



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

SAMR

29 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority to Authenticate Personnel Actions

1. Headquarters, Department of the Army (DA) General Orders No. 3, Jul 9, 2002, assigns responsibility for personnel policy, programming and oversight to the Assistant Secretary of the Army (Manpower and Reserve Affairs). Appointing authority, which is the authority to approve and certify personnel actions, is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army. The Appointing Officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. The Appointing Officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. As such, he or she is responsible for approving determinations made by their support staff with regard to the legal authority for the action.

2. In order to streamline the execution of the Department of the Army's civilian personnel program, I hereby delegate the authority and responsibility to approve and authenticate civilian personnel actions to the Director of Civilian Human Resources Agency (CHRA) without the need for an additional designation from the appointing authorities, as referenced in paragraph 1, for whom he or she acts. This authority to approve and authenticate may be further delegated to the CHRA Regional Directors or their designees for their serviced organizations without the need for an additional designation from these appointing authorities.

3. The following delineates the roles and responsibilities of the Involved parties.

a. The Approving/Authenticating Officials:

(1) may electronically approve a personnel action only after the responsible management official (RMO) has approved the action.

(2) are responsible for determining that the action is in accordance with all laws, rules, regulations and governing policies.

(3) will ensure that all fiscal requirements inherent in personnel laws and regulations have been met and will alert appropriate Command staff if a case warrants additional scrutiny.

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b. The RMO is responsible for approving the action in accordance with law and regulation. The Appointing Officer and RMO are primarily responsible, and will be held accountable, for ensuring that a personnel action is fiscally sound and an appropriate use of Army funds.

4. This policy shall be incorporated in AR 690-200, Chapter 250, when it is next updated.



THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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