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hiring authority for certain shortage category acquisition positions shortage category acquisition positions INFORMATION PAPER ELFERENCE Employment of highly qualified experts Authority to hire and compensate highly qualified experts Secretary of the Army None Waive 30 days of 3-year requirement under Veteras Employment Authority to waive up to 30 days of 3-year minimum service OHRA None Opportunities Act (VEOA) of 1998 REFERENCE Formation actions to a secceptions to the VEOA of 1998 None INFORMATION PAPER BEFERENCE 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 meriorious cases Appointing authority None INFORMATION PAPER BEFERENCE Enterence Enterence Enterence Delegation of General Schedule Position Classification Authority to classify civilian positions ander your supervisory control to the appropriate pay plan, title series, and grade. HQDA Principal Officials Not lower than heads of field operating agencies, PLOS, and direct reporting program managers 31-Mar Delegation of Authority for Employment of Anuthority for Em	INFORMATION PAPER	REFERENCE	AASA Delegation memo		
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highly qualified experts INFORMATION PAPER REFERENCE Waive 30 days of 3-year requirement Authority to waive up to 30 days of 3-year minimum service None Opportunities Act (VEOA) of 1998 requirement under amendments to the VEOA of 1998 None INFORMATION PAPER REFERENCE Promotions as exceptions to time-in- grade restrictions for promotion actions to avoid hardship to the agency or the employee in individual mentorious cases Appointing authority None INFORMATION PAPER REFERENCE Promotion actions to avoid hardship to the agency or the employee in individual mentorious cases Not lower than heads of field 1-Mar 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 1-Mar 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 soperating agencies, PEOs, and direct reporting program 31-Mar		<u>REFERENCE</u>			
Waive 30 days of 3-year requirement Authority to waive up to 30 days of CHRA None under Veterans Employment 3-year minimum service Promotions as Exceptions to the VEOA of 1998 None INFORMATION PAPER REFERENCE 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 None INFORMATION PAPER REFERENCE None Delegation of General Schedule Position Classification Authority to reemploy retired of Annuitants in Positions GS-15 and Below (or Equivalent) HQDA Principal Officials Not lower than heads of field 1-Marc direct reporting program	Employment of highly qualified experts		Secretary of the Army	None	
under Veterans Employment 3-year minimum service Opportunities Act (VEOA) of 1998 requirement under amendments to the VEOA of 1998 the VEOA of VEOA Activity to classify civilian positions under your supervisory control to the appropriate pay plan, title series, and grade. HQDA Principal Officials the VEOA of 1998 the VEOA of	INFORMATION PAPER	<u>REFERENCE</u>			
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grade restrictions the time-in-grade restrictions for promotion actions to avoid hardship to the agency or the employee in individual meritorious cases INFORMATION PAPER REFERENCE Delegation of General Schedule Position Authority to classify civilian Classification Authority Authority to classify civilian Polegation of Authority Authority to classify civilian Delegation of Authority Authority to classify civilian Delegation of Authority for Employment of Annuitants in Positions GS-15 and Below (or Equivalent) Authority to reemploy retired direct reporting program	INFORMATION PAPER	<u>REFERENCE</u>			
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Delegation of General Schedule Position Authority to classify civilian HQDA Principal Officials Not lower than heads of field 1-Mar. Classification Authority positions under your supervisory operating agencies, PEOs, and direct reporting program control to the appropriate pay direct reporting program managers plan, title series, and grade. Authority for Employment Authority to reemploy retired HQDA Principal Officials May be lower than heads of field 31-Mar. Delegation of Authority for Employment Authority to reemploy retired HQDA Principal Officials May be lower than heads of field 31-Mar. of Annuitants in Positions GS-15 and federal employees operating agencies, PEOs, and direct reporting program Below (or Equivalent) direct reporting program operating agencies, PEOs, and direct reporting program	INFORMATION PAPER	REFERENCE			
Delegation of Authority for Employment Authority to reemploy retired HQDA Principal Officials May be lower than heads of field 31-Mar of Annuitants in Positions GS-15 and federal employees operating agencies, PEOs, and Below (or Equivalent) direct reporting program	Delegation of General Schedule Position	Authority to classify civilian positions under your supervisory control to the appropriate pay	HQDA Principal Officials	operating agencies, PEOs, and direct reporting program	1-Mar-13
of Annuitants in Positions GS-15 and federal employees operating agencies, PEOs, and Below (or Equivalent) direct reporting program				ASA(ALT) Delegation Memo	
	of Annuitants in Positions GS-15 and		HQDA Principal Officials	operating agencies, PEOs, and direct reporting program	31-Mar-12
REFERENCE ASA(ALT) Delegation Memo		REFERENCE		ASA(ALT) Delegation Memo	

SUBJECT	DESCRIPTION OF AUTHORITY	APPROVAL LEVEL (DELEGATION BY AASA or OTHER AUTHORITY	AUTHORITY TO REDELEGATE	EXPIRES
Recruitment, relocation, and retention incentives	Authority to implement the recruitment, relocation and retention incentives	HQDA Principal Officials	Not lower than heads of field operating agencies, PEOs, and direct reporting program	30-Sep-12
RECRUITMENT INFORMATION PAPER RELOCATION INFORMATION PAPER				
RETENTION INFORMATION PAPER	<u>REFERENCE</u>	AASA Delegation Memo	ASA (ALT) Delegation Memo	
Property management service (PMS) (foreign duty station assignments)	Authority to approve PMS for employees transferred to foreign	AASA	None	
	duty stations			
INFORMATION PAPER WORKFORCE RESHAPING	REFERENCE			
Voluntary Early Retirement (VERA) and	Authority to approve VERA and	AASA	None	31-Oct-11
Voluntary Separation Incentive Pay (VSIP)	VSIP up to GS-15 level (or equivalent, NSPS and NAF)		None	51-0((-11
VERA INFORMATION PAPER				
VSIP INFORMATION PAPER	<u>REFERENCE</u>	AASA Delegation Memo		
Enhanced retention incentive under closure or organization relocation	Authority to approve a retention incentive after receipt of general or specific separation or transfer of function notice for employees seeking other Federal positions	AASA: inside the National Capital Region (NCR) HQDA Principal Officials: outside the NCR	None	30-Sep-12
INFORMATION PAPER	<u>REFERENCE</u>	AASA Delegation Memo		
GENERAL				
Waive the Limitations on donating annual leave under the Voluntary Leave Transfer Program (VLTP)	Authority to waive the limitations on donating annual leave under the VLTP	HQDA Principal Officials	Lowest practical level, but no lower than the second level supervisor of the leave donor	1-Jun-12
INFORMATION PAPER	REFERENCE	AASA Delegation Memo	AAE Delegation Memo	
Waiver of mobility agreements for interns in the Army Civilian Training, Education, and Development System	Authority to waive fulfillment of mobility agreements for ACTEDS interns	AASA	None	
INFORMATION PAPER	REFERENCE			
Biweekly limitation on premium pay	Authority to waive the biweekly limitation on premium pay for employees performing critical work	Appointing authority	None	
INFORMATION PAPER	REFERENCE			
Repayment of Student Loans	Authority to approve repayment of student loans	HQDA Principal Officials	Lowest practical level, but no lower than the second level	TBD
			supervisor	

SUBJECT	DESCRIPTION OF AUTHORITY	APPROVAL LEVEL (DELEGATION BY AASA or OTHER AUTHORITY	AUTHORITY TO REDELEGATE	EXPIRES
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; professinal accreditation, professional licenses, certification and examination to obtain such credentials	HQDA Principals Officials	Lowest practical level, but no lower than the second level supervisor	TBD
	REFERENCE		ASA (ALT) Delegation Memo	
Suitability determinations	Responsibility for suitability determinations and adjudication	CHRA	None	
INFORMATION PAPER	REFERENCE			
LEAVE AND HOURS OF WORK				
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.	HQDA Principal Officials	To local commanders or civilian equivalents	TBD
	REFERENCE		ASA (ALT) Delegation Memo	
AWARDS				
Meritorious Civilian Service Award	Authority to approve the Meritorious Civilian Service Award	AASA	None	
Civilian Award for Humanitarian Service	REFERENCE Authority to approve the Civilian Award for Humanitarian Service	AASA	None	
Superior Civilian Service Award	REFERENCE Authority to approve the Superior Civilian Service Award REFERENCE	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	HQDA Principal Officials, Commanders (colonel-O6 and above), or civilian equivalent	None	
	REFERENCE			
Achievement Medal for Civilian Service	Authority to approve the Achievement Medal for Civilian Service <u>REFERENCE</u>	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 <u>REFERENCE</u>	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	

SUBJECT	DESCRIPTION OF AUTHORITY	APPROVAL LEVEL (DELEGATION BY AASA or OTHER AUTHORITY	AUTHORITY TO REDELEGATE	EXPIRES
	REFERENCE			
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
	<u>REFERENCE</u>			
Secretary of Defense Medal for the Global War on Terrorism Cash awards up to \$10,000	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
	<u>REFERENCE</u>	AASA Delegation Memo	ASA (ALT) Delegation Memo	
	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	
	REFERENCE			

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

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