

## Staffing Flexibilities Reference Chart (Pay and Leave)

Type of Incentive	Authorities	Covered Positions	For Whom?	Criteria	Service Agreement	How Paid
<p><b>Recruitment Incentive:</b></p> <p>Up to 25 percent of the annual rate of basic pay (including locality pay) multiplied by the number of years in the service period (NTE 4 years).</p>	5 U.S.C. § 5753 and 5 CFR 575, Subpart A	<p>GS, WG, WL, WM, Senior-Level (SL), Scientific and Professional (ST), career SES, EX, and DOC Alternative Personnel System (CAPS).</p> <p><b>EXCLUDED:</b> Presidential appointees; SES non-career, SES limited term, SES limited emergency appointee; agency heads; and employees in positions excepted from the competitive service because of their confidential, policy determining, policy-making, or a policy-advocating nature (e.g., Schedule C appointees).</p>	Typically, first appointments to Federal civil service, or reappointments (for example, reinstatements) following a break in service of at least 90 days.	<p>In absence of the incentive, the agency would encounter difficulty in filling the position. Must consider the following (see 5 CFR 575.106(b)):</p> <p>(1) The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for the position or similar positions using indicators such as offer acceptance rates, proportion of positions filled, and the length of time required to fill similar positions;</p> <p>(2) The salaries typically paid outside the Federal Government for similar positions;</p> <p>(3) Recent turnover in similar positions;</p> <p>(4) Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for similar positions;</p> <p>(5) Special or unique competencies required for the position;</p> <p>(6) Agency efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment incentive;</p> <p>(7) The desirability of the duties, work or organizational environment, or geographic location of the position; and</p> <p>(8) Other supporting factors.</p>	<p>YES.</p> <p>Not less than 6 months, no longer than 4 years.</p>	<p>Options:</p> <p>(1) Lump-sum at beginning of service period;</p> <p>(2) Installments;</p> <p>(3) Lump-sum at end of service period; or</p> <p>(4) Combination of these methods.</p>
<p><b>Relocation Incentive:</b></p> <p>Up to 25 percent of the annual rate of basic pay multiplied by the number of years in the service period (NTE 4 years).</p>	5 U.S.C. § 5753 and 5 CFR 575, Subpart B	Same as above.	Current employees	<p>Same as above.</p> <p><b>Note:</b> Employee must establish residence in the new geographic area before the agency may pay a relocation incentive to the employee. A relocation incentive may be paid only if the employee maintains residency in the new geographic area for the duration of the service agreement.</p>	<p>YES.</p> <p>May not exceed 4 years.</p>	<p>Same as above</p> <p><b>Note:</b> Not to be used if a relocation expense allowance is instead paid for a permanent change of station relocation made in the Government's interest (see further below).</p>
<p><b>Retention Incentive:</b></p> <p>Up to 25 percent of basic pay for an individual employee</p>	5 U.S.C. § 5754 and 5 CFR 575, Subpart C	Same as above.	Current employees	<p>Agency must determine that the unusually high or unique qualifications of the employee, or a special agency need for the employee's services, makes it essential to retain the employee; <i>and</i></p> <p>(1) the employee would be likely to leave the Federal service (for any purpose) in absence of the allowance, or</p> <p>(2) the employee is likely to leave for a different position in the Federal service (see further 5 CFR 575.314).</p> <p>The evaluation factors used to determine authorization for a retention incentive are found within 5 CFR 575.306.</p>	<p>YES, unless the installments are bi-weekly, at the full bonus percentage.</p>	<p>Options:</p> <p>(1) Installments after the completion of specified periods of service within the full period of service required; or</p> <p>(2) Single lump-sum after completion of the full period of service required.</p>

<p><b>Student Loan Repayment</b></p> <p>Benefits are up to \$10,000 per calendar year, subject to a cumulative maximum of \$60,000 per employee.</p>	<p>5 U.S.C. § 5379 and 5 CFR 537</p>	<p>An appointment of unlimited duration, or, a time-limited appointment that has at least 3 years remaining, or leads to the conversion to another appointment projected to last for at least 3 additional years.</p> <p>Employees in the excepted service due to confidential, policy-making, policy-determining, or policy-advocating are ineligible (e.g., Schedule C).</p> <p>See further 5 CFR 537.104.</p>	<p>Current employees or candidates for employment</p>	<p>For Recruitment</p> <p>(1) New Federal employee;  (2) The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization; and  (3) The candidate would not accept the position without receiving the student loan repayment incentive.</p> <p>For Retention</p> <p>(1) The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization;  (2) In the absence of offering the student loan repayment benefit, the employee(s) would likely leave for employment outside the Federal government; and  (3) The departure of the employee would affect the agency's ability to carry out an activity or function deemed essential to the agency's mission;</p> <p>See further DAO 202-957.</p> <p>For Both</p> <p>(1) The employee is not in default on repayment of the student loan; and  (2) The student loan was used to pay tuition for course work taken by the employee.</p>	<p>YES.</p> <p>Minimum of 3 years.</p> <p>See DAO 202-957 for additional details.</p>	<p>Money paid directly to the lending institution.</p>
<p><b>Leave Accrual Credit for Prior Non-Federal Experience or Retired from the Uniformed Service</b></p>	<p>5 U.S.C. § 6303(e) and 5 C.F.R. § 630.205</p>	<p>A newly appointed or reappointed (e.g., a reinstated) Federal civil service employee following a break in service of at least 90 days.</p>	<p>New employees.</p>	<p>The head of the agency or his or her designee must determine that the skills and experience the employee possesses are—</p> <p>(1) Essential to the new position and were acquired through performance in a prior position having duties that directly relate to the duties of the position to which he or she is being appointed; and  (2) Necessary to achieve an important agency mission or performance goal.</p>	<p>NO.</p>	<p>Affects the leave accrual category by adjusting the service computation date for leave.</p>

<p><b>Relocation Expense Allowance for New Federal Employees</b></p> <p>(Also known as “First-Post-to-Duty” Relocation Expenses)</p>	<p>5 USC § 5723 and 41 CFR Chapter 302 (i.e., GSA Federal Travel Regulations)</p>	<p>New appointees to the Federal civil service, student trainees when assigned upon completion of college work, new appointees to the Senior Executive Service, or Presidential appointments to positions classified above GS-15 under 5 USC § 5108.</p>	<p>New employees.</p>	<p>Discretionary</p>	<p>YES.</p> <p>Service agreement of 12 months.</p>	<p>Can be paid either before or after appointment.</p>
<p><b>Relocation Expense Allowance for Existing Federal Employees, Transferred in the Interest of the Government</b></p> <p>(Also known as “permanent change of station” benefits)</p>	<p>5 USC § 5724 and 5724a, and 41 CFR Chapter 302</p>	<p>Existing Federal employees, permanently relocated in the interest of the Federal Government.</p>	<p>Existing employees.</p>	<p>When the transfer is in the interest of the Federal Government, from one official station to another.</p>	<p>YES.</p> <p>Service agreement of 12 months.</p>	<p>Typically paid following the relocation, since based on actual costs.</p>