



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

IADK-Z

1 September 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #31: Delegation of Authority for Personnel Actions

1. I authorize the Deputy Commander to approve the following personnel actions on my behalf.
 - a. Foreign Service Tour Extensions (FSTE);
 - b. Cost of Living Allowance (COLA) changes;
 - c. Meal Reductions;
 - d. Start or stop Separate Rations; and
 - e. In-Place Continuous Overseas Tour (IPCOT) requests.
2. 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.
3. 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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