



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

MEMORANDUM FOR Principal Officials of Headquarters, Department of the Army

SUBJECT: Amended Delaying Business Rules for Processing Changes to Tables of Distribution and Allowances at Headquarters, Department of the Army

1. References.

a. Administrative Assistant to the Secretary of the Army memorandum (Restriction on Civilian Grade Growth and Implementation Instructions for Delegation of Authority to Approve Exceptions to HQDA Comprehensive Review Delaying Principles), 28 February 2017

b. Under Secretary of the Army (USA) and Vice Chief of Staff of the Army (VCSA) memorandum (Delegation of Authority To Approve Exceptions to HQDA Comprehensive Review Delaying Principles), 9 January 2017

c. Under Secretary of the Army and Vice Chief of Staff of the Army memorandum (Directive for Transition of Headquarters, Department of the Army to the Fiscal Year 2019 Organization Design), 17 June 2015

d. Army Regulation 71–32 (Force Development and Documentation Consolidated Policies), 20 March 2019

2. Headquarters, Department of the Army (HQDA) delaying design principles have served to reduce HQDA grade structure, resulting in fewer layers of management pursuant to references 1a and 1b. The delaying principles were originally enforced by the USA and VCSA, who acted as approval authorities for exception requests. In 2017, after an HQDA-wide review of the second- and third-order effects of delaying, the USA and VCSA delegated the authority to grant delaying exceptions to the HQDA principal officials in reference 1b.

3. In the spirit of pushing authorities and responsibilities down to the lowest level capable of exercising them, this memorandum rescinds delaying business rules and the requirement for HQDA Principal Officials to submit an endorsed explanation memo with their TDA submissions.

4. As before, organizations must follow the change management process appropriate to their specific type of TDA change as directed by current Deputy Chief of Staff, G-3/5/7 change management guidance in reference 1d.

5. My point of contact is Mr. Rich Lawson at (571) 363-9714 or richard.p.lawson4.civ@mail.mil.

MARK F. AVERILL
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