U.S. ARMY OKINAWA

TORII STATION

LEGAL ASSISTANCE

• 652-4332 / 4742 • BUILDING 218, ROOM 220 •

SIGN YOUR LEGAL DOCUMENTS WITH BLUE INK

Many Soldiers are no longer surprised when the legal assistance office asks them to sign in blue ink. We have been asking them to do it for years. I recommend signing all of your documents in blue ink.

For many years Soldiers have been told to sign using 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 is clear that the Army's Correspondence regulation allows you to use **blue** ink to sign communications. Informing Army Soldiers and civilian employees of this rule is only part of the purpose of this message; the real purpose is to advocate for signing with **blue** ink.

It is hard not to notice that our high-quality copy machines make it difficult to distinguish a copy from an original. Although in some cases a copy will suffice, many organizations require original documents. I recommend using **blue** ink to make it easier on yourself and others to distinguish copies from originals.

The Torii Station Legal Assistance Office is located in Building 218, Room 220
(across the street from the Torii Station Post Office).
*You don't have to bring a **blue** pen; we will provide one for you.*