



SECRETARY OF THE ARMY
WASHINGTON

May 30, 2014

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

SUBJECT: Delegation of Authority – Recruitment, Relocation, Retention and Enhanced Retention Incentives

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 575, October 13, 2000, administratively reissued April 6, 2009, subject: *DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials.*

b. Under Secretary of Defense (Personnel and Readiness) memorandum, September 21, 2006, subject: Implementation of Recruitment, Relocation and Retention Incentives.

c. Under Secretary of Defense (Personnel and Readiness) memorandum, February 5, 2008, subject: Implementation of Enhanced Retention Incentives Authorities.

d. DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, Chapter 3, April 2013.

e. Secretary of the Army memorandum, October 13, 2010, subject: Delegation of Authority – Recruitment, Relocation, Retention and Enhanced Retention Incentives (hereby rescinded).

f. Secretary of the Army Memorandum, 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of Civilian Human Resources (CHR) Authorities and Extensions of Previous Delegations of CHR Authorities (hereby rescinded).

g. Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, dated May 1, 2014, 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and VSIP Phase II and Delegation #14, Delegation of Authority to Approve the Meritorious Civilian Service Award (hereby rescinded).*

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2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to approve payment of recruitment, relocation and retention incentives. This delegation does not include incentives for Senior Executive Service (SES), Senior Level (SL), Scientific or Professional (ST), or equivalent positions. The authority will be exercised consistent with the above references, or any subsequent applicable DoD guidance.

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.

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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