



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

SAMR

1 May 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2014, effective April 30, 2014: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation #13, *Delegation of Authority – Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP) and VSIP Phase II* and Delegation #14, *Delegation of Authority to Approve the Meritorious Civilian Service Award*

1. References:

- a. 10 U.S.C. 3016(b)(2)
- b. Headquarters, Department of the Army General Orders No. 1, dated 11 Jun 12, subject: *Assignment of Functions and Responsibilities Within Headquarters, Department of the Army*
- c. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA M&RA), April 1, 2014, subject: *Delegation of Civilian Human Resources Authorities – Version 02-2014* (hereby rescinded)
- d. *Matrix of ASA M&RA Delegated Civilian Human Resources (CHR) Authorities, Version 02-2014*, dated March 31, 2014 (hereby rescinded)
- e. Memorandum, Secretary of the Army (SA), dated March 31, 2014, subject: *Issuance of New Delegations of Civilian Human Resources (CHR) Authorities and Extensions of Previous Delegations of CHR Authorities* (hereby rescinded)
- d. *Matrix of ASA M&RA Delegated Civilian Human Resources (CHR) Authorities, Version 03-2014*, dated April 30, 2014 (Encl 1)
- f. Memorandum, SA, April 25, 2014, subject: *Delegation of Authority - Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP) and VSIP Phase II* (Encl 2)
- g. Memorandum, SA, October 31, 2013, subject: *Delegation of Authority – Awards Policy Establishment, Implementation and Oversight* (Encl 3)

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h. Memorandum, ASA(M&RA), April 18, 2014, subject: *Delegation of Authority to Approve the Meritorious Civilian Service Award* (Encl 4)

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 *Matrix of ASA M&RA Delegated Civilian Human Resources (CHR) Authorities, Version 03-2014, dated April 21, 2014* (Encl 1) comprise the third and most current version of my delegations of civilian human resources authorities in 2014.

3. It should be noted that 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, rescinded or superseded by me.

4. Through this memorandum and its accompanying matrix, I hereby issue Delegation #13, *Delegation of Authority – Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP) and VSIP Phase II*. This delegation may be further delegated to the lowest level practicable, but no lower than the local installation commander or activity head. Absent a waiver, employees who meet any of the covered criteria are ineligible for a buyout if the employee is:

a. covered by a written service agreement (i.e., such as agreements required in conjunction with permanent change of station (PCS); training, student loan repayments; critical acquisition positions; recruitment or relocation incentives, etc.);

b. receiving a retention incentive;

c. occupying a position for which special salary rates or targeted local market supplements are approved; or

d. occupying a position defined as “hard to fill.”

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The VSIP-approving authority may grant exceptions in writing on a case-by-case basis to employees meeting any of the covered criteria.

6. Through the memorandum and its accompanying matrix, I hereby issue Delegation #14, *Delegation of Authority to Approve the Meritorious Civilian Service Award*. This authority is delegated to:

- a. Commanders of Army Commands;
- b. Commanders of Army Service Component Commands;
- c. Commanders of Direct Reporting Units (DRUs);
- d. members of the Senior Executive Service serving as the Director of a DRU;
- e. The Administrative Assistant to the Secretary of the Army (AASA) for Headquarters, Department of the Army, under the eligibility criteria and procedures set forth in AR 672-20, Incentive Awards.

For purposes of this delegation, 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 of the prescribed authority fall under the purview of the AASA.

7. This authority may not be further delegated.

8. Through this memorandum and its accompanying matrix, I hereby re-affirm and reissue *Delegations #1-#12 and Delegations #15 through #28*.

9. This memorandum rescinds *Delegation of Civilian Human Resources Authorities – Version 02-2014* (reference 1.c.), and its accompanying matrix. However, 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 or regulation.

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10. 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 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.

11. 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. Additional updated delegations will be issued no later than May 30, 2014, upon the expiration of the current CHR delegations #15 through #28. The delegation numbers are not necessarily the same as on the previous version or any future versions of the Matrix of ASA M&RA Delegated CHR Authorities.

12. To the extent this memorandum or the accompanying matrix impact employees' conditions of employment, activities are reminded to meet their collective bargaining obligations in its implementation.

4 Encls  
as

/signed/  
KARL F. SCHNEIDER  
Principal Deputy and Senior Official  
Office of the Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)  
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)  
ASSISTANT G-1 FOR CIVILIAN PERSONNEL  
DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY