



**US Army Corps  
of Engineers®**

# PLANNING Bulletin

No. PB 2012-01

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**Subject:** Planning and Policy Bulletins Template

**Applicability:** Information

1. Planning Guidance Letters were first introduced in 1995 as an effective means of providing timely guidance and information to the field on various planning and policy topics. We are reintroducing this concept in the form of a Planning Bulletin (PB) to provide an effective and quick means to issue important information, procedures and guidance. They are more structured and accessible than e-mail messages, but less formal and time consuming to issue than ERs, ECs and EPs.
2. The PBs will have three levels of applicability: directive, guidance and information. PBs that have directive or guidance applicability designations are official guidance. The PBs will be incorporated into permanent guidance (ERs) as soon as practicable and the PB's rescinded after the permanent guidance is issued. The PBs will remain in force until rescinded but normally will have a two year life.
3. The development of the PB's will be led by a CWP Senior Staff member with appropriate support from the vertical team. The staff lead will prepare a PB, staff it appropriately within Civil Works and other appropriate offices, and upon approval and signature by the Chief of Planning and Policy, provide the hard copy and the electrons to the Deputy, Planning and Policy (the PB program manager). The PB program manager will assign the PB number and date. The PB's will be posted on the Planning Toolbox and become effective immediately.
4. This PB illustrates the format including font type and size. Should the PB be longer than one page, starting with the 2nd page, the header shall have PB number and Subject and the footer will have page numbers.
5. Point of contact for the PB program is Harry Kitch, 202-761-4127.

A handwritten signature in cursive script that reads "Theodore A. Brown".

Theodore A. "Tab" Brown, P.E., SES  
Chief, Planning and Policy  
Directorate of Civil Works