



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CG

20 JAN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 1, Commanding General, U.S. Army Maneuver Support Center of Excellence (MSCoE) Delegation of Signature Authority

1. REFERENCES.

- a. AR 25-50 (Preparing and Managing Correspondence), 17 May 2013.
- b. Memorandum, HQ TRADOC, ATCS-XS, 16 April 2015, subject: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority.

2. GENERAL.

- a. This memorandum establishes the policy and procedures for MSCoE delegation of signature authority.
- b. 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 AND PROCEDURES.

a. Incumbents of MSCoE 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:

- Deputy to the Commanding General.
- Chief of Staff.
- Garrison Commander.
- Adjutant General (Director, Human Resources).
- Staff Judge Advocate.
- Inspector General.
- Director, Program Management and Integration Directorate.

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- Director, Capability Development and Integration Directorate.
- Director, G-3.
- Commander, Medical Activity.
- Commander, Dental Activity.

b. Commandants of the U.S. Army Engineer School; U.S. Army Chemical, Biological, Radiological, and Nuclear School; and U.S. 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 (for example, 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.

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

4. SUPERSESSION. This policy supersedes memorandum, HQ MSCoE, ATZT-CG, 9 June 2014, subject: same as above and is effective until superseded or revoked.

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5. PROPONENT. The proponent for this command policy is the Secretary of the General Staff, 563-6154.



KENT D. SAVRE
Major General, USA
Commanding

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Companies, Detachments, Tenant Units,
Directorates, and Personal Staff Officers