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

7 DEC 2016

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 15 Nov 2016. It removes the Delegation of Authority to Approve the Superior Civilian Service Award, the Commander's Award for Civilian Service, the Achievement Medal for Civilian Service, and the Certificate of Appreciation for Patriotic Civilian Service dated 16 Feb 2016. This delegation became obsolete on 31 Oct 16 when the ASA(M&RA)'s award delegation authority expired.

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 Once the policy is published within a TRADOC publication, the policy letter will be rescinded.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 Secretary of the General Staff, 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c. Policy letters will remain in effect until superseded or rescinded.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.

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

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

2 Encls

DAVID G. PERKINS
General, U.S. Army
Commanding

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U.S. Army Combined Arms Center
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Commandants, TRADOC Schools

Director
Army Capabilities Integration Center
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Rapid Equipping Force

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	SGS	15 Nov 16
2	Commander's Open Door Policy	SJA	21 Apr 14
3	Ethics Program	SJA	21 Apr 14
4	Promoting Health, Reducing Risk, and Preventing Suicide	Surgeon	21 Apr 14
5	Reasonable Accommodation	EEO	21 Apr 14
6	Equal Employment Opportunity (EEO)	EEO	21 Jun 16
7	Anti-Harassment	EEO	29 Jun 16
8	Equal Opportunity (EO)	EO	12 Nov 15
9	Civilian Leader Development Program (CLDP)	DCS, G-1/4	10 Apr 15
10	Command Supply Discipline Program (CSDP)	DCS, G-1/4	20 Jul 16
11	Unauthorized Commitments	DCS, G-8	21 Apr 14
12	Fair Labor Standards Act (FLSA)	DCS, G-1/4	20 Jun 14
13	TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities	INCOPD	21 Apr 14
14	Basic Allowance for Subsistence (BAS) Meal Collections	DCS, G-1/4	21 Apr 14
15	Foreign Military Personnel Award Recommendations	DCS, G-1/4	12 Nov 15
16	TRADOC Conference and Competition Event Policy	DCS, G-3/5/7	15 Aug 16
17	Establishment and Management of Temporary Committees	DCS, G-3/5/7	21 Apr 14
18	The Total Army Sponsorship Program (TASP)	DCS, G-1/4	21 Apr 14
19	Civilian Health and Resiliency	DCS, G-1/4	3 Jun 14
20	Acquisition of Training Aids, Devices, Simulators and Simulations (TADSS) and Gaming for Training	CAC	21 Apr 14
21	TRADOC Guidance on American Council on Education (ACE) Evaluations of Proponents Military Training Programs	INCOPD	21 Apr 14
22	Guidance on Explosive Safety Management Program (ESMP)	Safety	21 Apr 14
23	Sexual Harassment/Assault Response and Prevention (SHARP)	EEO	15 Jul 16
24	Soldier Transition Timeline	DCS, G-1/4	21 Apr 14
25	Commander's Safety Statement	Safety	3 Jun 14
26	Knowledge Management-Process Improvement (KM-PI)	CKO	4 Aug 14
27	TRADOC Family Readiness Program	DCS, G-1/4	2 Dec 15
28	Implementation of Approved AR 15-6 Investigation Recommendations	DCS, G-1/4	19 Dec 14

Encl 1

29	Security Cooperation Engagements	ARCIC	26 May 15
30	TRADOC Intelligence Oversight (IO) Policy	DCS, G-2	22 Jun 15
31	Command Retention Guidance Program	DCS, G-1/4	23 Nov 15
32	Alternative Dispute Resolution	DCS, G-1/4	12 Sep 16

TRADOC Delegations of Authority

Subject	Proponent	Effective Date
Delegation of Approval/Disapproval Authority of Inspector General Reports	IG	21 Apr 14
Delegation of Article 15 Authority	SJA	21 Apr 14
Delegation of Authority and Responsibility for Continuity of Operations Program (COOP) Oversight	DCS, G-3/5/7	21 Apr 14
Delegation of Approval Authority for Other than Economy/Coach Accommodations (Business Travel)	DCS, G-1/4	21 Apr 14
Delegation of Authority to Approve or Disapprove Accompanying Spouse Travel	DCS, G-1/4	21 Apr 14
Delegation of Authority for Aviation-Related Waivers	DCS, G-3/5/7	21 Apr 14
Delegation of Authority, Administrative Control of Funds	DCS, G-8	21 Apr 14
Delegation of Authority, Certification of Annual Financial Report	DCS, G-8	21 Apr 14
Delegation of Authority, TRADOC Accident Investigation Reporting	Safety	20 Aug 14
Delegation of Authority to Approve the Expenditure of Appropriated Funds for the George C. Marshall Award	DCS, G-1/4	21 Apr 14
Delegation of Authority to Approve the Expenditure of Appropriated Funds for Military Awards	SJA	21 Apr 14
Delegation of Authority to Act as Initial Denial Authority (IDA) for Freedom of Information Act (FOIA) and Privacy Act Requests	DCS, G-6	21 Apr 14
Delegation of Authority to Approve Permissive Parachute Jumping	DCS, G-1/4	21 Apr 14
Delegation of Authority to Approve the Expenditure of Appropriated Funds for Trophies and Similar Devices	DCS, G-1/4	21 Apr 14
Delegation of Authorities for the Defense Civilian Intelligence Personnel System (DCIPS)	DCS, G-1/4	21 Apr 14
Delegation of Authority for Removal of UH-60 Seats for MCoE Programs of Instruction (POIs) and Training Events	DCS, G-3/5/7	7 May 14
Delegation of Authority to Approve Overtime and Compensatory Time	DCS, G-1/4	17 Jun 14

Encl 2

Delegation of Authority and Responsibility to Approve Controlled Unclassified Information (CUI) Delegation of Disclosure Authority Letters (DDLs) and to Appoint HQ TRADOC Foreign Disclosure Representatives (FDRs)	DCS, G-2	27 Jun 14
Delegation of Waiver and Removal Authority for Currently Serving Active Army and U.S. Army Reserve Recruiters, Drill Sergeants, and TRADOC Advanced Individual Training (AIT) Platoon Sergeants	DCS, G-1/4	16 Sep 14
Delegation of Authority to Approve the Outstanding Civilian Service Award	DCS, G-1/4	19 Dec 14
Delegation of Authority to Approve U.S. Army Awards of Meritorious Service Medal and Below	DCS, G-1/4	12 Nov 15
Delegation of Civilian Human Resources Authorities, Version 02-2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #22	DCS, G-1/4	29 Jun 16
Delegation of Authority to Accept Gifts to the Army for the Benefit of the U.S. Army Command and General Staff College	DCS, G-1/4	29 Oct 15
Delegation of Award Approval Authority to Award Defense Decorations	DCS, G-1/4	12 Nov 15
Delegation of Authority to Attend Morale, Welfare and Recreation board of Directors Meeting and Vote in Commanding General's Absence	DCS, G-1/4	16 Feb 16
Delegation of Authority to Disapprove and Downgrade Military Awards	DCS, G-1/4	13 Apr 16
Delegation of Superior Qualification Appointments	DCS, G-1/4	21 Jun 16
Delegation of Authority to Approve Conferences	DCS, G-3/5/7	15 Aug 16
Delegation of Exception to Policy Disapproval Authority for Career Recruiters	DCS, G-1/4	12 Sep 16
Delegation of Authority to Approve Acquisition Requirements with an Estimated Value Equal to or Greater Than $10M	DCS, G-8	28 Oct 16
Delegation of Authority to Award Defense Decorations for Air Land Sea Application	DSC G-1/4	10 Nov 16