

29 October 2002

MEMORANDUM FOR Mr. Thomas L. Harris, Finance and Accounting Branch

SUBJECT: Appointment Memo 03-06 , Appointment of Payment Certifying Officer for Real Estate Recruiting and Housing Program

1. References:

- a. Title 31, US Code Collection, Sec 3325 and 3528, 19 October 1994.
- b. DoD Directive 7000.15, DoD Accountable Officials and Certifying Officers, 8 July 1998.

2. Authority: DoD FMR Vol 5, Ch 33, Accountable Officials and Certifying Officers, August 1998.

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:

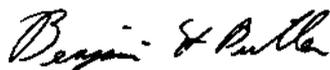
USACE Finance Center
5722 Integrity Drive
Millington, TN 38054-5005

4. 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.

5. After obtaining signatures below, maintain a copy for your records, and forward the original to the Deputy Director of Finance (CEFC-F) at the USACE Finance Center.

6. Period of Appointment: Effective as of the date of this memorandum and will remain in effect until revoked in writing by the Appointing Officer or successor and will automatically be terminated on your reassignment.

7. POC: Mr. Thomas McCrary, Chief of Resource Management, 501-324-5757.


BENJAMIN H. BUTLER
Colonel, EN
Commanding

CESWL-RM (37)

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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 the 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.


THOMAS L. HARRIS
Certifying Officer