DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

09 SEP 2004

MCCS-RM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve and Authenticate Civilian Training

1. References:

a. Title 5, U.S. Code, Government Organization and Employees.

b. 5 Code of Federal Regulations, Part 410-Training, 2003.

c. Regulations, orders and directives of this and higher headquarters, including Department of Defense and Department of the Army, as well as all applicable written policies and authorities issued and delegated by the Office of Personnel Management.

2. Effective immediately, you are hereby delegated the authority to approve training for civilian employees within your area of supervisory responsibility. This approval MAY NOT be redelegated. The individual who acts in your absence may approve training when you are not in a duty status.

3. Each addressee may approve training for up to 21 consecutive days and direct costs less than $7K. The Chief of Staff; Dean, Academy of Health Sciences; ACFI; Commander, 32nd Medical Brigade; Commander, DMRTI; Director, PEC; and Chief, JMESI may approve training for 22-89 consecutive days and direct costs between $7-15K. Additionally, the Chief of Staff may approve training from 99-120 consecutive days and direct costs between $15-25K. Training in excess of 120 consecutive days and direct costs that exceed $25,000 per person must be approved by the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs).

4. You are accountable for civilian employee training approvals. This process is subject to both internal and external audits, i.e., Internal Review, Inspector General, Army Audit Agency, Department of the Army, Office of Personnel Management, Government Accounting Office, and other similar agencies. As an approving official of civilian employee training, you are required to observe all legal and regulatory constraints.

5. You are required to complete the Delegation of Training Authority Tutorial which can be located at http://cpolrhp.belvoir.army.mil/ncr/FunctionalAreas/hrd/dta/dta.htm. Once you have completed the tutorial, a CPAC staff member will sign and return the form for retention in your organization training files.

6. The cost for the civilian training that you approve is at the expense of your activity budget.

7. If you need additional information or assistance in this matter, contact Jerry Hines, Civilian Personnel Advisory Center, at 221-0608.

GEORGE W. WEIGHTMAN
Major General, MC
Commanding

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