



OFFICE OF THE SUPERINTENDENT  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996-1602

MASP

OCT 27 2022

MEMORANDUM FOR ALL Personnel Assigned to the West Point Military Reservation and Fort Hamilton

SUBJECT: United States Military Academy and West Point Policy Letter #8 – Delegation of Authority

1. All previous delegations of authority not provided for in existing United States Military Academy (USMA) regulations are hereby revoked. The authorities delegated in this memorandum may not be further delegated unless specifically stated.

2. The Dean of the Academic Board, USMA, is hereby delegated:

a. Authority to accept gifts of travel and related expenses for members of the faculty and Dean's staff as well as authority to accept gifts of travel and related expenses for Cadets attending AIADs in accordance with 31 U.S.C. § 1353 as implemented by Army Directive (AD) 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

b. Authority to approve official travel for attendance to private organizational meetings held within the continental United States at Government expense in accordance with Chapter 4, Part J of the Joint Travel Regulation (JTR).

c. Authority to approve tuition agreements.

d. Authority to enter into Cooperative Research and Development Agreements (CRADAs), Education Partnership Agreements (EPAs), and other technology transfer agreements on behalf of USMA. This authority may be delegated in writing to the Associate Dean of Research where the collaborating party is not providing funds or other resources over \$20,000; no further delegation is authorized.

e. Authority to enter into support agreements with Department of Defense (DoD) and DoD Federal activities, in accordance with DoD Instruction (DoDI) 4000.19, when funding is available to pay for the support, provided it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support

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cannot be provided as conveniently or inexpensively by a commercial enterprise, and it does not conflict with any other agency's authority. This authority may be delegated in writing to Department/Directorate Heads serving in the grade of colonel or the civilian equivalent; no further delegation is authorized.

f. Authority to approve conferences hosted by your organizations with costs less than \$100,000. You may not further delegate this authority. Assumption of command authority does not include this delegation. This authority does not extend to conferences with spousal travel at Government expense. Further, you are responsible for coordinating with other departments and agencies within USMA to ensure that the aggregate cost of a single non-DoD-hosted conference does not exceed \$100,000. Although not a limitation on your authority to act on my behalf as indicated, you should inform me before approving a conference that exhibits unusual circumstances or is considered to have particularly high visibility. Conference approvals must comply with all requirements under Army Regulation (AR) 1-50. This delegation of authority is effective when submitted to the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate (SPD), and expires three years from the date of this delegation, unless earlier suspended, revoked, or superseded.

g. Authority to approve USMA Form A2s, Request for Services Contract Approval, for actions within your command. This authority may be delegated in writing to the Vice Dean for Resources for actions not to exceed the Simplified Acquisition Threshold (currently \$250,000); no further delegation is authorized.

h. Authority to accept Qualifying Research Awards as defined in USMA Regulation 150-6, Academy Research (1 July 2020) for all USMA Principal Investigators; no further delegation is authorized.

i. Authority to approve up to 90 days of administrative absence to attend a validated Career Skills Program activity in accordance with paragraph 5-12 of AR 600-8-10, Leaves and Passes (3 June 2020).

3. The Commandant, United States Corps of Cadets (USCC), is hereby delegated:

a. Authority to accept gifts of travel and related expenses for members of USCC in accordance with 31 U.S.C. § 1353 as implemented by AD 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

b. Authority to approve official travel for attendance to private organizational meetings held within the continental United States at Government expense in accordance with Chapter 4, Part J of the JTR.

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c. Authority to downgrade award recommendations for the Meritorious Service Medal and to award Army Commendation Medals and lower awards for personnel assigned or attached to USCC in accordance with Chapter 3 of AR 600-8-22, Military Awards (5 March 2019).

d. Authority to enter into support agreements with DoD and non-DoD Federal activities, in accordance with DoDI 4000.19, when funding is available to pay for the support, provided it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or inexpensively by a commercial enterprise, and it does not conflict with any other agency's authority. This authority may be delegated in writing to Department/Directorate Heads serving in the grade of colonel or the civilian equivalent; no further delegation is authorized.

e. Authority to approve conferences hosted by your organizations with costs less than \$100,000. You may not further delegate this authority. Assumption of command authority does not include this delegation. This authority does not extend to conferences with spousal travel at Government expense. Further, you are responsible for coordinating with other departments and agencies within USMA to ensure that the aggregate cost of a single non-DoD-hosted conference does not exceed \$100,000. Although not a limitation on your authority to act on my behalf as indicated, you should inform me before approving a conference that exhibits unusual circumstances or is considered to have particularly high visibility. Conference approvals must comply with all requirements under AR 1-50. This delegation of authority is effective when submitted to SPD and expires three years from the date of this delegation, unless earlier suspended, revoked, or superseded.

f. Authority to approve USMA Form A2s, Request for Services Contract Approval, for actions within your command. This authority may be delegated in writing to the Deputy Commandant of Cadets for actions not to exceed the Simplified Acquisition Threshold (currently \$250,000); no further delegation is authorized.

g. Signature authority for the personnel actions listed below in accordance with AR 150-1, United States Military Academy (12 January 2021), paragraphs 9-8 and 9-9 and appendix B-12; AR 600-8-10, Leaves and Passes (3 June 2020), paragraph 5-7; AR 635-8, Separation Processing and Documents (17 September 2019), paragraph 5-3; AR 600-8-105, Military Orders (22 March 2019), paragraph 2-7; and AR 614-100, Officer Assignment Policies, Details, and Transfers (3 December 2019), paragraph 1-13. This authority may be further delegated to the S1/Adjutant, USCC. Further delegation is prohibited unless provided for in this memorandum. Signature authority only applies to Cadets (UIC: W1FBA1) and 2LT orders for graduating Cadets (UIC: W6GRAA).

(1) 2LT Orders.

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(2) Graduation Leave Forms.

(3) Cadet Orders.

(4) DD Forms 214. The authority to authenticate DD Forms 214 may be further delegated to individuals assigned within the USCC S1 that meet the minimum grade qualification to authenticate DD 214s pursuant to AR 635-8, paragraph 5-3a.

(5) Discharge Certificates.

h. Authority to approve up to 90 days of administrative absence to attend a validated Career Skills Program activity in accordance with paragraph 5-12 of AR 600-8-10, Leaves and Passes (3 June 2020).

4. The Chief of Staff, USMA, is hereby delegated:

a. Authority to accept gifts of travel and related expenses for members of USMA in accordance with 31 U.S.C. § 1353 as implemented by AD 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

b. Approval authority on financial liability investigations in accordance with AR 735-5, Property Accountability Policies (9 November 2016), for losses not exceeding \$100,000.

c. Appointing authority on financial liability investigations in accordance with AR 735-5, Property Accountability Policies (9 November 2016), for losses exceeding \$100,000.

d. Authority to review and decide formal grievances submitted by civilian employees of USMA in accordance with Article 48 of the current collective bargaining agreement between the American Federation of Government Employees, Local 2367 and USMA; and Article 7 of the current collective bargaining agreement between the International Association of Fire Fighters, Local F-7 and USMA.

e. Authority to sign as the certifying official on the Department of Energy Form 5631.20 (Request for Visit or Access Approval) allowing USMA staff, faculty, and Cadets access to restricted data and Critical Nuclear Weapons Design Information in accordance with DoDI 5210.02, Access to and Dissemination of Restricted Data and Formerly Restricted Data (3 June 2011), and AR 380-5, Army Information Security Program (25 March 2022).

f. Authority to approve official travel for attendance to private organizational

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meetings held within the continental United States at Government expense in accordance with Chapter 4, Part J of the JTR.

g. Authority to enter into support agreements with DoD and non-DoD Federal activities, in accordance with DoDI 4000.19, when funding is available to pay for the support, provided it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or inexpensively by a commercial enterprise, and it does not conflict with any other agency's authority. This authority may be delegated in writing to Department/Directorate Heads serving in the grade of colonel or the civilian equivalent; no further delegation is authorized.

h. Authority to sign publications such as policy memoranda "FOR THE SUPERINTENDENT" in the same manner and circumstances that staff officers exercise this authority under Chapter 6 of AR 25-50, Preparing and Managing Correspondence (10 October 2020).

i. Final approving authority for formal line of duty investigations in accordance with paragraph 1-16a of AR 600-8-4, Line of Duty Policy, Procedures, and Investigations (12 November 2020).

j. Authority to approve USMA Form A2s, Request for Services Contract Approval, for actions not to exceed the Simplified Acquisition Threshold (currently \$250,000).

5. The Commander, U.S. Army Garrison (USAG), West Point, is hereby delegated:

a. Authority to accept gifts of travel and related expenses for members of USMA in accordance with 31 U.S.C. § 1353 as implemented by AD 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

b. Authority to approve environmental documentation requiring installation commander approval in accordance with AR 200-1, Environmental Protection and Enhancement (13 December 2007).

c. Authority to take all actions on matters pertaining to private organizations authorized to operate on West Point in accordance with AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations (12 May 2022), DoDI 1000.15, Private Organizations on DoD Installations (24 October 2008), and the Joint Ethics Regulation.

d. Authority to recommend that the National Headquarters, Army Emergency Relief, declare Army Emergency Relief loans uncollectible in accordance with paragraph 1-12

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of AR 930-4, Army Emergency Relief (5 May 2019).

e. Authority to suspend or curtail operations on the installation, or any part thereof, during duty hours for administrative, public safety, or security reasons due to adverse weather conditions; criminal, anti-terrorist, or other emergent disaster-related events; or other similar circumstances, and to authorize a liberal leave policy for those employees who are not in essential operations in accordance with paragraph 2.a.(2) of DoDI 1400.25, Volume 610, DoD Civilian Personnel Management System: Hours of Duty (28 November 2014).

f. Authority to bar military and civilian personnel from the installation in accordance with 18 U.S.C. § 1382. Circumstances which would warrant a bar include, but are not limited to, the following situations:

(1) Participation on the West Point Military Reservation (WPMR) in picketing, demonstrations, sit-ins, protest marches, political speeches, circulation of petitions for signature, or similar activities in violation of DoD, Army, or USMA regulations, policies, directives, and instructions.

(2) Theft, including shoplifting, and other crimes committed on the WPMR.

(3) A refusal to vacate designated areas, including assigned quarters, on the WPMR, or a re-entry into such areas or quarters, after the effective date of the notice of eviction or termination of quarters.

g. Authority to enter into franchise agreements or delegate another franchising authority for cable television services on the installation in accordance with paragraph 4-7 of AR 25-13, Telecommunications and Unified Capabilities (11 May 2017).

h. Authority to review and approve procedures for conducting risk management in accordance with paragraphs 1-8 and 1-9 of AR 385-63, Range Safety (30 January 2012) and USMA Regulation 350-11, Range and Training Complex Regulation (1 January 2015).

i. Authority to administratively suspend or revoke driving privileges on the installation in accordance with paragraph 2-4 of AR 190-5, Motor Vehicle Traffic Supervision (22 May 2006).

j. Authority to develop, implement, and manage a written Explosives Safety Management Program (ESMP) as an element of the overall safety and occupational health program in accordance with AR 385-10 and DA Pamphlet 385-64. This includes the authority to ensure all facets of the ESMP are adhered to on my behalf, and that all designated individuals appointed under this program fulfill their assigned duties as required therein; this authority may not be further delegated.

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k. Authority to authorize Commissary Privileges in accordance with DoDI 1330.17, DoD Commissary Program (18 June 2014), Enclosure 2, paragraph 5(j): this authority may not be further delegated.

l. Authority to approve or deny Home Based Business applications for the West Point Military Reservation in accordance with AD 2018-29, Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on Army Installations (17 December 2018).

m. Authority to establish an Armed Forces Disciplinary Control Board (AFDCB) to process off-limits establishment/area actions in accordance with AR 190-24, Armed Forces Disciplinary Control Boards (27 July 2006).

n. Authority to establish written guidance on the authority and jurisdiction of Military Police, Department of the Army Civilian Police, and Department of the Army Security Guards, as well as procedures for suspending and withdrawing their law enforcement authority, in accordance with paragraphs 5-2 and 5-3 of AR 190-56, The Army Civilian Police and Security Guard Program (15 March 2013).

o. Authority to establish and approve installation physical security plans and programs in accordance with paragraph 1-24 of AR 190-13, The Army Physical Security Program (27 June 2019).

p. Authority to designate, publish, and enforce restricted areas in accordance with Chapter 6 of AR 190-13, The Army Physical Security Program (27 June 2019).

q. Authority to establish procedures and publish punitive policies that regulate privately owned weapons, explosives, and ammunition in accordance with paragraph 4-5 of AR 190-11, Physical Security of Arms, Ammunition, and Explosives (17 January 2019).

r. Authority to establish an installation access control policy and adjudicate the denial and waiver process, including special event access control, in accordance with Chapter 8 of AR 190-13, The Army Physical Security Program (27 June 2019).

s. Authority to order the initiation of a criminal investigation upon receipt of information of activity of a criminal nature occurring on the installation in accordance with paragraph 4-3 of AR 190-30, Military Police Investigations (1 November 2005), and oversee criminal incident reporting requirements in accordance with paragraph 1-4c of AR 190-45, Law Enforcement Reporting (27 September 2016).

t. Authority to prescribe the duty uniform for all Service members assigned or attached to USAG and its tenant activities in accordance with AR 670-1, Wear and Appearance of Army Uniforms and Insignia (26 January 2021).

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u. Authority to approve up to 90 days of administrative absence to attend a validated Career Skills Program activity in accordance with paragraph 5-12 of AR 600-8-10, Leaves and Passes (3 June 2020).

6. The G1 Adjutant General, USMA, is hereby delegated:

a. Authority to approve requests for retention on active duty for continued medical care or disability processing in accordance with AR 635-200, Active Duty Enlisted Administrative Separations (28 June 2021).

b. Authority to approve administrative absence or leave of absence (formerly known as permissive TDY) requests or excess leave in accordance with paragraphs 5-2 and 5-12 of AR 600-8-10, Leaves and Passes (3 June 2020).

c. Authority to approve or disapprove Army Educational Requirements System (AERS) validations and re-validations in accordance with AR 621-1, Advanced Education Programs and Requirements for Military Personnel (11 December 2019).

7. The Staff Judge Advocate, USMA, is hereby delegated:

a. Authority under Article 25(f), Uniform Code of Military Justice (UCMJ), to excuse up to one-third of detailed court-martial members before the court-martial is assembled in accordance with Rule for Courts-Martial 505 (Manual for Courts-Martial, 2019 Edition).

b. Authority to approve, but not disapprove, the payment of transportation expenses and allowances for civilian witnesses to appear before Article 32 hearings, UCMJ actions, and criminal or civil investigations pursuant to paragraph 5-25 of AR 27-10, Military Justice (20 November 2020).

c. Signature authority for the following matters: referral of court-martial charges; court-martial convening orders; court-martial entries of judgment; correspondence implementing court-martial member selections; confinement orders; notification of appointment as a recoupment investigating officer, misconduct investigating officer, or member of an administrative separation board; and authenticating documents relating to military justice and special actions (e.g., Cadet separation proceedings) pursuant to AR 25-50, Preparing and Managing Correspondence (10 October 2020), and AR 27-10, Military Justice (20 November 2020). This authority may be further delegated by the SJA, in writing, to the Chief of Military Justice, the Legal Administrator, and/or the Senior Paralegal NCO. The authority to sign confinement orders may be further delegated by the SJA, in writing, to all military justice advisors and trial counsel.

d. Authority to accept service of process for civil suits against USMA and the



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Superintendent while functioning within the scope of official duties pursuant to AR 27-40, Litigation (19 September 1994).

e. Authority to determine persons who may be admitted to observe investigative proceedings convened under the provisions of AR 150-1, United States Military Academy (12 January 2021).

8. The G-8/Director, Resource Management, USMA, is hereby delegated:

a. Authority to apply appropriate accounting principles and standards in accordance with the Chief Financial Officers (CFO) Act of 1990.

b. Authority to obligate funds issued to USMA in accordance with Volume 3, DoD Financial Management Regulation (FMR) 7000.14-R and subsequent updates. HQDA and/or the G-8, USMA will issue quarterly, annual, and/or as required fund targets to the Directorates, as approved by USMA leadership. The G-8 will ensure that the amounts of the fund targets are not exceeded.

c. Authority to further distribute USMA funds, to delegate responsibility for fund control within the G-8, and to impose restrictions required to maintain control of such funds. This delegation does not relieve G-8 of responsibility for violations of the Anti-Deficiency Act that result from failure to comply with fund control policies or procedures in accordance with Volumes 1-15, DoD FMR 7000.14-R.

d. Authority to certify G-8 appropriated fund financial reports and schedules in accordance with 31 U.S.C. § 1501 and Volume 3, DoD FMR 7000.14-R.

e. Authority to appoint travel pay certifying officers in accordance with Chapter 33, Volume 5, DoD FMR.

f. Authority to appoint government purchase card certifying officers in accordance with Chapter 5, Volume 5, DoD FMR.

9. The Director of Academy Advancement (DAA), West Point, is delegated the authority to accept any gift valued up to \$20,000 or less made to the United States on the condition that such gift be used for the benefit of USMA in accordance with 10 U.S.C. § 7456 and AR 1-100 (7 February 2019); DAA is responsible for maintaining records on all gifts accepted under this delegation of authority.

10. The Civilian Personnel Officer, West Point, is hereby delegated the authority to act for the Superintendent in the administration of the civilian personnel management program for appropriated and non-appropriated fund activities, in accordance with Civilian Personnel Regionalization Guidance 97-1 (18 December 1996), to include:

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- a. Providing the service and assistance needed to obtain, compensate, use, develop, and retain an effective civilian work force;
- b. Approval of training by, in, or through non-governmental facilities for civilian employees;
- c. Authority to serve as the principal point of contact for labor relations.

11. The Commander, U.S. Army Medical Department Activity (MEDDAC), is hereby delegated authority to accept gifts of travel and related expenses for members of MEDDAC in accordance with 31 U.S.C. § 1353 as implemented by Army Directive (AD) 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

12. The Commander, Dental Health Activity (DENTAC), is hereby delegated authority to accept gifts of travel and related expenses for members of DENTAC in accordance 31 U.S.C. § 1353 as implemented by Army Directive (AD) 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse or other family member travel.

13. The Commander, United States Military Academy Preparatory School (USMAPS), is hereby delegated:

- a. Authority to enter into support agreements with DoD and non-DoD Federal activities, in accordance with DoDI 4000.19, when funding is available to pay for the support, provided it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or inexpensively by a commercial enterprise, and it does not conflict with any other agency's authority.
- b. Authority to approve official travel and TDY travel necessary to accomplish the mission, in accordance with the JTR. This delegation does not include official travel or TDY travel for conference attendance.
- c. Authority to approve all leave and pass requests for personnel assigned or attached to the organization in accordance with AR 600-8-10, Leaves and Passes (3 June 2020).
- d. Authority to impose punishment under the provisions of Article 15, UCMJ, on any USMAPS staff and faculty member; this authority may not be delegated. Authority to impose punishment under the provisions of Article 15, UCMJ, may be delegated to USMAPS Company Tactical Officers/Company Commanders for those

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members of the USMAPS Student Detachment under their command. If so delegated, USMAPS Company Tactical Officers/Company Commanders may impose punishment under the provisions of Article 15, UCMJ, within the limits of company grade authority.

e. Summary Court-Martial Convening Authority over all USMAPS staff and faculty, and members of the USMAPS Student Detachment.

f. Special Court-Martial Convening Authority over all USMAPS staff and faculty, and over all members of the USMAPS Student Detachment. This delegation does not include the authority to refer charges to trial by a special court-martial.

14. The Director of Admissions, West Point, is hereby delegated:

a. Authority to enter into support agreements with DoD and non-DoD Federal activities, in accordance with DoDI 4000.19, when funding is available to pay for the support, provided it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or inexpensively by a commercial enterprise, and it does not conflict with any other agency's authority.

b. Authority to approve official travel and TDY travel necessary to accomplish the mission in accordance with the JTR. This delegation does not include official travel or TDY travel for conference attendance.

c. Authority to grant Cadet Candidates conduct waivers in accordance with paragraph 3-7d of AR 150-1, United States Military Academy (12 January 2021), and AD 2020-29, Appointment and Enlistment Waivers (20 August 2020).

d. Authority to approve all leave and pass requests for personnel assigned to the DAD in accordance with AR 600-8-10, Leaves and Passes (3 June 2020).

15. The Commander, USAG, Fort Hamilton (FHNY), is hereby delegated:

a. Authority to accept gifts of travel and related expenses for members of FHNY in accordance with 31 U.S.C. § 1353 as implemented by Army Directive (AD) 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials (18 January 2017). This delegation does not extend the authority to accept gifts of travel and related expenses for spouse travel or other family member travel.

b. Authority to approve environmental documentation requiring installation commander approval in accordance with AR 200-1, Environmental Protection and Enhancement (13 December 2007).

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c. Authority to take all actions on matters pertaining to private organizations authorized to operate at FHNY in accordance with AR 210-26, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations (12 May 2022), DoDI 1000.15, Private Organizations on DoD Installations (24 October 2008), and the Joint Ethics Regulation.

d. Authority to recommend that National Headquarters, Army Emergency Relief, declare Army Emergency Relief loans uncollectable in accordance with paragraph 1-12 of AR 930-4, Army Emergency Relief (5 May 2019).

e. Authority to suspend or curtail operations on the installation, or any part thereof, during duty hours for administrative, public safety, or security reasons due to adverse weather conditions; criminal, anti-terrorist, or other emergent disaster-related events; or other similar circumstances, and to authorize a liberal leave policy for those employees who are not in essential operations in accordance with paragraph 2.a.(2) of DoDI 1400.25, Volume 610, DoD Civilian Personnel Management System: Hours of Duty (28 November 2014).

f. Authority to bar military and civilian personnel from the installation in accordance with 18 U.S.C. § 1382. Circumstances which would warrant a bar include, but are not limited to, the following situations:

(1) Participation on FHNY in picketing, demonstrations, sit-ins, protest marches, political speeches, circulation of petitions for signature, or similar activities in violation of DoD, Army, or USMA regulations, policies, directives, and instructions.

(2) Theft, including shoplifting, and other crimes committed on FHNY.

(3) A refusal to vacate designated areas, including assigned quarters, on FHNY, or a re-entry into such areas or quarters, after the effective date of the notice of eviction or termination of quarters.

g. Authority to enter into franchise agreements or delegate another franchising authority for cable television services on the installation in accordance with paragraph 4-7 of AR 25-13, Telecommunications and Unified Capabilities (11 May 2017).

h. Authority to review and approve procedures for conducting risk management in accordance with paragraphs 1-8 and 1-9 of AR 385-63, Range Safety (30 January 2012) and USMA Regulation 350-11, Range and Training Complex Regulation (1 January 2015).

i. Authority to administratively suspend or revoke driving privileges on the installation in accordance with paragraph 2-4 of AR 190-5, Motor Vehicle Traffic Supervision (22 May 2006).

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16. All Directorate/Department Heads, or their designated representative serving in the rank of lieutenant colonel or GS-14 and above, are hereby delegated authority to approve all leave and pass requests for personnel assigned or attached to their Directorate/Department in accordance with AR 600-8-10, Leaves and Passes (3 June 2020). This authority may not be used to establish leave and control procedures independent of HHC, USMA Commander's Leave and Pass Policy.

17. Point of contact for this memorandum is the Office of the Staff Judge Advocate, (845) 938-3205.

A handwritten signature in black ink, appearing to read "Steven W. Gilland", is positioned above the printed name and title.

STEVEN W. GILLAND  
Lieutenant General, U.S. Army  
Superintendent