

CEHR-E

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

EC 690-1-710

Circular  
No. 690-1-710

1 January 2001

EXPIRES 31 DECEMBER 2003  
Civilian Personnel  
RECRUITMENT AND RELOCATION BONUSES  
AND RETENTION ALLOWANCES

1. Purpose. This circular is to improve the U. S Army Corps of Engineers (USACE) use and documentation of recruitment and relocation bonuses and retention allowances as employment incentives.
2. Applicability. This circular is applicable to Staff Principals, HQUSACE, and Commanders/Directors, Major Subordinate Commands and Field Operating Activities, as well as others who recommend and/or approve such bonuses and allowances.
3. Distribution. Approved for public release. Distribution is unlimited.
4. References.
  - a. Memorandum, HQDA, October 22, 1998, subject: Revision of Department of Defense (DOD) Plan for Retention Allowances to Include Group Retention Allowance Authority.
  - b. Subparts A, B and C of Part 575 of Title 5, Code of Federal Regulations, Recruitment and Relocation Bonuses and Retention Allowances.
5. Background. This policy incorporates the previous policy regarding recruitment and relocation bonuses; the authority for approving retention allowances is delegated.
6. Policy. Recruitment and relocation bonuses will be approved locally, provided they meet a critical need, are adequately documented, and comply with regulatory and procedural requirements. Requests for recruitment bonuses require the endorsement of the selecting official. Retention allowances will be authorized by major subordinate commanders/directors. Authority for Field Operating Activities is delegated to one level above them.

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This circular supersedes EC 690-1-706, 15 April 1999, subject: Recruitment and Retention Bonuses and Retention Allowances.

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7. Scope. Policy contained in this circular applies USACE-wide.
8. Proponency. This circular is issued by the Human Resources Directorate.

FOR THE COMMANDER:

/s/  
SUSAN DUNCAN  
Director, Human Resources

