

## **Sign Your Name With Blue Ink**

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Many people come to the legal assistance office and are surprised when I ask them to sign legal documents in blue ink. The senior Soldiers are even more skeptical as they have been told throughout their Army careers to sign in black ink. Army Regulation 25-50, *Preparing and Managing Correspondence*, prescribes Army policies, procedures, and standard formats for preparing and processing Army correspondence. Paragraph 1-21 states: "Use black or blue ink to sign communications. Black ink will be used to stamp dates and signature blocks."

It should be clear from the reference above that you may use blue ink to sign communications, but informing Army Soldiers and employees of this rule is only part of the purpose of this message; the real purpose is to advocate for signing with blue ink.

Even before I became part of the over 40 club, I sometimes had a difficult time distinguishing a copy from an original. I blame this not on my eyes, but on the high quality copy machines that we are provided. Although sometimes a copy will suffice, many organizations require original documents. I recommend making it easy on yourself and others in distinguishing copies from originals by signing in blue ink. You may even want to keep a copy of this article on you so you can help get the word out to other offices throughout the Army.

The Torii Station Legal Assistance Office is located in Room 219, Building 218 (across the street from the Post Office). You don't have to bring a blue pen; we will provide one for you.

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