



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL
WASHINGTON, DC 20310-0300



REPLY TO
ATTENTION OF
DAPE-CPE

8 NOV 1991

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Department of Defense Plans for Recruiting Bonuses,
Relocation Bonuses and Retention Allowances**

1. Section 208, Federal Employees Pay Comparability Act of 1990, authorized heads of agencies to pay recruitment and relocation bonuses and retention allowances. Office of the Secretary of Defense (OASD) implementing instructions, issued 3 October 1991, are attached. The guidance consists of interim plans which may be implemented immediately and will remain in effect until superseded by issuance of a DOD Civilian Personnel Manual Chapter.
2. The OASD guidance delegates final approval authority for subject payments to individuals who exercise personnel appointing authority. Only the Secretary or Deputy Secretary of Defense may approve these payments for individuals appointed to Schedule C positions, non-career positions in the Senior Executive Service (SES), and positions paid pursuant to 5 USC 5312-5317. Guidance is being staffed for SES, Senior Level, and Scientific and Technical positions and separate implementing instructions will be issued. Approval authority for all other positions will be retained at the level of the head of the installation or activity. By law, these payments must be approved by an official at an organizational level higher than the individual making the initial offer. Therefore, Commanders may designate subordinates to make initial bonus/allowance offers, subject to their final review and approval.
3. These bonuses/allowances join other incentives such as advanced in-hire rates based on superior qualifications and the option to request waiver of reduction in retired pay. They are designed to provide flexibility to attract and retain the best employees to help Army meet the challenges of the future. Since they are funded by the employing activity, the incentives should be used carefully to assure maximum return from our shrinking resources.
4. All provisions of the implementing guidance concerning such matters as offers and approval, eligibility criteria, justification, service agreements, payment provisions, documentation and record keeping, and supplementation will be closely followed. Note the annual reporting requirement.

5. Addressees should provide this guidance to subordinate activities as soon as possible. HQDA point of contact is John Sewell, DSN 227-0612 or commercial (703) 697-0612.

FOR THE DEPUTY CHIEF OF STAFF FOR PERSONNEL:

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TONI B. WAINWRIGHT, Chief
Employment and Classification
Division

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DAPE-CPE

SUBJECT: Department of Defense Plans for Recruiting Bonuses,
Relocation Bonuses and Retention Allowances

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DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS



FORCE MANAGEMENT
AND PERSONNEL

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

OCT 3 1991

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER,
RESERVE AFFAIRS, INSTALLATIONS, AND ENVIRONMENT)
INSPECTOR GENERAL
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Department of Defense Plans for Recruiting Bonuses,
Relocation Bonuses and Retention Allowances

You are hereby delegated the authority to grant recruiting bonuses, relocation bonuses, and retention allowances in accordance with the attached Department of Defense plans for implementing these pay authorities.

These plans may be used pending issuance of a comprehensive DoD Civilian Personnel Manual (CPM) chapter. The CPM chapter will be coordinated in accordance with established procedures prior to issuance. The plans were developed with substantial Component participation and were reviewed by the Civilian Personnel Regulation Policy Council. They represent an effort to delegate as much personnel management authority as possible to line managers, while minimizing unnecessary internal regulatory constraints on the exercise of that authority.


Christopher Jehn

Attachments:
As stated



FORCE MANAGEMENT
POLICY

ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000



November 16, 2001

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Group Retention Allowances

By memorandum dated May 17, 2001, the Department of Army requested delegation of authority to grant group retention allowances of up to 10 percent of basic pay and to grant group recruitment bonuses. The Department of the Navy and Air Force concur with Army's request.

This memorandum eliminates the requirement that this office approve group retention allowances of up to 10 percent of basic pay. Requests for approval of group retention allowances over 10 percent must still come to this office for submission to the Office of Personnel Management in conformance with Subchapter 575 of DoD 1400.25-M, "DoD Civilian Personnel Manual" (DoD CPM) and 5 CFR 575.305(d)(2).

The authority for Defense Components to grant recruitment bonuses already exists in the delegation found in Subchapter 575 of the DoD CPM; this authority is clarified to include group recruitment bonus approval.

This memorandum is effective immediately. Subchapter 575 of the DoD CPM will be modified to reflect the policy change on group retention allowances, as delineated in the attachment.

//original signed//

J. L. Schrader
Acting Deputy Assistant Secretary
Civilian Personnel Policy

Attachment: As stated

**DISTRIBUTION: DEPUTY ASSISTANT SECRETARY OF THE ARMY
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SCIENCES
DIRECTOR FOR HUMAN RESOURCES, NATIONAL GUARD
BUREAU**

CHANGES TO SUBCHAPTER 575

1. Add the following sentence at the end of SC575.4.2.1.4:

The criteria at 5 CFR 575.305(d)(1) must be applied when determining the authorization and the payment of a group retention allowance of up to 10 percent of basic pay,

2. At SC575.4.2.1.7, delete the title, the entire subparagraph SC575.4.2.1.7.1, and the subparagraph number "SC575.4.2.1.7.2", the text for the latter subparagraph remains as SC 575.4.2.1.7.
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