



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

15 DEC 2011

SAMR

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- c. Delegation of Civilian Human Resources Authorities – Version 02-2011, dated July 1, 2011, SAMR-CQ (hereby rescinded).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 enclosed matrix comprise the third and most current version of my delegations of civilian human resources authorities.

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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


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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

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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)