



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
BLDG 5518, SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640**

REPLY TO ATTENTION OF

AFRC-RTC-ND

1 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Delegation of Signature Authority

1. Reference AR 25-50, Preparing and Managing Correspondence, dated 17 May 2013.
2. The following personnel are delegated specific signature authority as outline below:
 - a. Deputy Commandant: in the absence of the Commandant, the Deputy Commandant is authorized signature authority for leave approval, risk management worksheets, Warrior Leader Course (WLC) training schedules, DA Form 1059, and routine administrative correspondence.
 - b. First Sergeant: in the absence of the Commandant and Deputy Commandant, the First Sergeant is authorized signature authority for leave approval, risk management worksheets, Warrior Leader Course training schedules, DA Form 1059, and routine administrative correspondence.
 - c. Warrior Leader Course Manager: in the absence of the Commandant and Deputy Commandant, the Course Manager is authorized signature authority for leave approval within the WLC Section, risk management worksheets, DA Form 1059, and routine administrative correspondence.
3. The following personnel are delegated the authority to sign routine administrative correspondence using their official signature block:
 - a. Senior Human Resource NCO
 - b. Training NCO
 - c. Unit Supply Sergeant
 - d. Maintenance NCO
 - e. Section NCOIC
4. Routine administrative correspondence does not include policy matters, command decisions, official recommendations, or tasking actions. This memorandum supersedes all previous

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delegations of signature authority within the NCO Academy. All delegations are subject to periodic review and may be revoked or changed upon written notice or changes of command.

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Commandant