



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

23 JUL 2014

AEPE-C

MEMORANDUM FOR HQ USAREUR Staff Principals and Commanders of USAREUR  
Major Subordinate Commands

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

1. This memorandum supersedes memorandum, USAREUR, AEPE-C, 11 June 2013, subject as above.
2. References:
  - a. DOD Financial Management Regulation 7000.14-R, volume 8, chapter 3, Civilian Pay Policy and Procedures.
  - b. Memorandum, Secretary of the Army, 13 October 2010, subject: Delegation of Authority – Recruitment, Relocation, Retention and Enhanced Retention Incentives.
3. Commanders of USAREUR major subordinate commands (MSCs) who are general officers (GOs) and HQ USAREUR staff principals who are GOs or members of the Senior Executive Service (SES) are hereby delegated authority to authorize the payments of recruitment, relocation, retention, and enhanced retention incentives for U.S. appropriated-fund personnel in their organizations.
4. The first GO or SES member in the chain of command will be the approving authority for organizations where the MSC commander is not a GO or member of the SES. The DCG, USAREUR, will serve as the approving authority for organizations that do not have a GO or SES member in their chain of command.
5. Incentives will be used to recruit, relocate, and retain high-quality personnel for typically hard-to-fill positions. Authorizing officials will ensure that their management staffs understand the purpose of these incentives.
6. 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 these incentives are accountable and must comply with the reference in paragraph 2a. Commanders are responsible for the appropriate use of these incentives and for ensuring that authorization is in strict compliance with applicable laws, policy, and regulations, including guidance prescribed

*This memorandum is available at <https://aepubs.army.mil/>.*

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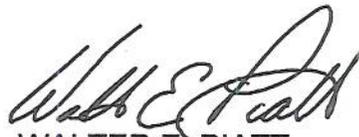
by the Office of Personnel Management, DOD, and HQDA. Commanders and staff principals may contact their servicing civilian personnel advisory center for additional procedural guidance concerning these incentives.

7. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR, will—

- a. Provide commanders periodic reports to help them manage their programs.
- b. Release command information on incentive usage levels.
- c. Issue guidance to ensure incentives are used appropriately.

8. For oversight, the Internal Review and Audit Compliance Office, HQ USAREUR, will conduct periodic reviews for compliance.

9. The authority delegated in this memorandum may not be further delegated. The CG, USAREUR, or the DCG, USAREUR, may withdraw this delegated authority at any time.



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Deputy Commanding General