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

REPLY TO ATTENTION OF

ATZT-CG

16 FEB 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #06-07, Commanding General, US Army Maneuver Support Center and Fort Leonard Wood (USAMANSCEN&FLW) Delegation of Signature Authority

1. REFERENCE. AR 25-50, Preparing and Managing Correspondence.

2. 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.

3. POLICY.

a. Incumbents of USAMANSCEN&FLW 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) Chief of Staff
(2) Garrison Commander
(3) Adjutant General (MILPO)
(4) Staff Judge Advocate
(5) Inspector General
(6) Director, Capabilities Developments and Integration Directorate
(7) Director, Directorate of Common Leader Training
(8) Commander, Medical Activity
(9) Commander, Dental Activity

b. Commandants of the US Army Chemical School and US Army Military Police School are responsible for controlling their signature authority in a similar manner.

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

d. 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.

e. 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 ADJUTANT GENERAL).

f. 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.

g. 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.

i. 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.

4. SUPERSESSION. This command policy supersedes #06-06, dated 11 September 2006.

5. PROPONENCY. The proponent for this policy memorandum is the Executive Services Office, 563-8071.

WILLIAM H. MCCOY
Major General, USA
Commanding

DISTRIBUTION:
All Schools, Brigades, Battalions, Companies, Detachments, Tenant Units, Directorates, and Personal Staff Officers