

Department of the Army
Headquarters, United States Army Forces Command
1777 Hardee Avenue, SW.
Fort McPherson, Georgia 30330-1062
24 July 1998

FORSCOM Memorandum 1-11
Change 1

Administration
STAFF ADMINISTRATIVE PROCEDURES

Changes to this memorandum are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications and Computers, FORSCOM and the Secretary of the General Staff.

FOR THE COMMANDER:

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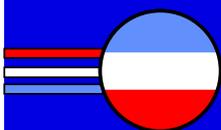
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FORSCOM Memorandum 1-11, Staff Administrative Procedures, dated 1 July 1998, is changed as follows:

Change Chapter 5, Taskings, paragraph 5-1.b. to read, "The Administrative Services Division (AFCI-A), DCSC4," instead of "The Plans, Requirements, and Architecture Division (AFCI-R), DCSC4."

Change Appendix G, Visual Presentations at HQ FORSCOM, slide format on page G-3, to read, "Red check, with shadow, for sub-bullets," instead of "Red dash, with shadow, for sub-bullets."



Titles Will be Upper and Lower Case (Font Size 36, Yellow)

- Bullet text, upper/lower case, white, font size 18 or larger
- All text should have a black shadow
- Solid blue background
- Red round bullets, with shadow, for main bullets
 - Red check, with shadow, for sub-bullets
- FORSCOM patch (with lines), with directorate name in center, on upper left hand corner, as shown
- FORSCOM logo, with lines, on bottom, as shown