



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C (25-50a)

16 OCT 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Delegations of Cyber Excepted Service Civilian Human Resources Authorities

1. Reference Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA), SAMR memorandum (Delegations of Cyber Excepted Service Civilian Human Resources Authorities, Matrix 01-2023), 29 Jun 2023.
2. Pursuant to reference 1, I hereby delegate the Cyber Excepted Service (CES) Civilian Human Resources (CHR) Authorities described in the enclosed TRADOC CES CHR Delegation Matrix. This outlines the delegated CES CHR authorities within TRADOC and reflects current ASA (M&RA) delegated CES CHR authorities.
3. Further delegations may be expressly restricted or conditioned but will be effective only when they are in writing, signed by the official delegating the authority, and have been determined not to be legally objectionable upon review by legal counsel. It is incumbent on you to ensure you are exercising any authority that I may delegate to you in accordance with the most current version of these documents. Particular attention should be paid to the "special instructions" contained in the attached TRADOC Matrix 01-2023. In all cases, delegations should include consideration of financial responsibilities and processes within your command.
4. I also designate the TRADOC Deputy Chief of Staff, G-1/4, to execute civilian personnel management matters and to issue and update any implementing guidance for these authorities as necessitated by changes in laws, rules, and regulations.
5. The designated delegations are effective immediately and remain in effect until otherwise suspended, rescinded, or changed by the Department of the Army or this command. All previous delegations are rescinded with this current version. Reference 1 and its accompanying matrix are not a complete compilation of personnel authorities delegated. Consult your human resources specialist regarding any other existing authorities that may have been delegated below HQ TRADOC level.

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6. Local labor relations obligations must be met prior to implementation.
7. Point of contact is Hannah R. Morton, Office of the DCS, G-1/4, (757) 501-6805, hannah.r.morton.civ@army.mil.



GARY M. BRITO  
General, U.S. Army  
Commanding

Encl

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## Training and Doctrine Command Cyber Excepted Service (CES) Civilian Human Resources (CHR) Authorities Delegation Matrix 01-2023

*The Appointing Authority and Responsible Management Official (RMO) are primarily responsible, and will be held accountable, for ensuring that a personnel action is accordance with all laws, rules, and regulations, fiscally sound and an appropriate use of Army funds.*

Current Delegation	Subject / Delegation	ASA(M&RA) Delegation	TRADOC Commanding General Delegation	TRADOC Special Instructions
1	<p><b>Authenticating Authority (Approval Official)</b></p> <p>A person having power by law, or by duty delegated authority to make appointments and effectuate actions (i.e., approve and authenticate personnel actions and take final action on matters pertaining to the employment, and general administration of personnel)</p>	Director, Civilian Human Resource Agency (CHRA)	<p>N/A</p> <p>No authority to further delegate.</p>	N/A
2	<p><b>Appointing Authority (Authorized Officials)</b></p> <p>A person authorized to initiate action on matters pertaining to the employment, the direction, and general administration of personnel under their purview (e.g., initiate, request, recommend, and endorse appointments)</p>	Commander of U.S. Army Training and Doctrine Command	<ul style="list-style-type: none"> <li>• TRADOC Deputy Commanding General/Chief of Staff (DCG/CoS)</li> <li>• Executive Deputy to the Commanding General (EDCG)</li> <li>• Cyber Center of Excellence (CoE) Commander</li> </ul>	<p>Authority may be further delegated in writing to the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but not lower than managers and supervisors.</p> <p>The Appointing Officer and Responsible Management Official (RMO) are primarily responsible, and will be held accountable, for ensuring that a personnel action is accordance with all laws, rules, and regulations, fiscally sound and appropriate use of Army funds.</p>

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3	<p><b><i>Issuance of supplemental regulations and policy</i></b></p> <p>Authority to issue Department of the Army-wide supplemental regulations and policy consistent with Department of Defense Instruction, Cyber Excepted Service Volumes</p>	ASA(M&RA) retains the authority.	<p>N/A</p> <p>No authority to further delegate.</p>	N/A
4	<p><b><i>Employment of Annuitants in Positions GG-15 and Below</i></b></p> <p>Authority to approve employment of annuitants to Cyber Excepted Service designated positions at GG-15 and below</p>	Commander of U.S. Army Training and Doctrine Command	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>Authority may be further delegated in writing to not lower than the designated authorized official.</p> <p>Quarterly reports due to DCS G-1/4 CHR D for evaluation, consolidation, and submission to CES Proponency Office.</p>
5	<p><b><i>Delegation of Classification Authority</i></b></p> <p>Authority to exercise position classification authority for all positions in the Cyber Excepted Service</p>	Commander of U.S. Army Training and Doctrine Command	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>Authority to classify positions may be further delegated in writing to other managerial and supervisory levels deemed appropriate <b>once</b> the requirements necessary training or administrative requirements necessary to exercise classification authority is fulfilled.</p> <p>Written delegation of classification authority must be in writing and a copy forwarded to the respective servicing CHRSC.</p>

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6	<p><b><i>Pay-Setting Authority (General)</i></b></p> <p>Authority to set pay and make pay-setting decisions for all positions in the Cyber Excepted Service</p>	<p>Commander of U.S. Army Training and Doctrine Command</p>	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>Authority may be delegated in writing to other managerial and supervisory levels deemed appropriate.</p> <p>Commanders are responsible for managing civilian pay at the budget level during the FY and across the Future Years Defense Program.</p> <p>Written delegation appointment memorandums must remain current, and a copy forwarded to DCS G-1/4 CHRD and the respective servicing CHRSC.</p>
7	<p><b><i>Advanced In-Hire (Superior Qualifications)</i></b></p> <p>Authority to use superior qualifications appointments to set advanced in-hire rates at all grade levels</p>	<p>Commander of U.S. Army Training and Doctrine Command</p>	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>Authority may be further delegated in writing to not lower than the authorized official up to and including the step 5. Step 6 thru step 10 requests must be processed thru DCS, G-1/4 for TRADOC EDCG approval.</p> <p>Steps 11 &amp; 12 requests must be processed through DCS, G-1/4 and the TRADOC EDCG for DoD CIO approval.</p> <p>Written delegation appointment memorandums must remain current, and a copy forwarded to DCS G-1/4 CHRD and the respective servicing CHRSC.</p> <p>Pay setting authority must certify actions and provide the CHRSC the documentation required to meet civilian pay setting audit requirements.</p>

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8	<p><b><i>Recruitment, Relocation and Retention (3Rs) and Enhanced Retention Incentives</i></b></p> <p>Authority to approve payment of recruitment, relocation, retention, group retention and enhanced retention incentives to attract, retain, and relocate employees with critical skills in support of mission requirements</p>	<p>Commander of U.S. Army Training and Doctrine Command</p>	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>No authority to further delegate.</p> <p>Authority does not include group retention incentives for civilian professionals leaving the federal government.</p> <p>Plans must be forwarded to the DCS G-1/4 CHR for submission to the DoD CIO through the CES Proponency Office for review and approval in conjunction with the USD (P&amp;R) prior to use of the authority. The CES Proponency Office will maintain plans for reviewing for review for compliance with DoD implementation policies.</p>
9	<p><b><i>Student Loan Repayment</i></b></p> <p>Authority to pay student loan repayments</p>	<p>Commander of U.S. Army Training and Doctrine Command</p>	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>No authority to further delegate.</p> <p>Quarterly reports due to DCS G-1/4 CHR for review, evaluation, and submission to CES Proponency Office.</p>

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10	<p><b><i>Credit for Prior Non- Federal Work Experience and Certain Military Service for Determining Annual Leave Accrual Rate</i></b></p> <p>Authority to authorize service credit for new employees for the purpose of determining annual leave accrual. Credit may be given for prior work experience obtained in non-Federal and certain military service if it relates directly to the skills required for the position under recruitment</p>	Commander of U.S. Army Training and Doctrine Command	<ul style="list-style-type: none"> <li>• TRADOC DCG/CoS</li> <li>• TRADOC EDCG</li> <li>• Cyber CoE Commander</li> </ul>	<p>Authority may be further delegated in writing to not lower than deputy to the commanding general or deputy commanding general.</p> <p>Authorizing service credit for prior non-Federal work experience and certain military service is not an entitlement but is meant to provide hiring officials with an additional tool to meet Human Capital Management Plans.</p> <p>Delegates are required to establish plans for using this incentive, provisions to monitor its use and effectiveness, maintenance of documentation, and plans for further delegations. The CES Proponency Office will maintain the plans for review for compliance with DoD and DA policies.</p> <p>Quarterly reports due to DCS G-1/4 CHR for review, evaluation, and submission to CES Proponency Office.</p>
11	<p><b>Career Development Programs</b></p> <p>Authority to develop and implement career development or advancement programs</p>	ASA (M&RA) retains the authority to approve career development or advancement programs.	<p>N/A</p> <p>No authority to further delegate</p>	N/A

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12	<p><b>Waiver to Appoint Members of the Armed Forces Within 180 days of Retirement</b></p> <p>Authority to waive limitation on appointment of retired members of the Armed Forces during the 180 days immediately following retirement under certain conditions</p>	<p>DASA-CP has the authority for GS-15 positions and below (or equivalent) and may further delegate the authority in writing</p>	<ul style="list-style-type: none"> <li>• GS-15 and GS-14 (or equivalent):             <ul style="list-style-type: none"> <li>○ TRADOC CG</li> </ul> </li> <li>• GS-13 &amp; below (or equivalent):             <ul style="list-style-type: none"> <li>○ TRADOC DCG/CoS</li> <li>○ TRADOC EDCG</li> </ul> </li> </ul>	<p>Quarterly report for due to DCS G-1/4 CHR for review, evaluation, submission to CES Proponency Office.</p>
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