



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-C

09 FEB 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Civilian Human Resources (CHR) Authorities

1. Reference memorandum, ASA (M&RA), SAMR, 15 Dec 11, subject: Delegation of Civilian Human Resources Authorities, Version 03-2011, effective December 14, 2011: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation Number 28, *Authority to Approve Lump Sum Severance Payments to Eligible Employees*; Delegation Number 29, *Authority to Authenticate Personnel Actions*; and Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011* (enclosed).
2. Reference memorandum and accompanying matrix updates or otherwise modifies delegations of civilian human resources authorities. Delegations 1-27 are reaffirmed, while delegations 28-30 have been added. Delegations 1-28 and 30 are delegated to the Army commands, while delegation 29 (Authority to Authenticate Personnel Actions) has been delegated to the Director, CHRA. No further delegation is required for #29.
3. This memorandum delegates CHR authorities (1-28 and 30) listed in the enclosed matrix to the following:
 - a. TRADOC Deputy Commanding General/Chief of Staff.
 - b. TRADOC Deputy Chief of Staff.
 - c. Major subordinate organization commanders.
 - d. Centers of Excellence commanders.
 - e. TRADOC school commandants.
 - f. Commanders/directors of special activities who report directly to HQ TRADOC.
 - g. TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices.
4. The CHR authorities may be further delegated consistent with the restrictions reflected in the matrix. The authorities may not be delegated lower than O-6, GS-15, or

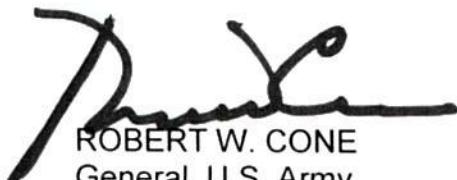
ATBO-C

SUBJECT: Delegation of Civilian Human Resources (CHR) Authorities

equivalent level. However, all delegations should include consideration of financial responsibilities and processes within your command.

5. These delegations are effective immediately and expire on 30 September 2013, unless earlier suspended, revoked, or superseded. Previous CHR delegation, dated 1 Jun 11, is hereby superseded.
6. Local labor relations obligations must be met prior to implementation.

Encl



ROBERT W. CONE
General, U.S. Army
Commanding

DISTRIBUTION:

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U.S. Army Combined Arms Center
U.S. Army Cadet Command
U.S. Army Recruiting Command
Centers of Excellence
Asymmetrical Warfare Group

DCG, Initial Military Training

Commandants, TRADOC Schools

Director
Army Capabilities Integration Center
U.S. Army TRADOC Analysis Center
U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

CF:
CPACs (w/encl)



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR

15 DEC 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2011, effective December 14, 2011; Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation Number 28, *Authority to Approve Lump Sum Severance Payments to Eligible Employees*; Delegation Number 29, *Authority to Authenticate Personnel Actions*; and Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011*

1. References:
 - a. 10 U.S.C. 3016(b)(2).
 - b. Headquarters, Department of the Army General Orders No. 3, *Assignment of Functions and Responsibilities Within Headquarters, Department of the Army*, dated July 9, 2002.
 - c. Delegation of Civilian Human Resources Authorities – Version 02-2011, dated July 1, 2011, SAMR-CQ (hereby rescinded).
 - d. Civilian Human Resources Authority Delegation Number 28, *Authority to Approve Lump Sum Severance Payments to Eligible Employees*, dated September 20, 2011.
 - e. Civilian Human Resources Authority Delegation Number 29, *Authority to Authenticate Personnel Actions*, dated September 29, 2011.
 - f. Civilian Human Resources Authority Delegation Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011* dated December 6, 2011.
2. As I update or otherwise modify my delegations of civilian human resources authorities, I will execute, publish and transmit them to you in sequentially numbered versions of this memorandum and its accompanying matrix. Each successive version of these documents will republish all delegations that remain in force and will rescind all prior versions of those delegations. It is incumbent on you to ensure that you are exercising any authority that I may delegate to you in accordance with the most current version of these documents. This memorandum and the enclosec matrix comprise the third and most current version of my delegations of civilian human resources authorities.

Enc 1

SAMR

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2011, effective December 14, 2011; Revision to Delegation of Civilian Human Resources Authorities Matrix and ~~Execution, Publication and Transmission of Delegation Number 28, Authority to Approve Lump Sum Severance Payments to Eligible Employees.~~ Delegation Number 29, *Authority to Authenticate Personnel Actions;* and Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011*

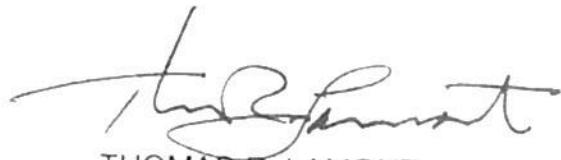
3. Through this memorandum and its accompanying matrix, I hereby reaffirm Civilian Human Resources Authorities Delegations Numbers 1-27 and issue Civilian Human Resources Authority Delegation Number 28, *Authority to Approve Lump Sum Severance Payments to Eligible Employees* (reference 1d); Delegation Number 29, *Authority to Authenticate Personnel Actions* (reference 1e); and Delegation Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011* (reference 1f). The authorities set forth in Delegations Numbers 1-28 and Delegation Number 30 are delegated to commanders of Army Commands, Army Service Component Commands, Direct Reporting Units and the Administrative Assistant to the Secretary of the Army and Delegation Number 29 is delegated to the Director of CHRA, as specified in the enclosed matrix dated 14 December 2011. For purposes of these delegations, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies and Staff Support Agencies not specifically named as delegates fall under the purview of the Administrative Assistant to the Secretary of the Army. These delegations are effective immediately and expire as stated in the accompanying matrix, unless earlier suspended, revoked or superseded by me.
4. This memorandum rescinds Delegation of Civilian Human Resources Authorities – Version 02-2011 (reference 1c), and its accompanying matrix. Existing instructions and guidance issued by the Assistant G-1 for Civilian Personnel remain in effect unless expressly modified or rescinded. Additionally, I hereby authorize and direct the Assistant G-1 for Civilian Personnel to continue to issue and update implementing guidance and instructions pertaining to these civilian human resources authorities as may be necessitated by changes in rule, law, regulation or guidance issued by superior authority.
5. As to all delegations set forth in the accompanying matrix, unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, a delegate may further delegate authority in writing to other Department of Army officials as provided in the relevant portion of the accompanying matrix. Further delegation may be expressly restricted or conditioned, but will be effective only when it is in writing, signed by the official delegating the authority and has been determined not to be legally objectionable upon review by legal counsel. I will hold the delegates identified in the accompanying matrix responsible for any and all actions taken pursuant to these

SAMR

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delegations or any further delegations thereof. Should conditions warrant, responsible officials should suspend the use of and/or rescind further delegation of the authority, as appropriate.

6. This memorandum and its accompanying matrix are not a complete compilation of personnel authorities I have delegated or will delegate; certain such authorities have been or will be delegated separately.
7. To the extent this memorandum or the accompanying matrix impacts employees' conditions of employment, activities are reminded to meet their collective bargaining obligations in its implementation.



THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

Encl
as

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
CIVILIAN HR DIRECTORS

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EIGHTH U.S. ARMY
(CONT)

SAMR

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2011, effective December 14, 2011; Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation Number 28, *Authority to Approve Lump Sum Severance Payments to Eligible Employees*; Delegation Number 29, *Authority to Authenticate Personnel Actions*; and Number 30, *Increased Annual Premium Pay Limitations for Calendar Year (CY) 2011*

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SUPERINTENDENT, UNITED STATES MILITARY ACADEMY
DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER
DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY

CF:

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP
OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-CQ
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
1	<p><i>Recruitment, Relocation and Retention (3Rs) and Enhanced Retention Incentives</i></p> <p>Authority to approve payment of recruitment, relocation, retention and enhanced retention incentives to attract, retain and relocate employees with critical skills in support of mission requirements</p>	<p>DoDI 1400.25, Vol 575, Dec 1996, administratively reissued April 6, 2009, subj: DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials [Delegates authority to Heads of DoD Components with the authority to further delegate]</p> <p>OUSD (P&R) Memo, Sep 21, 2006, subj: Implementation of Recruitment, Relocation, and Retention Incentives [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>OUSD (P&R) Memo, Feb 5, 2008, subj: Implementation of Enhanced Retention Incentives Authorities [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army* Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority.</p> <p>Authority does not include incentives for Senior Executive Service, Senior Level and Scientific or Professional positions (or the equivalent).</p> <p>The Deputy Chief of Staff G-1 (DCS, G-1) will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the Assistant G-1 for Civilian Personnel (AG-1(CP)) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	<p>See DAPE-CPZ Memo dated March 25, 2010, subj: Re-delegation of Authority--Recruitment, Relocation, Retention and Enhanced Retention Incentives, http://cpol.army.mil/library/benefits/2010-0325-3r-del.html</p> <p>AG-1(CP) will monitor compliance and plan accomplishment, and will complete and submit to ASA(M&RA) an annual review of the use of these incentives to identify best practices for Secretary of the Army and to maximize the budget conscious, efficient, effective use of both individual and group incentives to meet staffing requirements.</p> <p>Annual report required through CPMS to OPM on the use of the 3Rs incentives.</p> <p>Delegates are required</p>

- * For purposes of this delegation, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, and Staff Support Agencies not specifically named as delegates of the described authority fall under the purview of the Administrative Assistant to the Secretary of the Army

Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Recruitment, Relocation, Retention and Enhanced Retention Incentives [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] Supersedes: ASA(M&RA) Memo, Mar 25, 2010, subj: Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives				to establish plans for utilizing these incentives, provisions to monitor the use and effectiveness of these incentives, and plans for further delegations. Plans will be maintained by the AG-1(CP) for review for compliance with DoD implementing policies.	See DAPE-CPZ Memo dated 25 August 2010, subj: Expedited Hiring Authority (EHA) Delegation and Reporting Instructions for Healthcare Professional Positions. http://cool.army.mil/library/staff/2010-0825-dcosq1.html
2	Expedited Hiring Authority (EHA) to Appoint Highly Qualified Persons to Shortage Category Health Care Professional Positions Authority to appoint highly qualified individuals to healthcare professional positions in the	OUSD (P&R) Memo, Sep 30, 2009, subj: Delegation of Authority under Section 1599c of Title 10, United States Code (U.S.C.) [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Expedited Hiring Authority to Appoint Highly Qualified	Sep 30, 2012	Administrative Assistant to the Secretary of the Army Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to Department of the Army officials. Request for designation of additional health care professional occupations as shortage category positions must be submitted thru the Office of The Surgeon General to AG-1(CP) for OSD approval. The DCS, G-1 will issue	AG-1(CP) will submit to CPMS a description of recruitment initiatives

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	shortage categories designated by the Department of Defense	Persons to Shortage Category Health Care Professional Positions [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] Supersedes: ASA(M&RA) Memo, Mar 3, 2010, subj: Delegation of Authority of Expedited Hiring Authority to Appoint Highly Qualified Persons to Shortage Category Health-care Professional Positions			additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	that will be undertaken to solicit the medical talent needed and the strategies implemented to reduce recruitment timelines. In addition, AG-1(CP) will identify the number of employees hired under this authority, their race, gender, age, veteran's status, use of incentives (e.g., recruitment, relocation or student loan repayment), effectiveness of authority documentation to support continued use of the authority, and the number of non-selected compensable preference eligibles with a disability of 30% or more.
3	<i>Increased Annual Premium Pay Limit CY 2010</i> Authority to determine eligibility of civilian employees for the	OUSD (P&R) Memo, 22 Mar 2010, subj: Increased Annual Premium Pay Limitation [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to managerial and	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands;	Authority may be further delegated in writing to other Department of the Army officials, but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue	See DAPE-CPZ Memo dated 30 July 2010, subj - Increased Annual Premium Pay Limitation for Calendar Year 2010 for Eligible Employees Assigned to Iraq and /or Afghanistan.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Increased annual premium pay limitation for Calendar Year 2010	supervisory levels deemed appropriate] Secretary of the Army Memo, 23 Jul 2010, subj: Delegation of Authority— Increased Annual Premium Pay Limitation for Calendar Year (CY) 2010 [Delegates authority to the ASA(M&RA) with authority to further delegate in writing to a level no lower than activity commander or civilian head of an activity]		- Army Service Component Commands; and - Direct Reporting Units	additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	http://cpol.army.mil/library/benefits/2010-0730-DAPE-CPZ.html . A list of those employees by Commands or Activity Heads to whom the increased annual premium pay limitation for CY 2010 was eligible and applied will be submitted to ASA (M&RA) after the close of the calendar year.
4	Direct Hire Authority (DHA) for Scientific & Engineering Positions at Demo Labs	Authority to appoint qualified candidates with advanced	OUSD (P&R) Memo, Dec 16, 2008, subj: Redelegation of Authority under Section 1108 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 [Delegates authority to Secretaries of Military Departments with	Sep 30, 2013	Commanders of: - U.S. Army Materiel Command, - U.S. Army Medical Command; and - U.S. Army Corps of	Authority may be further delegated in writing to other Department of the Army officials, but not lower than the activity commander or activity head. The DCS, G-1 will issue additional instructions and

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	degrees to scientific and engineering positions within personnel demonstration laboratories identified in section 9902(c)(2) of title 5, United States Code, without regard to the provisions of subchapter I of chapter 33 of title 5, United States Code.	authority to further delegate in writing] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Direct Hire Authority for Scientific and Engineering Positions Within Personnel Demonstration Laboratories [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]		Engineers	procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	Laboratories. http://cpol.army.mil/library/staff/2009-0616-dcosq1.html AG-1(CP) will identify the number of scientific and engineering positions encumbered as of the close of the fiscal year and each quarter provide the number of appointments made using the authority, number of veterans appointed under the authority, the number of declinations and the reason for each declination, and a narrative describing the difficulties encountered and the effectiveness of the authority in meeting Army hiring needs. In addition, AG-1(CP) will provide any best practices that were established in conjunction with the use of this authority.
5	Employment of	DoDI 1400.25, Vol 300, Dec	Sep 30, 2013	Administrative	Authority may be further	AG-1(CP) to provide

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	<i>Annuitants in Positions GS-15 and Below (or Equivalent)</i> Authority to approve employment of annuitants in positions of GS-15 and below (or equivalent)	10, 2008, subj: DoD Civilian Personnel Management System; Employment of Federal Civilian Annuitants in the Department of Defense [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]		Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	delegated in writing to Army managers and supervisors. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	quarterly reports for ASA(M&RA) review.
6	<i>Secretary of Defense Medal for the Defense of Freedom (DFM)</i>	OASD Memo, Oct 4, 2001, subj: Secretary of Defense Medal for the Defense of Freedom [Delegates		The earlier of the expiration of the National State of	When an eligible Army civilian employee is able to return to duty in theater following an	The Secretary of Defense retains authority to approve the award for non-Defense personnel (including

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Authority to approve the Defense of Freedom Medal for eligible civilian employees	authority to Heads of the DoD Components with authority to further delegate] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Secretary of Defense Medal for the Defense of Freedom (DFM) [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] Supersedes: ASA(M&RA) Memo, dated Mar 24, 2009, subj: Delegation of Authority – Secretary of Defense Medal for the Defense of Freedom (DFM)	Emergency or Sep 30, 2013	<i>injury:</i> Commanders in theater who approve the Purple Heart (PH) for service members may approve the DFM for Civilian employees under their administrative control.	contractors) who are otherwise qualified based on their involvement in DoD activities. The Secretary of the Army retains authority to approve the award for Civilians injured outside a combat theater as the result of international terrorist attack.	Defense of Freedom (DFM) - Reporting Requirements. In each instance of award, forward DFM award information to the Office of the AG-1(CP) upon award approval. A template is available to assist commands with capturing the following data: number of DFMs approved; names of recipient(s); name, position, and rank/grade of approving official; justification for each instance of award; geographical location where injury occurred, and date of injury and date of award presentation.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
				(not field commanders) who approve the PH for service members may approve the DFM for eligible Civilian employees receiving medical treatment at military medical facilities.	<i>When an eligible Army Civilian employee is killed in theater or leaves the theater due to injury and returns to their home duty station, the following positions may exercise the authority, provided that they have administrative control over the eligible civilian:</i> Administrative Assistant to the Secretary of the Army* Commanders of - Army Commands.	of such delegation. A review of the authorities delegated will be conducted on an annual basis.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

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7	<i>Secretary of Defense Medal for Global War on Terrorism (GWOT)</i> Authority to approve and administer the GWOT medal for eligible civilian employees Authority to procure, issue, and establish administrative procedures for the approval of the GWOT medal	OUUSD (P&R) Memo, Aug 9, 2007, subj: Secretary of Defense Medal for the Global War on Terrorism [Delegates authority to Heads of the DoD Components with authority to further delegate in writing] OUUSD (CPP) Memo, Apr 7, 2008, subj: Secretary of Defense Medal for the Global War on Terrorism – Change 1 [Delegates authority to Heads of the DoD Components with authority to delegate in writing]	Sep 30, 2013	- Army Service Component Commands; and - Direct Reporting Units	Authority to approve GWOT Medal: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority to approve GWOT Medal may be further delegated in writing to Commanders and Activity Heads at a level not lower than LTC or GS-14. Secretary of the Army Memo, 13 Oct, 2010, subj: Delegation of Authority – Secretary of Defense Medal for the Global War on Terrorism [Delegates authority to ASA(M&RA)]

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
		[with authority to further delegate in writing]				
8	<i>Expedited Hiring Authority (EHA) for Acquisition Positions</i> Authority to appoint qualified individuals to select Defense Acquisition Workforce Improvement Act (DAWIA) career field positions at specific levels as identified in the referenced OUSD (P&R) Memo, dated Dec 23, 2008	Supersedes: ASA (M&RA) Memo, Jul 30, 2008, subj: Delegation of Authority – Secretary of Defense Medal for the Global War on Terrorism OUSD (P&R) Memo dated Aug 28, 2010, subj: Implementation of Expedited Hiring Authority for Select Defense Acquisition Workforce Positions [Delegates authority to Secretaries of the Military Departments with authority to further delegate in writing] OUSD (P&R) Memo, Dec 23, 2008, subj: Implementation of Expedited Hiring Authority for Acquisition Positions in accordance with Subsection 1705(h) of Title 10, United States Code as amended by Section 833 of the Duncan Hunter NDAA FY09, Public Law 110-417 (superseded by above referenced memo)	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands. - Army Service Component Commands, and - Direct Reporting Units	Authority may be further delegated in writing to other department of the Army officials, but not lower than the activity commander or activity head. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	<p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Implementation of Expedited Hiring Authority for Acquisition Positions [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: (ASA) M&RA Memo, Feb 24, 2009, subj: Delegation of Authority for Acquisition Positions</p>					
9	<p>VERA/VSIP/VSIP Phase II Authority</p> <p>Authority to approve voluntary early retirement authority (VERA) and voluntary separation incentive pay (VSIP) for employees occupying positions up to the General Schedule 15 level (or equivalent) or any positions under the National</p>	<p>DoD 1400.25, SC 1702, dd June 13, 2008, Administratively Reissued April 1, 2009, subj: Civilian Personnel Management System; Voluntary Separation Programs [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to no lower than installation commander or activity head]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj:</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army* Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practicable level, but not lower than the local Commander or activity head.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by AG-1(CP) remains in effect. Guidance issued will be updated as</p>	DAP-E-CPZ to provide quarterly reports to the ASA(M&RA) on the use of this authority.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
Security Personnel System	Delegation of Authority – Voluntary Early Retirement Authority. Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]				required to incorporate changes necessitated by rule, regulation or higher authority guidance.	
Authority to approve VSIP for non-appropriated fund employees	Authority to determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program	Supersedes: ASA(M&RA) Memo, Dec 17, 2008, subj: Delegation of Authority for VERA, VSIP and VSIP Phase II				
10	National Security Personnel System (NSPS) Issuance of Policy Guidance Authority to supplement DoD	DoDI 1400.25, SC 1910, Dec 1, 2008, subj: DoD Civilian Personnel Management System General [Delegates authority to the Secretaries of the Military Departments with	Sep 30, 2013	Is not further delegated.	All NSPS employees must transition to another personnel system by no later than 1 January 2012.	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	policy guidance on NSPS where permitted	authority to further delegate where permitted]				
11	National Security Personnel System (NSPS) issuance of Policy Guidance	<p>National Defense Authorization Act for Fiscal Year 2010, Sec 1113, Provisions Relating to the National Security Personnel System [Terminates NSPS as of 1 January 2012]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – National Security Personnel System [Delegates authority to the ASA(M&RA) to approve supplementation of Chapter 1900 of DoD 1400.25-M]</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army* Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and 	<p>Authority may be further delegated in writing to other Department of the Army officials.</p> <p>All NSPS employees must transition to another personnel system by no later than 1 January 2012.</p>	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Year 2010, Sec 1113. Provisions Relating to the National Security Personnel System [Terminates NSPS as of 1 January 2012]	Secretary of the Army Memo. 13 Oct 2010, subj: Delegation of Authority – National Security Personnel System [Delegates authority to the ASA(M&RA) to approve supplementation of Chapter 1900 of DoD 1400.25-M]		- Direct Reporting Units		
12	<i>Age Waivers for Air Traffic Controllers (ATC)</i>	DoDI 1400.25, Vol 331, Jun 20, 2005, administratively reissued Apr 6, 2009, subj: DoD Civilian Personnel Management System Civilian: Air Traffic Controllers (ATCs) (Delegates authority to Secretaries of Military Departments with limited further delegation)	Sep 30, 2013	Position coverage determination is not further delegated. Maximum entry age, re-entry age and mandatory separation waiver authority is delegated to: Administrative Assistant to the Secretary of the Army* Secretary of the Army Memo. 13 Oct 2010, subj: Delegation of Authority – Position Coverage Determination, Maximum	Authority to determine maximum entry age and mandatory separation waiver authority is delegated to: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands.	None. Authority to approve mandatory separation waivers may be delegated to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Entry Age Waivers, Reentry Age Separation Waivers for Civilian Air Traffic Controllers (ATCs) [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]			- Army Service Component Commands, and - Direct Reporting Units	requirements and ensure the appropriate use of the delegated authority.	
13	Supersedes: Secretary of the Army memorandum 1 Mar 2006, subj: Delegation of Authority for Age Waivers for Air Traffic Controllers Mandatory Separation	OUSD (P&R) Memo, Sep 30, 2004, subj: DoD Student Loan Repayment Program [Delegates authority to Secretaries of Military Departments] Authority to approve student loan repayments	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands, and - Direct Reporting Units	Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but not lower than managers and supervisors, and officials managing centralized intern or training programs. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the	DoD Component must furnish a copy of the implementing guidance to DUSD (CPP). Upon request, DoD components will provide DoD with fiscal year data on the number of employees receiving the loan repayment incentive, the pay plan series, grade of each recipient, and the total cost of the student loan repayment incentive.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
		Supersedes: DCS G-1 memo, 22 Mar 2005, subj: Department of Defense (DoD) Student Loan Repayment Program			appropriate use of the delegated authority.	
14	<i>Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Annual Leave Accrual Rate</i>	DoDI 1400.25, Vol 631, Aug 31, 2009, subj: DoD Civilian Personnel Management System. Credit for Prior Non-Federal Experience and Certain Military Service for Determining Leave Accrual Rate [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but not lower than a selecting official.</p> <p>Authorizing service credit for prior non-federal work experience and certain military service is not an entitlement but is meant to provide hiring officials with an additional tool to meet Command Human Capital Management Plans.</p>	<p>Use of this incentive requires command reports be submitted annually through AG-1(CP) to ASA(M&RA)</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes</p>

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
					necessitated by amendments to rule, law, regulation or higher authority guidance.	
					Delegates are required to establish plans for utilizing this incentive; provisions to monitor its use and effectiveness; maintenance of documentation; and plans for further delegations. Plans will be maintained by the AG-1(CP) for review for compliance with DoD and DA implementing policies.	
15	Reduced Per Diem Rate Authority to authorize, in advance, zero per diem rate or per diem rates in lesser amounts than those permitted by the Department of Defense	JTR Vol 2, Ch 4: Employee Travel, Part B: Per Diem Allowances, C4550 Per Diem Rate, para D, 04/01/10 (Change 534)	Sep 30, 2013	Is not further delegated.	None.	
16	Overseas Allowances and Differentials Authority to grant	DoDI 1400.25, Vol 1250, Jun 26, 2006, administratively re-issued July 31, 2009, subj: DoD Civilian Personnel	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of:	Authority may be further delegated in writing to other Department of the Army officials.	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	payment of appropriate allowances and differentials to eligible civilian employees who are living in foreign areas	Management System: Overseas Allowances and Differentials [Delegates authority to Heads of the DoD Components with authority to further delegate in writing]		- Army Commands, - Army Service Component Commands; and - Direct Reporting Units	The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by changes in rule, law, regulation or higher authority guidance.	
17	Uniform Allowance Rates	Authority to determine which categories of employees who are required to wear uniforms may be furnished uniforms	Sep 30, 2013	Administrative Assistant to the Secretary of the Army Commanders of - Army Commands, - Army Service Component	Authority may be further delegated in writing to other Department of the Army officials but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	or are eligible for the uniform allowance	Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Uniform Allowance Rates for DoD Civilian Employees [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]		Commands; and - Direct Reporting Units	support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by changes in rule, law, regulation or higher authority guidance.	
18	<i>Employing Individuals Completing DoD Scholarship or Fellowship Programs</i> Authority to appoint individuals completing the following Department of Defense Scholarship or Fellowship Programs to positions in the excepted service, with non-competitive conversion to a career or career-conditional	OUUSD (P&R) Memo, Apr 5, 2010, subj: Implementation of Authority to Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands, and - Direct Reporting Units	Authority may be further delegated in writing to other Department of the Army officials. Full documentation for appointments made under this authority, sufficient to allow reconstruction of the action, must be maintained.	An annual assessment of the usage of the authority will be conducted at the start of the FY beginning in FY 2011.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	appointment upon completion of 2 years of successful service: National Security Education Program; the Information Assurance Scholarship Program; and the Science, Mathematics and Research for Transformation Scholarship Program					
19	Civilian Academic Degree Training (ADT)	OUSD (FMP) Memo, Aug 15, 2001, subj: Civilian Academic Degree Training [Delegates authority to Heads of DoD Components with authority to further delegate in writing]	Sep 30, 2013	None. The ASA(M&RA) retains authority to approve policies and actual academic degree training applications, regardless of funding source.	DAMO-TR Memo dtd Sep 17, 2009, subj: Academic Degree Training and DAMR-TR Memo dtd Oct 22, 2009, subj: Routing and Approval of Academic Degree Training provide guidance on submission of ADT requests.	The DCS, G-3 will provide monthly updates to the ASA(M&RA). In coordination with the ASA(M&RA) the DCS, G-3 will develop policies and procedures for administering the Army's ADT programs.
	Authority to approve planned, systematic and coordinated programs of professional development consistent with specific criteria	Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Civilian Academic Degree Training [Delegates authority to the ASA(M&RA) to exercise the provisions of section 4107 of title 5,		There are 4 exceptions in which employees may receive ADT without ASA(M&RA) approval:	Additional guidance is contained in the AC TEDS Catalog on www.cpol.army.mil .	1. Employees

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	U.S.C., with authority to further delegate in writing]			<p>selected to attend the Defense Comptrollership Program.</p> <p>2. Acquisition Corps members seeking to meet Defense Acquisition Workforce Improvement Act requirements may receive ADT identified in an approved Acquisition Corps individual development plan.</p> <p>3. Army Medical Command civilian employees competitively selected to participate in the Army / Fayetteville State University Master of Social Work Program</p> <p>4. Comptroller Career Program employees selected to participate in the DOD Inspector General program at Georgetown</p>		

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
20	<i>Grade and Pay Retention</i> Authority to extend grade and pay retention pursuant to 5 C.F.R. 536.202(a) and 5 C.F.R. 536.302(a) in circumstances which meet the intent of grade and pay retention laws and the referenced DoDI, but are not detailed in the referenced documents	DoDI 1400.25, Vol 536, Jun 28, 2006, administratively reissued Apr 6, 2009, subj: DoD Civilian Personnel Management System: Grade and Pay Retention. [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]	Sep 30, 2013	University Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to other department of the Army officials but not lower than activity commander or civilian head of an activity.	None.
21	<i>General Schedule (GS) and Federal Wage System (FWS) Classification Authority</i> to determine and certify pay system, title, series, and grade of GS and FWS positions in accordance with	DoDI 1400.25, Vol 511, Sep 29, 2005, administratively reissued Mar 31, 2010, subj: DoD Civilian Personnel Management System. Classification Program [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and Secretary of the Army	Authority may be further delegated in writing to other Department of the Army officials.	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	controlling position classification standards, regulations, and statutory requirements	memorandum, dated 13 October 2010, subj: Delegation of Authority – Classification Program [Delegates authority to ASA(M&RA) with authority to further delegate in writing]		- Direct Reporting Units	additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	
22	Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (PL) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006 [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]	OUSD(P&R) Memo, May 4, 2007, subj: Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (PL) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to other Department of the Army officials but not lower than activity commander or civilian head of an activity. Benefits and gratuities retroactive back to June 15, 2006. Delegates must review the circumstances of any employee's assignment to Iraq or Afghanistan between June 15, 2006 and September 24, 2007 to determine retroactive eligibility. Ensure all civilian employees assigned to Iraq or	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	the benefits covered by the referenced OUSD (P&R) May 4, 2007 memorandum, for employees under their purview for service through September 30, 2011	subj: Clarification of Memorandum Regarding Benefits, Allowances and Gratutities for Department of Defense (DoD) Civilian Employees Assigned to Iraq or Afghanistan Under the Authority of Section 1603 of Public Law (P.L.) 109-234, as amended [Announced extension of benefits to September 30, 2011]			Afghanistan during the covered period are informed of these new benefits. See DAPE-CPZ memorandum dtd: 21 Jul 2009, subj: Excused Absence During Authorized Rest and Recuperation (R&R) Breaks for Employees Assigned to Iraq and Afghanistan.	
23	<i>Authority to Waive the Limitations on Donating Annual Leave</i>	5 CFR 630.908(c) [Authorizes agencies to waive limitations on donating annual leave under the VLTP]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of:	Authority may be further delegated in writing to other Department of the Army officials, but no lower than the second level supervisor of the	The DCS, G-1, will monitor the exercise of this authority and will submit a report in March of each year, covering

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Authority to waive limitations on donating annual leave under the Voluntary Leave Transfer Program (VLTP) under the criteria listed herein	Supersedes: ASA(M&RA) Memo, June 02, 2009, subj: Delegation of Authority to Waive the Limitations on Donating Annual Leave under the Voluntary Leave Transfer Program		- Army Commands; - Army Service Component Commands; and - Direct Reporting Units	leave donor. The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	the prior calendar year and providing the number of waivers granted, the amount of leave in excess of the donation limitations under each waiver, and a description of the circumstances justifying each waiver to the ASA(M&RA).
24	Restoration of Annual Leave – Authority to Approve Exigencies	5 CFR 630.305 [Authorizes agencies to determine that exigencies are of major importance in order to restore annual leave]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of:	Authority may be further delegated in writing to other Department of the Army officials.	None.

Supersedes:
ASA(M&RA) Memo, June 2, 2009, subj: Restoration of Annual Leave – Delegation of Authority to Approve Exigencies

Authority to determine, under 5 C.F.R. §630.305, that an exigency is of such importance that it prevents the use by their employees of annual leave subject to forfeiture

Those exercising this authority are responsible for establishing dates for the period covered by the exigencies as required under 5 C.F.R. §630.306(a)(2).

Exigencies may not be approved by any official whose leave would be affected by the

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
25	Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule Authority to implement the Physicians and Dentists Pay Plan for eligible physicians and dentists	DoDI 1400.25, Vol 543 dtg 18 August 2010, subj: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule. [Delegates authority to heads of DoD components that employ civilian physicians and dentists with the authority to further delegate]	Sep 30, 2013	Authority to implement the P DPP to: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands, - Army Service Component Commands, and - Direct Reporting Units	Authority to implement the P DPP may be further delegated in writing to an official who exercises personnel appointing authority at a level not lower than O-6, GS-15, or the equivalent. The Surgeon General may further delegate, in writing, the authority to serve as AMO to a Commander (or equivalent) at or above the O-6, GS-15, or equivalent level. In the event that the Commander of an ACOM, ASCC, DRU, AASA, or a major subordinate command retains AMO authority in the headquarters, that Commander may delegate the AMO authority to his or her Deputy Commander at or above the O-6, GS-15, or equivalent level.	Status report within 6 months of implementation of the pay plan to ASA M&RA and AG-1(CP)

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	official]	ASA(M&RA) Memo, 4 Apr 2011, subj: Delegation of Authority – Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule.				
26	<i>Priority Placement Program (PPP) Component Coordinator Designation</i>	DoDI 1400.20, Sep 26, 2006, subj: DoD Program for Stability of Civilian Employment [Directs the Head of the DoD Component to designate a PPP Component Coordinator] Authority to designate a Component PPP Coordinator	Sep 30, 2013	Authority to designate a PPP Component Coordinator is delegated to ASA M&RA only. Authority to exercise the provisions of the PPP is delegated to: Secretary of the Army Memo, 13 October 2010, subj: Delegation of Authority – DoD Program for Stability of Civilian Employment [Delegates authority to ASA(M&RA) with the authority to further delegate in writing]	Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
27	<i>Direct Hire Authority for Certain Health-care Professionals</i> Authority to appoint certain health-care professionals	OUSD(P&R) Memo, May 2, 2011, subj: Delegation of Authority under Section 8074 of the Department of Defense and Full-Year Continuing Appropriations Act for Fiscal Year 2-11, Public Law 112-110 [Delegates authority to Secretaries of the Military Departments with the authority to further delegate in writing]	Sep 30, 2011	Administrative Assistant to the Secretary of the Army* - Army Commands, - Army Service Component Commands, and - Direct Reporting Units	Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Public Law 112-110 [Delegates authority to ASA(M&RA) with the authority to further delegate in writing]					
28	Authority to Approve Lump Sum Severance Payments to Eligible Employees	Title 5, United States Code (U.S.C.), Section 5595(i) Title 5, Code of Federal Regulations (CFR), Part 550 Secretary of the Army Memo, 20 Sep 2011, subj: Delegation of Authority to Pay Severance Pay in a Lump Sum [Delegates authority to the ASA (M&RA) with authority to further delegate in writing]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to other Department of the Army officials, but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	
29	Authenticate Personnel Actions Authority for CHRA	ASA M&RA Memo, Sep 29, 2011, subj: Authority to Authenticate Personnel Actions [Delegates authority in AR 690-		Director, CHRA	Director, CHRA may further delegate authority to CHRA Regional Directors or their designees for their serviced	

- * For purposes of this delegation, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, and Staff Support Agencies not specifically named as delegates of the described authority fall under the purview of the Administrative Assistant to the Secretary of the Army

Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	to authenticate personnel actions for serviced organizations without the need for additional designations from DA appointing authorities	to Director, CHRA with the authority to further delegate to CHRA Regional Directors or their designees] HQDA General Orders No. 3, Jul 9, 2002 HQDA General Orders No. 8, Dec 31, 2003 AR 690-200, Chapter 250, Personnel Management Agencies. Sep 3, 1993	200, Chapter 250 when it is next updated	organizations.	Approving/authenticating officials may electronically approve a personnel action only after the responsible management official (RMO) has approved the action; are responsible for determining that the action is in accordance with all laws, rules, regulations, and governing policies; and will ensure that all fiscal requirements inherent in personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny	The RMO is responsible for approving the action in accordance with law and regulation. The Appointing Officer and RMO are primarily responsible, and will be held accountable, for ensuring that a personnel action is fiscally sound and an appropriate use of Army funds.
30	Increased Annual	OUSD (P&R) Memo, 11 Apr	Sep 30, 2013	Administrative	Authority may be further See DAPE-CPZ Memo	

* For purposes of this delegation the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, and Staff Support Agencies not specifically named as delegates of the described authority fall under the purview of the Administrative Assistant to the Secretary of the Army

Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
Premium Pay Limitations for Calendar Year (CY) 2011	Authority to determine eligibility of civilian employees for the increased annual premium pay limitation for Calendar Year 2011	2011, subj: Increased Annual Premium Pay Limitation [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to managerial and supervisory levels deemed appropriate]	Secretary of the Army Memo, 6 Dec 11, subj: Delegation of Authority—Increased Annual Premium Pay Limitation for Calendar Year (CY) 2011 [Delegates authority to the ASA(M&RA) with authority to further delegate in writing to a level no lower than activity commander or civilian head of an activity]	Assistant to the Secretary of the Army Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	delegated in writing to other Department of the Army officials, but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	subj - Increased Annual Premium Pay Limitation for Calendar Year 2010 for Eligible Employees Assigned to areas other than Iraq and /or Afghanistan. http://cpol.army.mil/library/benefits/2011-0730-DAPE-CPZ.html A list of those employees by Commands or Activity Heads to whom the increased annual premium pay limitation for CY 2011 was eligible and applied will be submitted to ASA (M&RA) after the close of the calendar year.

- * For purposes of this delegation, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, and Staff Support Agencies not specifically named as delegates of the described authority fall under the purview of the Administrative Assistant to the Secretary of the Army.



SECRETARY OF THE ARMY
WASHINGTON

20 SEP 2011

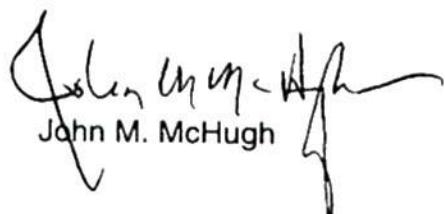
MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Delegation of Authority to Pay Severance Pay in a Lump Sum

1. References:
 - a. Title 5, United States Code (U.S.C.), Section 5595 (i).
 - b. Title 5, Code of Federal Regulations (CFR), Part 550.
2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to exercise the provisions of section 5595 (i) of Title 5, United States Code (U.S.C.) to approve payment of severance pay in a lump sum.
3. Unless expressly prohibited or restricted by law, directive, regulation or policy, or as set forth herein, you may further delegate this authority to other Department of the Army officials. Should you elect to do so, you will remain cognizant of and accountable for all actions taken in the exercise of this authority by those who have been delegated this authority at any level. Should you elect to delegate this authority, you may further restrict or condition your delegate's exercise of same. A delegation of authority shall not be effective unless it is in writing, signed by you, and has been determined not to be legally objectionable upon review by the Office of the Army General Counsel. No delegation shall take effect until a record copy of same has been provided to the Office of the Administrative Assistant for archiving. I will hold you responsible for any and all actions taken pursuant to this delegation or any further delegation thereof. Should conditions warrant, you will suspend the use of and/or rescind further delegation of the authority, as appropriate.
4. Although not a limitation on your authority to act in my behalf, in those cases specified above where your proposed decision represents a change in precedent or policy; is of significant White House, Congressional, Department, or public interest; or has been, or should be, of interest or concern to me, for any reason, you will brief me prior to the decision unless the exigencies of the situation preclude such action. Continue my practice of coordination with the Office of the Army General Counsel.

SUBJECT: Delegation of Authority to Pay Severance Pay in a Lump Sum

5. This delegation is effective immediately and expires September 30, 2013, unless earlier revoked or superseded.



John M. McHugh

CF:
Office of the Army General Counsel



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

29 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority to Authenticate Personnel Actions

1. Headquarters, Department of the Army (DA) General Orders No. 3, Jul 9, 2002, assigns responsibility for personnel policy, programming and oversight to the Assistant Secretary of the Army (Manpower and Reserve Affairs). Appointing authority, which is the authority to approve and certify personnel actions, is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army. The Appointing Officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. The Appointing Officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. As such, he or she is responsible for approving determinations made by their support staff with regard to the legal authority for the action.
2. In order to streamline the execution of the Department of the Army's civilian personnel program, I hereby delegate the authority and responsibility to approve and authenticate civilian personnel actions to the Director of Civilian Human Resources Agency (CHRA) without the need for an additional designation from the appointing authorities, as referenced in paragraph 1, for whom he or she acts. This authority to approve and authenticate may be further delegated to the CHRA Regional Directors or their designees for their serviced organizations without the need for an additional designation from these appointing authorities.
3. The following delineates the roles and responsibilities of the involved parties.
 - a. The Approving/Authenticating Officials:
 - (1) may electronically approve a personnel action only after the responsible management official (RMO) has approved the action.
 - (2) are responsible for determining that the action is in accordance with all laws, rules, regulations and governing policies.
 - (3) will ensure that all fiscal requirements inherent in personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny.

SAMR
SUBJECT: Authority to Authenticate Personnel Actions

b. The RMO is responsible for approving the action in accordance with law and regulation. The Appointing Officer and RMO are primarily responsible, and will be held accountable, for ensuring that a personnel action is fiscally sound and an appropriate use of Army funds.

4. This policy shall be incorporated in AR 690-200, Chapter 250, when it is next updated.



THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
COMMANDER

U.S. ARMY FORCES COMMAND

U.S. ARMY TRAINING AND DOCTRINE COMMAND

U.S. ARMY MATERIEL COMMAND

U.S. ARMY EUROPE

U.S. ARMY CENTRAL

U.S. ARMY NORTH

U.S. ARMY SOUTH

U.S. ARMY PACIFIC

U.S. ARMY AFRICA

U.S. ARMY SPECIAL OPERATIONS COMMAND

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND/ARMY FORCES
STRATEGIC COMMAND

EIGHTH ARMY

U.S. ARMY NETWORK AND ENTERPRISE TECHNOLOGY COMMAND/9TH SIGNAL
COMMAND (ARMY)

U.S. ARMY MEDICAL COMMAND

U.S. ARMY INTELLIGENCE AND SECURITY COMMAND

U.S. ARMY CRIMINAL INVESTIGATION COMMAND

U.S. ARMY CORPS OF ENGINEERS

U.S. ARMY MILITARY DISTRICT OF WASHINGTON

(CONT)



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

29 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority to Authenticate Personnel Actions

1. Headquarters, Department of the Army (DA) General Orders No. 3, Jul 9, 2002, assigns responsibility for personnel policy, programming and oversight to the Assistant Secretary of the Army (Manpower and Reserve Affairs). Appointing authority, which is the authority to approve and certify personnel actions, is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army. The Appointing Officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. The Appointing Officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. As such, he or she is responsible for approving determinations made by their support staff with regard to the legal authority for the action.
2. In order to streamline the execution of the Department of the Army's civilian personnel program, I hereby delegate the authority and responsibility to approve and authenticate civilian personnel actions to the Director of Civilian Human Resources Agency (CHRA) without the need for an additional designation from the appointing authorities, as referenced in paragraph 1, for whom he or she acts. This authority to approve and authenticate may be further delegated to the CHRA Regional Directors or their designees for their serviced organizations without the need for an additional designation from these appointing authorities.
3. The following delineates the roles and responsibilities of the involved parties.
 - a. The Approving/Authenticating Officials:
 - (1) may electronically approve a personnel action only after the responsible management official (RMO) has approved the action.
 - (2) are responsible for determining that the action is in accordance with all laws, rules, regulations and governing policies.
 - (3) will ensure that all fiscal requirements inherent in personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny.

SAMR

SUBJECT: AUTHORITY TO AUTHENTICATE PERSONNEL ACTIONS

DISTRIBUTION: (CONT)

U.S. ARMY TEST AND EVALUATION COMMAND

U.S. ARMY RESERVE COMMAND

U.S. ARMY INSTALLATION MANAGEMENT COMMAND

SUPERINTENDENT, U.S. MILITARY ACADEMY

DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY

CF:

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-CQ

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)



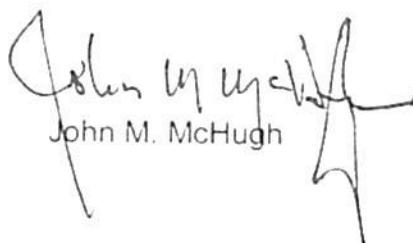
SECRETARY OF THE ARMY
WASHINGTON

06 DEC 2011

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Delegation of Authority—Increased Annual Premium Pay Limitations for Calendar Year 2011

1. Reference Memorandum, Under Secretary of Defense (Personnel and Readiness), 11 Apr 11, subject: Increased Annual Premium Pay Limitations.
2. In accordance with the reference, I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to determine where employees, other than employees assigned to Iraq and Afghanistan, meet the eligibility criteria for the increased annual premium pay for Calendar Year 2011. This authority shall be exercised consistent with governing law, regulation and Department of Defense guidance.
3. Unless expressly prohibited or restricted by law, directive, regulation or policy, or as set forth herein, you may redelegate this authority to other Department of the Army officials, to a level no lower than activity commander or civilian head of an activity. Should you elect to redelegate this authority, you may further restrict or condition your delegates' exercise of same. A redelegation of authority shall not be effective unless it is in writing, signed by you, and has been determined not to be legally objectionable upon review by the Office of the Army General Counsel. No redelegation shall take effect until a record copy of the redelegation has been provided to the Office of the Administrative Assistant for archiving. I will hold you responsible for any and all actions taken pursuant to this delegation or any redelegation thereof.
4. Although not a limitation on your authority to act on my behalf, in those cases where your proposed decision represents a change in precedent or policy; is of significant White House, congressional, department or public interest; or has been, or should be, of interest or concern to me for any reason, you will brief me before the decision, unless the exigencies of the situation prevent such action. Continue my practice of coordination with the Office of the Army General Counsel.
5. This delegation is effective immediately and expires 30 September 2013 unless earlier revoked or superseded.



John M. McHugh

CF:
General Counsel
Administrative Assistant to the Secretary of the Army