

**INTEGRATED AIR AND MISSILE DEFENCE
CENTRE OF EXCELLENCE**

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IAMD COE DIRECTIVE (DIR) 15-01

IAMD COE OFFICIAL STAMP

REFERENCES: A. IAMD COE Operational MOU
B. IAMD COE Functional MOU
C. Concept of the IAMD COE
D. IAMD COE DIR 35-01 Preparation of Correspondence
E. IAMD COE DIR 15-01 Official Seals

1. Status

This is a Directive's Revision 1 and supersedes IAMD COE Directive 15-01 (Official Seals) dated 17 August 2020.

2. Purpose

~~To state the policies, responsibilities and procedures, governing the administration and IAMD COE official seals use.~~ **The purpose of this document is to revise the existing Directive regarding the official seals of the Centre and to establish the official stamp of the IAMD Centre of Excellence.**

3. Applicability

This Directive applies to ~~the IAMD COE Staff~~ **outgoing documentation from or by the Centre.**

4. Publication Updates

Updates are authorized when approved by the ~~SC~~ **Steering Committee.**

5. Proponent

The proponent of this Directive is Director.

6. Officer of Primary Responsibility

Officer of Primary Responsibility is LEGAD.

FOR THE IAMD COE:

B. Gen (OF-6) Nikolaos KOKKONIS GRC (AF)
IAMD COE Director

DISTRIBUTION

Internal:

IAMD COE Staff (via NU Intranet e-Library)

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1. Policy.

1.1 ~~The IAMD COE Registry Assistant will be the appointed "IAMD COE Seal Custodian". The IAMD COE Security Officer is the designated alternate Seal Custodian.~~ IAMD COE's official stamp is the original stamp of the organization.

1.2 ~~The IAMD COE seals will be used for IAMD COE National and International official business.~~ IAMD COE establishes the official stamp in order to execute its documentation under seal.

1.3 Granted authority to IAMD COE's Director to issue a respective Standard Operating Instructions (SOI), clarifying all further details needed and any other relevant issues arising.

~~2. Responsibilities:~~

~~2.1 The Registry Assistant will assume the responsibilities for safeguarding the IAMD COE seals and will store them in accordance with the regulations stated in Reference.~~

~~2.2 The dedicated alternates will keep the seals in their personal custody or locked in an approved container. Under no circumstances will they be passed to a third party for use. Seal custodians will ensure that only official documents are sealed.~~

2. Details.

2.1 The IAMD COE's official stamp comes out in physical and digital form. The digital form of the stamp is the electronic signature attached in a digital document (e.g pdf) securing and certifying the signatory's intent to be bound by the terms of the signed document.

2.2 The use of the IAMD COE's official stamp will be specified in the Centre's SOI. In indicative terms, the official stamp will be used in:

2.2.1 NATO Travel Orders;

2.2.2 Proof of Payments and Centre's Invoices;

2.2.3 Tax Exemption Certificates;

2.2.4 Technical Arrangements and Agreements.

2.3 The number of the stamps in physical form will be specified in the respective SOI.

2.4 The authorized users of IAMD COE's official stamp will be defined in the respective SOI.

2.5 Official stamp's pattern as depicted below:



2.6 The stamp consists of two concentric circles. The diameter of the outer circle is 4cm.

2.7 Inscribed along the outer cycle of the IAMDCOE's official stamp is the wording "INTEGRATED AIR & MISSILE DEFENCE CENTRE OF EXCELLENCE".

2.8 The inner part of the stamp features the IAMDCOE's logo, the NATO emblem, a missile and a fighter aircraft crossing each other.

2.9 Inscribed in the inner cycle of the IAMDCOE's official stamp is the logo the Centre "ACT KNOWING".

2.10 The colour of the official stamp is blue.

~~3. Procedures.~~

~~3.1. Authenticating official business: documents originated by NATO / SACT/ SHAPE or the IAMDCOE.~~

~~3.1.1 The Registry Assistant or designated alternate will authenticate all official documents within the IAMDCOE.~~

~~3.1.2 The Security Officer will authenticate all Visitor Notifications, Status Certificates and Security Clearances.~~

~~3.1.3 The Registry Assistant will authenticate all IAMDCOE Travel Orders.~~

~~3.1.4 The Registry Assistant will authenticate all official Courier Mail with the IAMDCOE Seal and Courier Certificates. The Registry Assistant also authenticates all classified documents with impress seals if necessary.~~

~~3.2 During absences of seal holders (due, for example, to illness or leave, all seals must be handed over to the Security Officer.~~