commander for signature. After signature, the routing will be reversed, with an electronic copy as well as a signed paper copy being returned to the Publication Manager so it can be scanned, posted and distributed. The proponent of the CPM will be notified when the cycle has been completed.

8. RECORDS MANAGEMENT. The proponent will maintain a background file for each approved CPM. The background file will be kept in the proponent's organization's central files. Documentation associated with the creation of the policy to include comments from the review

and coordination of the draft policy will be retained in the background file. File Number 25-30xx (Directives Development and Editing Files) will be used to manage the information. The background file will be maintained according to AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).

FOR THE COMMANDER:

VICKIE L. ASHENBRENNER
Executive Assistant

Appendix
App A - Example of
Commander's Policy Memorandum

DISTRIBUTION:
http://www.nwp.usace.army.mil/im/r/regs/nwpr.html
Chiefs Divisions and Staff Offices

APPENDIX A

EXAMPLE OF COMMANDER'S POLICY MEMORANDUM

CENWP-DE (37) Date

MEMORANDUM FOR CHIEFS, DIVISIONS, STAFF OFFICES AND FIELD

SUBJECT: Commander's Policy #xx– Fiscal Integrity

1. The Chief Financial Officer's Act of 1990 and various other congressional enactments have built a strong legislative message demanding fiscal integrity and uncompromising commitment to the proper stewardship of the resources provided Federal agencies. Fiscal integrity and compliance are command responsibilities that flow down through all managers to all levels. Portland District has worked hard in recent years to eliminate management practices which were not in keeping with these principles. We can, however, do better and we must.

2. The special challenge of fiscal integrity is that it may appear to be in conflict with our commitment to satisfy the customer. Consistent costing practices and uniform compliance with appropriation law and administrative policy are central to sound financial management. They are also fundamental to the concept of "partnering." In addition to quality construction at a reasonable cost, our customers are entitled to assurance that they are being charged only for appropriate costs.

3. Good stewardship over all our resources begins with full and accurate accounting for those resources. It is only through the cost discipline that results from fiscal integrity and compliance that we truly know what projects cost. Since accurate cost data are essential to future cost estimating, these principles are fundamental to effective life cycle project management.

4. While the resource management community is trained to serve as the Commander's primary staff resource for incorporating these principles into our management processes, division and staff office chiefs have front line accountability for ensuring my financial integrity and compliance responsibilities are met.

5. I will hold division and staff office chiefs accountable for fiscal integrity and compliance within their organization. I am not just referring to the provisions of the Anti-Deficiency Act, the Federal Managers Financial Integrity Act, and other similar legislative provisions. You are also accountable for the effective use of the project management process, operating budgets, compliance with the spirit as well as the letter of administrative policies, and celebrating and rewarding subordinates who set high standards for financial integrity.

6. Your actions set the tone for all in your organization. I expect nothing short of your personal commitment to help shape our corporate values of integrity, professionalism, quality and caring.

//s//
RANDALL J. BUTLER
Colonel, EN
Commanding