



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

13 August 2010

AMSAC-S

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND  
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.20 -  
Policy and Procedures for the Preparation, Review, Approval and Distribution of Delegations and  
Designations of Authority

1. This guidance establishes Command policies and responsibilities relative to the delegation and designation of authority for official duties and actions.
2. Explanation of Terms.
  - a. Line of Succession. Provides for leadership successors and alternates, emergency delegations of authority, decisions and orders of succession for key positions.
  - b. Delegation of Authority. A document in which the Commanding General, USASAC conveys to an official both responsibility and authority to perform specific functions. The delegate has complete responsibility to USASAC and higher authority for actions taken pursuant to the delegation.
  - c. Designation of Authority. A document in which the Commanding General designates an official to perform specific functions at USASAC. The designee is responsible solely to the Commanding General for actions taken pursuant to the designation.
3. Responsibilities. Directors of Primary Organizational Elements (POEs) will:
  - a. Prepare and staff proposals for new or revised delegations and designations with each organizational element having direct or participating responsibility or interest. Such proposals will be prepared in draft form in accordance with instructions contained in Appendix A and staffed. Staffing may be accomplished by electronic mail. Delegations and designations directed by the Commanding General will not be staffed.
  - b. Prepare the proposed delegation or designation in final form and forward with the coordination documentation, when applicable, to the Commanding General for approval and signature.
  - c. Conduct annual currency reviews of existing delegations and designations for which their organization is the proponent.

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4. Policies.

a. Authority to perform official duties for the government, represent USASAC and sign official correspondence will be hereafter delegated or designated in writing or by other officially approved media, or as inherently implied in the mission and function statement of the organization. This policy memorandum does not rescind delegations or designations previously approved for inclusion in other regulatory media.

b. Authority to act specifically for the Commanding General will be delegated or designated in writing signed by the Commanding General and published as USASAC Commander Delegation and Designation of Authority.

c. No individual is authorized to perform in an official capacity in any way other than that described above, except by the personal approval of the Commanding General.

d. The authority to act on matters and to authenticate documentation, to include the official correspondence for this Command, is as follows:

(1) By the Commanding General:

(a) Taking actions under delegations granted exclusively to the Commanding General by law, directive, orders or other media from higher authority.

(b) Stating Command policy for the first time.

(c) Taking exception to actions of a higher headquarters or agency.

(d) Replying to correspondence signed by any General Officer.

(e) Replying to members of Congress, State Officials and other persons of sufficient importance to merit the attention of the Commanding General.

(f) Denying an agency or other command permission to do something that has been requested of USASAC over the signature of the Commanding General or senior leader of that command or agency.

(g) Criticizing another agency or installation.

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- (h) Submitting changes in programs to higher authority.
  - (i) Acting on significant Command-level matters involving the timely provision of effective USASAC support.
  - (j) Acting on significant Command-level matters directly concerned with military justice, equal opportunity, health, welfare, morale, safety and security of all personnel.
  - (k) Acting on significant Command-level matters involving the economical, effective operation of USASAC.
  - (l) Approving any action that requires additional resources.
  - (m) Handling other matters of policy or decision that are of sufficient importance to merit the attention of the Commanding General.
- (2) By the Deputy to the Commanding General:
- (a) Taking action falling under the Deputy to the Commanding General's jurisdiction as specifically delegated by letters/memorandums of delegation, directives, policy statements and the Commanding General's concepts of management.
  - (b) Serving as the Commanding General's Deputy, acting for him in executing all responsibilities except for administering the uniform code of military justice.
  - (c) Exercising top management overview of Command functional and operational matters.
- (3) By the Chief of Staff. Acting on matters involving coordination and administration of the operation of the Command pursuant to existing policies, practices or the official position of the Commanding General.
- (4) By Directors and Office Chiefs: Taking all actions within assigned functional/program areas, or within specific delegated authority, or which are not covered by other categories delineated, as long as they are within their resource control and authority.
- e. Delegations may be redelegated unless it is expressly forbidden in the delegating medium. Such redelegations will normally be held to the first level below the recipient of the original delegation; however, for routine matters or when volume dictates, redelegation may occur at the branch or section chief level.

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f. A designation of authority may only be made by the Commanding General. Designations of authority do not permit the designee to redesignate any other official to perform the specific functions authorized in the designation.

g. Good judgment will be exercised in determining whether sufficient delegation or designation of authority exists to accomplish a given action not covered elsewhere in this memorandum. If a delegation or designation is unclear, insufficiently specific, or if there is reasonable doubt concerning such delegation or designation, then the rule will be that the authority does not exist at that level and the action will be passed to the next higher echelon.

h. Electronically transmitted messages will be signed at the same level as other documentation.

5. This is a new Policy Memorandum.



CHRISTOPHER TUCKER  
Brigadier General, USA  
Commanding

APPENDIX A - SAMPLE FORMAT FOR USASAC DELEGATIONS AND DESIGNATIONS OF AUTHORITY

\*DELEGATION XXX-XX

Office Symbol

Date

MEMORANDUM FOR USASAC COMMUNITY OR DISTRIBUTION CODE

SUBJECT: Delegation or Designation of Authority to do what?

1. Source of Authority. This statement should reflect the source of authority being delegated or designated (i.e., statute, executive order, regulation) and indicate whether the authority accrues to the Commanding General as Commander of a major subordinate command. The authority delegated or designated should be delineated in detail.
2. Delegate or Designee. This portion of the delegation or designation document should specify the official (by name) to whom authority is delegated or designated.
3. Limitations and Restrictions. This portion of the delegation or designation document should explicitly identify the scope of authority and all restrictions and limitations imposed (authority to redelegate, dollar limitations, etc.).
4. Procedures. This portion of the delegation or designation document will specify or identify the governing procedures to be followed by the delegate or designee.

CHRISTOPHER TUCKER  
Brigadier General, USA  
Commanding