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

#	Subject / Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
1	*Student Loan Repayment Program* Authority to approve student loan repayments	OUSD (P&R) Memo, Sep 30, 2004, subj: DoD Student Loan Repayment Program [Delegates authority to Secretaries of Military Departments] Secretary of the Army memorandum, 31 Mar 2014, subj: Department of Defense (DoD) Student Loan Repayment Program [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] **Supersedes:** Secretary of the Army memorandum, 13 Oct 2010, subj: Department of Defense (DoD) Student Loan Repayment Program [	Apr 3, 2017	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 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. 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.	DoD Component must furnish a copy of the implementing guidance to DUSD (CPP). 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.
2	*Reduced Per Diem Rate* Authority to authorize, in advance, zero per diem rate or per diem rates in lesser amounts than those permitted by the	JTR Vol 2, Ch 4: Employee Travel, Part B: Per Diem Allowances, C4095 Reduced Per Diem, para D, 06/01/13 (Change 572) Secretary of the Army Memo, 31 Mar 2014, subj: Delegation of Authority – Reduced Per Diem Rate [Delegates authority	April 3, 2017	Is not further delegated.		

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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
	Department of Defense	to the ASA(M&RA)] **Supercedes:** Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Reduced Per Diem Rate [Delegates authority to the ASA(M&RA)]				
3	*Overseas Allowances and Differentials* Authority to grant payment of appropriate allowances and differentials to eligible civilian employees who are living in foreign areas	DoDI 1400.25, Vol 1250, Feb 23, 2012, 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] Secretary of the Army Memo, 31 Mar 2014, subj: Delegation of Authority – Overseas Allowances and Differentials [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] **Supersedes:** Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Overseas Allowances and Differentials	Apr 3, 2017	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. 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.	
4	*Employing Individuals*	OUSD (P&R) Memo, Apr 5, 2010, subj: Implementation of	Apr 3, 2017	Administrative Assistant to the	Authority may be further delegated in writing to	An annual assessment of the usage of the

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

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	Completing DoD Scholarship or Fellowship Programs 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 Transformation Scholarship Program	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] Secretary of the Army Memo, 31 Mar 2014, 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] **Supercedes:** Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs		Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	other Department of the Army officials. Full documentation for appointments made under this authority, sufficient to allow reconstruction of the action, must be maintained.	authority will be conducted at the start of the FY beginning in FY 2011.
5	*Grade and Pay Retention*	DoDI 1400.25, Vol 536, Jun 28, 2006, administratively reissued	Apr 3, 2017	Administrative Assistant to the	Authority may be further delegated in writing to	

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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
	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 and the referenced DoDI, but are not detailed in the referenced documents	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] Secretary of the Army memorandum, subj: Delegation of Authority – Grade and Pay Retention, dated 31 Mar 2014 [Delegates authority to ASA(M&RA) with authority to further delegate in writing] **Supercedes:** Secretary of the Army memorandum, subj: Delegation of Authority – Grade and Pay Retention, dated 13 October 2010		Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	other department of the Army officials but not lower than activity commander or civilian head of an activity.	
6	*Authenticate Personnel Actions* Authority for CHRA to authenticate personnel actions for serviced organizations without the need for additional	ASA M&RA Memo, Sep 29, 2011, subj: Authority to Authenticate Personnel Actions [Delegates authority to Director, CHRA with the authority to further delegate to CHRA Regional Directors or their designees] HQDA General Orders No. 3,	Upon update of AR 690-200, Ch 250 which incorporates this delegation, whichever occurs first.	Director, CHRA	Director, CHRA may further delegate authority to CHRA Regional Directors or their designees for their serviced organizations. Approving/authenticating officials may electronically approve a personnel	

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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
	designations from DA appointing authorities	Jul 9, 2002 HQDA General Orders No. 8, Dec 31, 2003 AR 690-200, Chapter 250, Personnel Management Agencies, Sep 3, 1993			action only after the responsible management official (RMO) has approved the action; are responsible for determining that the action is in accordance with all laws, rules, regulations, and governing policies; and will ensure that all fiscal requirements inherent in personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny The RMO is responsible for approving the action in accordance with law and regulation. The Appointing Officer and RMO are primarily responsible, and will be held accountable, for ensuring that a personnel action is fiscally sound and an appropriate use of Army funds.	
7	*Secretary of Defense Medal for Global War*	OUSD (P&R) Memo, Aug 9, 2007, subj: Secretary of	Apr 3, 2017	*Authority to approve GWOT Medal:*	Authority to approve GWOT Medal may be	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
	on Terrorism (GWOT) Authority to approve and administer the GWOT medal for eligible civilian employees Authority to procure, issue, and establish administrative procedures for the approval of the GWOT medal	Defense Medal for the Global War on Terrorism [Delegates authority to Heads of the DoD Components with authority to further delegate in writing] OUSD (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] Secretary of the Army Memo, 31 Mar 2014, 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] **Supersedes:** Secretary of the Army Memo, 13 Oct, 2010, subj: Delegation of Authority – Secretary of Defense Medal for the Global War on Terrorism		Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	further delegated in writing to Commanders and Activity Heads at a level not lower than LTC or GS-14.	
8	*Credit for Prior Non-Federal Work Experience and*	DoDI 1400.25, Vol 631, Aug 31, 2009, subj: DoD Civilian Personnel Management	Apr 3, 2017	Administrative Assistant to the Secretary of the Army*	Authority may be further delegated in writing to the lowest practical	Use of this incentive requires command reports be submitted

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

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	Certain Military Service for Determining Annual Leave Accrual Rate 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.	System: Credit for Prior Non-Federal Experience and Certain Military Service for Determining Leave Accrual Rate [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] Secretary of the Army Memo, 31 Mar 2014, 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] **Supercedes:** 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		Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	organizational level to ensure timely hiring decisions in support of mission requirements, but not lower than a selecting official. 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. 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. Delegates are required to	annually through AG-1(CP) to ASA(M&RA).

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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
					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-1(CP) for review for compliance with DoD and DA implementing policies.	
9	*Uniform Allowance Rates* 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, 31 Mar 2014, 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] **Supercedes:**	Apr 3, 2017	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 Secretary of the Army	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
		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]			Memo, 31 Mar 2014, 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]changes in rule, law, regulation or higher authority guidance.	
10	*Age Waivers for Air Traffic Controllers (ATC)* Authority to determine maximum entry age waivers; reentry age waivers; and mandatory age separation waivers for civilian ATCs up to the age of 61	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] Secretary of the Army Memo, 31 Mar 2014, 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	Apr 3, 2017	Position coverage determination is not further delegated. Maximum entry age, re-entry age and mandatory separation waiver authority is delegated to: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and	Authority to determine maximum entry ageand re-entry age should be further delegatedd. 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. 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.	

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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
		delegate in writing] **Supersedes:** 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]		- Direct Reporting Units		
11	*Increased Annual Premium Pay Limitations for Calendar Year 2013* Authority to determine eligibility of civilian employees for the increased annual premium pay limitation for Calendar Year 2013	OUSD (P&R) Memo, Apr 30, 2013, subj: Calendar Year 2013 Waiver of Annual Pay Limitations for Certain Employees [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing to managerial and supervisory levels deemed appropriate] Secretary of the Army Memo, Oct 2, 2013, subj: Delegation of Authority—Increased Annual Premium Pay Limitation for Calendar Year 2013 [Delegates authority to the ASA(M&RA)	Dec 31, 2014	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 the delegated authority. Current guidance issued by the AG-1(CP) remains	A list of those employees by Commands or Activity Heads to whom the increased annual premium pay limitation for CY 2013 was eligible and applied will be submitted to AG-1(CP) after the close of the calendar year.

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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
		with authority to further delegate in writing to a level no lower than activity commander or civilian head of an activity] **Supersedes:** Secretary of the Army Memo, Nov 26, 2012, subj: Delegation of Authority – Increased Annual Premium Pay Limitation for Calendar Year (CY) 2012.			in effect. Guidance issued will be updated as required to incorporate changes necessitated by change in rule, law, regulation or higher authority guidance.	
12	*Delegation of Classification Authority* Authority to exercise position classification authority for all positions in the General Schedule (GS), Federal Wage System (FWS), DCIPS and alternative personnel systems	DoDI 1400.35, V511, Sep 29, 2005 (administratively reissued Mar 31, 2010), subj: Classification Program [Delegates authority to the Heads of the Components with authority to further delegate in writing to managerial and supervisory levels deemed appropriate.] Secretary of the Army Memo, Dec 23, 2013, subj: Delegation of Authority—Classification [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 with the exception of positions eligible for Special	Apr 3, 2017	Director, Civilian Human Resources Agency for all positions subject to Special Retirement Coverage (SRC) All other non-SRC position classification authority is delegated to: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service	Authority to classify positions that are subject to Special Retirement Coverage (SRC) are delegated only to the Director, Civilian Human Resources Agency with authority to further delegate only to qualified staff members of Headquarters, CHRA. Authority to classify all other position descriptions may be further delegated in writing to other managerial and supervisory levels deemed appropriate. The DCS, G-1 will issue	

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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
		Retirement Coverage]		Component Commands; and - Direct Reporting Units	additional policy, 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.	
13	*VERA/VSIP/VSIP Phase II Authority* 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	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] Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority – Voluntary Early Retirement Authority, Voluntary	Expired Mar 31, 2014	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 the lowest practicable level, but not lower than the local Commander or activity head. 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	DAPE-CPZ to provide quarterly reports to the ASA(M&RA) on the use of this authority.

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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
	Personnel System Authority to approve VSIP for non-appropriated fund employees Authority to determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program Authority to extend the time period required for scheduled separation under the VSIP Phase II program	Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] **Supersedes**: ASA(M&RA) Memo, Dec 17, 2008, subj: Delegation of Authority for VERA, VSIP and VSIP Phase II			effect. Guidance issued will be updated as required to incorporate changes necessitated by rule, law, regulation or higher authority guidance.	
14	*Defense Civilian Intelligence Personnel System (DCIPS) Implementation and Issuance of Supplemental Policy Guidance*	DoDI 1400.35, September 24, 2007 [incorporating Change 1, September 1, 2009], subj: Defense Civilian Intelligence Personnel System (DCIPS) DoDI 1400.25, Vol 2001, Dec 29, 2008, subj: DoD Civilian Personnel Management	May 30, 2014	Deputy Chief of Staff, G-2, the Functional Chief for Military Intelligence	The Deputy Chief Staff G-2 will issue supplemental DCIPS policies and instructions. Refer to the individual DCIPS Army Policy Volumes (AP-V's) for responsibilities and if	

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	Authority to implement and administer DCIPS and issue Army DCIPS policy guidance	System: Introduction [Delegates authority to the Heads of the DoD Components with DCIPS positions] Secretary of the Army Memo, May 15, 2012, subj: Delegation of Authority – Army Defense Civilian Intelligence Personnel System (DCIPS) Implementation [Delegates authority to the ASA(M&RA) with authority to further delegate this authority to the Deputy Chief of Staff G-2, the Functional Chief for Intelligence]			supplementation or further delegation is permitted.	
15	*Recruitment, Relocation and Retention (3Rs) and Enhanced Retention Incentives* Authority to approve payment of recruitment, relocation, retention and enhanced retention incentives to attract, retain and	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] OUSD (P&R) Memo, Sep 21,	May 30, 2014	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 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. Authority does not include incentives for Senior	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 AG-1(CP) will monitor compliance and plan

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	relocate employees with critical skills in support of mission requirements	2006, subj: Implementation of Recruitment, Relocation, and Retention Incentives [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] 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] 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] **Supersedes**: ASA(M&RA) Memo, Mar 25, 2010, subj: Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives			Executive Service, Senior Level and Scientific or Professional positions (or the equivalent). 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.	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. Annual report required through CPMS to OPM on the use of the 3Rs incentives. Delegates are required 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.

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16	*Direct Hire Authority (DHA) for Scientific & Engineering Positions at Demo Labs* Authority to appoint qualified candidates with advanced degrees to scientific and engineering positions within 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.	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] 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] **Supersedes**: ASA(M&RA) Memo, Jun 2, 2009, subj: Delegation of Direct Hire Authority for Scientific and Engineering Positions Within Personnel Demonstration Laboratories.	May 30, 2014	Commanders of: - U.S. Army Materiel Command; - U.S. Army Medical Command; and - U.S. Army Corps of Engineers	Authority may be further delegated in writing to other Department of the Army officials, but not lower than the activity commander or activity head. 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.	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. http://cpol.army.mil/library/staff/2009-0616-dcosg1.html 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

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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
						Army hiring needs. In addition, AG-1(CP) will provide any best practices that were established in conjunction with the use of this authority.
17	*Employment of Annuitants in Positions GS-15 and Below (or Equivalent)* Authority to approve employment of annuitants in positions of GS-15 and below (or equivalent)	DoDI 1400.25, Vol 300, Dec 10, 2008, subj: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] 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] **Supersedes:** ASA(M&RA) Memo dated April 9, 2009, subj: Delegation of Authority for Employment of Annuitants in Positions GS-15	May 30, 2014	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 Army managers and supervisors. 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.	AG-1(CP) to provide quarterly reports for ASA(M&RA) review.

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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 Below (or equivalent)				
18	*Secretary of Defense Medal for the Defense of Freedom (DFM)* Authority to approve the Defense of Freedom Medal for eligible civilian employees	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] Secretary of the Army 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] **Supersedes**: ASA(M&RA) Memo, dated Mar 24, 2009, subj: Delegation of Authority – Secretary of Defense Medal for the Defense of Freedom (DFM)	The earlier of the expiration of the National State of Emergency or May 30, 2014	*When an eligible Army civilian employee is able to return to duty in theater following an injury:* Commanders in theater who approve the Purple Heart (PH) for service members may approve the DFM for Civilian employees under their administrative control. Commander USACE GRD/TEC-I may approve the DFM for Civilian employees under administrative control of GRD/TEC-I. Commander USACE CSTC-A may approve the DFM for Civilian employees under administrative control of CSTC-A. *When an eligible Civilian employee is*	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. The Secretary of the Army retains authority to approve the award for Civilians injured outside a combat theater as the result of international terrorist attack. 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.	See DAPE-CPZ Memo dated May 20, 2009, subj: Secretary of Defense Medal for the Defense of Freedom (DFM) - Reporting Requirements. In each instance of 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. Forward all memoranda of further delegation to

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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
				medically evacuated from the theater following an injury: Hospital Commanders (not field commanders) who approve the PH for service members may approve the DFM for eligible Civilian employees receiving medical treatment at military medical facilities. *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:* Administrative Assistant to the Secretary of the Army*	For purposes of this delegation, administrative control is defined as control over the daily work activities, duty assignments, and whereabouts of civilian employees.	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.

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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
				Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units		
19	*Expedited Hiring Authority (EHA) for Acquisition Positions* 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	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] 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)	May 30, 2014	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 the activity commander or activity head. 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,	

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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
		Secretary of the Army Memo, 13 Oct 2010, subj: Delegation of Authority –Implementation of Expedited Hiring Authority for Acquisition Positions [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] **Supersedes**: (ASA)M&RA Memo, Feb 24, 2009, subj: Delegation of Authority for Acquisition Positions			regulation or higher authority guidance.	
20	*Civilian Academic Degree Training (ADT)* Authority to approve planned, systematic and coordinated programs of professional development consistent with specific criteria	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] 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]	May 30, 2014	None. The ASA(M&RA) retains authority to approve policies and actual academic degree training applications, regardless of funding source. There are 4 exceptions in which employees may receive ADT without ASA(M&RA) approval: 1. Employees selected to attend the Defense Comptrollership	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. Additional guidance is contained in the ACTEDS Catalog on www.cpol.army.mil.	The DCS, G-3 will provide monthly updates to the ASA(M&RA). In coordination with the ASA(M&RA) the DCS, G-3 will develop policies and procedures for administering the Army's ADT programs.

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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
				Program. 2. Acquisition Corps members seeking to meet Defense Acquisition Workforce Improvement Act requirements may receive ADT identified in an approved Acquisition Corps 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		
21	*Benefits, Allowances and Gratuities for Department of*	OUSD(P&R) Memo, May 4, 2007, subj: Benefits, Allowances and Gratuities for	May 30, 2014	Administrative Assistant to the Secretary of the Army*	Authority may be further delegated in writing to other Department of the	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
	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 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	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] 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] **Supersedes:** ASA(M&RA) memo, 24 Sep 2007, subj: Delegation of Authority – Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under		Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	Army officials but not lower than activity commander or civilian head of an activity. 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. Ensure all civilian employees assigned to Iraq or Afghanistan during the covered period are informed of these new benefits. 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. The DCS G-1 will issue	

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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
		Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006			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 change in rule, law, regulation or higher authority guidance.	
22	*Authority to Waive the Limitations on Donating Annual Leave* Authority to waive limitations on donating annual leave under the Voluntary Leave Transfer Program (VLTP) under the criteria listed herein	5 CFR 630.908(c) [Authorizes agencies to waive limitations on donating annual leave under the VLTP] **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	May 30, 2014	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 no lower than the second level supervisor of the leave donor. 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	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).

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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
					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.	
23	*Restoration of Annual Leave – Authority to Approve Exigencies* 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	5 CFR 630.305 [Authorizes agencies to determine that exigencies are of major importance in order to restore annual leave] **Supersedes:** ASA(M&RA) Memo, June 2, 2009, subj. Restoration of Annual Leave – Delegation of Authority to Approve Exigencies	May 30, 2014	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. 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). Exigencies may not be approved by any official whose leave would be affected by the decision.	None.
24	*Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule* Authority to	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	May 30, 2014	Authority to implement the PDPP to: Administrative Assistant to the Secretary of the Army*	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	Status report within 6 months of implementation of the pay plan to ASA M&RA and AG-1(CP)

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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
	implement the Physicians and Dentists Pay Plan for eligible physicians and dentists Authority to serve as authorized management official (AMO) in determinations of market pay amounts for civilian physicians and dentists as provided for in referenced DoDI	civilian physicians and dentists with the authority to further delegate] Secretary of the Army Memo, 13 October 2010, subj: Delegation of Authority – Pay Plan for Army Civilian Physicians and Dentists [Delegates authority to ASA(M&RA) with the authority to further delegate in writing] 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] ASA(M&RA) Memo, 4 Apr 2011, subj: Delegation of Authority – Pay Plan for Army Civilian Physicians and Dentists Covered by the General Schedule.		Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units Authority to serve as Authorized Management Official (AMO) to: The Surgeon General of the Army	the equivalent. 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 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 ot his or her Deputy Commander at or above the O-6, GS-15, or equivalent level.	
25	*Priority Placement Program (PPP) Component*	DoDI 1400.20, Sep 26, 2006, subj: DoD Program for Stability of Civilian Employment [Directs	May 30, 2014	Authority to designate a PPP Component Coordinator is	Authority may be further delegated in writing to the lowest practical	

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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
	Coordinator Designation Authority to designate a Component PPP Coordinator Authority to exercise the provisions of the PPP	the Head of the DoD Component to designate a PPP Component Coordinator] 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]		delegated to ASA M&RA only. Authority to exercise the provisions of the PPP is delegated to: Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands; - Army Service Component Commands; and - Direct Reporting Units	organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than officials who exercise personnel appointing authority. 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.	
26	*Authority to Approve Lump Sum Severance Payments to Eligible Employees*	Title 5, United States Code (U.S.C.), Section 5595(i) Title 5, Code of Federal Regulations (CFR), Part 550 Secretary of the Army Memo, 20 Sep 2011, subj: Delegation	May 30, 2014	Administrative Assistant to the Secretary of the Army* Commanders of: - Army Commands;	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.	

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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
		of Authority to Pay Severance Pay in a Lump Sum [Delegates authority to the ASA (M&RA) with authority to further delegate in writing]		- Army Service Component Commands; and - Direct Reporting Units	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.	
27	*Expedited Hiring Authority (EHA) for Shortage Category and/or Critical Need Health Care Occupations* Authority to appoint qualified individuals to shortage category and/or critical need healthcare professional positions, as designated by the	USD (P&R) Memo, Aug 14, 2012, subj: Delegation of Expedited Hire Authority for Shortage Category and/or Critical Need Health Care Occupations [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] Secretary of the Army Memo Sep 6 2012, subj: Delegation of Authority – Expedited Hire Authority for Shortage Category	May 30, 2014	Appointing Authority is delegated to: Administrative Assistant to the Secretary of the Army Commanders of: - Army Commands; - Army Service Component Commands; and	Appointing authority may be further delegated in writing to Department of the Army officials. Authority to approve non-selection of 30% or more disabled veterans may not be delegated. Request for designation of additional health care professional occupations as shortage category positions must be submitted thru the Office	

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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
	Department of Defense	and/or Critical Need Health Care Occupations [Delegates authority to the ASA(M&RA) with authority to further delegate in writing] **Supersedes:** USD (P&R) Memo, Apr 25, 2012, subj: Delegation of Expedited Hire Authority for Shortage Category and/or Critical Need Health Care Occupations [Delegates authority to Secretaries of Military Departments with authority to further delegate in writing] ASA (M&RA) Memo, Mar 3, 2010, subject as above		- Direct Reporting Units Authority to approve non-selection of 30% or more disabled veterans (when appropriate) is delegated to Deputy Commander, U.S. Army Medical Command	of The Surgeon General to AG-1(CP) for OSD approval. 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.	
28	*Voluntary Early Retirement Authority (VERA) for Nonappropriated Fund (NAF)* Authority to approve VERA for NAF employees	U.S. Army NAF Employee Retirement Plan, Dec 31, 2008 [Designates the ASA (M&RA) as the responsible agency official with authority to approve VERA for NAF employees and to further delegate this responsibility] ASA(M&RA) Memo, Nov 14, 2012, subj: Delegation of Authority – Voluntary Early	May 30, 2014	VERA Approval for Army NAF employees is delegated to: Commander, U.S. Army Installation Management Command (IMCOM)	Authority may be further delegated in writing to other Department of the Army officials, but not lower than the local Commander or activity head. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational	

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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
		Retirement Authority (VERA) for Nonappropriated Fund (NAF) [Delegates authority to Commander, Installation Management (IMCOM) to approve VERA for NAF employees who are eligible for and participate in the Army NAF Employee Retirement Plan.]			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.	

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