CESWL-RE-A (405) 24 October 2002

MEMORANDUM FOR Janet Hale, Real Estate Division

SUBJECT: Appointment Memo No. 03-02, Appointment of Certifying Officer

1. References:

a. Title 31, US Code, Sec 3325, http://www4.law.cornell.edu/uscode/31/3325.html

b. Title 31, US Code, Sec 3528, http://www4.law.cornell.edu/uscode/31/3528.html

c. DoD Directive 7000.15, http://www.dtic.mil/whs/directives/corres/html/700015.htm

2. Authority: DoD FMR Vol 5, Ch 33, http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

3. Purpose: You occupy a position where your duties include the functions of payment Certifying Officer for Real Estate Recruiting Program or Real Estate Housing Program. This memorandum is formal notification that you are hereby appointed a Certifying Officer to:

USACE Finance Center
5722 Integrity Drive
Millington, TN 38054-5005

4. Responsibilities: As a Certifying Officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers have pecuniary liability for any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification. This means that you may have to repay the total amount of any payment that is found to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By your signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the aforementioned references. After signing acknowledgement, maintain a copy for your records, and forward the original to the Deputy Director of Finance (CEFC-F) at the USACE Finance Center.

5. Period of Appointment: Indefinite

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6. POC: Mark Moore, Chief, Real Estate Division, 501-324-5712.

BENJAMIN H. BUTLER
Colonel, US Army
Commanding

CF:
Individual named
CESWL-RE
CESWL-RM

ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a Certifying Officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I realize that I am not authorized to further delegate this appointment and that this appointment will remain in effect until revoked in writing by the Appointing Officer or successor.

JANET HALE DATE