



SECRETARY OF THE ARMY  
WASHINGTON

May 30, 2014

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

SUBJECT: Delegation of Authority – Lump Sum Severance Payment

1. References:

- a. Title 5, United States Code, Section 5595(i).
- b. Title 5, Code of Federal Regulations (CFR), Part 550
- c. Department of Defense (DoD) Instruction 1400.25, Volume 550, February 1, 2001, administratively reissued April 6, 2009, subject: *DoD Civilian Personnel Management System: Pay Administration (General)*.
- d. Secretary of the Army Memorandum, dated September 20, 2011, subject: Delegation of Authority – Lump Sum Severance Payment (hereby rescinded).
- e. Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, dated May 1, 2014, subj: *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and VSIP Phase II and Delegation #14, Delegation of Authority to Approve the Meritorious Civilian Service Award (hereby rescinded)*.

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to approve, upon application by an eligible employee, the payment of severance pay in a lump sum. This authority will be exercised in accordance with with the above references.

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

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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