



SECRETARY OF THE ARMY  
WASHINGTON

March 31, 2014

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

SUBJECT: Delegation of Authority – Grade and Pay Retention

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 536, June 28, 2006, administratively reissued April 6, 2009, subject: DoD Civilian Personnel Management System: Grade and Pay Retention.

b. Title 5, Code of Federal Regulations, Part 536.

2. Grade Retention: I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to extend grade retention pursuant to section 536.202(a) of reference 1.b. for circumstances other than those detailed in paragraph 3.b. of reference 1.a. This authority applies to personnel actions initiated by management, other than for cause, to further the agency's mission in accordance with applicable law and regulation. This authority will be exercised consistent with the above referenced DoD Instruction, or any subsequent applicable DoD guidance.

3. Pay Retention: I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to extend pay retention pursuant to section 536.302(a) of reference 1.b. for circumstances other than those detailed in paragraph 3.c. of reference 1.a. This authority applies to personnel actions initiated by management, other than for cause, to further the agency's mission in accordance with applicable law and regulation. This authority will be exercised consistent with the above referenced DoD instruction, or any subsequent applicable DoD guidance.

4. Unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, you may re-delegate this authority to other Department of the Army officials, with authority for further delegation, in writing. 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 re-delegate this authority, you may further restrict or condition your delegate's exercise of same. A re-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 re-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

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re-delegation thereof. Should conditions warrant, you will suspend the use of and/or rescind further delegation of the authority, as appropriate.

5. 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.

6. This delegation is effective immediately and expires April 3, 2017, unless earlier revoked or superseded.

/signed/

John M. McHugh

CF:  
General Counsel