



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATCS-XS

1 0 JAN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

1. This policy letter supersedes memorandum ATCS-XS, subject as above, dated 14 Nov 12. It revises Delegation of Civilian Human Resources (CHR) Authorities, dated 9 Feb 12.

2. TRADOC policy letters.

a. TRADOC policy letters apply to all subordinate activities, schools, centers, and headquarters staff offices. Policy letters:

(1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).

(2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.

(3) Provide an interim forum for publishing policy. Proponents will staff and incorporate the policy in the appropriate TRADOC publication within 6 months after the issuance of the policy letter. Once the policy is published within a TRADOC publication, the policy letter will be rescinded.

b. The Command Group Actions Office, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters is maintained on the TRADOC homepage at <http://www.tradoc.army.mil/SGS/CMDPolicyletters/PolicyLtrsRestr.htm>.

c. Policy letters will remain in effect until superseded or rescinded. Two years after publication proponents will review their policy letters to ensure they are still valid. If revision or rescission is in order, they will submit revision or request for rescission for my approval.

3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels. Delegation of authority memorandums will cite the Army regulation paragraph(s), as appropriate.

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4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) in effect at TRADOC.

5. Point of contact is Command Group Actions Office, Staff Actions Division, DSN 501-5201, (757) 501-5201, usarmy.jble.tradoc.mbx.hq-tradoc-sad@mail.mil.

2 Encls



ROBERT W. CONE
General, U.S. Army
Commanding

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DCG, Initial Military Training

Commandants, TRADOC Schools

Director
Army Capabilities Integration Center
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Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

TRADOC Command Policy Letters

Policy Number	Subject	Proponent	Date
1	TRADOC Policy Letters and Delegations of Authority	CGAO	10 Jan 13
2	Commander's Open Door Policy	SJA	29 Aug 11
3	Ethics Program	SJA	29 Aug 11
4	Promoting Health, Reducing Risk, and Preventing Suicide	Surgeon	29 Aug 11
5	Reasonable Accommodation	EEO	29 Aug 11
6	Equal Employment Opportunity (EEO)	EEO	29 Aug 11
7	Anti-Harassment	EEO	29 Aug 11
8	Equal Opportunity (EO)	EO	29 Aug 11
9	Consideration of Others (CO2) Program	EO	29 Aug 11
10	Civilian Leader Development Program (CLDP)	DCS, G-1/4	29 Aug 11
11	Command Supply Discipline Program (CSDP)	DCS, G-1/4	29 Aug 11
12	Unauthorized Commitments	DCS, G-8	29 Aug 11
13	Fair Labor Standards Act (FLSA) Responsibilities	DCS, G-1/4	29 Aug 11
14	TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities	INCOPD	29 Aug 11
15	Basic Allowance for Subsistence (BAS) Meal Collections	DCS, G-1/4	29 Aug 11
16	Foreign Military Personnel Award Recommendations	DCS, G-1/4	29 Aug 11
17	Guidance on TRADOC-Sponsored Conferences - Update	DCS, G-3/5/7	9 Aug 12
18	Establishment and Management of Temporary Committees	DCS, G-3/5/7	1 Mar 12
19	The Total Army Sponsorship Program (TASP)	DCS, G-1/4	26 Jan 12
20	Civilian Health and Resiliency	DCS, G-1/4	2 Apr 12
21	Acquisition of Training Aids, Devices, Simulators and Simulations (TADSS) and Gaming for Training	CAC	14 Aug 12

Encl 1

TRADOC Delegations of Authority

Subject	Proponent	Effective Date
Delegation of Approval Authority for Fort Benning Command Exhibition Parachute Demonstration Team Performances	PAO	29 Aug 11
Delegation of Approval Authority for Premium-Class (Less than First-Class) Travel	DCS, G-1/4	29 Aug 11
Delegation of Authorities for the Defense Civilian Intelligence Personnel System (DCIPS)	DCS, G-1/4	29 Aug 11
Delegation of Authority and Responsibility for Continuity of Operations Program (COOP) Oversight	DCS, G-3/5/7	29 Aug 11
Delegation of Authority for Aviation-Related Waivers	DCS, G-3/5/7	29 Aug 11
Delegation of Authority for Superior Qualification Appointments (SQA)	DCS, G-1/4	29 Aug 11
Delegation of Authority to Accept Gifts to Individuals	SJA	29 Aug 11
Delegation of Authority to Act as Initial Denial Authority (IDA) for Freedom of Information Act (FOIA) and Privacy Act Requests	DCS, G-6	29 Aug 11
Delegation of Authority to Approve Attendance of Military and Civilian Personnel at Non-Federal Entity (NFE) Meetings	SJA	29 Aug 11
Delegation of Authority to Approve or Disapprove Accompanying Spouse Travel	DCS, G-1/4	29 Aug 11
Delegation of Authority to Approve Professional Liability Insurance (PLI) Reimbursement Requests	DCS, G-1/4	29 Aug 11
Delegation of Authority to Approve U.S. Army Awards of Meritorious Service Medal and Below	DCS, G-1/4	29 Aug 11
Delegation of Authority, Administrative Control of Funds	DCS, G-8	29 Aug 11
Delegation of Authority, Certification of Annual Financial Report	DCS, G-8	29 Aug 11
Delegation of Authority, TRADOC Accident Investigation Reporting	Safety	29 Aug 11
Delegation of Award Approval Authority to Award Defense Decorations	DCS, G-1/4	29 Aug 11
Delegation of Conference Approval Authority	DCS, G-3/5/7	31 Oct 11

Encl 2

Delegation of Authority to Disapprove and Downgrade Military Awards	DCS, G-1/4	18 Jan 12
Delegation of Authority to Approve the Expenditure of Appropriated Funds for the George C. Marshall Award	DCS, G-1/4	27 Jan 12
Delegation of Authority to Approve the Expenditure of Appropriated Funds for Military Awards	SJA	1 Mar 12
Delegation of Approval/Disapproval Authority of Inspector General Reports	IG	5 Jun 12
Delegation of Article 15 Authority	SJA	5 Jun 12
Delegation of Authority to Approve Permissive Parachute Jumping	DCS, G-1/4	25 Oct 12
Delegation of Authority to Approve the Expenditure of Appropriated Funds for Trophies and Similar Devices	DCS, G-1/4	31 Oct 12
Delegation of Civilian Human Resources (CHR) Authorities	DCS, G-1/4	8 Jan 13