

Department of the Army
Headquarters, United States Army Forces Command
1777 Hardee Avenue, SW.
Fort McPherson, Georgia 30330-1062
31 March 1999

FORSCOM Memorandum 1-11
Change 2

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:

OFFICIAL:

JOHN M. PICKLER
Lieutenant General, USA
Chief of Staff

SIGNED

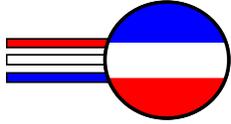
DALE E. PEYTON
Colonel, GS
Assistant Deputy Chief of Staff for
Command, Control, Communications
and Computers

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

Change Appendix G, Visual Presentations at HQ FORSCOM, slide format on page G-3, to read, "White background, Blue Titles, Black text, no shadow on text or bullets. The word "FORSCOM" in the logo is changed to a blue font."



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

- **Bullet text, upper/lower case, black, font size 18 or larger, without shadow**
- **White background**
- **Red round bullets for main bullets**
 - **Red check for sub-bullets**
- **FORSCOM patch (with lines), with directorate name in center, on upper left hand corner, as shown**
- **FORSCOM logo, with lines and blue font, on bottom, as shown**

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