



**DEPARTMENT OF THE ARMY  
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS  
FORT SHAFTER, HAWAII 96858-5440**

REPLY TO  
ATTENTION OF

CEPOD-IM (25-50a)

19 October 2001

**COMMANDER'S POLICY MEMORANDUM #3**

**SUBJECT: Delegation of Signature Authority/Authority Line**

**1. References:**

- a. AR 25-50, Preparing and Managing Correspondence, 21 November 1988.
- b. POD Supplement 1 to AR 25-50, Preparing and Managing Correspondence, 22 November 1993 (Under revision by CEPOD-IM).
- c. PODR 1-1-3, Delegations of Authority, 3 October 1997.
- d. CEPOD-IM Memorandum, dated 6 March 1998, Subject: POD/HED Reading File.

**2. Policy:** This letter clarifies the use of the authority line for military correspondence prepared by Pacific Ocean Division (POD) staff and establishes procedures to ensure that all correspondence is signed by a responsible individual or one to whom signature authority has been delegated.

a. Reference 1a stipulates that commanders and heads of agencies or offices are responsible for activities in their respective areas. Although this responsibility cannot be shared or delegated, the responsible individuals may delegate their signature authority to their subordinates. Therefore, when an individual other than the commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the commander. Only an individual who has been delegated signature authority may sign correspondence containing policy matters, command decisions, official recommendations, and tasking actions, "FOR THE COMMANDER."

b. Paragraph 7-1b of reference 1a further states that written delegation of authority is not required for principal staff officers who exercise their authority in the normal course of their assigned duties. In other cases, signature authority must be delegated in writing. Reference 1b, Appendix K, defines specific responsibilities and provides examples of various types of correspondence to be signed by the commander and subordinate staff. Reference 1c delegates specific authorities from the Division Commander to designate subordinate staff. "FOR THE COMMANDER" signature authority may only be further delegated in

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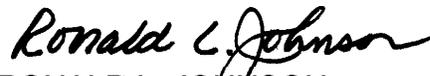
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writing, from principal staff to their deputy or assistant director. Subordinates officially performing duties of an incumbent, in an acting capacity, may exercise signature authority of that incumbent.

c. Paragraph 1-11e of reference 1a states that correspondence dealing with technical matters such as reports, instructions, or requests for information that do *not* involve command matters (e.g., requests for CMR information by Resource Management, or military construction S&A placement through Programs Management) should be routed through technical channels, rather than command channels. "FOR THE COMMANDER" should *not* be used on the authority line for correspondence routed through technical channels. It is imperative that the requirements of the referenced guidelines be reviewed and observed for formal military correspondence routed through command channels.

d. In accordance with reference 1d, a copy of all correspondence signed "FOR THE COMMANDER" must be forwarded to POD, Mail and Records for inclusion in the POD Reading File. The same requirements for preparation, coordination, and filing shall apply to correspondence transmitted electronically by fax or email; i.e., a copy of the correspondence signed "FOR THE COMMANDER" shall be forwarded to Mail and Records.

3. Upon change of command, all delegations are subject to review and subject to withdrawal or cancellation. This policy letter shall remain in effect, at the discretion of the Commander, until revised, withdrawn or cancelled in writing.

  
RONALD L. JOHNSON  
Brigadier General, U. S. Army  
Commanding

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