



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS
FORT SHAFTER, HAWAII 96858-5440

CEPOD-IM (25-50a)

19 October 2001

COMMANDER'S POLICY MEMORANDUM #6

SUBJECT: Business Cards

1. References:

a. Memorandum, OSD Director of Administration, 28 August 1998, Subject: Printing of Business Cards.

b. Memorandum, SAAA-PP, 1 October 1998, Subject: Printing of Business Cards.

c. Memorandum, HQ USACE, CECI-IV, 18 August 1999, Subject: Printing Business Cards (encl 1).

d. EP 310-1-6, Graphic Standards Manual.

2. Policy: This policy summarizes Department of Defense (DoD) and Department of the Army (DA) policy on business cards as contained in references 1a, 1b, and 1c; identifies staff positions within the Pacific Ocean Division (POD) and its subordinate districts which are authorized to produce business cards in-house; provides guidelines for business card format; and establishes procedures for annual review of this policy.

a. DoD and DA policies do not authorize the commercial printing of business cards at government expense (appropriated funds). Exceptions are outlined in references 1a and 1b. The policies in references 1a and 1b permit the in-house printing of business cards utilizing existing software and agency purchased card stock. Reference 1c amends these policies to authorize The Lighthouse for the Blind, Inc. as an alternate source of printing support, when the costs are equivalent or less than the costs of producing the cards on a personal computer. Business cards should contain only necessary business information and should be used only for mission-related business communications, as distinct from the extension of a social or business courtesy.

b. Within POD and its subordinate districts, all Commanders, Deputy Commanders, Special Assistants, Directors, Division, Office and Branch Chiefs, all project managers, all regulatory, and their military equivalents are authorized to produce business cards in-house. District Commanders may authorize the purchase of business cards for additional staff positions within their Command at their discretion. Business cards produced within the organization will comply with the standard Corps business card design provided in reference 1d. A recommended format/template is provided to serve as a guide for consistency throughout the Division (encl 2).

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3. This policy shall be reviewed annually and re-issued as needed to reflect changes in authorized positions, graphic standards, or procedures. This policy letter shall remain in effect, at the discretion of the Commander, until revised, withdrawn or cancelled in writing.

2 Encls


RONALD L. JOHNSON
Brigadier General, U. S. Army
Commanding

DISTRIBUTION (POD List 01-1):
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OFFICE OF THE SECRETARY OF DEFENSE
1905 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUL 15 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Printing of Business Cards

Department of Defense (DoD) memorandum dated August 28, 1998, same subject as above, modified DoD policy to permit the printing of business cards, using existing software and agency-purchased card stock, for use in connection with official activities. That policy is now amended to authorize the purchase of business cards from The Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency, when addressees determine that costs are equivalent or less to purchase cards rather than to produce them on a personal computer.

Addressees may authorize the printing of business cards by the Lighthouse for the Blind, Inc. for those organizations or positions under their cognizance that require business cards in the performance of their official functions. This authority may be delegated to subordinate management officials at general or flag rank and civilian members of the Senior Executive Service.

Employees should be reminded that cards obtained under this authority are to be used only for official business purposes.

D. O. Cooke
Director



**US Army Corps
of Engineers**
Pacific Ocean Division

Fname Mi. Lname
Office name
Office Symbol

Building 230 (Ofc-Symbol)
Fort Shafter, Hawaii 96858-5440
Phone: (808) XXX-XXXX

Email name@usace.army.mil



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