

U.S. ARMY SECURITY ASSISTANCE COMMAND
5001 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22333-0001

USASAC POLICY STATEMENT NUMBER: 103.6

SUBJECT: Personnel Action Processing and Approval

POLICY: Supervisors are delegated approval authority for personnel actions (SF-52B) for their organizations. This delegation is consistent with previously granted Manage Civilians to Budget (MCB) and position management authority. However, in situations where proposed personnel actions would exceed a supervisor's MCB budget, hiring ceiling or other personnel restrictions, the MCB supervisor will coordinate the proposed personnel action with the Resource Manager and obtain the approval from the Deputy, USASAC.

DISCUSSION: Personnel actions within MCB and other personnel limitations are processed through the Administration and Security Division (AMSAC-SA) personnel function at Alexandria or New Cumberland for administrative control and the Resource Management Directorate for manpower purposes and approval of funds. In situations where the proposed personnel action would exceed MCB authority or other personnel limitations, the supervisor must provide a written justification for coordination with the Resource Manager and approval by the Deputy, USASAC along with the SF-52B to AMSAC-SA for processing.

PROPONENT AREA: Personnel

PROPONENT: AMSAC-SA

SUPERSESSSION: This Policy Statement supersedes Policy No. 103.6, 30 April 1992.

WILLIAM A. FITZGERALD, JR.
Major General, USA
Commanding

OFFICIAL:

DONALD B. UBER
Chief, Administration
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