



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR-ZA

31 MAR 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority – Implementation of Recruitment, Relocation, and Retention Incentives

1. Chapter 57, subchapter IV, of title 5, United States Code, and part 575 of title 5, Code of Federal Regulations, establish the conditions for, and authorize the payment of, recruitment, relocation, and retention incentives to Federal civilian employees. The enclosed memorandum from the Under Secretary of Defense (Personnel and Readiness) of September 21, 2006, subject: Implementation of Recruitment, Relocation, and Retention Incentives, implements the above directives and supersedes previous delegations and guidance concerning the use of recruitment, relocation, and retention incentives within the Department of the Army.
2. Under authority delegated to me by the Secretary of the Army, I hereby delegate to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of Direct Reporting Units (to include the U.S. Military Academy), and the Administrative Assistant to the Secretary of the Army for Principal Officials of the Headquarters, Department of the Army (HQDA), their staffs and other elements, Field Operating Agencies, Staff Support Agencies, and those Direct Reporting Units headed by other than a Commander (to include the U.S. Army Acquisition Support Center), the authority to approve recruitment, relocation, and retention incentives, except with respect to Senior Executive Service, senior-level (SL) and scientific or professional (ST) positions, or equivalent positions. This authority shall be exercised in accordance with the enclosed DoD implementing policy, and may be further delegated, in writing, for use in accordance with the DoD policy and plan. Recruitment, relocation, and retention incentives must be implemented within current budget limitations.
3. These incentives are intended to help recruit new employees, relocate current employees, or retain employees with unusually high or unique qualifications or who fulfill a special agency need, when positions would be difficult to fill in the absence of the incentive. This authority shall be exercised in accordance with the DoD policy and plan, and each determination to grant an incentive will be documented describing the supporting factors used to authorize the incentive and the reasons for establishing the amount and timing of the payments. Authorizing officials must ensure efficient, effective, budget conscious use of the incentives to support mission requirements, to meet future staffing requirements, or to assist in geographic and organizational moves to cross-level skills and talent. The G-1 will issue additional instructions and procedures



SAMR-ZA

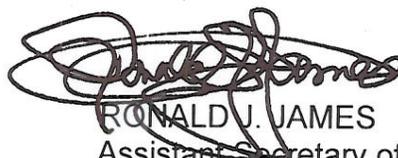
SUBJECT: Delegation of Authority – Implementation of Recruitment, Relocation, and Retention Incentives

as required to support operational requirements and ensure the appropriate use of the incentives. Managers, supervisors, and other officials authorized to determine eligibility for increased annual premium pay are accountable officials and must comply with Volume 8, Chapter 3 of the DoD Financial Management Regulation 7000.14-R.

4. This delegation is effective immediately and expires two years from the date of issuance, unless earlier revoked or superseded.

5. To the extent this policy impacts bargaining unit employees' conditions of employment, activities are reminded to meet their statutory labor relations obligations in its implementation.

Encl



RONALD J. JAMES
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

ARMY COMMANDS

US ARMY FORCES COMMAND
US ARMY TRAINING AND DOCTRINE COMMAND
US ARMY MATERIEL COMMAND

ARMY SERVICE COMPONENT COMMANDS

US ARMY EUROPE
US ARMY CENTRAL
US ARMY NORTH
US ARMY SOUTH
US ARMY PACIFIC
US ARMY SPECIAL OPERATIONS COMMAND
US ARMY SPACE AND MISSILE DEFENSE COMMAND/ARMY STRATEGIC
COMMAND
EIGHTH US ARMY
(CONT)



SAMR-ZA

SUBJECT: Delegation of Authority – Implementation of Recruitment, Relocation, and Retention Incentives

DISTRIBUTION (CONT)

DIRECT REPORTING UNITS

US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND/9TH SIGNAL
COMMAND

US ARMY MEDICAL COMMAND

US ARMY INTELLIGENCE AND SECURITY COMMAND

US ARMY CRIMINAL INVESTIGATION COMMAND

US ARMY CORPS OF ENGINEERS

US ARMY MILITARY DISTRICT OF WASHINGTON

US ARMY TEST AND EVALUATION COMMAND

US MILITARY ACADEMY

US ARMY RESERVE COMMAND

US ARMY INSTALLATION MANAGEMENT COMMAND

CF:

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

ASSISTANT G-1 FOR CIVILIAN PERSONNEL

DIRECTOR

CIVILIAN HUMAN RESOURCES REGION, EAST

CIVILIAN HUMAN RESOURCES REGION, WEST

ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-PO

GENERAL COUNSEL

THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE

