



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (600)

24 September 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY – Signature Authority

1. This policy identifies correspondence I desire to approve or sign, and delegates authority to others to approve and sign in my name (i.e., FOR THE US ARMY GARRISON COMMANDER).
2. I desire to approve or sign all correspondence which:
 - a. Replies to letters signed by general officers and civilians of equivalent rank.
 - b. Condemns, criticizes, or conveys even a suggestion of censure.
 - c. Responds negatively to a request from a higher, parallel, or subordinate headquarters, and is signed by the Commanding General.
 - d. Accepts new responsibilities.
 - e. Requests or commits additional resources.
 - f. Responds to requests from civil authorities in high positions.
 - g. Affects or involves the good name or reputation of any person or organization of this command.
3. Other correspondence I desire to approve or sign because of the laws, other regulatory requirements, the sensitivity of the subject matter, or my personal interest include:
 - a. Award recommendations for military personnel assigned to the Headquarters Commandant, the civilian service awards, length of service awards, and garrison certificates of achievement or appreciation.
 - b. Letters of condolence for the US Army Garrison (USAG) employees (both military and civilian).
 - c. Establishment and dissolution of nonappropriated fund instrumentalities (NAFIs) and private organizations.

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- f. Project justification for Military Construction Army and minor construction projects.
- d. Letters of promulgation for USAG, Contingency Plans.
- e. US Army Garrison organization changes.
- g. Certificate of urgency and/or minor projects \$50,000 and above.
- h. Annual Directorate of Installation Support work plans.
- i. Certificates of costs incurred for minor construction projects.
- j. Project requests for additional housing.
- k. All reports or corrective actions resulting from internal audits.
- l. Responses to General or Special Inspections conducted by higher headquarters.
- m. Reports of Survey.
- n. Issuance of search warrants for soldiers and property under the command and control of the Commander, USAG.
- o. Temporary duty travel and leave for directors and staff office chiefs.
- p. NAFI Council meeting minutes.
- q. Review of positions and/or upgrades for USAG employees.
- r. Replies to Congressional inquiries concerning U.S. Army Garrison issues.
- s. Reports of investigation of loss of nonappropriated funds or fund property over \$1,000. (excluding Military Police investigations).
- t. Constitution and By-laws of NAFIs and private organizations.
- u. Fire Reports (DA Form 3985).
- v. Civilian grievances and appeals.
- w. Newly established inter/intraservice support agreements and memorandums of agreement.
- x. Review and disposition of reports of investigation (excluding Military Police investigations).

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- y. Minutes of the Post Exchange and Commissary councils.
 - z. Minutes of the Safety Council.
 - aa. Termination of Government quarters for cause and exception to policy memorandums.
 - bb. Cooperative plan for conservation and development of fish and wildlife of Fort Huachuca military reservation.
 - cc. Reports of violations and misuses pertaining to the obligation of appropriated and nonappropriated funds.
 - dd. Revocation/suspension of installation driving privileges.
 - ee. Letters barring individuals from access to the installation.
4. The Deputy Garrison Commander will exercise signature authority for the Garrison Commander in the Commander's absence.
 5. Authority is delegated to all directors and staff office chiefs to approve and sign FOR THE US ARMY GARRISON COMMANDER: on all command channel correspondence not retained by me. When using FOR THE US ARMY GARRISON COMMANDER: signature authority, directors and office chiefs must ensure that:
 - a. The nature of the correspondence is clearly within the purview of staff responsibility assigned to the staff principal signing the correspondence.
 - b. The correspondence has the full concurrence of interested staff elements, and where appropriate, the concurrence of other interested headquarters and/or subordinate commanders.
 - c. Copies of all correspondence signed under this delegation of authority will be forwarded to the Executive Assistant, to be placed in the Garrison Commander's reading file.
 6. Proponent for this policy is the Office of the Commander, USAG, Fort Huachuca.
 7. This memorandum supersedes policy memorandum, USAG, ATZS-CDR, 19 October 1999, subject as above.

/s/ signed
LAWRENCE J. PORTOUW
Colonel, MI
Commander, U.S. Army Garrison

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