



**SECRETARY OF THE ARMY  
WASHINGTON**

**- 23 DEC 2013**

**MEMORANDUM FOR ACTING ASSISTANT SECRETARY OF THE ARMY  
(MANPOWER AND RESERVE AFFAIRS)**

**SUBJECT: Delegation of Authority - Classification Program**

**1. References:**

a. DoD Instruction (DoDI) 1400.25, Volume 511, subject: DoD Civilian Personnel Management System: Classification Program, dated September 29, 2005, administratively reissued March 31, 2010.

b. DoDI 1400.25, Volume 2007, subject: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure, dated April 17, 2012.

c. DoDI 1400.25, Volume 331, subject: DoD Civilian Personnel Management System: Civilian Air Traffic Controllers (ATCs), dated June 20, 2005, administratively reissued April 6, 2009.

d. DoDI 1400.25, Volume 336, subject: DoD Civilian Personnel Management System: Civilian Firefighters and Law Enforcement officers, dated December 19, 2001, administratively reissued April 6, 2009.

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to exercise position classification authority for all positions in the General Schedule (GS), Federal Wage System (FWS), DCIPS and alternative personnel systems (i.e., acquisition demonstration and laboratory demonstration projects) unless it is found that this delegation conflicts with the provisions specifically provided in statutory or regulatory guidance. This authority will be exercised consistent with the above references, or any subsequent applicable DoD guidance.

3. Unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, you may re-delegate this authority for all positions in GS, FWS, DCIPS and alternative personnel systems (i.e., acquisition demonstration and laboratory demonstration projects) to other Department of the Army officials. Should you elect to do so, you will remain cognizant of and accountable for all actions taken in the exercise of this authority. Should you elect to re-delegate this authority, you may further restrict or condition your delegate's exercise of same. A re-delegation of authority shall not be effective unless it is in writing, signed by you, and has been determined not to be legally objectionable upon review by the Office of the Army General Counsel. No re-delegation shall take effect until a record copy of same has been provided to the Office of the

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Administrative Assistant for archiving. I will hold you responsible for any and all actions taken pursuant to this delegation or any re-delegation thereof. Should conditions warrant, you will suspend the use of and/or rescind further delegation of the authority, as appropriate.

4. Positions subject to coverage under Special Retirement are subject to a variety of complex requirements and have an impact on entitlements as well as budgetary implications. To ensure that all such positions are accurately described, classified, and meet all the necessary statutory and regulatory requirements, you may further delegate the authority to exercise classification authority for positions subject to coverage under Special Retirement to the Director, Civilian Human Resources Agency (CHRA), with the authority to delegate this authority further, but not lower than Headquarters, CHRA.

5. Although not a limitation on your authority to act in my behalf, in those cases specified above where your proposed decision represents a change in precedent or policy; is of significant White House, Congressional, Department, or public interest; or has been, or should be, of interest or concern to me, for any reason, you will brief me prior to rendering your decision, unless the exigencies of the situation preclude such action. Continue my practice of coordination with the Office of the Army General Counsel.

6. This delegation is effective immediately and expires April 3, 2017, unless earlier revoked or superseded.

//signed//  
John M. McHugh

CF:  
Office of the General Counsel  
Office of the Administrative Assistant