



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

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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