



SECRETARY OF THE ARMY

WASHINGTON

MAY 28 2002

MEMORANDUM FOR ALL ARMY PERSONNEL

SUBJECT: Army Directive #3 - Use of Letterhead

Considering the capabilities of desktop computers, software, and office printers that are typically available, it is now more practical to print both the letterhead and the text of the letter at the same time, in lieu of using pre-printed letterhead.

In order to realize immediate cost savings by eliminating the need for storage, shipping and handling costs associated with pre-printed letterhead, the use of computer-generated letterhead, with the Department of Defense seal, will be used throughout the Department of the Army. Letterhead will be printed in black ink. This will obviate the need for a large number of color printers throughout our headquarters.

A letterhead template is available for downloading from the Army Publications Web Site at <http://www.usapa.army.mil>.

Commanders will institutionalize this practice in their headquarters.

My Administrative Assistant will ensure this change is reflected in revisions to AR 25-30 and AR 25-50.

A handwritten signature in black ink that reads "Thomas E. White". The signature is written in a cursive style with a long horizontal stroke at the end.

Thomas E. White