



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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SFAE-HR

FEB 18 2011

MEMORANDUM FOR SEE DISTRIBUTION

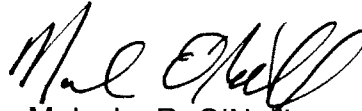
SUBJECT: Delegation of Authority to Waive the Limitations on Donating Annual Leave Under the Voluntary Leave Transfer Program

1. Reference memorandum, Office of Administrative Assistant to the Secretary of the Army, 3 Oct 10, subject: Delegation of Authority to Waive the Limitations on Donating Annual Leave under the Voluntary Leave Transfer Program (enclosure).
2. In accordance with guidance from the Administrative Assistant to the Secretary of the Army, I delegate the approval authority to you to waive limitations on donations of annual leave under paragraphs (a.) and (b.) of Title 5 Code of Federal Regulations 630.908 for leave donors under your purview. This authority may be delegated to the lowest practical level, but no lower than the second level supervisor of the leave donor.
3. The delegations must be in writing with the officials designated by organizational title. A copy of the delegation must be maintained in the office where the authority is held, and a copy will be provided to the Director, Human Resources Management Directorate. You will remain cognizant of and accountable for all actions taken pursuant to the delegated authority. The management and approval of this authority will be in accordance with Army and Department of Defense policy. Each decision to grant a waiver will be fully justified and documented, including compelling or exceptional circumstances, and include certification that the donor has at least 16 hours of annual leave remaining after the proposed donation.
4. Organizations must ensure that all applicable labor relations obligations are met in implementing this authority.
5. This delegation of authority is effective as of the date of this memorandum. This authority is effective immediately and expires 1 Jun 12, unless earlier modified or rescinded.

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SUBJECT: Delegation of Authority to Waive the Limitations on Donating Annual Leave Under the Voluntary Leave Transfer Program

6. The point of contact is Ms. Jeanette Boler, Human Resources Management Division, U.S. Army Acquisition Support Center, commercial (703) 805-1046, DSN 655-1046, or e-mail: jeanette.boler1@us.army.mil.



Malcolm R. O'Neill
Army Acquisition Executive

Encl

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DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

OCT 03 2010

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Delegation of Authority to Waive the Limitations on Donating Annual Leave Under the Voluntary Leave Transfer Program

1. References:

- a. 5 U.S.C. § 6304(a) (Annual leave; accumulation).
- b. 5 CFR § 630.908 (Limitations on donation of annual leave).
- c. Memorandum, SAMR-PO, 2 Jun 09, subject as above (enclosure).

2. I hereby delegate to you the authority to waive limitations on donations of annual leave under paragraphs (a) and (b) of 5 CFR § 630.908 for leave donors under your purview. You may further delegate this authority to the lowest practical level, but no lower than the second level supervisor of the leave donor.

3. Delegations must be in writing with the officials designated by organizational title. A copy of the delegation must be maintained in the office where the authority is held, and a copy will be provided to the Director, Human Resources Management Directorate (HRMD). You will remain cognizant of and accountable for all actions taken pursuant to the delegated authority. The management and approval of this authority will be in accordance with Army and Department of Defense policy. Each decision to grant a waiver will be fully justified and documented, including compelling or exceptional circumstances, and include certification that the donor has at least 16 hours of annual leave remaining after the proposed donation.

4. The customer portal for the Office of the Administrative Assistant offers more information and guidance for the implementation of delegated authorities for civilian personnel management in the Policies and Guidance section, Human Resources area, available at https://secureweb.hqda.pentagon.mil/oaacustomer/policies_guidance.aspx.

5. Organizations must ensure that all applicable labor relations obligations are met in implementing this authority.

6. The Office of the Deputy Chief of Staff, G-1 will monitor the exercise of this authority and collect data from the U.S. Army Civilian Human Resources Agency on the number of waivers granted, the amount of leave in excess of the limitations donated under each waiver, and a description of the circumstances justifying each waiver. The Office of the

SUBJECT: Delegation of Authority to Waive the Limitations on Donating Annual Leave Under the Voluntary Leave Transfer Program

Deputy Chief of Staff, G-1 will report the data to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) in March of each year.

7. This authority is effective immediately and expires 1 June 2012, unless earlier modified or rescinded.

8. My point of contact is Mr. Thomas M. Clark; Director, HRMD; 703-602-2220, DSN 332-2220, or Thomas.Clark3@us.army.mil.



JOYCE E. MORROW

Enclosure

CF:
OFFICE OF GENERAL COUNSEL
ASSISTANT G-1 FOR CIVILIAN PERSONNEL



REPLY TO
ATTENTION OF

SAMR-PO

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
1-1 ARMY PENTAGON
WASHINGTON DC 20310-0111

02 June, 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Waive the Limitations on Donating Annual Leave
Under the Voluntary Leave Transfer Program

1. Title 5, Code of Federal Regulations (CFR), Section 630.908, limits the amount of annual leave that an employee may donate under the Voluntary Leave Transfer Program (VLTP). The limitations under paragraphs (a) and (b) of 5 CFR §630.908 may be waived under criteria established by the agency.
2. The authority to waive limitations on donating annual leave under paragraphs (a) and (b) of 5 CFR §630.908 is hereby delegated to the Commanders of the Army Commands, Commanders of the Army Service Component Commands, Commanders/Superintendent of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army (AASA) for leave donor employees under their purview. For purposes of this delegation, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. Waivers granted must be in accordance with the criteria and procedures outlined below. This waiver authority may be further delegated to the lowest practicable level, but no lower than the second level supervisor of the leave donor.
3. The following is the criteria for granting a waiver to the limitations under 5 CFR §630.908:
 - a. Waivers should only be granted when there are very compelling and/or exceptional circumstances, to be considered on a case-by-case basis.
 - b. When the waiver is granted, the donor must have at least sixteen (16) hours of annual leave remaining after the proposed donation.
 - c. Waivers are not to be granted solely to avoid the forfeiture of annual leave.
4. The following procedures must be followed with respect to waiver requests:
 - a. Waiver requests must be submitted through the donor's supervisor, in writing, and must indicate the number of excess hours of annual leave requested for donation.
 - b. The intended leave recipient, identified in the request, must be an approved VLTP recipient.
 - c. Upon receipt of the written request for waiver, with the assistance of the servicing personnel office, the donor's supervisor will verify that the donor has sufficient leave to cover the proposed donation and will verify that the intended recipient is an approved VLTP recipient. Annual leave donated must have already been earned (accrued) and be available on the date of donation.
 - d. The request for waiver will be forwarded to the appropriate approving official along with the supervisor's recommendation.
 - e. All waivers granted must be approved in writing.
5. The Deputy Chief of Staff, 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 limitations donated under each waiver, and a description of the circumstances justifying each waiver, to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs).

Enclosure

6. Organizations must ensure all applicable labor relations obligations are met in implementing this authority. This delegation of authority expires three years from the date of this memorandum unless earlier revoked or superseded.

//original signed //
THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

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CF:

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP
OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-PO (MS. WARD)
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)