



REPLY TO
ATTENTION OF:

EACG

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

16 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Recruitment, Relocation, and Retention Incentives

1. References:

a. Memorandum, Under Secretary of Defense, dated 21 Sep 2005, subject: Implementation of Recruitment, Relocation, and Retention Incentives.

b. Memorandum, Assistant Secretary of the Army, dated 31 Mar 2008, subject: Delegation of Authority – Implementation of Recruitment, Relocation, and Retention Incentives.

c. Eighth U.S. Army Pam 690-50, dated 29 Jun 2004, titled: Korea Region Pay Setting – Appropriated Fund.

2. The purpose of this memorandum is to delegate authority for the use of enhanced recruitment, relocation, and retention incentives implemented by DOD in reference 1.a. This memorandum supersedes Chapter 5 of reference 1.c.

3. Authority.

a. The Commanding General (CG), Eighth United States Army, has authority to approve recruitment, relocation, and retention incentives for civilian employees of EUSA Staff; Army employees assigned to joint staff positions of USFK; and major subordinate commands assigned under his/her jurisdiction.

b. The CG, 19th Sustainment Command (Expeditionary) (ESC) is delegated authority to approve recruitment, relocation, and retention incentives for 19th ESC civilian employees. This authority may be further delegated to the Chief of Staff (CofS), 19th ESC.

c. The CG, 2nd Infantry Division (ID) is delegated authority to approve recruitment, relocation, and retention incentives for 2nd ID civilian employees. This authority may be further delegated to the CofS, 2nd ID.

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d. The CofS, Eighth United States Army is delegated authority to approve recruitment, relocation, and retention incentives for all other assigned units and headquarters staff.

4. Incentives will be used as tools for recruiting, relocating, and retaining high-quality personnel for positions that are typically hard-to-fill. Authorizing officials will ensure that their management staffs understand the purpose of these incentives.

5. Commanders and staff principals must fund these incentives from their existing civilian-pay budget. No additional funds will be provided. Managers, supervisors, and other officials authorized to determine eligibility for incentives are accountable officials and must comply with DOD 7000.14-R, volume 8, chapter 3. Commanders are responsible for the appropriate use of these incentives and for ensuring authorization in strict compliance with applicable laws, policy, and regulations, including guidance prescribed by Office of Personnel Management (OPM), DOD, and DA.

6. Commanders are responsible for ensuring that the basis for any recruitment, retention, and relocation incentive is fully documented, and should have the information readily available for review and submission upon request. The following information will be maintained on a fiscal year basis: (1) number of employees offered/accepting an incentive (2) percentage of salary offered/accepted in each individual case; and (3) summary statement assessing the effect of the incentive on the activity's ability to fill key positions with high quality candidates in a timely fashion. Information will be submitted to this headquarters by 1 November each year.

7. Factors to be considered and documented prior to payment of recruitment/relocation bonus:

a. Special qualifications needed to fill the position for which payment of a bonus is being considered, labor market and environmental factors that may affect the organization's ability to recruit high-quality candidates for this or similar positions.

b. Description of the results of recent efforts to attract quality candidates for the position for which payment of a bonus is being considered and/or for similar positions.

8. Major changes made to OPM, DOD, and DA rules and implementing instructions in reference 1.a., include the following:

a. Based on critical agency need, OPM may waive the 25-percent limitation on incentives and set the limitation to a maximum of 50 percent of an employee's annual rate of pay multiplied by the number of years in the employee's service period, not to

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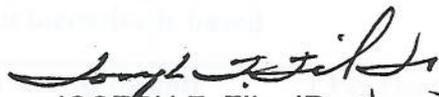
exceed two years. Recruitment and relocation incentives cannot exceed 100 percent of the employee's basic annual salary as of the beginning of the service period.

b. Recruitment and relocation incentives may be paid to an employee in a lump sum at the beginning or end of the specific service period or in equal or variable installments throughout the service period.

9. The authority delegated in this memorandum may not be further delegated and may be withdrawn at any time.

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1. Service Agreement
2. Consideration Factors for Bonuses



JOSEPH F. FIL, JR.
Lieutenant General, US Army
Commanding

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completed service and is also entitled to receive any additional incentive payments attributable to completed service.

A decision to terminate the service agreement may not be grieved or appealed.

EMPLOYEE
Signature

Date

AUTHORIZED MANAGEMENT OFFICIAL
Signature

Date

Typed name and title of authorizing official

This information is subject to the Privacy Act of 1974, as amended.

**FACTORS TO BE CONSIDERED AND DOCUMENTED PRIOR TO
PAYMENT OF RECRUITMENT/RELOCATION BONUS**

1. Description of the results of recent efforts to attract quality candidates for the position for which payment of a bonus is being considered and/or for similar positions:

a. Position title, series, grade:

b. How many offers were made:

c. How many offers were declined (State reason for declination, if known.)

d. Average length of time to fill this and/or similar positions:

e. Number of civilian employees in this and/or similar positions

Authorized _____ Required _____ Filled _____

2. Special qualifications needed to fill the position for which payment of a bonus is being considered.

3. Labor market and environmental factors that may affect the organization's ability to recruit high-quality candidates for this or similar positions.

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