



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

NOV 08 2016

SAMR

MEMORANUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2016, effective November 03, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #11,

1. References:

- a. Title 10, United States Code, Section 3016(b)(2).
- b. Headquarters, Department of Army General Orders No. 1, 11 June 2012, subject: Assignment of Functions and Responsibilities Within Headquarters, Department of Army.
- c. Memorandum, Under Secretary of Defense (Personnel and Readiness), 23 May 2016, subject: Calendar Year 2016 Waiver of Annual Pay Limitations for Certain Employees.
- d. Memorandum, Secretary of the Army, 05 October 2016, subject: Delegation of Authority – Increased Annual Premium Pay Limitations for Calendar Year 2016.
- e. Memorandum, SAMR, 12 February 2016, subject: Delegation of Civilian Human Resources Authorities, Version 02-2016, effective February 12, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #22 (rescinded).

2. As I update or otherwise modify my delegations of civilian human resources authorities, I will execute, publish, and transmit them to you in sequentially numbered versions of this memorandum and its accompanying matrix. Each successive version of these documents will republish all delegations that remain in force and will rescind all prior versions of those delegations. It is incumbent on you to ensure that you are exercising any authority that I may delegate to you in accordance with the most current version of these documents. This memorandum and the Matrix of Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) Delegated Civilian Human Resources (CHR) Authorities, Version 03-2016, November 03, 2016 (enclosed), comprise the third and most current version of my delegations of civilian human resources authorities in Calendar Year 2016.

SAMR

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2016, effective November 03, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #11

3. It should be noted that for purposes of these delegations, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies and Staff Support Agencies not specifically named as delegates fall under the purview of the Administrative Assistant to the Secretary of the Army. These delegations are effective immediately and expire as stated in the accompanying matrix, unless earlier suspended, rescinded or superseded by me.

4. Through this memorandum and its accompanying matrix, I hereby affirm and reissue Delegations #1 through #10, and #12 through #36, and issue the *Delegation #11*, Delegation of Authority-Increased Annual Premium Pay Limitations for Calendar Year 2016. The authority to determine when employees, other than those assigned to Iraq and Afghanistan, meet the eligibility criteria for an increase to the 2016 calendar year premium pay limitations, as defined by the provision of Title 5, United States Code, section 5547, and consistent with References 1c and 1d, is delegated to the Administrative Assistant to the Secretary of the Army, and Commanders and Heads of Army Commands, Army Service Component Commands, and Direct Reporting Units. The recruit and appoint authority may be delegated down to the lowest practical level, but not lower than the installation commander or activity head.

5. In addition to the provisions outlined in paragraph 4 above, this memorandum rescinds Delegation of Civilian Human Resources Authorities - *Version 02-2016* (Reference 1e), and its accompanying matrix. However, existing instructions and guidance issued by the Assistant G-1 for Civilian Personnel (AG-1CP) remain in effect unless expressly modified or rescinded. Additionally, I hereby authorize and direct the AG-1CP to continue to issue and update implementing guidance and instructions pertaining to these civilian human resources authorities as may be necessitated by changes in rule, law or regulation.

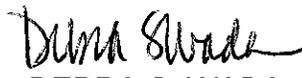
6. As to all delegations set forth in the accompanying matrix, unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, a delegate may further delegate authority in writing to other Department of Army officials as provided in the relevant portion of the accompanying matrix. Further delegation may be expressly restricted or conditioned, but will be effective only when it is in writing, signed by the official delegating the authority and has been determined not to be legally objectionable upon review by legal counsel. I will hold the delegates identified in the accompanying matrix responsible for any, and all, actions taken pursuant to these delegations or any further delegations thereof. Should conditions warrant, responsible

SAMR

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2016, effective November 03, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #11

officials should suspend the use of and/or rescind further delegation of the authority, as appropriate.

7. This memorandum and its accompanying matrix are not a complete compilation of personnel authorities I have delegated or will delegate; certain such authorities have been or will be delegated separately. The delegation numbers will not necessarily remain the same on the next and any future versions of the Matrix of ASA (M&RA) Delegated CHR Authorities.

  
DEBRA S. WADA

Encl

**DISTRIBUTION:**

Administrative Assistant to the Secretary of the Army  
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Pacific

U.S. Army Europe

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Africa/Southern European Task Force

U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

U.S. Army Space and Missile Defense Command/Army Strategic Command

U.S. Army Cyber Command

U.S. Army Medical Command

U.S. Army Intelligence and Security Command

U.S. Army Criminal Investigation Command

U.S. Army Corps of Engineers

U.S. Army Military District of Washington

U.S. Army Test and Evaluation Command

U.S. Army Installation Management Command

(CONT)

SUBJECT: Delegation of Civilian Human Resources Authorities, Version 03-2016, effective November 03, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #11

DISTRIBUTION: (CONT)

Second Army  
Superintendent, U.S. Military Academy  
Director, U.S. Army Acquisition Support Center  
Executive Director, Arlington National Cemetery  
Commandant, U.S. Army War College  
Commander, U.S. Army Accessions Support Brigade

CF:

Director, Army National Guard  
Director of Business Transformation  
Commander, Eighth Army  
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-CP  
Office of the General Counsel, ATTN: SAGC (Ms. Johnson)  
Office of The Judge Advocate General, ATTN: DAJA-LE (Ms. Maria Esparraguera)

#	Subject/ Description	References	Expiration Date	Delegated To	Special Instructions	Reporting Requirements
11	<p><b>Increased Annual Premium Pay Limitations for Calendar Year (CY) 2016</b></p> <p>Authority to determine eligibility of civilian employees for the increased annual premium pay limitation for Calendar Year 2016</p>	<p>OUSD (P&amp;R) Memo, 23 May 2016, subj: Calendar Year 2016 Waiver of Annual Pay Limitations for Certain Employees [Delegated the authority to Secretaries of Military Departments with authority to further delegate in writing to managerial and supervisory levels deemed appropriate]</p> <p>Secretary of the Army Memo, 05 Oct 2016, subj: Delegation of Authority – Increased Annual Premium Pay Limitation for Calendar Year (CY) 2016 [Delegates authority to the ASA (M&amp;RA) with authority to further delegate in writing to a level no lower than activity commander or civilian head of an activity]</p> <p><b>Supersedes:</b> Secretary of the Army Memo, 04 Sep 2015, subj: Delegation of Authority – Increased Annual Premium Pay Limitation for Calendar Year (CY) 2015</p>	31 Dec 2016	<p>Administrative Assistant to the Secretary of the Army*</p> <p>Commanders/Heads of:</p> <ul style="list-style-type: none"> <li>-Army Commands;</li> <li>-Army Service Component Commands; and</li> <li>-Direct Reporting Units**</li> </ul>	<p>Authority may be further delegated in writing to other Department of the Army officials, but not lower than activity commander or civilian head of an activity. The DCS, G-1 will issue additional instructions and procedures as necessary to support operational requirements and ensure the appropriate use of the delegated authority. Implementing guidance and instructions will be updated as required to incorporate changes necessitated by changes in rule, law, regulation or higher authority guidance.</p>	N/A

\* For purposes of this delegation, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, and Staff Support Agencies not specifically named as delegates of the described authority fall under the purview of the Administrative Assistant to the Secretary of the Army.

\*\* For all DRUS except for U.S. Army Acquisition Support Center (USAASC). For purposes of these CHR delegations, the delegation line of authority to USAASC runs from the ASA (M&RA) to the Administrative Assistant Secretary of the Army (AASA), to the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA (ALT)), to the USAASC.