



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

12 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #9 - Delegation of Signature Authority

1. Reference. AR 25-50 (Preparing and Managing Correspondence) 17 May 2013.
2. Purpose. To authorize selected personnel to sign official correspondence on my behalf.
3. Summary. Principal staff officers who exercise their authority in the normal course of their assigned duties do not require written delegation of authority.
4. Specifics. If I am unavailable for signature, the individuals assigned to the following billets are authorized to sign all official correspondence "FOR THE COMMANDER":
 - a. Deputy Brigade Commander;
 - b. Brigade Command Sergeant Major;
 - c. Brigade Operations Officer (S3); and
 - d. Brigade Human Resources Officer (S1).
5. Individuals delegated signature authority will use their signature blocks and titles. I retain the authority to cancel or withdraw delegated authority at any time. Upon change of command, all delegations are subject to review by the new commander.
6. The point of contact for this policy letter is the Brigade Human Resources Officer (S1) at DSN 315-722-0856.


DERRICK S. LEE
COL, MI
Commanding

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