



SECRETARY OF THE ARMY  
WASHINGTON

April 25, 2014

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

SUBJECT: Delegation of Authority – Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 1702, June 13, 2008, administratively reissued April 1, 2009, subject: *DoD Civilian Personnel Management System: Voluntary Separation Programs*.

b. DoD Instruction 1400.25, Subchapter 1417, March 17, 1999, subject: *Civilian Assistance and Re-Employment (CARE) for Non-appropriated Fund Employees Affected by Workforce Reductions*.

c. Secretary of the Army Memorandum, October 13, 2010, subject: *Delegation of Authority – Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II* (hereby rescinded).

d. Secretary of the Army Memorandum, March 31, 2014, subject: *Issuance of New Delegations of Civilian Human Resources (CHR) Authorities and Extensions of Previous Delegations of CHR Authorities* (hereby rescinded).

2. I hereby delegate to you the authority to approve Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) for employees occupying positions up to the General Schedule (GS)-15 level or equivalent (e.g., equivalents employed in demonstration projects), as well as the authority to approve VSIP for non-appropriated fund employees. I also delegate to you the authority to:

a. waive an employee's eligibility for VSIP if they do not meet the criteria identified in DoDI 1400.25-V1702, Enclosure 3, paragraph 2.b.(3);

b. determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program;

c. extend, up to 180 days, the time period for scheduled separation under the VSIP Phase II program.

You will exercise these authorities in strict compliance with the guidance prescribed by the above references, and any subsequent DoD guidance that may apply.

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3. When the position of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) is vacant, as defined by the law governing vacancies, or the ASA(M&RA) is temporarily absent or otherwise not available to take timely action, the Principal Deputy Assistant Secretary of the Army (PDASA)(M&RA) or the designated Senior Official performing the duties of the ASA(M&RA) may exercise the authorities set forth in paragraph 2, above.

4. Unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, the ASA(M&RA), the PDASA(M&RA) or the designated Senior Official, as appropriate under the circumstances outlined above, may further delegate this authority, in whole or in part, to other Department of the Army officials, down to the lowest practicable level, but not lower than an installation commander or activity head. Should the ASA(M&RA), PDASA(M&RA) or designated Senior Official elect to delegate this authority further, each will remain cognizant of, and accountable for, all actions taken in the exercise of this authority, at any level of the Army. Any further delegation may restrict or condition the delegate's exercise of this authority. A re-delegation of authority shall not be effective unless it is in writing, signed by the ASA(M&RA), PDASA(M&RA) or Senior Official, 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.

5. Although not a limitation on the authority of the ASA(M&RA), PDASA(M&RA) or Senior Official to act in those cases specified above where the 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, brief me prior to rendering your 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:  
Office of the Army General Counsel  
Office of the Administrative Assistant