



REPLY TO
ATTENTION OF

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

December 4, 2001

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Delegation of Authorities, 5 U.S. Code Chapter 61, Hours of Work

Subject to the limitations in Army Regulation 1-3, I hereby delegate the authorities assigned to agencies in 5 U.S. Code §§ 6101-6133 and 5 C.F.R. Part 610 to Commanders or Directors of activities employing civilian personnel. This delegation includes, but is not limited to, the authority to ① establish and change tours of duty of civilian employees, ② ~~establish flexible and compressed work schedules and~~ ③ make adverse agency impact determinations with respect to the establishment or termination of flexible and compressed work schedules.

Authority for establishing administratively uncontrollable tours of duty and standby tours of duty for non-firefighters remains with Headquarters, Department of the Army. Requests should be submitted to OASA(M&RA), ATTN: SAMR-CP-PPE, 200 Stovall Street, Alexandria, VA 22332-0300.

For further guidance, refer to the Department of Defense Civilian Personnel Manual, DoD 1400.25-M, Chapter 600, Subchapter 610, and the Office of Personnel Management's Handbook on Alternative Work Schedules.

The point of contact for this matter is Ms. Carol Simley, (703) 325-9980 or DSN 221-9980.

// Original signed //
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

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