



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

30 APR 2010

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Delegation of Authority—Recruitment, Relocation, Retention, and Enhanced Retention Incentives

1. References:

a. Memorandum, USD(P&R), 21 Sep 06, subject: Implementation of Recruitment, Relocation, and Retention Incentives.

b. Memorandum, USD(P&R), 5 Feb 08, subject: Implementation of Enhanced Retention Incentives Authorities.

c. Memorandum, SAMR-ZA, 25 Mar 10, subject as above.

d. DoD 1400.25-M; Volume 575, DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials; 6 Apr 09.

e. DoD 7000.14-R, DoD Financial Management Regulation, 4 Mar 10.

2. I hereby delegate to you the authority to approve recruitment, relocation, and retention incentives. You may further delegate this authority not lower than the heads of field operating agencies, program executive offices, and direct reporting program managers.

3. I further delegate to you the authority to approve enhanced retention incentives for employees outside the National Capital Region under your purview. I retain the authority to approve enhanced retention incentives within the National Capital Region.

4. Delegations must be in writing with the officials designated by organizational title. A copy of the delegation must be maintained in the office where the authority is held, and a copy will be provided to the Director, Human Resources Management Directorate. You will remain cognizant of and accountable for all actions taken pursuant to the delegated authorities. The management and approval of these incentives will be in accordance with Army and Department of Defense policy. Each decision to grant an incentive must be fully justified and documented. Documentation must include a complete description of the factors underlying your decision to authorize an incentive, the basis of the amount, and the timing of payments. Recruitment, relocation, retention,

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and enhanced retention incentives must be implemented within current budget limitations. The Human Resources Management Directorate will monitor compliance and plan accomplishment through the personnel and pay systems, and will complete an annual statistical and qualitative review of the use of these incentives.

5. The customer portal for the Office of the Administrative Assistant offers more information and guidance for the implementation of delegated authorities for civilian personnel management in the Policies and Guidance section, Human Resources area, available at https://secureweb.hqda.pentagon.mil/oaacustomer/policies_guidance.aspx.

6. This delegation supersedes any previous delegations of authority for the four incentives. This authority remains in effect until 30 September 2012 unless revoked or superseded at an earlier date.

7. My point of contact is Mr. Thomas M. Clark, Director, Human Resources Management Directorate, 703-602-2220 or DSN 332-2220.


JOYCE E. MORROW

CF:
ASSISTANT G-1 FOR CIVILIAN PERSONNEL



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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SFAE-HR

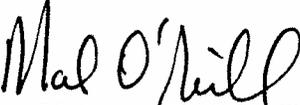
JUN 7 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority-Recruitment, Relocation, Retention, and Enhanced Retention Incentives

1. Reference memorandum, Office of Administrative Assistant to the Secretary of the Army, dated 30 Apr 10, subject: Delegation of Authority-Recruitment, Relocation, Retention, and Enhanced Retention Incentives (enclosure 1).
2. In accordance with guidance from the Administrative Assistant to the Secretary of the Army (AASA), I delegate the recruitment, relocation, and retention incentive approval authority to you. This authority may not be further delegated.
3. The AASA will retain the authority to approve enhanced retention incentives for employees within the National Capital Region (NCR). However, for employees outside the NCR, I delegate to you the authority to approve enhanced retention incentives. This authority may not be further delegated.
4. The management and approval of these incentives will be in accordance with Army and Department of Defense policy. Each decision to grant an incentive will be fully justified and documented. Documentation must include a complete description of the factors underlying your decision to authorize an incentive, the basis for the amount, and the timing of payments. Provide the enclosed report (enclosure 2) with the documentation to my point of contact on a quarterly basis. Recruitment, relocation, retention, and enhanced retention incentives must be implemented within current budget limitations.
5. This delegation of authority is effective as of the date of this memorandum. It supersedes any previous delegations of authority for the four incentives. This authority remains in effect until 30 Sep 12 unless revoked or superseded at an earlier date.
6. The point of contact is Mr. Damon M. Ingram, Human Resources Management Division, U.S. Army Acquisition Support Center, (USAASC), at commercial (703) 805-1016, DSN 655-1016, or email: damon.ingram@us.army.mil.

Encls


Malcolm R. O'Neill
Army Acquisition Executive

SFAE-HR

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