



REPLY TO  
ATTENTION OF

ATZT-CG

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCHEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

25 JUL 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #06-01, Delegation of Signature Authority

1. REFERENCE. AR 25-50, Preparing and Managing Correspondence.
2. PURPOSE. To establish a signature authority policy for the U.S. Army Maneuver Support Center and Fort Leonard Wood.
3. GENERAL. Commanders and directors may delegate signature authority, but not responsibility. Each commander and director is ultimately responsible for the activities of his or her command, directorate, or staff.
4. POLICY.

a. Incumbents of positions listed below are delegated "FOR THE COMMANDER" signature authority to take final action on policy matters within their functional areas of responsibility, and to issue orders in their own name to carry out assigned responsibilities:

- (1) Deputy Commanding General - Mobilization and Training
- (2) Deputy Commander - ARNG
- (3) Commandant, Chemical School
- (4) Assistant Commandant, Engineer School
- (5) Commandant, Military Police School
- (6) Chief of Staff
- (7) Garrison Commander
- (8) Director, Directorate of Combat Developments
- (9) Deputy Director, Maneuver Support Battle Lab
- (10) Adjutant General
- (11) Staff Judge Advocate
- (12) Inspector General
- (13) Provost Marshal
- (14) Director, Directorate of Resource Management
- (15) Director, Directorate of Plans, Training, and Mobilization
- (16) Director, Directorate of Public Works
- (17) Director, Directorate of Information Management
- (18) Director, Directorate of Logistics
- (19) Director, Directorate of Training Development
- (20) Director, Directorate of Common Leader Training
- (21) Commander, Health Services
- (22) Commander, Dental Services

b. "FOR THE COMMANDER" signature authority will not be further delegated.

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c. As a general rule, individuals will sign replies at a level no lower than the signing level on the incoming correspondence. Commanders, directors, and principal staff officers will only sign correspondence dealing with items that fall under their normal responsibilities.

d. When signature authority is delegated to a subordinate, the subordinate will use an authority line to show for whom he or she is signing (e.g. FOR THE GARRISON COMMANDER, FOR THE ADJUTANT GENERAL).

e. Subordinates who have the signature authority of a commander/director or principal staff officer may not further delegate this authority. Subordinates officially performing duties during an incumbent's absence may exercise signature authority of that incumbent.

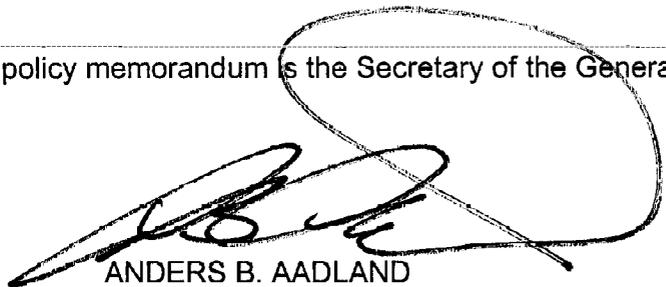
f. Delegated authority is automatically canceled upon the incumbent's change of duty. Upon change of command, all delegations are subject to review and subject to withdrawal or cancellation. I retain authority to cancel or withdraw delegation of signature authority at any time.

g. Unless authorized in writing, subordinate staff personnel will not sign for the Commanding General, Deputy Commanding General, Chief of Staff, major subordinate commanders, directors, or principal staff officers.

~~h. Copies of "FOR THE COMMANDER" correspondence will be forwarded to the Executive Services Office, SGS, for inclusion in the Command Reading File.~~

5. SUPERSESSION. This command policy supersedes Command Policy #18-98, subject as above, dated 8 May 1998.

6. PROPONENCY. The proponent for this policy memorandum is the Secretary of the General Staff, 563-6145.



ANDERS B. AADLAND  
Major General, USA  
Commanding

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and Personal Staff Officers