



SECRETARY OF THE ARMY  
WASHINGTON

MAY 30 2014

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

SUBJECT: Delegation of Authority - Reduction in Force (RIF)

1. References:

a. Title 5, Code of Federal Regulations, part 351, Reduction in Force.

b. Department of Defense Instruction (DoD) 1400.25, Volume 351, January 19, 2011, subject: *DoD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closures of Installations and Reductions of Contract Operations in the United States.*

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to approve RIF actions pursuant to reference 1.a. when the RIF will result in the involuntary separation of fewer than 50 employees or is necessitated by actions taken as a result of Base Realignment and Closure.

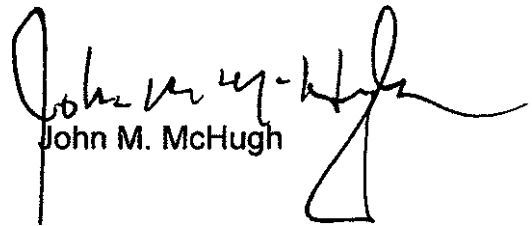
3. When the position of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) is vacant, as defined by the law governing vacancies, or the ASA(M&RA) is temporarily absent or otherwise not available to take timely action, the Principal Deputy Assistant Secretary of the Army (PDASA)(M&RA) 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, but not lower than the Administrative Assistant to the Secretary of the Army, and Commanders of Army Commands, Army Service Component Commands and Direct Reporting Units. 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.

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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.



John M. McHugh

CF:  
Office of the Army General Counsel  
Office of the Administrative Assistant