



REPLY TO  
ATTENTION OF

ATSS-CD

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

1 July 2014

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

**SUBJECT: Policy Memorandum # 18, Recruitment, Relocation, & Retention Initiatives**

1. Chapter 57, subchapter IV, of title 5, United States Code (U.S.C.), and part 575 of title 5, Code of Federal Regulations (CFR), establish the conditions for, and authorize the payment of, recruitment, relocation, and retention incentives to Federal employees as defined in 5 CFR 575.102.

2. Recruitment incentives must be approved by an authorized management official who is at least one level higher than the employee's (or group of employees, if applicable) supervisor unless there is no higher level in the DoD Component. For USASMA the Commandant serves as the sole approval authority for recruitment incentives.

3. Authorization of Relocation Incentives.

a. The Commandant may approve relocation incentives paid under this policy to a current Federal employee who must relocate, without a break in service, to accept a position in a different geographic area (as defined in 5 CFR 575.205(b)) that is likely to be difficult to fill. Recruitment Incentives should be reserved for only hard to fill vacancies and for only highly qualified selectees.

b. The Commandant may approve relocation incentives whether the relocation is permanent or temporary.

c. The Commandant may approve relocation incentives if the employee signs a written agreement to complete a service period of not less than six months nor more than four years of continued employment with the DoD Component.

d. The Commandant may approve relocation incentives up to 25 percent of an employee's annual rate of basic pay at the beginning of the service period (to include either locality pay or a special rate supplement).

4. Authorization of Retention Incentives.

a. The Commandant may approve a retention incentive paid under this policy to an employee who has unusually high or unique qualifications, or when the organization has a special need for the employee's services that makes it essential to retain the employee, and the employee would be likely to leave the Federal service in the absence of an incentive (e.g. employee receives an offer of employment from a private firm).

b. Individual retention incentives may be up to 25 percent of an employee's annual rate of basic pay (including locality pay or a special salary supplement).

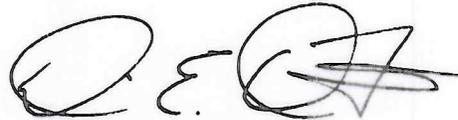
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c. OPM may waive the limitations on retention incentives and set the limitation at up to 50 percent of an employee's annual rate of pay based on a critical agency need. Requests must be based on determinations that the employee's (or group of employees') unusually high or unique qualifications are critical to the successful accomplishment of an important mission or project (e.g., programs or projects related to a national emergency or projects implementing a new law).

5. POC this policy is the Director, Human Resources, (915) 744-8383.

**"Ultima Strong!"**

A handwritten signature in black ink, appearing to read 'Dennis E. Defreeze', with a stylized flourish at the end.

DENNIS E. DEFREESE  
CSM, USA  
Commandant