



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911
APO AE 09169-0001

AETV-GSN-XO

12 Nov 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 1, Preparing and Formatting Command Policy Letters

1. Reference, AR 25-50, Preparing and Managing Correspondence, 3 Jun 02.
2. Command Policy Letters (CPL's) will be used to emphasize policy of special interest to the Commander or to express and codify the Commander's direction and intent on issues that cross functional/organizational boundaries.
3. CPL's shall be prepared in memorandum format in accordance with reference. The letterhead, "MEMORANDUM FOR" line, and "SUBJECT" line shall be as shown above.
4. CPL's shall be numbered sequentially, in accordance with the number control log kept by the Adjutant.
5. CPL's shall be prepared by the proponent using the proponent's office symbol. CPL's are signed only by the BSB Commander and only after review by the BSB Executive Officer. The last paragraph of each CPL shall provide a Point of Contact name and phone number as shown below.
6. CPL's shall be posted on the BSB website and distributed electronically.
7. Point of contact for this CPL is Mr. Craig Birchard, Deputy Commander, DSN 343-1510.

A handwritten signature in black ink that reads "Bart U. Shreve".

BART U. SHREVE
LTC, SF
Commanding

DISTRIBUTION:
A + BSB Website