



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION
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ANPE-AG

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Delegation of Signature Authority – Memorandum #13

1. REFERENCES.

- a. AR 25-50 (Preparing and Managing Correspondence).
- b. AR 600-20 (Army Command Policy).

2. PURPOSE. This memorandum establishes policy for the delegation of signature authority.

3. APPLICABILITY. This policy is applicable to all Joint Force Headquarters-National Capital Region/U.S. Army Military District of Washington staff offices.

4. POLICY.

a. Authority Line.

(1) Only the Deputy Commander and the Chief of Staff are authorized to sign military correspondence using the “FOR THE COMMANDER” authority line. The authority “FOR THE COMMANDER” will not be further delegated.

(2) The Adjutant General, Human Resources Directorate, J/G1, has signature authority for the purpose of issuing orders.

(3) The Director of Operations, J/G3, has signature authority for the purpose of issuing exercise taskings and directives.

(4) Staff Principals may correspond on technical subjects within their own staff channels without using the “FOR THE COMMANDER” authority line.

(5) The Staff Judge Advocate and/or designated representative has signature authority for the purpose of issuing courts-martial orders, referral of charges, and other documents detailing, relieving, excusing, or substituting court members.

(6) Copies of documents that are signed “FOR THE COMMANDER” will be sent to the Secretary of the General Staff, as they occur. Enclosures are not necessary, unless requested.

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b. Communications signed by the Commanding General will include:

- (1) Required by law, directive, or custom.
- (2) Have a major mission impact or warrant the force of the Commander's signature.
- (3) Documents addressed to the: Secretary of Defense or Deputy; a Service Secretary; Chairman or Vice Chairman, Joint Chiefs of Staff; a Service Chief of Staff (or equivalent); a commander of a unified or specified command; a commander of a major command; a Foreign Embassy, or to any commander when good judgment calls for the signature of the Commanding General.
- (4) Replies to correspondence from a member of Congress, the White House, State Governors, District of Columbia Mayor or heads of other Government agencies.
- (5) Correspondence to a general officer of higher grade (or civilian equivalent) regardless of service or country.
- (6) Command Policy Letters.
- (7) Disapprove a major subordinate command request on policy matters.
- (8) Adversely impact a Major Subordinate Command or a significant action they support.
- (9) Disapprove an official or community relations event request for ceremonial support.
- (10) Establish a change in policy or position which has a Command-wide impact.
- (11) Answers to letters of invitation personally addressed to the Commanding General.
- (12) Correspondence or agreements that accept new missions and functions without offsetting funds and personnel ceilings.

c. Communications signed by the Deputy Commander will include:

- (1) Communications normally signed by the Commanding General, when an immediate decision is necessary in his absence.
- (2) Memorandums of Understanding and/or Memorandums of Agreement.
- (3) Command Operating Procedures.

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(4) Actions on operational matters of broad or major significance requiring Deputy Commander approval.

(5) Answers to letters of invitation personally addressed to the Deputy Commander.

(6) Documents and correspondence as delegated by the Commanding General.

d. Communications signed by the Chief of Staff will include:

(1) Daily operational staff taskings to support higher authority requirements or requests for information.

(2) Documents and correspondence as directed or delegated by the Commanding General and Deputy Commander.

e. Autopen. The Executive Officer or Aide-de-Camp is the custodian of the autopen signature system and is responsible to prescribe accounting rules and instructions. In the absence of the Commanding General, only the Deputy Commander may authorize use of the Commanding General's autopen signature for official, time-sensitive correspondence.

5. PROPONENT. The proponent for this policy is the Human Resources Directorate, J/G1.



BRADLEY A. BECKER
Major General, US Army
Commanding

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