CESWL-IM-PP

DEPARTMENT OF THE ARMY
Little Rock District, Corps of Engineers
P. O. Box 867
Little Rock, Arkansas 72203-0867

SWLR 1-1-2
Change 1

Regulation
No. 1-1-2

18 May 1994

Administration
DISTRICT ENGINEER'S POLICY MEMORANDUM

1. This is change 1 to SWLR 1-1-2, 17 September 1993.

2. Substitute the revised page as shown below:

REMOVE	INSERT
A-1	A-1

3. File this change sheet in front of the regulation for reference purposes.

DAVID R. RUF
Colonel, Corps of Engineers
District Engineer

DISTRIBUTION A

CESWL-IM

DEPARTMENT OF THE ARMY
Little Rock District, Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203-0867

SWLR 1-1-2

Regulation
No. 1-1-2

17 September 1993

Administration
DISTRICT ENGINEER'S POLICY MEMORANDUM

1. PURPOSE. To establish procedures for establishing, issuing changes, or terminating policies of the District Engineer.

2. APPLICABILITY. This regulation applies to all organizational elements of the Little Rock District.

3. DEFINITION. A District Engineer's Policy Memorandum (previously District Engineer's Policy Statement), is written guidance from the District Engineer to District personnel and organizations to assist in the attainment of District goals and objectives.

4. POLICY. District Engineer's Policy Memorandum will be initiated by the District Engineer or by subject matter proponents (e.g., Deputy District Engineer, Staff Officers, etc.). District Engineer's Policy Memorandums will remain in force until superseded or rescinded.

5. RESPONSIBILITIES.

a. Proponents of Policy Memorandums will prepare the memorandums in accordance with paragraph 6.

b. Records Manager will:

(1) Review each memorandum and make recommendations.

(2) Manage the SWL Policy File and obtain policy memorandum numbers.

6. PROCEDURES. New or revised policy memorandums will be prepared in the format shown in Appendix A, Example of Policy Memorandums, and structured as follows:

(1) Policy Memorandums will be typed on letterhead. The MARKS number will follow two spaces after the office symbol in parentheses and correspond to the subject matter.

This regulation supersedes SWLR 1-1-2, 16 October 1989

(2) Leave the date blank. This will be filled in by the Records Manager at the time the District Engineer signs it.

(3) The policy will be stated clearly and concisely and define what actions should be taken and why. Each statement will be unique and not in conflict with other directives.

(4) Reference regulations, memorandums, etc... anything related to the subject matter for further guidance.

(5) If the new policy supersedes an old policy it must be so stated at the bottom of the first page.

7. ROUTING. The proponent will route the draft policy memorandum to the Records Manager before and after the District Engineer to ensure accuracy, numbering and dating. LAN mail may be used and is encouraged for routing the draft policy memorandum to the Records Manager for initial review. The memorandum will be returned by LAN mail and will not require further review until it is signed and forwarded for numbering and dating.

Routing the completed policy memorandum is the proponent's responsibility which may be accomplished by electronic mail. Once the distribution is made, the original copy will be returned to the Records Manager.

Robert M Davis
ROBERT D. DAVIS
LTC, Corps of Engineers
Deputy District Engineer

APP
Appendix A, District
Engineer's Policy Memorandum

DISTRIBUTION: A

DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

SWLR 1-1-2
Change 1
18 May 94

REPLY TO
ATTENTION OF

OFFICE SYMBOL (MARKS NUMBER) DATE (LEAVE BLANK)

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. (LEAVE BLANK)

SUBJECT:

1. The body of the memorandum should be a clear, concise, statement that describes a general strategy to achieve assigned missions or goals, that address an issue of special interest, or that aid decision making.

2. Describe current situations, conditions, or difficulties and what our actions will be to achieve the stated policy and why. If no action is required, so state.

3. Assign responsibility and accountability for accomplishing the desired actions.

SIGNATURE BLOCK
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX

DISTRIBUTION:

EXAMPLE OF A POLICY MEMORANDUM