



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGA-CE

29 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Recruitment and Relocation Bonuses, Retention Allowances, Repayment of Student Loans, and Superior Qualifications Appointments

This memorandum expires in 1 year.

1. Commanders and heads of organizations are hereby delegated authority to approve recruitment and relocation bonuses, retention allowances, funds to repay student loans, and superior qualifications appointments for U.S. appropriated fund (APF) and nonappropriated fund (NAF) personnel in their organizations. This authority may be further delegated.
2. Incentives will be used as tools for recruiting and retaining high-quality personnel and for filling hard-to-fill positions. Approving officials will ensure that their management staffs understand the purpose for using these incentives.
3. Commanders and heads of organizations must fund, and are ultimately responsible for the appropriate use of, these incentives. Incentives must be authorized in strict compliance with applicable laws, policy, regulations, and requirements prescribed by DOD, the Office of Personnel Management, and the Department of the Army. USAREUR procedural guidance for incentives is available at <http://www.chrma.hqusareur.army.mil> under *Management Tools* for APF positions and *Reference Library, NAF Personnel Policy* for NAF positions.
4. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, will—
 - a. Provide command-level feedback.
 - b. Provide commanders periodic reports to help them manage their programs.
 - c. Reevaluate the delegation of this authority as part of the transition to the National Security Personnel System.
5. The CG, USAREUR/7A, may withdraw this delegated authority at any time.

FOR THE COMMANDER:

WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:
Commanders, USAREUR MSCs
HQ USAREUR/7A Staff Principals

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