



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

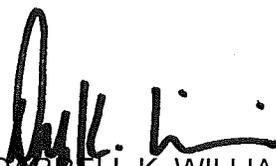
ATCL-CG

1 8 AUG 2016

MEMORANDUM FOR Chief of Staff, Combined Arms Support Command, Fort Lee,  
Virginia 23801

SUBJECT: Delegation of Signature Authority

1. Reference AR 25-50, Preparing and Managing Correspondence, 17 May 2013.
2. Effective this date the Chief of Staff is delegated the signature authority for requests for voluntary Retirement Actions (LTC and below), Transition Permissive Temporary Duty (Transition PTDY), High School Stabilizations, Compassionate Reassignments, Assignment Deletions/ Deferments, Requests for Early reporting, HQs Combined Arms Support Command Staff Policies and Procedures, Request and Authority for Leave Forms, all NCOES deferments or rescheduled attendance requests and recommended approvals for attendance to all PME and Functional courses.
  - a. This authority can be cancelled or withdrawn by me at any time.
  - b. Upon Change of Command, all delegations are subject to review by the new Commanding General.
  - c. Delegated authority is automatically cancelled upon retirement, change of duties or change of position of the individuals given this authority.
  - d. Individuals delegated signature authority will use their own signature blocks and titles.
3. All correspondence that directs a change to established policy, states an official non-concurrence, is required by Army Regulation/Federal Statutes or is directed/addressed for Flag or General Officer attention (to include emails) will be forwarded to the Command Group for signature/authentication.
4. Point of contact for this action is the Secretary of the General Staff at (804) 734-1616/0647/1573.

  
DARRELL K. WILLIAMS  
Major General, U.S. Army  
Commanding