



SECRETARY OF THE ARMY
WASHINGTON

June 13, 2014

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

SUBJECT: Delegation of Authority – Hours of Duty and Authority to Determine Adverse Agency Impact Stemming from Flexible and Compressed Work Schedules

1. References:

a. Title 5 U.S.C., Sections 6101-6133.

b. Title 5, Code of Federal Regulations (CFR), part 610.

c. Department of Defense (DoD) Instruction 1400.25, Volume 610, December 1996, administratively reissued April 6, 2009, subject: DoD Civilian Personnel Management System: Hours of Duty.

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority assigned to agencies in references a., b. and c. This delegation includes, but not limited to, the authority to establish and change hours of duty for civilian employees, and make adverse agency impact determinations with respect to the establishment or termination of flexible or compressed work schedules.

3. When the position of the 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, you may re-delegate this authority, in writing, with authority for further delegation to the lowest practicable 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. Should you elect to re-delegate this authority, you may further restrict or condition your delegate's exercise of same. 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 to be legally sufficient by the Office of the Army General Counsel; no such re-delegation shall take effect until a record copy of same has been provided to the Office of the Administrative Assistant to the Secretary of the Army for archiving. I will hold you responsible for any and all actions taken pursuant to this delegation or any re-delegation thereof. Should

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conditions warrant, you will suspend the use of and/or rescind further delegation of the authority, as appropriate.

5. Although not a limitation on your authority of the ASA(M&RA), PDASA(M&RA) or Senior Official to act in those cases specified above in my behalf, in those cases in which your proposed decision represents a change in precedent or policy; is of significant White House, Congressional, Department of Defense, or public interest; or has been, or should be, of interest or concern to me, for any reason, you will 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:
General Counsel