

## MILPERSMAN 1320-040

### REQUIRED SIGNATURES ON PERMANENT CHANGE OF STATION (PCS) ORDERS WRITTEN IN THE FIELD

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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#### 1. Policy

a. Orders, extensions, or modifications thereof in letter form originated and written in the field shall be signed only by the commanding officer (CO) of the command authorized to issue orders, or by a subordinate to whom the CO has specifically delegated, in writing, such authority. When signed by a subordinate, the words "by direction of the (command title)" shall appear after the title of the office of the subordinate. The delegation of signature authority by the CO does not relieve the accountable officer of liability for funds expended under that authority.

b. Letter orders to officers written in the field that quote or reference a letter directive, or message orders issued by Chief of Naval Personnel (CHNAVPERS) or by a field command authorized to initiate orders, are competent orders and may be signed "by direction" by a subordinate specifically designated by the CO or officer in charge (OIC).