

Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
1	<p><i>Recruitment, Relocation and Retention (3Rs) and Enhanced Retention Incentives</i></p> <p>Authority to approve payment of recruitment, relocation, retention and enhanced retention incentives to attract, retain and relocate employees with critical skills in support of mission requirements</p>	<p>DoDI 1400.25, Vol 575, Dec 1996, administratively reissued April 6, 2009, subj: DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials [Delegates authority to Heads of DoD Components with the authority to further delegate]</p> <p>OUSD (P&R) Memo, Sep 21, 2006, subj: Implementation of Recruitment, Relocation, and Retention Incentives [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>OUSD (P&R) Memo, Feb 5, 2008, subj: Implementation of Enhanced Retention Incentives Authorities [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority.</p> <p>Authority does not include incentives for Senior Executive Service, Senior Level and Scientific or Professional positions (or the equivalent).</p> <p>The Deputy Chief of Staff G-1 (DCS, G-1) will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the Assistant G-1 for Civilian Personnel (AG-1(CP)) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	<p>See DAPE-CPZ Memo dated March 25, 2010, subj: Re-delegation of Authority--Recruitment, Relocation, Retention and Enhanced Retention Incentives. http://cpol.army.mil/library/benefits/2010-0325-3r-del.html</p> <p>AG-1(CP) will monitor compliance and plan accomplishment, and will complete and submit to ASA(M&RA) an annual review of the use of these incentives to identify best practices for Secretary of the Army and to maximize the budget conscious, efficient, effective use of both individual and group incentives to meet staffing requirements.</p> <p>Annual report required through CPMS to OPM on the use of the 3Rs incentives.</p> <p>Delegates are required</p>

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		<p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Recruitment, Relocation, Retention and Enhanced Retention Incentives [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: ASA(M&RA) Memo, Mar 25, 2010, subj: Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives</p>				<p>to establish plans for utilizing these incentives, provisions to monitor the use and effectiveness of these incentives, and plans for further delegations. Plans will be maintained by the AG-1(CP) for review for compliance with DoD implementing policies.</p>
2	<p><i>Expedited Hiring Authority (EHA) to Appoint Highly Qualified Persons to Shortage Category Health Care Professional Positions</i></p> <p>Authority to appoint highly qualified individuals to healthcare professional positions in the shortage categories</p>	<p>OUSD (P&R) Memo, Sep 30, 2009, subj: Delegation of Authority under Section 1599c of Title 10, United States Code (U.S.C.) [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Expedited Hiring Authority to Appoint Highly Qualified Persons to Shortage</p>	Sep 30, 2012	<p>Administrative Assistant to the Secretary of the Army</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to Department of the Army officials.</p> <p>Request for designation of additional health care professional occupations as shortage category positions must be submitted thru the Office of The Surgeon General to AG-1(CP) for OSD approval.</p> <p>The DCS, G-1 will issue additional instructions and</p>	<p>See DAPE-CPZ Memo dated 25 August 2010, subj: Expedited Hiring Authority (EHA) Delegation and Reporting Instructions for Healthcare Professional Positions. http://cpol.army.mil/librariy/staff/2010-0825-dcosg1.html</p> <p>AG-1(CP) will submit to CPMS a description of recruitment initiatives that will be undertaken</p>

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	designated by the Department of Defense	Category Health Care Professional Positions [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] Supersedes: ASA(M&RA) Memo, Mar 3, 2010, subj: Delegation of Authority of Expedited Hiring Authority to Appoint Highly Qualified Persons to Shortage Category Health-care Professional Positions			procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	to solicit the medical talent needed and the strategies implemented to reduce recruitment timelines. In addition, AG-1(CP) will identify the number of employees hired under this authority, their race, gender, age, veteran's status, use of incentives (e.g., recruitment, relocation or student loan repayment), effectiveness of authority, documentation to support continued use of the authority, and the number of non-selected compensable preference eligibles with a disability of 30% or more.
3	<i>Increased Annual Premium Pay Limit CY 2010</i> Authority to determine eligibility of civilian employees for the increased annual premium pay	OUSD (P&R) Memo, 22 Mar 2010, subj: Increased Annual Premium Pay Limitation [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to managerial and supervisory levels deemed appropriate]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component	Authority may be further delegated in writing to other Department of the Army officials, but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to	See DAPE-CPZ Memo dated 30 July 2010, subj - Increased Annual Premium Pay Limitation for Calendar Year 2010 for Eligible Employees Assigned to Iraq and /or Afghanistan. http://cpol.army.mil/library/benefits/2010-0730-

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	limitation for Calendar Year 2010	<p>Secretary of the Army Memo, 23 Jul 2010, subj: Delegation of Authority— Increased Annual Premium Pay Limitation for Calendar Year (CY) 2010 [Delegates authority to the ASA(M&RA) with authority to further delegate in writing to a level no lower than activity commander or civilian head of an activity]</p> <p>Supersedes: ASA(M&RA) Memo, Sep 21, 2009, subj: Delegation of Authority – Increased Annual Premium Pay Limitation for Calendar Year (CY) 2009</p>		<p>Commands; and</p> <p>- Direct Reporting Units</p>	<p>support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	<p>DAPE-CPZ.html.</p> <p>A list of those employees by Commands or Activity Heads to whom the increased annual premium pay limitation for CY 2010 was eligible and applied will be submitted to ASA (M&RA) after the close of the calendar year.</p>
4	<p><i>Direct Hire Authority (DHA) for Scientific & Engineering Positions at Demo Labs</i></p> <p>Authority to appoint qualified candidates with advanced degrees to scientific and engineering positions within</p>	<p>OUSD (P&R) Memo, Dec 16, 2008, subj: Redelegation of Authority under Section 1108 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p>	Sep 30, 2013	<p>Commanders of:</p> <p>- U.S. Army Materiel Command;</p> <p>- U.S. Army Medical Command; and</p> <p>- U.S. Army Corps of Engineers</p>	<p>Authority may be further delegated in writing to other Department of the Army officials, but not lower than the activity commander or activity head.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the</p>	<p>See DAPE-CPZ Memo dated Jun 16, 2009, subj: Instructions for Reporting Use of the Direct Hire Authority for Scientific and Engineering Position within Personnel Demonstration Laboratories.</p> <p>http://cpol.army.mil/library/staff/2009-0616-</p>

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	<p>personnel demonstration laboratories identified in section 9902(c)(2) of title 5, United States Code, without regard to the provisions of subchapter I of chapter 33 of title 5, United States Code.</p>	<p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Direct Hire Authority for Scientific and Engineering Positions Within Personnel Demonstration Laboratories [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: ASA(M&RA) Memo, Jun 2, 2009, subj: Delegation of Direct Hire Authority for Scientific and Engineering Positions Within Personnel Demonstration Laboratories.</p>			<p>appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	<p>dcosg1.html</p> <p>AG-1(CP) will identify the number of scientific and engineering positions encumbered as of the close of the fiscal year and each quarter provide the number of appointments made using the authority, number of veterans appointed under the authority, the number of declinations and the reason for each declination, and a narrative describing the difficulties encountered and the effectiveness of the authority in meeting Army hiring needs. In addition, AG-1(CP) will provide any best practices that were established in conjunction with the use of this authority.</p>
5	<p><i>Employment of Annuitants in Positions GS-15 and Below (or Equivalent)</i></p>	<p>DoDI 1400.25, Vol 300, Dec 10, 2008, subj: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants</p>	<p>Sep 30, 2013</p>	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p>	<p>Authority may be further delegated in writing to Army managers and supervisors.</p> <p>The DCS, G-1 will issue</p>	<p>AG-1(CP) to provide quarterly reports for ASA(M&RA) review.</p>

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	<p>Authority to approve employment of annuitants in positions of GS-15 and below (or equivalent)</p>	<p>in the Department of Defense [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Employment of Annuitants in Positions GS-15 and Below (or Equivalent) [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: ASA(M&RA) Memo dated April 9, 2009, subj: Delegation of Authority for Employment of Annuitants in Positions GS-15 and Below (or equivalent)</p>		<ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	
6	<p><i>Secretary of Defense Medal for the Defense of Freedom (DFM)</i></p> <p>Authority to approve the Defense of Freedom Medal for eligible civilian</p>	<p>OASD Memo, Oct 4, 2001, subj: Secretary of Defense Medal for the Defense of Freedom [Delegates authority to Heads of the DoD Components with authority to further delegate]</p> <p>Secretary of the Army</p>	<p>The earlier of the expiration of the National State of Emergency or Sep 30, 2013</p>	<p><i>When an eligible Army civilian employee is able to return to duty in theater following an injury:</i></p> <p>Commanders in theater who approve the Purple Heart (PH)</p>	<p>The Secretary of Defense retains authority to approve the award for non-Defense personnel (including contractors) who are otherwise qualified based on their involvement in DoD activities.</p> <p>The Secretary of the Army</p>	<p>See DAPE-CPZ Memo dated May 20, 2009, subj: Secretary of Defense Medal for the Defense of Freedom (DFM) - Reporting Requirements.</p> <p>In each instance of</p>

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	employees	<p>Memo, 13 Oct 2010, subj: Delegation of Authority – Secretary of Defense Medal for the Defense of Freedom (DFM) [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: ASA(M&RA) Memo, dated Mar 24, 2009, subj: Delegation of Authority – Secretary of Defense Medal for the Defense of Freedom (DFM)</p>		<p>for service members may approve the DFM for Civilian employees under their administrative control.</p> <p>Commander USACE GRD/TEC-I may approve the DFM for Civilian employees under administrative control of GRD/TEC-I.</p> <p>Commander USACE CSTC-A may approve the DFM for Civilian employees under administrative control of CSTC-A.</p> <p><i>When an eligible Civilian employee is medically evacuated from the theater following an injury:</i></p> <p>Hospital Commanders (not field commanders) who approve the PH for service members may approve the DFM for</p>	<p>retains authority to approve the award for Civilians injured outside a combat theater as the result of international terrorist attack.</p> <p>Authorized commanders may further delegate in writing, by name, to Brigadier General-level commanders or their civilian equivalent. Any further delegation must make specific reference to authorities retained by the ASA(M&RA), the Secretary of the Army and the Secretary of Defense.</p> <p>For purposes of this delegation, administrative control is defined as control over the daily work activities, duty assignments, and whereabouts of civilian employees.</p>	<p>award, forward DFM award information to the Office of the AG-1(CP) upon award approval. A template is available to assist commands with capturing the following data: number of DFMs approved; names of recipient(s); name, position, and rank/grade of approving official; justification for each instance of award; geographical location where injury occurred; and date of injury and date of award presentation.</p> <p>Forward all memoranda of further delegation to the Office of the AG-1(CP) point of contact listed in paragraph 6 of the referenced DAPE-CPZ memo, on or before the effective date of such delegation. A review of the authorities delegated will be conducted on an annual basis.</p>

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				<p>eligible Civilian employees receiving medical treatment at military medical facilities.</p> <p><i>When an eligible Army Civilian employee is killed in theater or leaves the theater due to injury and returns to their home duty station, the following positions may exercise the authority, provided that they have administrative control over the eligible civilian:</i></p> <p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting 		

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7	<p><i>Secretary of Defense Medal for Global War on Terrorism (GWOT)</i></p> <p>Authority to approve and administer the GWOT medal for eligible civilian employees</p> <p>Authority to procure, issue, and establish administrative procedures for the approval of the GWOT medal</p>	<p>OUUSD (P&R) Memo, Aug 9, 2007, subj: Secretary of Defense Medal for the Global War on Terrorism [Delegates authority to Heads of the DoD Components with authority to further delegate in writing]</p> <p>OUUSD (CPP) Memo, Apr 7, 2008, subj: Secretary of Defense Medal for the Global War on Terrorism – Change 1 [Delegates authority to Heads of the DoD Components with authority to delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct, 2010, subj: Delegation of Authority – Secretary of Defense Medal for the Global War on Terrorism [Delegates authority to ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: ASA (M&RA) Memo, Jul 30, 2008, subj: Delegation of</p>	Sep 30, 2013	<p>Units</p> <p><i>Authority to approve GWOT Medal:</i></p> <p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority to approve GWOT Medal may be further delegated in writing to Commanders and Activity Heads at a level not lower than LTC or GS-14.</p>	None.

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		Authority – Secretary of Defense Medal for the Global War on Terrorism				
8	<p><i>Expedited Hiring Authority (EHA) for Acquisition Positions</i></p> <p>Authority to appoint qualified individuals to select Defense Acquisition Workforce Improvement Act (DAWIA) career field positions at specific levels as identified in the referenced OUSD (P&R) Memo, dated Dec 23, 2008</p>	<p>OUSD (P&R) Memo dated Aug 28, 2010, subj: Implementation of Expedited Hiring Authority for Select Defense Acquisition Workforce Positions [Delegates authority to Secretaries of the Military Departments with authority to further delegate in writing]</p> <p>OUSD (P&R) Memo, Dec 23, 2008, subj: Implementation of Expedited Hiring Authority for Acquisition Positions in accordance with Subsection 1705(h) of Title 10, United States Code as amended by Section 833 of the Duncan Hunter NDAA FY09, Public Law 110-417 (superseded by above referenced memo)</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Implementation of Expedited Hiring Authority for Acquisition Positions</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to other department of the Army officials, but not lower than the activity commander or activity head.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	

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		<p>[Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: (ASA)M&RA Memo, Feb 24, 2009, subj: Delegation of Authority for Acquisition Positions</p>				
9	<p><i>VERA/VSIP/VSIP Phase II Authority</i></p> <p>Authority to approve voluntary early retirement authority (VERA) and voluntary separation incentive pay (VSIP) for employees occupying positions up to the General Schedule 15 level (or equivalent) or any positions under the National Security Personnel System</p> <p>Authority to approve VSIP for non-appropriated fund employees</p>	<p>DoD 1400.25, SC 1702, dtd June 13, 2008, Administratively Reissued April 1, 2009, subj: Civilian Personnel Management System: Voluntary Separation Programs [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to no lower than installation commander or activity head]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II [Delegates authority to the ASA(M&RA) with authority</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practicable level, but not lower than the local Commander or activity head.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by rule, law, regulation or higher authority guidance.</p>	DAPE-CPZ to provide quarterly reports to the ASA(M&RA) on the use of this authority.

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	<p>Authority to determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program</p> <p>Authority to extend the time period required for scheduled separation under the VSIP Phase II program</p>	<p>to further delegate in writing]</p> <p>Supersedes: ASA(M&RA) Memo, Dec 17, 2008, subj: Delegation of Authority for VERA, VSIP and VSIP Phase II</p>				
10	<p><i>National Security Personnel System (NSPS) Issuance of Policy Guidance</i></p> <p>Authority to supplement DoD policy guidance on NSPS where permitted</p>	<p>DoDI 1400.25, SC 1910, Dec 1, 2008, subj: DoD Civilian Personnel Management System: General [Delegates authority to the Secretaries of the Military Departments with authority to further delegate where permitted]</p> <p>National Defense Authorization Act for Fiscal Year 2010, Sec 1113, Provisions Relating to the National Security Personnel System [Terminates NSPS</p>	Sep 30, 2013	Is not further delegated.	All NSPS employees must transition to another personnel system by no later than 1 January 2012.	None.

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		as of 1 January 2012] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – National Security Personnel System [Delegates authority to the ASA(M&RA) to approve supplementation of Chapter 1900 of DoD 1400.25-M]				
11	<i>National Security Personnel System (NSPS) Issuance of Policy Guidance</i> Authority to implement NSPS authorities as set forth in Department of Army NSPS policy dated 14 May 2009	DoDI 1400.25, SC 1910, Dec 1, 2008, subj: DoD Civilian Personnel Management System: General [Delegates authority to the Secretaries of the Military Departments with authority to further delegate where permitted] National Defense Authorization Act for Fiscal Year 2010, Sec 1113, Provisions Relating to the National Security Personnel System [Terminates NSPS as of 1 January 2012] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – National Security Personnel	Sep 30, 2013	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to other Department of the Army officials. All NSPS employees must transition to another personnel system by no later than 1 January 2012.	None.

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		System [Delegates authority to the ASA(M&RA) to approve supplementation of Chapter 1900 of DoD 1400.25-M]				
12	<p><i>Age Waivers for Air Traffic Controllers (ATC)</i></p> <p>Authority to determine maximum entry age waivers; reentry age waivers; and mandatory age separation waivers for civilian ATCs up to the age of 61</p>	<p>DoDI 1400.25, Vol 331, Jun 20, 2005, administratively reissued Apr 6, 2009, subj: DoD Civilian Personnel Management System Civilian: Air Traffic Controllers (ATCs) [Delegates authority to Secretaries of Military Departments with limited further delegation]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Position Coverage Determination, Maximum Entry Age Waivers, Reentry Waivers, and Mandatory Age Separation Waivers for Civilian Air Traffic Controllers (ATCs) [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: Secretary of the Army</p>	Sep 30, 2013	<p>Position coverage determination is not further delegated.</p> <p>Maximum entry age, re-entry age and mandatory separation waiver authority is delegated to:</p> <p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority to determine maximum entry age and re-entry age should be further delegated.</p> <p>Authority to approve mandatory separation waivers may be delegated to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority.</p>	None.

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		memorandum 1 Mar 2006, subj; Delegation of Authority for Age Waivers for Air Traffic Controllers Mandatory Separation				
13	<p><i>Student Loan Repayment Program</i></p> <p>Authority to approve student loan repayments</p>	<p>OUSD (P&R) Memo, Sep 30, 2004, subj: DoD Student Loan Repayment Program [Delegates authority to Secretaries of Military Departments]</p> <p>Secretary of the Army memorandum, 13 Oct 2010, subj: Department of Defense (DoD) Student Loan Repayment Program [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p> <p>Supersedes: DCS G-1 memo, 22 Mar 2005, subj: Department of Defense (DoD) Student Loan Repayment Program</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but not lower than managers and supervisors, and officials managing centralized intern or training programs.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority.</p>	<p>DoD Component must furnish a copy of the implementing guidance to DUSD (CPP).</p> <p>Upon request, DoD components will provide DoD with fiscal year data on the number of employees receiving the loan repayment incentive, the pay plan, series, grade of each recipient, and the total cost of the student loan repayment incentive.</p>
14	<p><i>Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Annual</i></p>	DoDI 1400.25, Vol 631, Aug 31, 2009, subj: DoD Civilian Personnel Management System: Credit for Prior Non-Federal Experience and Certain Military Service for	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p>	Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but not lower	Use of this incentive requires command reports be submitted annually through AG-1(CP) to ASA(M&RA).

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#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	<p><i>Leave Accrual Rate</i></p> <p>Authority to authorize service credit for new employees for the purpose of determining annual leave accrual. Credit may be given for prior work experience obtained in non-Federal and certain military service if it relates directly to the skills required for the position under recruitment.</p>	<p>Determining Leave Accrual Rate [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Credit for Prior Non-Federal Experience and Certain Military Service for Determining Leave Accrual Rate [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p>		<ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>than a selecting official.</p> <p>Authorizing service credit for prior non-federal work experience and certain military service is not an entitlement but is meant to provide hiring officials with an additional tool to meet Command Human Capital Management Plans.</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by amendments to rule, law, regulation or higher authority guidance.</p> <p>Delegates are required to establish plans for utilizing this incentive; provisions to monitor its use and effectiveness; maintenance of documentation; and plans for further delegations. Plans will be maintained by the AG-</p>	

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
					1(CP) for review for compliance with DoD and DA implementing policies.	
15	<p><i>Reduced Per Diem Rate</i></p> <p>Authority to authorize, in advance, zero per diem rate or per diem rates in lesser amounts than those permitted by the Department of Defense</p>	<p>JTR Vol 2, Ch 4: Employee Travel, Part B: Per Diem Allowances, C4550 Per Diem Rate, para D, 04/01/10 (Change 534)</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Reduced Per Diem Rate [Delegates authority to the ASA(M&RA)]</p>	Sep 30, 2013	Is not further delegated.		None.
16	<p><i>Overseas Allowances and Differentials</i></p> <p>Authority to grant payment of appropriate allowances and differentials to eligible civilian employees who are living in foreign areas</p>	<p>DoDI 1400.25, Vol 1250, Jun 26, 2006, administratively re-issued July 31, 2009, subj: DoD Civilian Personnel Management System: Overseas Allowances and Differentials [Delegates authority to Heads of the DoD Components with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Overseas Allowances and</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to other Department of the Army officials.</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by changes in rule, law, regulation or higher</p>	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
		Differentials [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] Supersedes: ASA(M&RA) Memo, 20 Mar 2000, subj: Delegation of Authority to Approve Certain Foreign Allowances			authority guidance.	
17	<i>Uniform Allowance Rates</i> Authority to determine which categories of employees who are required to wear uniforms may be furnished uniforms or are eligible for the uniform allowance	DoDI 1400.25, Vol 591, Mar 12, 2009, subj: DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees [Delegates authority to the Secretaries of the Military Departments with authority to further delegate in writing] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Uniform Allowance Rates for DoD Civilian Employees [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]	Sep 30, 2013	Administrative Assistant to the Secretary of the Army Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Authority may be further delegated in writing to other Department of the Army officials but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of this incentive. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by changes in rule, law, regulation or higher authority guidance.	None.
18	<i>Employing Individuals</i>	OUSD (P&R) Memo, Apr 5, 2010, subj: Implementation	Sep 30, 2013	Administrative Assistant to the	Authority may be further delegated in writing to other	An annual assessment of the usage of the

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#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	<p><i>Completing DoD Scholarship or Fellowship Programs</i></p> <p>Authority to appoint individuals completing the following Department of Defense Scholarship or Fellowship Programs to positions in the excepted service, with non-competitive conversion to a career or career-conditional appointment upon completion of 2 years of successful service: National Security Education Program; the Information Assurance Scholarship Program; and the Science, Mathematics and Research for</p>	<p>of Authority to Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs [Delegates authority to the ASA(M&RA) with authority to further delegate in writing]</p>		<p>Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Department of the Army officials.</p> <p>Full documentation for appointments made under this authority, sufficient to allow reconstruction of the action, must be maintained.</p>	<p>authority will be conducted at the start of the FY beginning in FY 2011.</p>

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	Transformation Scholarship Program					
19	<p><i>Civilian Academic Degree Training (ADT)</i></p> <p>Authority to approve planned, systematic and coordinated programs of professional development consistent with specific criteria</p>	<p>OUSD (FMP) Memo, Aug 15, 2001, subj: Civilian Academic Degree Training [Delegates authority to Heads of DoD Components with authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Civilian Academic Degree Training [Delegates authority to the ASA(M&RA) to exercise the provisions of section 4107 of title 5, U.S.C., with authority to further delegate in writing]</p>	Sep 30, 2013	<p>None. The ASA(M&RA) retains authority to approve policies and actual academic degree training applications, regardless of funding source.</p> <p>There are 4 exceptions in which employees may receive ADT without ASA(M&RA) approval:</p> <ol style="list-style-type: none"> 1. Employees selected to attend the Defense Comptrollership Program. 2. Acquisition Corps members seeking to meet Defense Acquisition Workforce Improvement Act requirements may receive ADT identified in an approved Acquisition Corps 	<p>DAMO-TR Memo dtd Sep 17, 2009, subj: Academic Degree Training and DAMR-TR Memo dtd Oct 22, 2009, subj: Routing and Approval of Academic Degree Training provide guidance on submission of ADT requests.</p> <p>Additional guidance is contained in the ACTEDS Catalog on www.cpol.army.mil.</p>	<p>The DCS, G-3 will provide monthly updates to the ASA(M&RA).</p> <p>In coordination with the ASA(M&RA) the DCS, G-3 will develop policies and procedures for administering the Army's ADT programs.</p>

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#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
				individual development plan. 3. Army Medical Command civilian employees competitively selected to participate in the Army / Fayetteville State University Master of Social Work Program 4. Comptroller Career Program employees selected to participate in the DOD Inspector General program at Georgetown University		
20	<p><i>Grade and Pay Retention</i></p> <p>Authority to extend grade and pay retention pursuant to 5 C.F.R. 536.202(a) and 5 C.F.R. 536.302(a) in circumstances which meet the intent of grade and pay retention laws</p>	<p>DoDI 1400.25, Vol 536, Jun 28, 2006, administratively reissued Apr 6, 2009, subj: DoD Civilian Personnel Management System: Grade and Pay Retention. [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]</p> <p>Secretary of the Army memorandum, subj:</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting 	<p>Authority may be further delegated in writing to other department of the Army officials but not lower than activity commander or civilian head of an activity.</p>	None.

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Matrix of ASA(M&RA) Delegated Civilian Human Resources (CHR) Authorities

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
	and the referenced DoDI, but are not detailed in the referenced documents	Delegation of Authority – Grade and Pay Retention, dated 13 October 2010 [Delegates authority to ASA(M&RA) with authority to further delegate in writing]		Units		
21	<p><i>General Schedule (GS) and Federal Wage System (FWS) Classification</i></p> <p>Authority to determine and certify pay system, title, series, and grade of GS and FWS positions in accordance with controlling position classification standards, regulations, and statutory requirements</p>	<p>DoDI 1400.25, Vol 511, Sep 29, 2005, administratively reissued Mar 31, 2010, subj: DoD Civilian Personnel Management System: Classification Program [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]</p> <p>Secretary of the Army memorandum, dated 13 October 2010, subj: Delegation of Authority – Classification Program [Delegates authority to ASA(M&RA) with authority to further delegate in writing]</p> <p>DASA-CPP Memo, Nov 17, 1997, subj: Delegation of Position Classification Authority [Provides guidance regarding exercise of classification authority]</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to other Department of the Army officials.</p> <p>Guidance is provided in the DASA-CPP Memo, Nov 17, 1997, subj: Delegation of Position Classification Authority.</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	None.

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#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
22	<p><i>Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (PL) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006</i></p> <p>Authority to approve the benefits covered by the referenced OUSD (P&R) May 4, 2007 memorandum, for employees under their purview for service through September 30, 2011</p>	<p>OUSD(P&R) Memo, May 4, 2007, subj: Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (PL) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006 [Delegates authority to the Secretaries of the Military Departments with authority to further delegate]</p> <p>OUSD Memo, Oct 20, 2008, subj: Clarification of Memorandum Regarding Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees Assigned to Iraq or Afghanistan Under the Authority of Section 1603 of Public Law (P.L.) 109-234, as amended [Announced extension of benefits to September 30, 2011]</p> <p>Supersedes: ASA(M&RA) memo, 24 Sep</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to other Department of the Army officials but not lower than activity commander or civilian head of an activity.</p> <p>Benefits and gratuities retroactive back to June 15, 2006. Delegates must review the circumstances of any employee's assignment to Iraq or Afghanistan between June 15, 2006 and September 24, 2007 to determine retroactive eligibility.</p> <p>Ensure all civilian employees assigned to Iraq or Afghanistan during the covered period are informed of these new benefits.</p> <p>See DAPE-CPZ memorandum dtd: 21 Jul 2009, subj: Excused Absence During Authorized Rest and Recuperation (R&R) Breaks for Employees Assigned to Iraq and Afghanistan.</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to</p>	None.

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		2007, subj: Delegation of Authority – Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006			support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	
23	<p><i>Authority to Waive the Limitations on Donating Annual Leave</i></p> <p>Authority to waive limitations on donating annual leave under the Voluntary Leave Transfer Program (VLTP) under the criteria listed herein</p>	<p>5 CFR 630.908(c) [Authorizes agencies to waive limitations on donating annual leave under the VLTP]</p> <p>Supersedes: ASA(M&RA) Memo, June 02, 2009, subj: Delegation of Authority to Waive the Limitations on Donating Annual Leave under the Voluntary Leave Transfer Program</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to other Department of the Army officials, but no lower than the second level supervisor of the leave donor.</p> <p>The DCS G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher</p>	<p>The DCS, G-1, will monitor the exercise of this authority and will submit a report in March of each year, covering the prior calendar year and providing the number of waivers granted, the amount of leave in excess of the donation limitations under each waiver, and a description of the circumstances justifying each waiver to the ASA(M&RA).</p>

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24	<p><i>Restoration of Annual Leave – Authority to Approve Exigencies</i></p> <p>Authority to determine, under 5 C.F.R. §630.305, that an exigency is of such importance that it prevents the use by their employees of annual leave subject to forfeiture</p>	<p>5 CFR 630.305 [Authorizes agencies to determine that exigencies are of major importance in order to restore annual leave]</p> <p>Supersedes: ASA(M&RA) Memo, June 2, 2009, subj. Restoration of Annual Leave – Delegation of Authority to Approve Exigencies</p>	Sep 30, 2013	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>authority guidance.</p> <p>Authority may be further delegated in writing to other Department of the Army officials.</p> <p>Those exercising this authority are responsible for establishing dates for the period covered by the exigencies as required under 5 C.F.R. §630.306(a)(2).</p> <p>Exigencies may not be approved by any official whose leave would be affected by the decision.</p>	None.
25	<p><i>Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule</i></p> <p>Authority to implement the Physicians and Dentists Pay Plan for eligible physicians and dentists</p> <p>Authority to serve as</p>	<p>DoDI 1400.25, Vol 543 dtd 18 August 2010, subj: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule. [Delegates authority to heads of DoD components that employ civilian physicians and dentists with the authority to further delegate]</p> <p>Secretary of the Army Memo, 13 October 2010, subj: Delegation of Authority</p>	Sep 30, 2013	<p>Authority to implement the PDPP to:</p> <p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and 	<p>Authority to implement the PDPP may be further delegated in writing to an official who exercises personnel appointing authority at a level not lower than O-6, GS-15, or the equivalent.</p> <p>The Surgeon General may further delegate, in writing, the authority to serve as AMO to a level not lower than a Commander (or equivalent) at or above the O-6, GS-15, or equivalent level. In the event</p>	Status report within 6 months of implementation of the pay plan to ASA M&RA and AG-1(CP)

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	authorized management official (AMO) in determinations of market pay amounts for civilian physicians and dentists as provided for in referenced DoDI	<p>– Pay Plan for Army Civilian Physicians and Dentists [Delegates authority to ASA(M&RA) with the authority to further delegate in writing]</p> <p>Secretary of the Army Memo, 22 Feb 2011, subj: Designation as Authorized Management Official – Market Pay Amounts for Civilian Physicians and Dentists [Delegates authority to ASA(M&RA) to act as authorized management official]</p> <p>ASA(M&RA) Memo, 4 Apr 2011, subj: Delegation of Authority – Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule.</p>		<p>- Direct Reporting Units</p> <p>Authority to serve as Authorized Management Official (AMO) to:</p> <p>The Surgeon General of the Army</p>	that the Commander of an ACOM, ASCC, DRU, AASA, or a major subordinate command retains AMO authority in the headquarters, that Commander may delegate the AMO authority of his or her Deputy Commander at or above the O-6, GS-15, or equivalent level.	
26	<p><i>Priority Placement Program (PPP) Component Coordinator Designation</i></p> <p>Authority to designate a Component PPP</p>	DoDI 1400.20, Sep 26, 2006, subj: DoD Program for Stability of Civilian Employment [Directs the Head of the DoD Component to designate a PPP Component Coordinator]	Sep 30, 2013	<p>Authority to designate a PPP Component Coordinator is delegated to ASA M&RA only.</p> <p>Authority to exercise the provisions of the PPP is delegated to:</p>	Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority.	

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	<p>Coordinator</p> <p>Authority to exercise the provisions of the PPP</p>	<p>Secretary of the Army Memo, 13 October 2010, subj: Delegation of Authority – DoD Program for Stability of Civilian Employment [Delegates authority to ASA(M&RA) with the authority to further delegate in writing]</p>		<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.</p>	
27	<p><i>Direct Hire Authority for Certain Health-care Professionals</i></p> <p>Authority to appoint certain health-care professionals</p>	<p>OUSD(P&R) Memo, May 2, 2011, subj: Delegation of Authority under Section 8074 of the Department of Defense and Full-Year Continuing Appropriations Act for Fiscal Year 2-11, Public Law 112-110 [Delegates authority to Secretaries of the Military Departments with the authority to further delegate in writing]</p> <p>Public Law 112-10, Section 8074</p> <p>Section 7403(g) of title 38,</p>	Sep 30, 2011	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders of:</p> <ul style="list-style-type: none"> - Army Commands; - Army Service Component Commands; and - Direct Reporting Units 	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority.</p> <p>The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Current guidance issued by the AG-1(CP) remains in effect.</p>	

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		USC Section 7403(a)(2) of title 38, USC Secretary of the Army Memo, June 27, 2011, subj: Delegation of Authority – Appointment Authority for Certain Health Care Professionals under Section 8074 of the Department of Defense and Full-Year Continuing Appropriations Act for Fiscal Year 2011, Public Law 112-110 [Delegates authority to ASA(M&RA) with the authority to further delegate in writing]			Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	

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