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**\*Army Regulation 1–19**

Effective 27 April 2024

**Organization and Functions**  
**Secretary of the Army Delegations of Authority**

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
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**History.** This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

**Authorities.** The authority for this regulation is DoDD 5101.01.

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

**Proponent and exception authority.** The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. 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 requirements.

**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).

**Suggested improvements.** Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Office of the Administrative Assistant to the Secretary of the Army (AAHS–SP), [usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil](mailto:usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil).

**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 publication supersedes AR 10-90, dated 9 February 2018.

# ***SUMMARY of CHANGE***

AR 1–19

Secretary of the Army Delegations of Authority

This major revision, dated 27 March 2024—

- Changes the series number from 10 (Organization and Functions) to 1 (Administration) (title page).
- Changes the title of the publication from Department of the Defense Executive Agent Responsibilities of the Secretary of the Army to Secretary of the Army Delegations of Authority (title page).
- Updates the purpose to expand the scope of the policy to include guidance on Executive Agent and non-Executive Agent Secretary of the Army delegations of authority (para 1–1).
- Adds Secretary of the Army responsibilities (para 1–6).
- More clearly defines the Administrative Assistant to the Secretary of the Army's appointment as the focal point for all Department of Defense Executive Agent matters within the Army (para 1–7).
- Adds delegees responsibilities (para 1–8).
- Establishes processes for establishing and maintaining Secretary of the Army delegations of authority (chap 2).

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## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

This regulation provides policies and responsibilities for the Secretary of the Army (SECARMY) delegations of authority (DoA) program specifically addressing the two types: SECARMY Department of Defense (DoD) Executive Agent (EA) and SECARMY non-executive agent DoAs.

##### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

##### **1–3. Associated publications**

This section contains no entries.

##### **1–4. Responsibilities**

See section II of this chapter.

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

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in 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.

### **Section II**

#### **Responsibilities**

##### **1–6. Secretary of the Army**

The SECARMY will—

*a.* Pursuant to applicable law, regulations, Secretary of Defense (SECDEF) or Deputy Secretary of Defense (DEPSECDEF) decisions, DoD issuances, DoD directive (DoDD) 5101.01, execute assigned DoD EA responsibilities, functions, and authorities in coordination with the designated Office of the Secretary of Defense (OSD) Principal Staff Assistant (PSA).

*b.* Coordinate with the DoD Components to ensure the assigned DoD EA responsibilities and activities are implemented to meet end user requirements.

*c.* Develop and submit resource requirements, in accordance with DoDD 7045.14 and in coordination with Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD.

*d.* Monitor resources used in performing assigned responsibilities and functions.

*e.* Provide the OSD PSA assigned to oversee the DoD EA with relevant data, reports, and other inputs to support periodic reviews.

*f.* Develop, maintain, and report results of the performance of DoD EA responsibilities and functions, as may be required by law, SECDEF or DEPSECDEF decision, OSD PSA direction, or congressional requirements.

*g.* Obtain reports and information, in accordance with DoD Instruction (DoDI) 8910.01, as necessary to carry out assigned DoD EA responsibilities, functions, and authorities.

*h.* Establish, maintain, and preserve information as records, in accordance with DoDI 5015.02, that document the transaction of business and mission of the DoD EA.

*i.* Designate and provide to the Director of Administration and Management (DA&M) the relevant OSD PSAs, a point of contact to coordinate matters regarding the assigned responsibilities, functions, and authorities.

*j.* Arrange for and carry out support agreements, in accordance with DoDI 4000.19, or other relevant authority, memorandums of understanding, and other necessary arrangements, as required, to fulfill assigned DoD EA responsibilities, functions, and authorities.

*k.* If allowable and the decision is to do so, delegate in writing to a subordinate within Army, the authority to act on their behalf for any or all DoD EA responsibilities (items b-j) and non-EA responsibilities, functions, and authorities assigned by law, the SECDEF, DEPSECDEF, or other means.

*l.* If performing related or collateral joint or multi-Component support responsibilities and functions to other DoD EAs provide estimates of requirements and associated resources to the DoD EAs in accordance with DoDD 7045.14 and in coordination with the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense and monitor DoD EA assignments and arrangements for possible impacts on Army operations and inform the DoD EAs and OSD PSAs of opportunities to improve efficiency and effectiveness, as appropriate.

### **1-7. Administrative Assistant to the Secretary of the Army**

The AASA will—

*a.* Establish and disseminate policy, procedures, and standards for SECARMY DoAs, including those incorporated into DA administrative publications.

*b.* Ensure compliance of all SECARMY DoAs which includes reviewing all SECARMY DoA staffing actions and DA administrative publication revisions.

*c.* Maintain SECARMY DoA program management support within their Special Programs Directorate (SPD). The SPD will—

(1) Designate a SECARMY DoA Program Manager.

(2) Execute SECARMY DoA program management by reviewing (to ensure standardized language) and monitoring all reviews (new, revised, rescinded, or certified as current).

(3) Establish, in coordination with the Office of the General Counsel, all SECARMY DoA templates and checklists and maintain Armywide availability via the SECARMY DoA mailbox: [usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil](mailto:usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil) and other means.

(4) Conduct periodic compliance checks of delegee adherence to policy.

### **1-8. Delegees**

The Army has established delegees as a common term to be used for all SECARMY DoAs. DoD EA DoAs are referred to as a designation of a DoD EA Responsible Official (RO) to act on the Component Head's behalf. In Army policy, an RO is a delegee and a delegee for DoD EA are ROs (these terms are interchangeable). Delegees will—

*a.* Execute, on behalf of the SECARMY, the delegated DoD EA (as the EA RO in coordination with the designated OSD PSA) and non-EA responsibilities, functions, and authorities pursuant to applicable law, regulations, SECDEF or DEPSECDEF decisions, DoD issuances, DoDD 5101.01, and this regulation.

*b.* Notify and/or obtain approval from the SECARMY, as appropriate, on any actions that will have significant White House, congressional, DoD, or public interest or would represent a significant change in Army precedent or policy.

*c.* Use the DoA checklist and templates to conduct reviews, which are made available through the SECARMY DoA Program Manager (PM), the DoA mailbox: [usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil](mailto:usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil), and other means.

*d.* Appoint a primary (required) and alternate (optional) point of contact for each delegated responsibility and provide the name and email address of the point of contact to the SECARMY DoA PM via the SECARMY DoA mailbox annually or within 30 days of assignment as the SECARMY's EA RO and as changes occur to the point of contact.

*e.* Coordinate on DoD or DA publications pertaining to their assigned delegated responsibility(ies), including reviewing and informing the language to ensure that it defines Army roles and responsibilities as clearly as possible.

*f.* Serve as the office of primary responsibility (OPR) for establishing new DoAs and for conducting and documenting required reviews using the checklist for DoA revision, rescission, supersession, or transfer,

as well as recordkeeping in accordance with paragraph 1–5 reporting to SECARMY DoA PM (see para 1-8c.).

*g.* Maintain local records of all written SECARMY DoA memorandums, reviews, and associated activities pursuant to paragraph 1–5 of this regulation and email them to the SECARMY DoA mailbox.

*h.* Execute all additional actions as described in chapter 2 in establishing and maintaining SECARMY DoAs.

*i.* (DoD EA RO delegees only) Execute below listed responsibilities unique to DoD EAs in addition to any delegated SECARMY responsibilities for a DoD EA listed in paragraph 1–6, items b-j.

(1) Coordinate with OSD to ensure their EA entry at <https://dod-executiveagent.osd.mil> is up-to-date and accurate.

(2) Plan and budget for resources through the planning, programming, budgeting, and execution process. Specifically, DoD EA RO delegees will—

(a) Identify explicitly and make visible within the DoD budget, where feasible, the programmed resources in support of each DoD EA assignment.

(b) Execute EA assignments in a fiscally responsible manner.

(c) As appropriate, arrange for and carry out support agreements, in accordance with DoDI 4000.19, or other relevant authority, memorandums of understanding, and necessary arrangements, as required, to fulfill assigned DoD EA responsibilities, functions, and authorities.

(d) Monitor resources used in executing delegated DoD EA responsibilities.

(3) Work with the assigned OSD PSA as appropriate and prescribed in the EA designation. This extends to initiating, modifying, transferring, or canceling a DoD EA designation.

(4) Annually, complete DA Form 7786 (DoD Executive Agent Responsibilities Assigned to the Secretary of the Army Data Call) and retain DA Form 7786 at the local level and make the form available upon request.

## **Chapter 2**

### **Establishing and Maintaining Secretary of the Army Delegations of Authority**

#### **2–1. Definition and scope of a Department of Defense Executive Agent**

*a.* DoD defines EA as “the DoD Component head, or official required in statute, to whom the SECDEF or DEPSECDEF has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities, that involve 2 or more DoD Components.”

*b.* The nature and scope of the assigned DoD EA responsibilities, functions, and authorities are set at the time of assignment and remain in effect until the SECDEF or DEPSECDEF revokes or supersedes them.

*c.* A DoD EA will be designated when—

(1) There is no existing management arrangement to accomplish the identified DoD objectives.

(2) DoD resources, policy, or common service or support need to be focused on a specific area(s) of responsibility to minimize duplication or redundancy.

(3) Required by law, Executive order, or Governmentwide regulation.

*d.* On occasion Army may be designated as the “lead Component”, “lead agent”, “lead Service”, “joint proponent”, or terminology other than “executive agent”. These are separate and distinct management arrangements from an executive agent designation and this policy does not cover those designations.

#### **2–2. Establishing an Army Department of Defense Executive Agent and Responsible Official**

*a.* Only the SECDEF or DEPSECDEF may assign a DoD EA designation and associated responsibilities and authorities generally through memorandums or DoDDs however they can be established through other sources.

*b.* The OSD roster located at <https://dod-executiveagent.osd.mil> is the authoritative list of DoD EAs assigned to the SECARMY.

*c.* No member or organization of the Army will volunteer the SECARMY as a DoD EA for any program or mission.

*d.* A prospective EA RO or designated EA RO is directed by the SECDEF, DEPSECDEF, or the SECARMY.

(1) Designated EA ROs may be delegated EA authorities via written memorandum from the SECARMY or via other written mediums (such as DA General Orders or Army directives) serving as the source origination of SECARMY's decision to delegate such authority. If authorized by the SECARMY, and not otherwise restricted by statute, directive, regulation, general order, or policy, EA ROs may redelegate a DoD EA authority to a general officer or member of the Senior Executive Service without the authority to further delegate. However, such delegations must be within the EA RO's organization and must be done in writing. The EA RO to whom the SECARMY has directly delegated EA authority is responsible for the DoD EA responsibilities associated with that delegation.

(2) New DoAs do not require a completed checklist.

e. The EA RO or prospective EA RO will be the lead for all taskings pertaining to DoD EA responsibilities as signed to the SECARMY. Final agreement of EA designations and corresponding conditions must be formalized through formal OSD staffing and review procedures.

f. An EA RO or prospective EA RO may initiate dialogue directly with the OSD PSA regarding designating the SECARMY as the DoD EA. The EA RO will present a recommendation for decision to the SECARMY.

g. Designation as a DoD EA does not guarantee funding from DoD and delegees will be responsible for planning and budgeting for resources as specified in paragraph 1–8.

### **2–3. Definition and scope of non-Executive Agent delegations of authority**

a. This type of DoA is not associated with a DoD EA and is the action by which the SECARMY wholly or partly assigns authority to a subordinate.

b. The nature and scope of the assigned responsibilities, functions, and authorities are set in an associated policy or law from which the SECARMY's authority derives and remains in effect until the SECARMY revokes or supersedes them.

### **2–4. Establishing a non-Executive Agent delegee within the Army**

a. A prospective delegee is directed by the SECARMY or self identifies.

b. A delegee is delegated authorities via written memorandum from the SECARMY or via other written mediums (such as Army General Orders or Army Directives) serving as the source origination of SECARMY's decision to delegate such authority. If authorized by the SECARMY, and not otherwise restricted by statute, directive, regulation, general order, or policy, delegees may redelegate an authority in writing. Delegations are usually within the delegee's organization to maintain chain of command; however, delegations may be delegated outside the chain of command if there is an established support command relationship. The senior delegee to whom the SECARMY has directly delegated authority is responsible for the responsibilities associated with that delegation.

### **2–5. Renewing expiring or expired Secretary of the Army delegations of authority**

Unless needed pursuant to laws, regulations, a unique circumstance, the preference is to not annotate an expiration date (only review increments) on SECARMY DoAs. If a DoA has an expiration date or has expired, this is considered a new SECARMY DoA, the delegee is not required to complete the checklist but will, at a minimum:

a. Format the DoA using the applicable SECARMY DoA template.

b. As part of action officer level review, within Enterprise Task Management Software Solution (ETMS2), submit the draft DoA and related support documentation to the AASA by assigning the tasker to OAA's Staff Action Control Office (SACO) (ETMS2 team name SAAA OAA) so the DoA Program Manager may ensure that all requirements have been met.

c. Coordinate with other Army officials (offices of coordinating responsibility) who may have oversight or responsibilities, gaining principal or principal deputy concurrence in ETMS2.

d. Prior to initiating the senior leader approval process (SLAP) to the SECARMY for signature, obtain the AASA concurrence through another staffing through OAA's SACO.

e. Distribute the final SECARMY DoA using the Armywide distribution list and copy furnish others as the delegee sees appropriate (at minimum copy furnish the AASA). For EA DoAs, this will include DoD organizations, the Service secretaries and chiefs, and the Armywide distribution list.

## **2-6. Reviewing Secretary of the Army delegations of authority**

a. SECARMY DoAs must be reviewed at minimum every 5 years by the delegee and appropriate stakeholders starting from the date of signature or per the previous documented review increment. For DoAs requiring more frequent review, follow the same procedures at the specified increment.

b. Delegees will document reviews on the DoA checklist. For a review to be complete, checklists must be complete, be signed by the principal official or principal deputy at the delegee's organization, and a copy provided to SPD via the SECARMY DoA mailbox (see para 1-8c.).

## **2-7. Revising Secretary of the Army Delegations of Authority**

If the review checklist identifies a required substantive change, the delegee will obtain a revised SECARMY-signed DoA within 90 days of review completion. Follow the staffing requirements/process in paragraph 2-5 of this regulation and provide a copy of the final DoA to OAA via the SECARMY DoA mailbox (see para 1-8c.).

## **2-8. Incorporating Secretary of the Army Delegations of Authority in Department of the Army administrative publications and supersession**

An enduring SECARMY DoA is one that is continuing beyond a 5-year period. Delegees who desire to incorporate an enduring SECARMY written DoA into a DA administrative publication may do so pursuant to AR 25-30. Some SECARMY DoAs are captured in DA publications, such as Army directives or DA General Orders. SECARMY DoAs must first be established via written memorandum to provide the SECARMY with a mechanism for official decision prior to incorporation. The memorandum is rescinded on publication of the DA administrative publication. Provide OAA a copy of the authentication record via the SECARMY DoA mailbox to document the supersession of the SECARMY DoA memorandum (see para 1-8c.).

## **2-9. Rescinding or transferring Secretary of the Army Delegations of Authority**

On occasion, it may be necessary to rescind or transfer a DoA due to change in responsibilities or a reorganization. The current delegee will initiate the process and work with appropriate stakeholders to obtain official decision from the SECARMY on whether the DoA is to be transferred to another delegee or rescinded.

a. If a rescission is necessary, the current delegee will provide OAA with a copy of the official decision for record, signed by the SECARMY, at the SECARMY DoA mailbox (see para 1-8c.).

b. Should a transfer be required, the losing delegee proponent, in coordination with the gaining proponent, will complete the review checklist and obtain a revised SECARMY-signed DoA following the steps in paragraph 2-5 of this regulation. Transfer of delegee DoA proponentcy requires documented mutual agreement by the principal or principal deputy officials of both the losing and gaining agencies.



## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

This section contains no entries.

#### **Section II**

##### **Prescribed Forms**

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

##### **DA Form 7786**

DoD Executive Agent Responsibilities Assigned to the Secretary of the Army Data Call (Prescribed in para 1–8(4).)

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The function covered by this evaluation is SECARMY DoAs for both DoD EA responsibilities assigned to the SECARMY and non-EA DoAs.

#### **B–2. Purpose**

The purpose of this evaluation is to assist ROs 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 controls (for example, document analysis, direct observation, sampling, simulation, or others). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a. Are all delegations of authority from the SECARMY to the delegee in writing (using the current DoA template) or codified in a DA administrative publication?
- b. Is an EA DoA POC identified and provided to SPD, annually, within 30 days of assignment, and as changes occur to the Army DoA mailbox?
- c. Does the delegee maintain local records of all written SECARMY DoA memorandums, reviews, and associated activities pursuant to paragraph 1–5 of this regulation and email them to the SECARMY DoA mailbox?
- d. Do delegees use the DoA checklist to conduct reviews reporting those reviews to the SECARMY DoA PM?
- e. Does the EA RO coordinate with OSD to ensure their EA entry at <https://dod-executiveagent.osd.mil> is up-to-date and accurate?
- f. Are DA Form 7786s completed by EA ROs annually and retained at the local level?
- g. Does the delegee confirm that all their DoAs are accounted for and notify the SECARMY DoA PM of discrepancies?

#### **B–5. Supersession**

This evaluation replaces the evaluation previously published in AR 10–90, dated 9 February 2018.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Office of the Administrative Assistant to the Secretary of the Army (AAHS–SP), [usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil](mailto:usarmy.pentagon.hqda-oaa.mbx.delegations-of-authority@army.mil).

## **Glossary of Terms**

### **Appropriate stakeholders**

Appropriate stakeholders are those Army officials that have oversight or imposed responsibilities regarding the DoA (both EA and non-EA-related) to ensure they are given an opportunity to respond with concurrence or non-concurrence during the staffing process.

### **Delegee**

The senior representative (unless otherwise stated) and/or designated executive agent responsible official of the specified Army organization who has been delegated responsibilities, functions, and authority by the SECARMY via written memorandum or in DA administrative publications.

### **Enterprise Task Management Software Solution**

Task management and document routing system.

### **Executive agent**

The Head of a DoD Component to whom the SECDEF or DEPSECDEF has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities that involve two or more DoD Components.

### **Office of coordinating responsibility**

Accepts tasks, provides inputs to the Action Officer for task completion, similar to assist.

### **Office of primary responsibility**

Ultimately responsible for task completion; responsible for providing a cohesive response for either the overall task or as a subject matter expert for coordination.

### **Office of the Secretary of Defense principal staff assistants**

The Under Secretaries of Defense, the Director of Defense Research and Engineering, the Assistant Secretaries of Defense, the General Counsel of DoD, the Assistants to the Secretary and Deputy Secretary of Defense, and the OSD Directors or equivalents, who report directly to the SECDEF or DEPSECDEF.

### **Planning, programming, budgeting, and execution process**

The annual process for allocating resources based on policies, strategy, and prioritized goals for DoD. It includes four distinct but overlapping phases: planning, programming, budgeting, and execution.

### **Principal official**

The HQDA principal officials are those officials listed by heading in DA General Orders. Such officials advise and assist the SECARMY by executing the duties and responsibilities assigned to them in the General orders and elsewhere, including regulations, memorandum, and oral statements. Principal Officials are personally responsible to the SECARMY for fulfilling their assignment.

### **Responsible official**

The Army official to whom the SECARMY has directly delegated EA authorities.

### **Senior leader approval process**

A process within ETMS2 whereby senior leaders and principal officials conduct package approvals by electronically signing/approving packages being routed to the SECARMY.

### **Supersession**

The replacement of an authority, the act of superseding.

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