



SECRETARY OF THE ARMY
WASHINGTON

13 Oct 2010

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

SUBJECT: Delegation of Authority – Reduced Per Diem Rate

1. Reference Joint Travel Regulation (JTR), Volume 2, Department of Defense Civilian Personnel, Chapter 4, Part B, paragraph C4550.
2. I hereby delegate to the Assistant Secretary of the Army (Manpower and Reserve Affairs) the authority to authorize, in advance, zero per diem rate or per diem rates in lesser amounts than those permitted by the Department of Defense. This delegation must be exercised as prescribed in referenced regulation, Chapter 4, Part B, paragraph C4550.
3. This authority may not be further delegated. I will hold you responsible for any and all actions taken pursuant to this delegation. Should conditions warrant, you will suspend the use of this 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 This delegation is effective immediately and expires September 30, 2013, unless earlier revoked or superseded.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

