



DEPARTMENT OF THE ARMY
Headquarters, Landstuhl Dental Activity
CMR 402
APO AE 09180

REPLY TO
ATTENTION OF:

MCDS-EUL

22 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

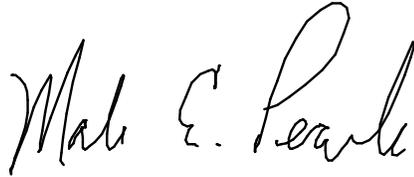
SUBJECT: Landstuhl Dental Activity (L-DENTAC) Policy Letter 04-14, Authority to sign LN Notice of Termination or Change of Employment Condition Letters

1. Only specifically designated management officials and persons acting in that capacity during their absence are authorized to sign LN notice of termination letters and change in employment condition notices.
2. Personnel in charge during the absence of the management official authorized to sign LN notice letters will sign as "Acting." There will be no signatures "FOR THE COMMANDER" or simply 'FOR'.
3. Time sensitive notice letters, e.g. extraordinary notice, will be hand carried and will receive top priority attention by all management officials involved.
4. The delegation of authority to sign LN notice letters to select management officials will not absolve the initiating supervisors from their responsibility for the correctness and legality of the action.
5. Supervisors will be responsible for informing all LN employees under their control of who is authorized to sign their notice letters. As a minimum, the following steps will be taken:
 - a. Posting of an English and German copy of the policy on all bulletin boards.
 - b. Informing all LN employees of who is authorized to sign their notice letters at the next personnel meeting, e.g. staff meeting, safety meeting. Repeat this notification at least once a year at personnel meetings.

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Letters Policy Letter 04-14

6. The servicing Civilian Personnel Office will review all notice letters prior to issuance to assure that an authorized management official has signed the letter and that other procedural requirements are met.

A handwritten signature in black ink, reading "Mark E. Peacock". The signature is written in a cursive style with a large, looped initial "M".

MARK E. PEACOCK
Colonel, Dental Corps
Commanding