MEMORANDUM FOR PERFORMANCE IMPROVEMENT OFFICER / DIRECTOR OF ADMINISTRATION AND MANAGEMENT

SUBJECT: Delegation of DoD Issuance Coordination Authority

The authority to sign the DD Form 818 for the [OSD Component head] in the coordination of Department of Defense issuances is hereby delegated to [position]. This designee can act on my behalf to concur or concur with comment on items of a routine matter. I will continue to give my personal attention, as the situation warrants, to nonconcurrences. [If you wish this position to be able to nonconcur on issuances, remove the final two sentences.]

[If appropriate; if not, remove this paragraph.] This designee is also authorized to place [OSD Component] issuances into formal coordination by signing the DD Form 106 on my behalf.

This delegation is effective immediately.

Signed by OSD Component’s Principal Staff Assistant or Deputy [cannot be signed below this level]

cc:

WHS/ESD