



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

17 NOV 2015

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority to Authenticate Personnel Actions

1. References:

a. Headquarters, Department of the Army General Orders No. 1, Assignment of Functions and Responsibilities Within Headquarters, Department of the Army, 11 June 2012.

b. Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum , 29 Sep 2011, subject: Authority to Authenticate Personnel Actions (rescinded).

2. Reference 1.a. assigns responsibility of exercising the human resources authorities 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 (ACOMs), the Commanders of the Army Service Component Commands (ASCCs), the Commanders/Superintendent of the Direct Reporting Units (DRUs) and the Administrative Assistant to the Secretary of the Army (AASA). 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.

3. 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 the Civilian Human Resources Agency (CHRA) without the need for an additional designation from the appointing authorities, as referenced in paragraph 2, for whom he or she acts. The authority to approve and authenticate may be further delegated to CHRA Regional Directors or their designees for their serviced organizations without the need for an additional designation from these appointing authorities.

4. The following delineates the roles and responsibilities of the involved parties:

a. CHRA is the final authentication and approval authority of civilian personnel actions.

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b. Responsible management officials (RMOs) are those officials in the ACOMs, ASCCs, DRUs or the AASA, have been delegated the authority to review and authorize the requests for personnel actions prior to their submission to CHRA.

(1) Are responsible for ensuring the requests are fiscally sound, are an appropriate use of Army funds, and are in accordance with all applicable laws, rules, regulations, and governing policies.

(2) Will ensure requests for personnel action has been properly coordinated with all the appropriate entities, e.g., budget office, manpower office, or legal (if applicable), prior to authorizing the request and submitting it to CHRA.

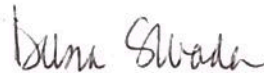
c. Authenticating/Approving Officials.

(1) May electronically authenticate/approve a personnel action only after the RMO has authorized the request for personnel action and submitted it to CHRA.

(2) Are responsible for determining that the action is in accordance with all applicable laws, rules, regulations and governing policies.

(3) Will ensure that all personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny.

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



DEBRA S. WADA
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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