



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
UNIT 29351  
APO AE 09014

AEAGA-CE

3 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Deployment Incentives for Civilian Employees

This memorandum expires in 1 year.

1. Reference Code of Federal Regulations, title 5, chapter 1, part 575, subpart B.
2. The success of our many ongoing contingency operations (CONOPS) greatly depends on the support of U.S. civilian employees deployed downrange. To ensure that enough qualified civilians are available for CONOPS assignments, and to encourage civilians to accept these assignments, USAREUR offers the following incentives to civilian employees who agree to deploy for at least 6 months:
  - a. **Relocation Bonus.** Supervisors may request a relocation bonus for employees who accept an assignment downrange. The bonus may range from 10 to 25 percent of the employee's basic pay, depending on how long the employee remains deployed. The enclosure provides guidance on how to request a relocation bonus.
  - b. **Tour Extension.** General officers, members of the senior executive service, commanders of USAREUR and tenant commands (USAREUR Reg 10-5, app A), and HQ USAREUR/7A staff principals may offer to extend the civilian employee's overseas tour beyond 5 years. The length of the extension may be twice the amount of time the employee is deployed, but no longer than 2 years. For example, an employee who agrees to deploy for 6 months may be granted a 12-month extension. These employees will not be added to the USAREUR database of civilian personnel who have been overseas for more than 5 years.
3. Employees may receive a relocation bonus or a tour extension, but not both for the same deployment. These incentives are not authorized for employees who remain in the central region, even if assigned to a CONOPS position. Civilians currently assigned downrange must return to the central region and redeploy to be eligible for a deployment incentive.
4. The POC is Mr. Goshorn, DSN 375-2544 or e-mail: goshorn@chrma.hqusareur.army.mil.

FOR THE COMMANDER:

Encl

  
ANTHONY R. JONES  
Major General, GS  
Chief of Staff

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D (UPUBS)

*This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.*

## RELOCATION BONUS

1. Supervisors may recommend relocation bonuses for civilian employees who accept assignments downrange to support USAREUR contingency operations (CONOPS). For the employee to qualify for the bonus, the assignment must be for at least 6 months.

2. To recommend a relocation bonus for an employee, the supervisor will send a request to the Commander, USAREUR/7A, ATTN: AEAGA-COMD-PSB, Unit 29351, APO AE 09014. The Chief, CONOPS Management Division, Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A, is the approval authority for these requests. Supervisors will include the following statement with the request, ensuring that all information indicated by a blank is completed:

I certify that I am unable to attract a well-qualified candidate to fill the position of \_\_\_\_\_, a CONOPS position in \_\_\_\_\_ without paying a relocation bonus. This position is authorized on the current TDA or DMD, and funds are available to pay the bonus. Recruitment efforts to fill this position resulted in no well-qualified candidates willing to take the downrange assignment. Without a relocation bonus, the position will remain vacant. Attracting and keeping employees downrange is critical to the mission. I also certify that the vacancy affects my mission requirements in the following manner:

\_\_\_\_\_  
\_\_\_\_\_.

3. The relocation bonus may range from 10 to 25 percent of the employee's basic pay, based on the length of the deployment, as shown in the chart below.

<b>Bonus (Percent of Basic Pay)</b>	<b>Length of Deployment</b>
10 percent	6 months
11 to 20 percent	12 months
21 to 25 percent	18 months

4. The relocation bonus will be paid in a lump sum according to the Code of Federal Regulations. If a relocation bonus is offered, the employee, the employee's supervisor, and the approval authority must sign a bonus service agreement (tab) acknowledging the conditions of the bonus. If the employee fails to complete the period of employment stated in the agreement, he or she will be indebted to the U.S. Government and must pay back the bonus on a prorated basis.

5. The employee's supervisor will give the employee the signed agreement and keep a copy. The requesting organization and the CONOPS Management Division will maintain sufficient documentation to ensure that the request-and-approval process for the bonus can be reviewed later.

Tab

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**BONUS SERVICE AGREEMENT**

In consideration of the relocation bonus in the amount of \$\_\_\_\_\_, I, \_\_\_\_\_, agree to remain in the service of the Department of the Army for at least \_\_\_\_\_ months unless transferred at the convenience of the U.S. Government. I understand that if I fail to complete the period of employment established under this service agreement for any reason other than involuntary separation, I will be indebted to the U.S. Government and must pay back the bonus on a prorated basis.

The amount of indebtedness will be repaid in accordance with 5 USC 5514 and 5 CFR 575.207. The prorated basis provides credit for each full month of employment completed under this service agreement. The amount to be repaid will be calculated by dividing the number of months remaining in the service agreement by the number of months in the service agreement, and multiplying the result by the amount of the bonus.

_____ Employee's Signature	_____ Date
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_____ Supervisor's Signature	_____ Date
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_____ Approval Authority's Signature	_____ Date
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Coordination:

_____ Deputy Chief of Staff, Resource Management, USAREUR	_____ Date
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