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DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CE (690-550b)

28 JUN 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pay Retention for Intra-Theater Moves

1. In 1987 the Office of the Assistant Secretary of Defense (OASD) established a new provision of pay retention within DoD. It authorizes pay retention when an employee applies through a formal recruitment program and is selected for a position at an overseas location. The OASD memorandum stipulated three conditions that must be met before pay retention may be granted:

- a. The position to be filled must be at an overseas location;
- b. It must be filled by operation of a formal recruitment program; and
- c. All potential applicants must be advised in writing that pay retention will be offered to successful applicants who are selected for a lower grade.

2. Guidance from HQDA informed us that, although the intent of this pay retention provision was to facilitate the filling of overseas vacancies with well-qualified individuals who are recruited primarily from the United States, it can also apply to employees already overseas. For it to apply to overseas employees, the selectee would be required to make a permanent change of station (PCS) move and would have to be selected as a result of a recruitment effort that had been extended outside of the overseas command involved (e.g., appeared on an Army-wide referral list).

3. Within USAREUR, pay retention has generally not been needed to attract candidates already in the overseas area. This may be due in part to the fact that voluntary changes to lower grade are inconsistent with USAREUR's policy on the Stability of Civilian Assignments as described in USAREUR Suppl 1 to AR 690-300.301. As a general rule, pay retention will not be granted to employees already in the overseas area who accept a voluntary change to lower grade to another overseas position except in those cases where there is a compelling management need. In such cases, the position will be filled using a special vacancy announcement or general announcement (i.e., for use where there is continuing need to fill shortage category occupations) which informs all potential candidates of the pay retention provision.

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4. HQ USAREUR/7A POC is Mr. James Tingwald, Policy Management Division, 370-3920.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL

Jeanne A Davis
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