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.
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

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

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