CESWL-IM-P

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

SWLR 25-1-3
Change 1

Regulation
No. 25-1-3

Information Management
APPOINTMENT MEMORANDUMS

SWLR 25-1-3, 23 October 95, is changed as follows:

Delete "+ Cy of OPF - Appointees" on page A-1 and file this in the front of your regulation.

P. S. MORRIS
Colonel, Corps of Engineers
District Engineer

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23 October 1995

Information Management
APPOINTMENT MEMORANDUMS

1. PURPOSE. To establish guidance for the use of appointment memorandums to document additional duty assignments, delegations of authority, and appointments to boards and committees of assigned personnel.

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

3. REFERENCES.

a. AR 25-50, Preparing and Managing Correspondence, 21 November 1988.

b. AR 15-1, Committee Management, 27 November 1992.

c. SWLR 15-1-1, Committee Management, 9 September 1994.

4. POLICY.

a. Additional duty or special assignments, delegations of authority, and appointments to boards and committees of personnel assigned to Little Rock District will be documented and published using the informal memorandum format shown in Appendix A. Each memorandum will pertain to only one subject.

b. The following conditions are required actions by the office responsible for issuing an appointment memorandum:

(1) Assumption of command by a new Commander which may mandate appointment of incumbents of certain positions in accordance with Army Directives (i.e., Property Book Officer). This does not apply to short-term, temporary assumption of command by the Deputy Commander.

(2) Retirement of an appointed member.

(3) Transfer of an appointed member from the District.

(4) Expiration of the period of an appointment.

(5) Change in composition of a board or committee.

(6) Any change involving the authority for, period of, or special instructions concerning an appointment.

5. RESPONSIBILITIES. Division/Office Chiefs will ensure that:

a. Appointment Memorandums are prepared for each appointment pertaining to a function over which he/she exercises staff supervision, or is the proponent (e.g., committee or board).

b. Coordination of each appointment memorandum with all applicable staff offices is completed prior to submission to Information Planning and Customer Assistance Branch, Records (CESWL-IM-P/Records, e-mail address: DALBARE) for assignment of number and date.

c. A copy of appointment memorandum being rescinded or superseded is forwarded to CESWL-IM-P/Records with the updated memorandum. A memorandum will be:

(1) Superseded if a change occurs after the effective date of the memorandum.

(2) Rescinded if the requirement for the appointment no longer exists. Appointments expire automatically at the end of the period shown on the memorandum.

d. All previously published memorandums pertaining to the Division/Office Chief's area of responsibility are reviewed periodically for currency and are superseded or rescinded, as appropriate.

e. The Records Manager will ensure that:

(1) A control log of all memorandums issued by this organization is maintained and managed.

(2) The memorandum is prepared in accordance with the format outlined in Appendix A.

(3) The original file copy is maintained in the Records Manager's office and a reference copy is placed in the Technical Resource Center.

(4) A periodic review of all memorandums is conducted to determine those requiring supersession or rescission.

(5) A listing of current appointment memorandums is maintained on the Local Area Network (LAN).

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

a. Appointment Memorandums will be typed on plain bond paper. Type in your office symbol. The MARKS number will follow two spaces after the office symbol in parentheses and correspond to the subject matter.

b. Leave the date blank.

c. On the subject line after the words, Appointment Memo No., leave 10 spaces for the number.

d. The Appointment Memorandum will be stated clearly and concisely. Reference regulations, memorandums, etc...; anything related to the subject matter for further guidance.

e. If a new Appointment Memorandum supersedes an old one, it must be so stated at the bottom of the first page.

f. The authority or authorities which govern, direct, or authorize the appointment to the duty, committee, or board. An appointment may be directed by the Commander, a letter from higher authority, an ENG, DA, or DOD regulation, public law, or combination of any of the preceding.

g. The memorandum will be signed by the individual authorized by regulation to enact the appointment.

h. After coordinating with all concerned organizations, the proponent will e-mail the appointment memorandums to the Records Manager (e-mail address: DALBARE) for review. The proponent will get approval to submit the hard copy to the individual authorized to sign and return the original copy to the Records Manager for numbering, dating and forwarding to the appropriate signature authority.

i. After signing, the Records Manager will provide electronic distribution of the appointment memorandum and file the original copy.

7. REPORTING ERRORS. Any individual who discovers an error or who may need information or assistance concerning an appointment memorandum should contact:

(a) The originating office, as defined by the office symbol in the upper left-hand corner of the memorandum, for any question dealing with the currency or content.

(b) The Records Manager for any questions dealing with numbering or format.

P. S. Morris

1 APPENDIX
1. Example of Appointment Memorandum

P. S. MORRIS
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APPENDIX A

SAMPLE OF APPOINTMENT MEMORANDUM

CESWL-IM-OC (25) (Leave Date Blank)

MEMORANDUM FOR See Distribution

SUBJECT: Appointment No. (Leave 10 spaces for the number). Appointment of Privacy Act Officer and Alternate.

1. The following Individuals are appointed as Privacy Act Officer and alternate.

NAME	OFFICE	EFFECTIVE DATE
Tucker, Ann	CESWL-OC, Principal	21 August 95
Allen, Ralph	CESWL-OC, Alternate	21 August 95

2. Authority: AR 340-21 to the Privacy Act, 5 U.S.C. 552a.

3. Purpose: To provide guidance on Privacy Act concerns.

4. Period of Appointment: Indefinite.

P. S. MORRIS
Colonel, Corps of Engineers
District Engineer

DISTRIBUTION A
+ Cy to Appointees
+ Cy to OPF - Appointees

Appointment Memorandum 92-10 dated 21 Oct 1991, is superseded.