

## DELGATION OF CIVILIAN PERSONNEL AUTHORITIES

SUBJECT	DESCRIPTION OF AUTHORITY	APPROVAL LEVEL (DELEGATION BY AASA or OTHER AUTHORITY)	AUTHORITY TO REDELEGATE	EXPIRES
<b>STAFFING</b>				
Advanced In-hire rates	Authority to pay above the beginning pay rate of a General Schedule (GS) position based on superior qualifications or special needs pay-setting authority	HQDA Principal Officials –Only up to step 4 of the GS grade	Not lower than heads of field operating agencies, program executive offices (PEOs), and direct reporting program managers	30-Sep-13
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>	<a href="#">AASA Delegation memo</a>		
Expedited hiring for acquisition positions	Authority to use the expedited hiring authority for certain shortage category acquisition positions	HQDA Principal Officials	Not lower than heads of field operating agencies, PEOs, and direct reporting program managers	30-Sep-12
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>	<a href="#">AASA Delegation memo</a>		
Delegated examining authority	Authority to use the expedited hiring authority for certain shortage category acquisition positions	CHRA	None	
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>			
Employment of highly qualified experts	Authority to hire and compensate highly qualified experts	Secretary of the Army	None	
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>			
Waive 30 days of 3-year requirement under Veterans Employment Opportunities Act (VEOA) of 1998	Authority to waive up to 30 days of 3-year minimum service requirement under amendments to the VEOA of 1998	CHRA	None	
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>			
Promotions as exceptions to time-in-grade restrictions	Authority to approve exceptions to the time-in-grade restrictions for promotion actions to avoid hardship to the agency or the employee in individual meritorious cases	Appointing authority	None	
<a href="#">INFORMATION PAPER</a>	<a href="#">REFERENCE</a>			
Delegation of General Schedule Position Classification Authority	Authority to classify civilian positions under your supervisory control to the appropriate pay plan, title series, and grade.	HQDA Principal Officials	Not lower than heads of field operating agencies, PEOs, and direct reporting program managers	1-Mar-13
			<a href="#">ASA(ALT) Delegation Memo</a>	
Delegation of Authority for Employment of Annuitants in Positions GS-15 and Below (or Equivalent)	Authority to reemploy retired federal employees	HQDA Principal Officials	May be lower than heads of field operating agencies, PEOs, and direct reporting program managers if in writing	31-Mar-12
	<a href="#">REFERENCE</a>		<a href="#">ASA(ALT) Delegation Memo</a>	
<b>BENEFITS AND ENTITLEMENTS</b>				

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Recruitment, relocation, and retention incentives  <a href="#">RECRUITMENT INFORMATION PAPER</a> <a href="#">RELOCATION INFORMATION PAPER</a> <a href="#">RETENTION INFORMATION PAPER</a>	Authority to implement the recruitment, relocation and retention incentives  <a href="#">REFERENCE</a>	HQDA Principal Officials  <a href="#">AASA Delegation Memo</a>	Not lower than heads of field operating agencies, PEOs, and direct reporting program  <a href="#">ASA (ALT) Delegation Memo</a>	30-Sep-12
Property management service (PMS) (foreign duty station assignments)  <a href="#">INFORMATION PAPER</a>	Authority to approve PMS for employees transferred to foreign duty stations  <a href="#">REFERENCE</a>	AASA	None	
<b>WORKFORCE RESHAPING</b>				
Voluntary Early Retirement (VERA) and Voluntary Separation Incentive Pay (VSIP)  <a href="#">VERA INFORMATION PAPER</a> <a href="#">VSIP INFORMATION PAPER</a>	Authority to approve VERA and VSIP up to GS-15 level (or equivalent, NSPS and NAF)  <a href="#">REFERENCE</a>	AASA	None	31-Oct-11
Enhanced retention incentive under closure or organization relocation  <a href="#">INFORMATION PAPER</a>	Authority to approve a retention incentive after receipt of general or specific separation or transfer of function notice for employees seeking other Federal positions  <a href="#">REFERENCE</a>	AASA: inside the National Capital Region (NCR) HQDA Principal Officials: outside the NCR  <a href="#">AASA Delegation Memo</a>	None	30-Sep-12
<b>GENERAL</b>				
Waive the Limitations on donating annual leave under the Voluntary Leave Transfer Program (VLTP)  <a href="#">INFORMATION PAPER</a>	Authority to waive the limitations on donating annual leave under the VLTP  <a href="#">REFERENCE</a>	HQDA Principal Officials	Lowest practical level, but no lower than the second level supervisor of the leave donor  <a href="#">AAE Delegation Memo</a>	1-Jun-12
Waiver of mobility agreements for interns in the Army Civilian Training, Education, and Development System  <a href="#">INFORMATION PAPER</a>	Authority to waive fulfillment of mobility agreements for ACTEDS interns  <a href="#">REFERENCE</a>	AASA	None	
Biweekly limitation on premium pay  <a href="#">INFORMATION PAPER</a>	Authority to waive the biweekly limitation on premium pay for employees performing critical work  <a href="#">REFERENCE</a>	Appointing authority	None	
Repayment of Student Loans  <a href="#">REFERENCE</a>	Authority to approve repayment of student loans  <a href="#">REFERENCE</a>	HQDA Principal Officials	Lowest practical level, but no lower than the second level supervisor  <a href="#">ASA (ALT) Delegation Memo</a>	TBD

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Delegation of Authority of Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees	Authority to pay expenses for employees to obtain and renew professional credentials, including; professional accreditation, professional licenses, certification and examination to obtain such credentials  <a href="#">REFERENCE</a>	HQDA Principals Officials	Lowest practical level, but no lower than the second level supervisor  <a href="#">ASA (ALT) Delegation Memo</a>	TBD
Suitability determinations	Responsibility for suitability determinations and adjudication  <a href="#">INFORMATION PAPER</a> <a href="#">REFERENCE</a>	CHRA	None	
<b>LEAVE AND HOURS OF WORK</b>				
Restoration of Annual Leave- Determining Exigencies	Authority to restore forfeited annual leave when the employee was prevented from using scheduled leave in a timely manner by exigent circumstances.  <a href="#">REFERENCE</a>	HQDA Principal Officials	To local commanders or civilian equivalents  <a href="#">ASA (ALT) Delegation Memo</a>	TBD
<b>AWARDS</b>				
Meritorious Civilian Service Award	Authority to approve the Meritorious Civilian Service Award  <a href="#">REFERENCE</a>	AASA	None	
Civilian Award for Humanitarian Service	Authority to approve the Civilian Award for Humanitarian Service  <a href="#">REFERENCE</a>	AASA	None	
Superior Civilian Service Award	Authority to approve the Superior Civilian Service Award  <a href="#">REFERENCE</a>	HQDA Principal Officials, Commanders (brigadier general and above), or civilian equivalent	None	
Commander's Award for Civilian Service	Authority to approved the Commander's Award  <a href="#">REFERENCE</a>	HQDA Principal Officials, Commanders (colonel-O6 and above), or civilian equivalent	None	
Achievement Medal for Civilian Service	Authority to approve the Achievement Medal for Civilian Service  <a href="#">REFERENCE</a>	HQDA Principal Officials, Commanders (lieutenant colonel-O5 and above), or civilian equivalent	none	
Armed Forces Civilian Service Medal	Authority to approve the Armed Forces Civilian Service Medal award for public service  <a href="#">REFERENCE</a>	HQDA Principal Officials	Not lower than major general level and above, or civilian equivalent	
Outstanding Civilian Service Award	Authority to approve the Outstanding Civilian Service Award for public service	HQDA Principal Officials	Not lower than major general level and above, or civilian equivalent	

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	<a href="#">REFERENCE</a>			
Secretary of Defense Medal for the Defense of Freedom	Authority to approve the Secretary of Defense Medal for the Defense of Freedom (wartime delegation)	AASA for civilian employees wounded or killed while deployed to combat theater Secretary of the Army must approve for civilian employees wounded or killed as a result of international terrorist attack outside combat theater Secretary of Defense approves for all contractor employees Note: All requests flow through AASA	None	16-Mar-12
	<a href="#">REFERENCE</a>			
Secretary of Defense Medal for the Global War on Terrorism	Authority to approve the Secretary of Defense Medal for the Global War on Terrorism	HQDA Principal Officials	To general officer and SES levels	30-Jun-11
	<a href="#">REFERENCE</a>	<a href="#">AASA Delegation Memo</a>	<a href="#">ASA (ALT) Delegation Memo</a>	
Cash awards up to \$10,000	Authority to approve cash awards up to \$10,000 for contributions that result in tangible and/or intangible benefits	HQDA Principal Officials	To lowest practical level for cash awards up to \$5,000	
	<a href="#">REFERENCE</a>			

**This matrix can be found at the following USAASC Policy & Procedures Human Resources link:  
<http://asc.army.mil/policies/HumanResources.cfm>**

**Point of contact is Ulysses Perea, 703-805-2184 or email [ulysses.perea@us.army.mil](mailto:ulysses.perea@us.army.mil)**