

**Army Regulation 690–200**

**Civilian Personnel**

# **General Personnel Provisions**

**Headquarters  
Department of the Army  
Washington, DC  
29 January 2020**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 690–200

General Personnel Provisions

This major revision, dated 29 January 2020—

- o Acknowledges rescinded Army Civilian personnel policy chapters 272, 254, and 250 in the previous editions that have been determined to be obsolete and incorporates guidance into this regulation (chaps 2, 4, and 5).
- o Incorporates guidance on delegations of authority (chap 3).
- o Removes chapter 213 and incorporates guidance into AR 690–300.
- o Rescinds chapters 211 and 251.

Civilian Personnel  
General Personnel Provisions

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
General, United States Army  
Chief of Staff

Official:

  
**KATHLEEN S. MILLER**  
Administrative Assistant  
to the Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation implements Title 5, Code of Federal Regulations and DODI 4000.19. It establishes the framework for delegations of authorities and the establishment of personnel policies, procedures, and programs (and the evaluation of such programs) within the Department of Army. It consolidates certain Army policies and procedures relating to civilian personnel management.

**Applicability.** This regulation applies to the Regular Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to the Department of the Army Civilian appropriated

fund employees including U.S. Army Reserve technicians.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1 (DAPE–CPZ), 300 Army Pentagon, Washington, DC 20310–0300.

**Committee management.** AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Analysis and Integration Cell (AAAI–CL), 105 Army Pentagon, Washington, DC 20310–0105. Further, if it is determined that an established group identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 690–200, dated 3 September 1993 and AR 690–900, dated 15 December 1979.

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### Glossary

## **Chapter 1 Introduction**

### **1–1. Purpose**

This regulation provides Department of Army (DA) guidance and regulations that supplements Title 5, Code of Federal Regulations (5 CFR) and Department of Defense Instruction (DODI) 4000.19. It is the primary source for these civilian personnel policies as they are updated in line with the transformation of the DA.

### **1–2. References and forms**

See appendix A.

### **1–3. Explanation of abbreviations and terms**

See glossary.

### **1–4. Responsibilities**

Detailed responsibilities are listed and described in separate chapters under specific programs and command functions. This paragraph outlines general or overarching responsibilities.

*a.* The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is the principal adviser to the Secretary of the Army (SECARMY) for manpower, human capital management, training, leader development, readiness, and Reserve Affairs. The ASA (M&RA) has the principal responsibility for setting the strategic direction and providing the overall supervision for manpower and personnel affairs across all the DA components, including providing civilian human resources (CHR) policy, programming, and oversight.

*b.* The Administrative Assistant to the Secretary of the Army is the Senior Career Civilian in the Army.

*c.* The Deputy Chief of Staff, G–1 (DCS, G–1), as principal military adviser to the ASA (M&RA), provides advice and assistance to the ASA (M&RA) on manpower, human capital management, human resources and personnel readiness. In addition, among the responsibilities as a member of the Army Staff, the DCS, G–1 is responsible for the development and execution of DA strategy and ensures the execution of policies, plans, and programs are consistent with law, regulation, and policy by other DA officials and organizations.

(1) Assistant G–1 (Civilian Personnel) (AG–1 (CP)) reports to the DCS, G–1 and is responsible for the direction and development of civilian personnel policy, procedures, and programs. The AG–1 (CP) is responsible for the evaluation and administration of civilian personnel programs DA–wide.

(2) Director of the Civilian Human Resources Agency (CHRA), a direct reporting unit (DRU) of the DCS, G–1, exercises control over and ensures the efficient operation of the DA’s servicing personnel organizations consisting of the Civilian Personnel Advisory Centers, the Civilian Personnel Processing Centers, Army Benefits Center–Civilian, and Regions.

(3) CHRA is responsible for providing civilian personnel advisory and personnel support to the commanders, managers, supervisors, and DA Civilians in all phases of the human resources life cycle.

*d.* Command G–1s are responsible for ensuring the Civilian Personnel – General Personnel Provisions are administered in accordance with this regulation. They also provide advice, guidance, and support to their command and subordinate commands with regards to the contents of this regulation, as appropriate.

### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## **Chapter 2**

### **Civilian Personnel Policy**

#### **2–1. Personnel policy**

*a.* It is DA policy that regulations establishing civilian personnel policies, programs, and procedures will be streamlined, simplified, and held to the absolute minimum necessary to ensure efficient and effective mission accomplishment consistent with law and other external requirements. Regulations, issuances, and procedures of the Office of Personnel Management (OPM), Department of Defense (DOD), and other external organizations will be supplemented only when necessary to achieve these objectives. ARs are intended only to assign missions and responsibilities and to establish those policies and procedures necessary to ensure uniformity in responding to management needs. ARs will not be supplemented without prior approval of the proponent unless individual regulations so allow.

*b.* Proponents of civilian personnel policies, programs, and procedures will ensure that they—

- (1) Adhere to the merit system principles established under Title 5, United States Code (5 USC), including equal employment and affirmative action.
- (2) Guard against prohibited personnel practices as they are in direct violation of Merit Systems Principles.

#### **2–2. Establishing policy, procedures, and programs**

*a.* DA Civilian personnel policies, procedures, and programs will ensure a balance of uniformity and flexibility. DA civilian personnel management regulations will—

- (1) Be issued only when necessary to comply with executive orders, law, or regulation, or to assist human resources personnel, managers, supervisors, employees, and their representatives with civilian personnel management issues.
- (2) Provide for the delegation of authorities and responsibilities to the lowest practical level.
- (3) Ensure that new regulations/guidance will be made available to all human resources personnel and, where practical, to managers and supervisors.
- (4) Provide unified direction within the DA to meet the requirements of the DA commanders.

*b.* Civilian personnel policies, procedures, and programs are binding on all Army commands (ACOMs), Army service component commands (ASCCs), DRUs, and the Administrative Assistant to the Secretary of the Army (AASA). Existing DA civilian personnel policies, procedures, and programs may continue until superseded by law, controlling regulations, new provisions, or related DOD issuances.

*c.* The principles of equal employment opportunity and workforce diversity will be incorporated into the design and implementation of civilian personnel policies, procedures, and programs at all organizational levels.

*d.* Consistent with workload and mission requirements, consideration should be given to work/life balance when developing new personnel policies, procedures, and programs.

*e.* Managers at all levels will ensure that they satisfy any obligations to unions representing employees affected by changes to civilian personnel policies, procedures, and programs. Changes that conflict with existing negotiated agreements may not be implemented until the agreement expires or is renewed unless—

- (1) The parties agree otherwise; or
- (2) The change is required by law or by a rule or regulation implementing law governing prohibited personnel practices.

## **Chapter 3**

### **Delegations of Authority**

#### **3–1. Purpose**

This chapter sets forth policy governing delegations of authority to carry out human resources activities. It establishes the delegation of civilian personnel appointing authorities and the framework for delegating additional authorities within the DA.

*a.* Subject to the authority, direction, and control of the Secretary of Defense, the SECARMY is responsible for, and has the authority necessary to conduct all affairs of the DA. The SECARMY has authority pursuant to 5 USC 302 to delegate the authority to act on matters pertaining to the employment, direction, and general administration of employees and civilian personnel programs within the DA.

*b.* Civilian human resources authorities have been delegated to the ASA (M&RA) by general order and other specific delegations of authority. The ASA (M&RA), has in-turn, re-delegated specific authorities as found in the Delegation of Civilian Human Resources Authorities Matrix at <https://www.milsuite.mil/book/community/spaces/civ-hr>.

### **3–2. Lines of authority for re-delegation**

*a. Civilian human resources authorities.* When CHR authorities are delegated below the Headquarters, Department of the Army (HQDA) level, they will follow along the lines of the DA’s organization, to:

(1) The ACOMs, ASCCs, commanders of the DRUs for all civilian positions and employees within their respective purviews. In exercising their responsibilities for providing administrative support for the DA civilian positions assigned to Joint commands for which the SECARMY is designated as the Combatant Command Support Agent; ASCCs will exercise the delegated CHR authorities.

(2) Headquarters, principal officials; DA, their staffs and other elements; field operating agencies; and staff support agencies not specifically named as the described authority fall under the purview of the AASA.

*b. Re-delegation of authority.* When further designation is permitted and deemed practical, the commanders and or heads of ACOMs, ASCCs, DRUs, and AASA may re-delegate CHR authorities down through command channels—

(1) To the lowest practical organizational level to ensure timely hiring decisions in support of mission requirements, but no lower than managers and supervisors.

(2) In a manner that strengthens the chain of command so that authority is commensurate with responsibility. An orderly system for approving, issuing, limiting, rescinding, superseding, and keeping track of delegations of authority shall be in place at all levels of the DA.

*c. Guidelines.* Delegations to a lower level provide for greater efficiency. The following guidelines are to be followed when making decisions to delegate authority—

(1) The delegations made by the SECARMY, and any re-delegation of such authorities, may limit the level to which authorities may be re-delegated.

(2) Adequate guidance must exist for the proposed recipient to carry out the authority. (*Note.* If not, guidance must be adopted prior to, or concurrent with, the delegation of authority).

(3) The proposed recipient is trained and qualified to exercise the authority effectively.

(4) The delegation of authority would not interfere with the operations and functions of other employees or with other programs and does not conflict with other delegations of authority that demand segregation of duties or the use of checks and balances.

(5) The delegating official shall monitor the use of the authority and will remain cognizant of, and accountable for, all actions taken in the exercise of this authority. (*Note.* An official delegating authority does not relinquish the power to exercise the authority at any time and is not relieved of the responsibility for action taken by the person(s) to whom the authority has been delegated). The official delegating the authority may, temporarily or permanently, withdraw or limit the delegation by issuing such a decision.

(6) Delegations will be in writing and leave no doubt as to the extent or limits of the authority delegated.

(7) When the position where the delegation of authority is vacant, as defined by the law governing vacancies, or the delegate is temporarily absent or otherwise not available to take timely action, the designated senior official may exercise the authority. When designated as “Acting”, an individual has the same authority as the person for whom they are acting, unless a further restriction is documented.

(8) Delegates must exercise re-delegated authority in conformance with all requirements identified on the Delegated Civilian Human Resources Matrix.

(9) Delegations should be issued to position titles rather than to named officials whenever possible.

(10) No re-delegation of authority shall take effect until a record copy of the same has been provided to the AASA for archiving.

*d. Oversight responsibilities.* The responsibility for sound management of the DA Civilian employees and programs is inherent in all command, managerial, and supervisory positions. The ACOM, ASCC, and DRU commanders, and the AASA, as part of their overarching managerial responsibilities, oversee the exercise of civilian personnel management authority. Likewise, HQDA principal officials and commanders (or civilian equivalents) at echelons above the activity level have oversight responsibilities at their levels.

*e. Withdrawal of delegated authority.* Delegated authority will be withdrawn, in whole or in part, when the official delegating the authority determines that it is not being exercised in a responsible, economical, or efficient manner or for other compelling reasons. The exercise of the delegated civilian human resources authorities shall be subject to appropriate review and inspection.

*f. Exercise of delegated authority.* Delegated authority shall be exercised in strict compliance with applicable laws, policies, regulations, standards, decisions, or other requirements that may be prescribed by the President, Congress, DOD, DA, or outside control agencies.

### **3–3. Acting for officials with appointing authority—civilian human resources management**

*a.* The CHRA Director, or the Director’s designee(s), is designated to act for the appointing authority in exercising civilian human resources management, but is not considered to be the appointing authority.

*b.* CHRA is the final authentication and approving authority for civilian personnel actions.

*c.* CHRA is responsible for ensuring that actions are approved by the appropriate officials.

*d.* Responsible management officials are those officials in the ACOMs, ASCCs, DRUs, or the AASA, who have been delegated the authority to review and authorize the requests for personnel actions prior to their submission to CHRA.

(1) These officials are responsible for ensuring all requests are fiscally sound, make appropriate use of funds, and are executed in accordance with all applicable laws, rules, regulations, and governing policies.

(2) Responsible management officials will ensure requests for personnel actions have been properly coordinated with all the appropriate entities, for example the budget office, manpower office, or legal (if applicable), prior to authorizing the request and submitting to CHRA.

### **3–4. Records management and internal controls**

The authorized approving official will retain a copy of the delegation of authority memorandum in their office.

*a.* Internal controls for delegated authorities are listed in appendix B.

*b.* AG–1 (CP) may 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 necessary by changes in law, rules, regulations, or higher authority guidance.

## **Chapter 4**

### **Support Agreements**

#### **4–1. General**

This chapter applies to obtaining civilian personnel services and the conditions under which those services may be provided or obtained internal to DA or from other DOD components.

#### **4–2. Administration of support agreements**

*a.* These standard practices will allow for the efficient and economical administration of civilian personnel management programs under support agreements. These practices will normally be used whenever possible. The discretionary practices provided represent those frequently used in the DA. They are provided only as examples and not meant to be all inclusive as support practices must be determined by local needs.

(1) *Incentive awards.* Commanders establish incentive awards committees to serve their commands with the support of CHRA. This committee serves in the same capacity as the Army Incentive Awards Board as described in AR 672–20. Commanders approve or recommend approval of awards for personnel under their jurisdiction.

(2) *Recruitment.* CHRA provides recruitment assistance to all receiving activities. Special affirmative action needs will be discussed and included in the recruitment planning. When command channels of the receiving activity provide recruitment coordination and employment assistance programs, the provision of this service by the command will be coordinated with CHRA and included in the support agreement.

(3) *Promotion and related placement programs.*

*(a) Standard practice.* Generally, merit promotion plans for receiving activities are established in accordance with AR 690–300. Representatives from all the receiving activities included in a promotion and placement plan will participate in the development of criteria for the positions they supervise or for which they are technically qualified.

*(b) Discretionary practice.* Certain factors may require or suggest separate merit promotion plans for receiving activities. These factors would include—

1. Significantly different missions requiring different career ladders.

2. Exclusively recognized bargaining units with whom plans may be negotiated.

3. Considerable differences in types of jobs. For example, one receiving activity consists predominantly of wage positions and a second receiving activity consists mostly of general schedule positions.

(4) *Management-employee relations.* Unless specifically agreed upon otherwise by CHRA and the receiving activities, CHRA will—

*(a)* Administer management-employee relations programs for all receiving activities.

*(b)* Provide civilian personnel services for employees and coordinate with those responsible for other employee services.

*(c)* Advise employees of their rights and responsibilities concerning employee relations matters.



(d) Be responsible for providing sound and/or technically accurate management-employee relations communication and for providing information and guidance on personnel matters under their purview.

(e) Provide all receiving activities advice and assistance to supervisors and managers concerning disciplinary and adverse action cases, and in grievances and appeals.

(5) *Grievance and appeal procedures.* DODI 1400.25, Volume 771 applies to both the employee filing a grievance and the management official receiving the grievance. Grievances requiring a decision from a higher-level management official within DA are forwarded to the ACOM, ASCC, DRU commanders or the AASA having jurisdiction over the receiving activity.

(6) *Position management and classification.* CHRA will provide assistance to managers and supervisors responsible for position management and classification responsibilities of the receiving activity.

(7) *Senior executive service positions, senior level positions, and scientific and professional positions under 5 USC 3104.* Approvals required for these positions and for experts and consultants will be obtained through the command channel of the receiving activity. Servicing of these positions and personnel will be provided by the Army Civilian Senior Leader Management Office.

(8) *Relations with labor organizations.*

(a) *Standard practice.* Unless specifically agreed upon by CHRA and the receiving activities, CHRA is the principal contact for management in labor relations matters. CHRA will coordinate with its receiving activities to obtain strategic direction regarding the commanders' labor management philosophy and intent. Labor relations matters follow command channels. Where an action requires higher level command approval or information, the matter will be referred to the command with management authority over the certified bargaining unit in the receiving activity. When a bargaining unit extends to more than one command, host command channels will be followed. When a bargaining unit extends to more than one command, none of which is the host command, the command channels of the primary command in terms of the numbers of employees in the unit will be followed. Where appropriate, coordination with all the impacted commands should be accomplished. Labor relations matters requiring action by the receiving activity or such command's channels include the following:

1. Granting exclusive recognition in accordance with 5 USC 7111.
2. Resolution of negotiability questions or impasses.
3. Compliance with binding arbitration awards.
4. Negotiating agreements with the exclusive representative.

(b) *Discretionary practice.* When distance or other factors require daily contact, the receiving activity may designate a member of their staff for liaison with CHRA and the labor organizations. Support agreements should specifically cover unique situations giving rise to procedural questions relative to labor management relations (such as a unit composed of employees from two or more activities on an installation under the jurisdiction of separate commanders).

(9) *Representation on boards and committees.* The receiving activity furnishes appropriate representation and participates on all boards and committees required or used in civilian personnel administration by CHRA.

(10) *Publication of policies and procedures.* CHRA will provide information and guidance as well as local policy issuances to all receiving activities. When possible, coverage for all employees will be included in the same issuance system. Prior to publication of policies and procedures, draft copies will be forwarded to appropriate officials of the receiving activity and, where appropriate, recognized employee organizations for comments and recommendations. All comments and recommendations will receive objective consideration and evaluation.

(11) *Mobilization planning.* Receiving activity commanders are responsible for taking action required by AR 690-11 with respect to their activity. CHRA will assist the receiving activity as outlined in AR 690-11 and will follow the channel of the receiving activity in administering this program. The receiving activity furnishes current mobilization tables of distribution to CHRA.

b. If a support agreement is required for civilian personnel services, refer to AR 5-9 for policies and/or guidance.

## **Chapter 5**

### **Evaluation of Civilian Personnel Management**

#### **5-1. Authority and responsibility**

a. The SECARMY is responsible for civilian personnel and administration within the DA. The SECARMY has assigned responsibility for oversight of these areas of management and administration to the ASA (M&RA).

b. The Deputy Assistant Secretary of the Army for Civilian Personnel, will propose civilian personnel management evaluation policy; periodically evaluate the overall effectiveness of the DA's civilian personnel management program; coordinate evaluations activities with other HQDA elements to ensure coverage of important program elements and avoid

duplication of efforts; provide evaluation of feedback to other HQDA elements, and subordinate commands; and keep the ASA (M&RA) informed of the status of the civilian personnel program.

*c.* ACOM, ASCC, DRU commanders, and the AASA will evaluate and be held accountable for the effectiveness of civilian personnel management policies and programs within their commands, direct any necessary corrective action, and recommend higher echelon policy and program improvements, as appropriate.

*d.* AG-1 (CP) conducts onsite evaluations and special reviews of civilian human resources programs at ACOMs, ASCCs, DRUs, and AASA. The Civilian Personnel Evaluation and Analysis (CPEA) Office currently performs evaluations of civilian personnel management.

## **5-2. Purpose and objectives**

The DA will establish and maintain a vigorous and aggressive program for evaluating civilian personnel management and administration as a basis for making those improvements required to ensure optimum support of the DA mission. Evaluation efforts will focus primarily on identifying actions needed to ensure—

- a.* Effective leadership and management of civilian members of the DA team by the chain of command and supervision.
- b.* Sound civilian personnel policies and programs that facilitate leadership and mission accomplishment.
- c.* Compliance with governing laws and regulations, for example 5 USC; 10 USC; 5 CFR; and implementing OPM, DOD, and DA regulations.

## **5-3. Evaluation system**

Within the DA, each level of command to which civilian personnel management authority is delegated is responsible for establishing an appropriate evaluation system, allocating the necessary resources and ensuring that meaningful evaluations are made on a systematic basis consistent with its statutory obligations in 5 USC 2302(c)(2)(B). The specifics of the DA's evaluation system for its Civilians is addressed in the AR 10-89 and in other implementation documents.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **DODI 4000.19**

DOD Civilian Personnel Management System: Support Agreements (Cited in para 1–1.)  
(Available at <http://www.esd.whs.mil/dd/>.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. CFR publications are available at <https://www.ecfr.gov/cgi-bin/ecfr?page=browse>. USC publications are available at <https://www.gpo.gov/fdsys/browse/collectionuscode.action?collectioncode=uscode>.

###### **AR 10–89**

Organization and Functions, U.S. Army Civilian Personnel Evaluation Agency

###### **AR 11–2**

Managers' Internal Control Program

###### **AR 15–39**

Department of the Army Intergovernmental and Intergovernmental Committee Management Program

###### **AR 25–30**

Army Publishing Program

###### **AR 25–400–2**

The Army Records Information Management System (ARIMS)

###### **AR 37–49**

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities

###### **AR 672–20**

Incentive Awards

###### **AR 690–11**

Use and Management of Civilian Personnel in Support of Military Contingency Operations

###### **AR 690–300**

Civilian Personnel – Employment

###### **DODI 1400.25, Volume 771**

DOD Civilian Personnel Management System: Administrative Grievance (Available at <http://www.esd.whs.mil/dd/>.)

###### **5 USC 302**

Delegation of authority

###### **5 USC 2302**

Prohibited personnel practices

###### **5 USC 3104**

Employment of specially qualified scientific and professional personnel

###### **5 USC 7111**

Exclusive recognition of labor organizations

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil>).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

This internal control evaluation provides internal controls for the evaluation of civilian personnel policies and procedures within Army.

#### **B–2. Purpose**

The purpose of this evaluation is to assist commanders and other Army leaders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a.* Is there an orderly system for approving, issuing, limiting, rescinding, superseding, and tracking delegations of authority?
- b.* If the authority is re-delegated, is the recipient trained and qualified to exercise the authority effectively?
- c.* Is the annual assessment of civilian personnel management being completed?
- d.* Do each of the ACOMs, ASCCs, DRUs, and the AASA have a valid evaluation program?

#### **B–5. Supersession**

This evaluation replaces the evaluation for the execution of the Civilian Personnel Army Publishing Program previously published in AR 690–300, dated 3 September 1993.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Headquarters, Department of the Army, Deputy Chief of Staff, G–1 (DAPE–CPZ), 300 Army Pentagon, Washington, DC 20310–0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AASA**

Administrative Assistant to the Secretary of the Army

**ACOM**

Army command

**AG-1 (CP)**

Assistant G-1 (Civilian Personnel)

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASCC**

Army service component command

**CFR**

Code of Federal regulations

**CHR**

civilian human resources

**CHRA**

Civilian Human Resources Agency

**CPEA**

Civilian Personnel Evaluation and Analysis

**DA**

Department of Army

**DCS, G-1**

Deputy Chief of Staff, G-1

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**HQDA**

Headquarters, Department of the Army

**OPM**

Office of Personnel Management

**SECARMY**

Secretary of the Army

**USC**

United States Code

## **Section II**

### **Terms**

#### **Activity**

A unit, organization, or installation performing a function or mission.

#### **Agency**

Government corporation, agency, department, official or establishment in the executive, legislative or judicial branches (see 5 USC 3101).

#### **Appointing authority**

A person authorized to take final action on matters pertaining to the employment, direction, and general administration of personnel under their purview and make appointments, by delegation through command channels.

#### **Authority**

The power vested in a person to approve or authorize an action.

#### **Delegate**

A person to whom authority is granted to take civilian personnel actions and administer civilian personnel programs on the delegating official's behalf.

#### **Delegating official**

A person who grants their authority to another individual to take civilian personnel actions and administer civilian personnel programs on their behalf.

#### **Delegation**

The official vesting of an authority, in whole or in part, by one person to another, to give legal effect or administrative approval to actions taken.

#### **Receiving activity**

The organization/activity requesting or receiving support from the supplier.

#### **Supplying organization**

The organization offering or providing support to the receiving activity.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.





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