



SECRETARY OF THE ARMY  
WASHINGTON

13 Oct 2010

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

SUBJECT: Delegation of Authority – Voluntary Early Retirement Authority,  
Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay  
Phase II

1. References:

a. Department of Defense Instruction 1400.25, Volume 1702, dated April 1, 2009, subject: Voluntary Separation Programs.

b. Secretary of the Army Memorandum, dated December 17, 2008, subject: Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay and Voluntary Separation Incentive Pay Phase II.

2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to approve Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) for employees occupying positions up to the General Schedule (GS) 15 level (or equivalent, e.g., demonstration projects) or any positions under the National Security Personnel System, as well as the authority to approve VSIP for non-appropriated fund employees. I also redelegate the authority to determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program and the authority to extend, up to 180 days, the time period required for scheduled separation under the VSIP Phase II program. These authorities must be exercised in strict compliance with referenced Department of Defense guidance.

3. Unless expressly prohibited or restricted by law, directive, regulation, or policy, or as set forth herein, you may re-delegate this authority to other Department of the Army officials. You may further delegate this authority, in writing, to the lowest practicable level, but not lower than the local installation commander or activity head. Should you elect to do so, you will remain cognizant of and accountable for all actions taken in the exercise of this authority by those who have been delegated this authority at any level. 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

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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 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. 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 the decision unless the exigencies of the situation preclude such action. Continue my practice of coordination with the Office of the Army General Counsel.

5. This delegation is effective immediately and expires September 30, 2013, unless earlier revoked or superseded.

/original signed/  
John M. McHugh

CF:  
General Counsel