



SECRETARY OF THE ARMY  
WASHINGTON

May 30, 2014

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

SUBJECT: Delegation of Authority – Foreign Area Tour Extensions and Waivers of  
Physical Presence Requirement

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 1230, July 26, 2012,  
subject: *DoD Civilian Personnel Management System: Employment in Foreign Areas  
and Employee Return Rights.*

b. Army Regulation 690-300, dated October 15, 1987, Chapter 301, Subchapter 5,  
Overseas Employment and Rotation of U.S. Citizens.

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve  
Affairs) the authority to approve tour extensions beyond 5 years for employees in  
foreign areas and to approve periods of physical presence in the United States or  
nonforeign area shorter than the 2 years required under reference 1.a. This authority  
will be exercised in accordance with reference 1.a.

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 to other Department of the Army officials, with authority for further delegation,  
in writing. The authority to approve *initial* extensions and to approve shorter periods of  
physical presence in the United States or nonforeign area may be delegated no lower  
than the commander or civilian head of an activity. The authority to approve  
*subsequent* extensions may be delegated no lower than to officials at the Army  
Command, Army Service Component Command, Direct Reporting Unit, or equivalent  
level. 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. 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

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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. I will hold you responsible for any and all actions taken pursuant to this delegation or any 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 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. To the extent the provisions of reference 1.b. are inconsistent with those in reference 1.a. and this memorandum, reference 1.a. and this memorandum control.
7. 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