



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CONTRACTING AGENCY**  
**HEADQUARTERS, NORTHERN REGION**  
**11 BERNARD ROAD**  
**FORT MONROE, VA 23651-1001**

SFCA-NR |

25 August 2004

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region |

SUBJECT: | ACA NR Administrative Policy Letter A04-09, Religion in the Workplace

1. I have recently reviewed ICE comments from a few customers who received emails from Northern Region employees where the employee's signature block contained a religious reference or message. The customers complained that they were offended to receive such religious messages in the course of doing business with the Northern Region. The ACA Director has made it quite clear that the primary focus of ACA is on customer relations and serving the customer. I have also made customer focus the top mission for the Northern Region. Consequently, any conduct that offends or makes a customer uncomfortable is not compatible with our mission and must be avoided.
2. Additionally, there are clear rules and policies that govern the use of government resources and equipment. Using the Government's equipment, email, telephone system and other communication systems to pass on religious messages violates both of these sets of rules.
3. Therefore, I am directing that all employees in the Northern Region refrain from using the Government's resources to express or pass on any religious message and to refrain from conduct that may offend our customers. In this regard, please remember that this applies to both external and internal customers, the other members of the ACA workforce. Anyone who uses a religious message or any other message that may offend a customer as part of their email signature shall immediately remove such message(s) from their signature block. Northern Region Center Commander/Directors and Directors of Contracting shall ensure that our email systems are no longer used in this manner.
4. This administrative policy applies to all personnel in the ACA NR.
5. This administrative policy remains in effect until rescinded or superseded.

  
JOANN LANGSTON, SES  
Director